



**Village of Park Forest, Illinois  
2010/2011 Budget**

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# Park Forest

Live Grow Discover



# Village of Park Forest

## 2010/2011 Budget

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John A. Ostenburg

### Trustees

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Bonita Dillard

Mae Brandon

Robert McCray

Gary Kopycinski

Georgia O'Neill

### Village Clerk

Sheila McGann

### Village Manager

Thomas K. Mick

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
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**Village of Park Forest  
Illinois**

For the Fiscal Year Beginning

**July 1, 2009**

President

Executive Director

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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, 2009.

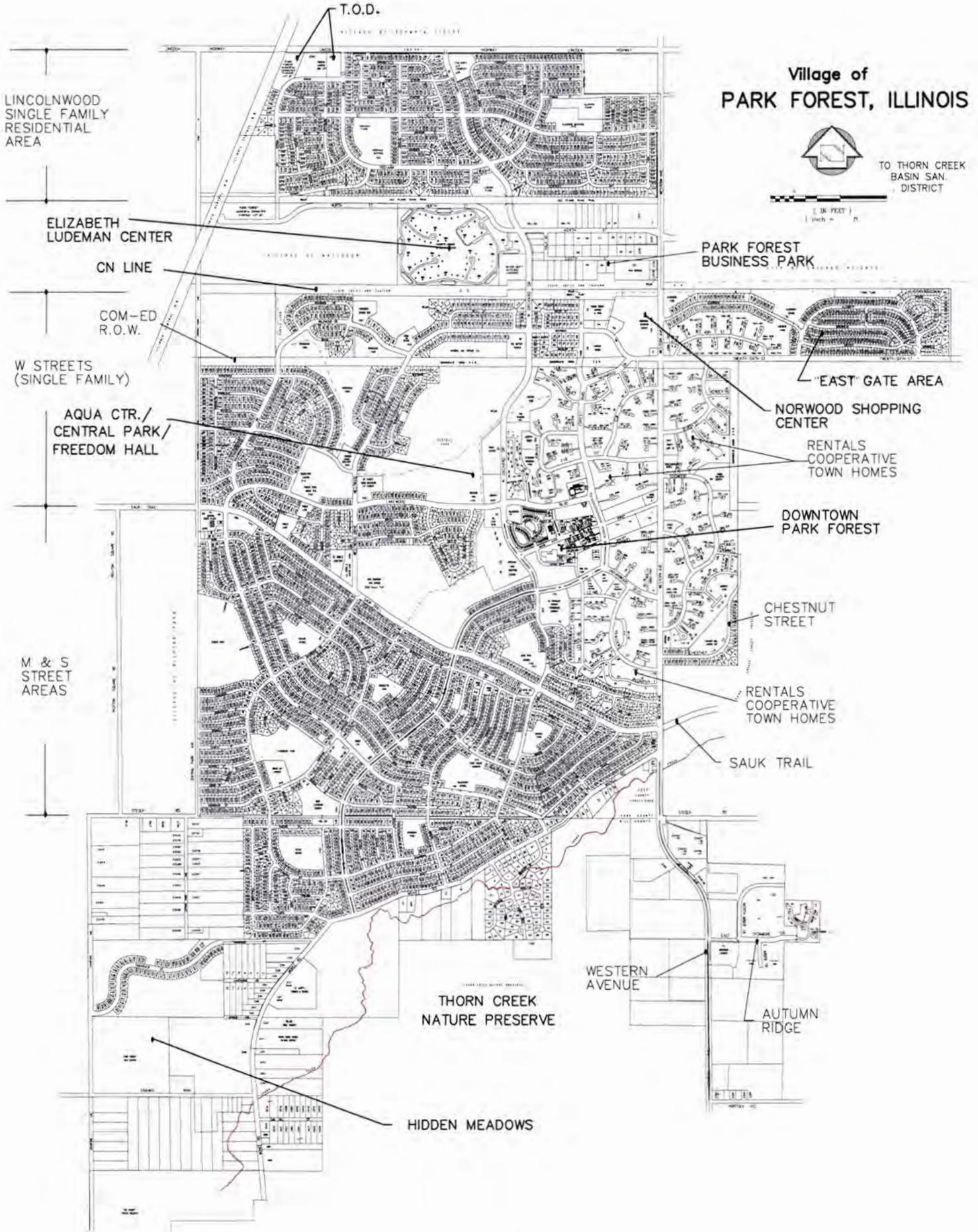
In order to receive this award, a governmental unit must  
publish a budget document that meets program criteria as a  
policy document, as an operations guide, as a financial plan,  
and as a communications device.

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.

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# Park Forest, Illinois Location and Description

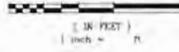




Village of  
**PARK FOREST, ILLINOIS**



TO THORN CREEK  
BASIN SAN  
DISTRICT



LINCOLNWOOD  
SINGLE FAMILY  
RESIDENTIAL  
AREA

T.O.D.

ELIZABETH  
LUDEMAN CENTER

PARK FOREST  
BUSINESS PARK

CN LINE

COM-ED  
R.O.W.

W STREETS  
(SINGLE FAMILY)

AQUA CTR./  
CENTRAL PARK/  
FREEDOM HALL

"EAST GATE AREA"

NORWOOD SHOPPING  
CENTER

RENTALS  
COOPERATIVE  
TOWN HOMES

DOWNTOWN  
PARK FOREST

CHESTNUT  
STREET

RENTALS  
COOPERATIVE  
TOWN HOMES

M & S  
STREET  
AREAS

SAUK TRAIL

THORN CREEK  
NATURE PRESERVE

WESTERN  
AVENUE

AUTUMN  
RIDGE

HIDDEN MEADOWS

## 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. And, most recently, the Illinois Chapter of American Institute of Architects recognized Park Forest as one of Illinois' greatest places for urban design and urban planning.

Located approximately 30 miles south of downtown Chicago, Park Forest (population 23,462) 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, provide 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 47 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 Governors State University, 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 54 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 two Montessori schools, 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. 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 170 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 600 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 2010, the Village of Park Forest has 153 full-time employees and approximately 61 permanent part-time employees (non-seasonal).

Additional information may be found on the Village's website at [www.villageofparkforest.com](http://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 2008/2009, budgeted and estimated year-end expenditures for Fiscal Year 2009/2010 with proposed expenditures for the 2010/2011 Budget, including the percentage change between Fiscal Year 2009/2010 Budget and Fiscal Year 2010/2011 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 \$4,068,804 for all personnel for the Fiscal Year 2010/2011. 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 \$38,681.

# VILLAGE OF PARK FOREST 2010/2011 BUDGET

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April 30, 2010

www.villageofparkforest.com

**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, 2010 and ending June 30, 2011. 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 \$19,276,260. General Fund revenues are projected at \$18,572,500. The General Fund expenditures exceed proposed revenues by \$703,760. 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 2009 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 \$41,601,800. Budgeted revenues for all funds other than the Library Fund are \$40,312,604.

After several years of a poor national economy with high unemployment rates and associated declining income tax, revenues started to recover in 2005/2006. Real Estate Transfer taxes increased as housing values increased and new residential construction began. Unfortunately, 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 two potential housing developments, Hidden Meadows and Legacy Square Phase II, and reduced building permit fees and real estate transfer taxes. A newly sold commercial retail center will most likely be resold without any redevelopment. And, 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 6% levy increase for 2009. 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. Increasing expenditures include IRMA (Intergovernmental Risk Management Association) cost, health insurance and pension costs. These trends are talked about further in financial challenges. 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. In the prior year a Senior Building Inspector was laid off and the 2010/2011 Budget includes a delay in replacing several positions. Also, capital spending has been reduced.

The Village has undertaken several initiatives over the past five years including participation in SouthCom (a combined dispatch center serving Matteson, Olympia Fields, Richton Park and Park Forest), the addition of police officers, added marketing dollars to support economic development, enhanced storm sewer maintenance and the addition of a full-time Director of Public Relations. Also, land banking efforts including the acquisition of tax delinquent properties. The Village adopted a Crime Free Housing Ordinance and a vacant property registration requirement. 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 2010/2011.

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. The Village reacquired a failed residential property within the Downtown. A developer was sought and the new Legacy Square development created 63 new 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. The economy has impacted the timing of redevelopment. The Village continues to communicate with and support the new owner.

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 has been hit the hardest with the economic downturn and Lakeshore Development is not prepared to move ahead as originally planned. Because the Village owns

the land and is under no external pressure to develop, the recommendation is to wait until housing development improves. A reassessment of the development plan will also take place. Therefore, the three major developments highlighted in the prior year have all been impacted by economic conditions.

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. 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 or increases in fees implemented when revenues shift with the economy. The 2010/2011 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. Assessing Economic and Financial Conditions and allowing flexibility in response**

The financial conditions and concerns present for the Village for the 2009/2010 budget are just as present for the 2010/2011 budget. Last year at this time the three major developments pending had stalled. This situation has not improved. In addition, the declines in revenue that the Village began to experience last year have continued and are expected to continue into 2010/2011. For the 2009/2010 Budget, the following steps were taken to offset revenue declines:

**2009/2010 Budget**

- Modified salary increases that give management staff a lesser increase than line staff.
- Elimination of the Senior Building Inspector position.
- 0% increase in controllable expenses allowed for departments.
- Reduction in capital spending in the General Fund.

Revenue projections reflect the declines experienced and included:

- Budgeting 97% of property taxes levied in 2008.
- Reducing estimated real estate transfer taxes by 33%.
- Reducing Permit and Inspection fee revenue projections.
- Interest earnings reduced by 42%.

## 2010/2011 Budget

For the 2010/2011 Budget the following actions have continued:

- Modified salary increases that give management staff a lesser increase than line staff.
- 0% increase in controllable expenses allowed for departments.
- Reduction in capital spending in the General Fund.
- Reduced revenue projections.

In addition these cost saving initiatives are included in the 2010/2011 Budget:

- 2% salary increase for all line staff not impacted by a signed union contract.
- A 1.5% increase for department heads and the Manager.
- A restructure of two positions to part-time:
  - Payroll Technician
  - Recreation & Parks Maintenance Worker
- A delay in replacement of the:
  - Director of Public Health
  - Police Officer
  - Public Works Maintenance Worker

As the Village assesses financial conditions in the 2010/2011 year, in addition to salary positions, other costs will be monitored. The other major costs impacting the Village are IRMA (Intergovernmental Risk Management Association), liability and workers compensation costs, health insurance and pension costs.

### IRMA

The annual contribution over the past six years has been:

#### IRMA Costs

	<u>Annual Contribution</u>	<u>Surplus Credit</u>	<u>Net Paid by Village</u>
2005*	\$ 784,528	\$104,246	\$ 680,092
2006*	953,141	148,666	804,475
2007*	1,023,751	123,008	900,743
2008*	962,341	115,840	846,501
2009	1,235,484	0	1,235,484
2010	1,314,766	0	1,314,766

\* years where surplus credit reduced payment.

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

### Health Insurance

Health Insurance has increased over the last six years as follows.

Fiscal 2005/2006	\$1,007,972
Fiscal 2006/2007	1,184,367
Fiscal 2007/2008	1,241,662
Fiscal 2008/2009	1,390,546
Fiscal 2009/2010	1,439,549
Fiscal 2010/2011	1,538,063

Employee health and wellness initiatives, as well as research into self-funding options will be undertaken in 2010/2011 to hold costs down. The Village currently pays \$56,295 in health insurance costs for duty disabled police and fire personnel.

**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**

	<b><u>IMRF</u></b>	<b><u>Police</u></b>	<b><u>Fire</u></b>
2004	\$182,910	\$503,306	\$444,867
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	486,951	970,566	698,452

Investment returns on pension fund balances impact levy needs. In addition, benefit enhancements require additional funding.

**Census 2010**

Another storm brewing may be the 2010 census results. Vacancy rates in the Village are especially high right now and may impact the 2010 census population number. The vacancy rates in a sampling of areas tracked by the Community Development Department show the following:

**Vacant Property 3/31/10**

Single Family Homes	212
Thorncreek Areas G & H	265
Autumn Ridge	25
Central Park	<u>33</u>
	535

If these residences lost, on average, 2.5 individuals per location that would equate to 1,338 less people in Park Forest. Assuming all other residences remained the same.

A loss of 1,338 residents would reduce our per capital revenue categories as follows:

	Population		Population		Population	
	2009	23,462	2010	23,462	2011	22,124
	Per Capita	Total	Per Capita	Total	Per Capita	Total
	<u>Distribution</u>	<u>Dist.</u>	<u>Distribution</u>	<u>Dist.</u>	<u>Distribution</u>	<u>Dist.</u>
Income						
Tax	\$91.08	\$2,136,919	\$77.00	\$1,806,574	\$77.00	\$1,703,548
Motor Fuel						
Tax	26.33	617,754	25.60	600,627	25.60	566,374
State Use						
Tax	14.44	338,791	12.70	297,967	12.70	280,975
	<b>\$131.85</b>	<b>\$3,093,464</b>	<b>\$115.30</b>	<b>\$2,705,168</b>	<b>\$115.30</b>	<b>2,550,897</b>

This potential loss of \$154,271 does assume that the non-vacant residences have not increased in population.

In order to help offset revenue declines, an increase in vehicle sticker rates will be reviewed. Rates were last increased in 2003/2004. A \$10 increase in rates would produce \$119,920 in revenue.

## 2. 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. An example of this effort was the negotiations with CN that took place in 2009. The Village was able to secure an unrestricted cash payment of \$4,805,000 that was allocated as follows:

### Canadian National Property Sale and Mitigation Proceeds

Orchard Drive Reconstruction	\$ 2,450,000
Sound Barrier in Eastgate	1,000,000
Sound Mitigation distribution to residents	500,000
Fire Safety Purposes	100,000

Economic Development Purposes	100,000
Reader Board Orchard Overpass	40,000
Parking Lot Capacity Signage	40,000
Platform and Rail Park	75,000
Parking Lot Gate Improvement	25,000
Aqua Center added Build Out	220,000
Arts Matching Grant	20,000
SB Friedman Charges	92,600
Legal Fees	16,634
Support 2009/2010 Budget	
Shortfalls	<u>125,766</u>
CN funds designated	\$ 4,805,000

In addition, CN funded the following initiatives directly:

Quiet Zone Documentation	\$ 25,000
Public Safety Training	25,000
SouthCom Rail Spotting Technology	25,000
Parking Lot Repavement	1,110,000
Electronic Loops for Capacity Sign	10,000
Caboose Donation	30,000
Deed Back Unused Wooded Acreage	80,000
Clear Trees/Shrubs/etc.	60,000
Real Estate for 211th Street	
Easement	60,000
Bridge Repaint Orchard Ave.	225,000
Bridge Ownership Orchard Ave.	<u>900,000</u>
CN Direct Expenditures	\$ 2,550,000
Total Benefits from CN negotiations:	\$ 7,355,000

This agreement provided the Village a total benefit of \$7,355,000.

### **Marshall Fields Building**

The Village is currently in discussion with the Charter School representatives to determine the future use or demolition of Marshall Fields. A CDBG grant has been secured with additional funds reserved in the TIF fund to cover demolition costs. Should the Village demolish the building, residential and mixed uses would be solicited that would generate property and possibly sales taxes. Should the charter school move forward with use of the building, the additional traffic generated would help support DownTown businesses. Therefore, at this point, either option has benefits.

### **IEPA Loan Applications**

In addition to the previously mentioned stimulus grant, the Village has applied for a low interest loan for the following three Public Works projects being reviewed by the IEPA.

Water System Improvements	3,300,000
Excess Flow Facility Rehab	657,000
Sanitary Sewer Rehab	880,000

The Village would save at least \$1 million in interest over the life of the loan should the IEPA program be approved.

The Village's involvement with SouthCom as well as an ongoing relationship with state and federal legislators continues to provide opportunities to improve Village finances.

The economic development team will continue to solicit sales of DownTown properties. Sale of the Chase Bank building should culminate the beginning of fiscal 2011.

### **3. 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 \$10,121,266 of capital improvements is included in the Fiscal Year 2010/2011 Budget. This includes \$2,030,062 for Marshall Fields demolition.

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

- 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.
- A \$110,000 sign with an LED feature was installed on Route 30 to promote Village businesses and Village activities.

The proposed capital spending for 2010/2011 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 2010/2011 budget includes \$900,000 for Sanitary Sewer improvements, \$880,000

for sewer reconstruction and manhole rehabilitation and an update to the sanitary overflow facility for \$657,000.

- Water Infrastructure** – In Fiscal 2008 the Village completed construction of a \$15.6 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 will allow the Village to replace \$3,300,000 of water main or approximately 2.2 miles. The Village, in total, has 72.25 miles of water mains.

For Fiscal Year 2010/2011, the following rates are included in the Budget, as presented:

**July 1, 2010 Rates**

Water	\$ 9.00	per 1,000 gallons
Water Infrastructure Fee	3.00	per month
Sewer	2.86	per 1,000 gallons
Refuse	18.38	per month through December 2010.
		Rates increase January 2011, to
		<b>\$18.86.</b>

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	104.04
<u>Sewer</u>	Ready to Serve	.53
	Volume Charge	33.06
<u>Thorn Creek*</u>	Ready to Serve	1.65
	Volume Charge	17.48
<u>Refuse</u>		<u>36.76</u>
	Average Bill	\$207.50

\* Thorn Creek volume charges are \$1.512 per 1,000 gallons.

- 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. Funds can once again be accumulated for projects.

- **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 is able to match grant funds and accomplish the following projects:

	Project Cost	Grant	Local Cost
Route 30 Streetscape	\$ 150,000	\$117,840	\$ 32,160
Replace Thorn Creek Bridge Phase I & II	1,000,000	800,000	200,000
Replace Street Lighting on Indianwood	293,100	217,500	75,600
Orchard Phase II Design	476,000	333,200	142,800
Orchard-Sauk to Lakewood Resurfacing	<u>304,504</u>	<u>304,504</u>	<u>--</u>
	\$2,223,604	\$1,773,044	\$450,560
Grant Funds	<u>1,773,044</u>		
Net MFT Cost	\$ 450,560		

- **Orchard Reconstruction** – In 2007/2008 Phase I engineering for Orchard reconstruction was complete. This project is 70% grant funded. Phase II engineering will cost \$476,000 with \$333,200 reimbursed. The entire project is estimated to cost \$12,000,000 and be completed in 2010. The Village will be responsible for \$3,000,000. It was anticipated that this amount would be borrowed. The CN settlement provided \$2,450,000 towards the Village share. In addition, the Manager has received notification that federal stimulus funds would increase the grant to 80%. Therefore, no borrowing would be necessary.
- **Thorn Creek Bridge** – The Village received notification that replacement of the Thorn Creek bridge will qualify for IDOT funding. IDOT will pay 80% of the project. Phase I engineering cost \$80,000. Phase II engineering is budgeted for \$65,000 and the construction and final engineering scheduled for 2010 is projected to cost \$855,000. Out of a total \$1,000,000 project, the Village costs will be \$200,000.
- **Village Green Service Facility** – With the potential loss of the Marshall Fields loading dock and the increased activity and programs on the Village Green, it has become necessary to construct a service facility. This building would house all the furniture and supplies for “Main Street Nights” and the other Village Green activities. It will also provide additional public restroom facilities often needed with events. Funding for a \$350,000 building project has been transferred to the Capital Projects fund. Construction will occur after demolition in fiscal 2011.

A larger storage building (proposed for the Public works yard) initially discussed with the Board at a cost of \$946,000 has been deferred. Storage needs still exist, but because of funding issues, temporary storage will be sought through the redevelopment agreement for Norwood. Also, deferred is the expansion to the Police Station for adding juvenile cells. Grant funding and DEA officer proceeds are being sought.

#### 4. 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 contract. Also, the Community Development Department recommended and the Board adopted a vacant building registration requirement. This requirement will allow the Village to follow up on maintenance issues.
- Land Acquisition – The Village has undertaken an aggressive land acquisition program to acquire tax delinquent properties. When acquiring properties through Cook County’s No Cash Bid Program or the Cook County Tax Reactivation Project (CCTRP), the Village has the ability to acquire property at little cost other than the legal fees to record the transaction. Holding the property and soliciting development interest involves maintenance costs, environmental assessments, appraisals, surveys, title searches and possibly demolition. These costs are included in the Capital Projects Fund. Several properties have already been acquired. Because of the legal costs to acquire, and maintenance cost to own, this initiative will slow in the 2010/2011 fiscal year.

The Village has acquired Wildwood School and the 80/90 North Building. An owner occupant is being sought for the 80/90 North Building and the Wildwood School future development is on hold pending a plan and funding.

- Transit Oriented Development (TOD) – The Board approved the concept plan for the TOD at 211<sup>th</sup> Street in January 2008. The Village now has ownership of the former Zee One Honda site at 3200 Lincoln Highway. This property will be pivotal in the development of the TOD. The TOD plan calls for a mixed-use development project centered around the 211<sup>th</sup> Street Metra Station. It also contains phasing and implementation recommendations. The Village has applied for an Illinois Department of Commerce and Economic Opportunity grant to do a tax increment financing feasibility study, a pro forma statement for respective developers and design guidelines. Creating a TIF district for the TOD will enhance the Village’s ability to implement the plan. A pro forma will show developers the feasibility of a project.
- 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 211<sup>th</sup>

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 211<sup>th</sup> 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

Now that 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 211<sup>th</sup> Street TOD Area, DownTown Park Forest, South Western Avenue as well as the Eastgate Neighborhood.

In Fiscal 2007, the Board approved a transfer of \$140,000 to fund the land acquisition initiative. An additional \$55,000 was included in both the Fiscal 2009 and in the 2009/2010 Budget to continue these efforts. Because of financial constraints, no additional funds are allocated for 2010/2011. 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 Public Relations in October 2007. Since that initiative, the Village web site has been enhanced, the Discover Magazine has been upgraded and press releases are posted regularly. Social networking sites have been established, and the Village lobby has become an information hub. Many press releases 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,” a Wine and Chocolate event, and a Mother /Daughter Brunch. Marketing materials to promote the commercial and industrial development opportunities in Park Forest have been created. In addition, signage changed throughout the Village featuring the new Village Logo promotional materials have been created. A new sign on Route 30 with an LED feature has been installed to promote Village services and businesses. The new Labor Day event, the “Scenic Five and more,” focuses on community involvement and

promotion. The neighborhood meetings will continue to be an excellent way to promote the Village and gather input from the residents.

- Norwood Shopping Center – In December 2005, the Village established Norwood Square as a Tax Increment Finance (TIF) District. The Village contracted with Baum Realty to broker Norwood Square. In March 2008 Nassimi Realty purchased Norwood. The terms of the sale required Nassimi to submit plans for improvements within 90 days of closing. Unfortunately, Nassimi has been unable to comply with the terms of the sale agreement. The Village will continue to work with the current owner to encourage redevelopment of the shopping center.
- Hidden Meadows – In July 2007 the Board approved the sale of the Hidden Meadows property to Lake Shore Investors. Lake Shore Investors have 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. Therefore, the plan can be revised when the market improves.
- 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 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.

Currently, a sales contract for the sale of Chase Bank building is in process. The Marshall Fields building will either be sold to the new Charter School or demolished in 2010/2011. 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 2010/2011 for the TIF fund is \$592,198. These funds are used to reduce the tax levy for debt service. As indicated in the DownTown section of the Budget \$4,967,463 of Village Funds has been invested in the TIF redevelopment. The current increment provides a 12% return on investment. These results indicate the value of the efforts.

- Sustainability – Creating an environment that assures the financial, environmental and infrastructure sustainability of the Village is a Board goal for fiscal 2010/2011. The principles of “sustainability” are also expressed in the “Contract with the Future” signed by all elected officials. Sustainability is a broad umbrella that encompasses all other goals. It involves making decisions for the long-term. *Sustain* is defined as *to*

*keep in existence; maintain or prolong; to endure; withstand; to provide nourishment.*  
This definition highlights the ongoing efforts for Park Forest to survive and thrive.

**Included in the 2010/2011 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**

- Wetland Discovery Center classroom introduction and use.
- Aqua Center Grand reopening featuring a solar hot water heater, energy efficient lighting, with motion detectors, 10 skylights and a “green” roof demonstration project.
- 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.

**Infrastructure Sustainability Initiatives**

- Water Main replacement
- Sewer reconstruction
- Excess Flow facility rehab
- Thorn Creek bridge replacement
- Orchard Drive reconstruction

- Storm sewer maintenance
- 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 \$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 2010/2011 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 2010/2011 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 2010/2011 Budget plans to accomplish several major capital improvements.

In short, the 2010/2011 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.**

The next two areas continue, but with scaled back funding.

- **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 all funds meet or exceed financially prudent standards (including the General Fund reserves for IMRF and FICA and the net assets in the Aqua Center previously negative).**

After several years of no new financial initiatives, the Village made the bold move to join SouthCom, established an Economic Development and Planning Department, increased the police force by three officers (one for 2008/2009 that replaces a DEA assignment), hire a full-time Director of Public Relations and add dollars to infrastructure maintenance. These efforts were an investment in the future of Park Forest. The 2010/2011 Budget moves cautiously forward with hiring delays and reduced capital spending maintaining the Board's direction and goals.

Three 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 funds received
- 9) Norwood Square operating as a sales tax generating center

\*\* The bolded items are either complete or ongoing.

Even with the economic setback of 2008, 2009 and 2010, the Village appears to be on track with most of the five year goals. Considerable effort will be needed to accomplish these goals. Located within several individual departments are steps planned for 2010/2011 moving the Village closer to targeted objectives.

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 2010/2011 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 two purposes: one, as a planning tool and two, as an instrument of control over expenditures. 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. 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.

It should be noted that the Village's cost-savings measures will continue to encourage a delay and evaluation of replacement hiring. In many instances these changes to the Village's hiring practices, coupled with the demands of supervising the marketing and management of a shopping center and implementing its conversion to a downtown, implementing other major initiatives and maintaining day-to-day operations in several impacted departments, will continue to create heavy workloads for existing personnel.

The Village has been notified that its 2009/2010 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, 2009. 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.*

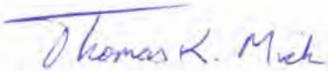
*This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.*

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 2010/2011 Budget has been prepared with that goal in mind.

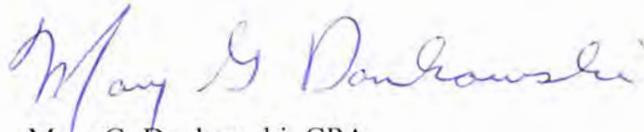
The budget is the result of many long hours of work. Our warmest appreciation to the Department Heads and their staff who submitted and revised their budgets in a timely manner, within the spending guidelines provided. Park Forest is indeed fortunate to have a group of consummate professionals, each 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 2010/2011 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:**

Budget policies of the Village of Park Forest are both programmatic and fiscal. Programmatic budgetary policies are derived from a five-step process. That process is described in great detail under “Budgetary Policies” beginning on page 1-2.

The budget for Fiscal Year 2010/2011 will reflect the Village’s efforts to deal with the struggling economy. The economic crises plaguing the housing market, credit and financial industries and the ramifications manifesting themselves into the state and federal governments that have trickled down to the local government level. These ramifications include deteriorating revenue streams in income tax, real estate transfer fees, building permits, etc. around which the Village’s annual budget is funded. Conservative financial principles and planning initiatives have helped the Village weather the downturned economy that has now spanned multiple fiscal years. Fiscal 2010/2011 will include a very conservative financial approach as it relates to expenses. For example, the fiscal policies adopted by the Board of Trustees, which are a cornerstone in the Village’s annual budget preparation process, include a 0% increase in operating expenses for all Village Departments. In Fiscal Year 2008/2009, the Village laid off an employee related to the downturned housing and commercial development industries. This position has yet to be filled. Additionally, several other vacated staff positions (Police Officer, Payroll Technician, Director of Public Health, Public Works Maintenance Worker, Recreation and Parks Maintenance Worker) have either not been filled due to a modified hiring-freeze that has been implemented or have been scaled back from a full-time capacity to a part-time position. Fiscal policies for the 2010/2011 Fiscal Year also set forth a 2% cost of living adjustment for most employees. Departments Heads and the Village Manager, however, will receive a 1.5% increase. This comes after a gradually-reduced cost of living increase for all Village management personnel in 2009/2010 which saw front line supervisors receive a 2% cost of living increase while upper level management received a 1% increase. Finally, 2010/2011 will see an increasingly scaled back approach to capital expenditures, even more scaled back than the conservative approach set forth in Fiscal Year 2009/2010.

While the Village will maintain its conservative fiscal approach to expenses, 2010/2011 will include Village staff addressing aging infrastructure needs through as many grant funding sources as possible. In the federal stimulus funding climate of 2009/2010, the Village experienced a great deal of success with grant funding as will be detailed in the pages of this summary and the entire budget document. While success was seen with grant funding 2009/2010, the ground work was laid for additional successes in 2010/2011 as projects were engineered to become ‘shovel-ready’ and other projects are in the grant application system for 2010/2011 funding consideration. While seeking to have as many public infrastructure needs addressed as possible via grant funding, staff work will continue on long-range planning and redevelopment efforts such as the Strategic Land Use Plan for Economic Development, the Transit Oriented Development at the 211<sup>th</sup> Street Metra Station and the continued redevelopment of Downtown Park Forest.

The fiscal budgetary policies of the past few years were designed to cope with a fiscal condition marked by declining sales tax revenues and commercial base coupled with the challenge of redeveloping a formerly regional mall into a main street downtown and transitioning a blighted shopping center, Norwood, into the hands of a competent business owner. Although many accomplishments have been made, the fiscal policies of the 2010/2011 Budget continue on the path of fiscal conservatism. Budgetary revenues are projected at the conservative end of the scale of anticipated revenues. Budgetary expenditures are held to the level of anticipated revenues and predetermined available fund balances. Even with the conservative nature of the 2010/2011 Budget, it is designed to accomplish the Village Board's goals resulting from several strategic planning sessions. Various municipal departments contain objectives designed to implement the Board's goals. 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 accomplish the goals of the Village Board while recognizing that the tax base of the Village is limited and the fiscal condition is strained. While staffing levels have been frozen where fiscally feasible and responsible, the 2010/2011 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 2010/2011 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. In conducting its strategic planning during 2009/2010, 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 conducts a community survey as part of its Strategic Planning process each year. The instrument typically encompasses a general survey requesting resident feedback and ratings related to the overall resident satisfaction with each Village operating department. Additionally, the survey instrument also includes specific questions soliciting feedback in aiding the Village Board on a particularly important issue for the upcoming year. In prior years, this portion of the survey has focused on such issues as:

- the services provided by the Park Forest Health Department.
- the local Jolly Trolley transportation service.
- a rating of recreational amenities in the community.
- where residents go to get their information on local government and local activities.
- where residents go to spend their retail dollars.

In preparation for Strategic Planning for the Fiscal Year 2010/2011 Budget, a community-wide survey was conducted for the tenth time in the last eleven years.

<b>Community Survey Responses</b>										
<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>1,008</b>	<b>771</b>	<b>1,321</b>	<b>375</b>	<b>1,050</b>	<b>0*</b>	<b>825</b>	<b>921</b>	<b>682</b>	<b>129**</b>	<b>131***</b>

\* The Village chose not to conduct a community survey in 2004

\*\* Survey was mailed to a random group of 926

\*\*\* Survey was mailed to 500 random addresses and filled out in-person by 94 survey booth respondents.

The 2009 community survey included 500 surveys being mailed to randomly selected addresses which had moved in to the Village within the past 5 years. The five-year benchmark was determined by the date in which the resident address had water service established with the Village. A new twist to the Village’s ever-evolving efforts to reach

residents in different approaches included the survey instrument being administered with a ‘walk up’ component where survey booths were set up at various places of business across the community. Of the 131 survey respondents in 2009, 94 were a result of the walk up survey while 37 were mailed back to Village from the random mailing approach.

The community survey solicited insight from Park Foresters on how they go about getting information about the happenings across the Village. The survey was geared toward gaining insights on resident communications preferences so that the Village can adjust its public relations approach accordingly in the months and years ahead. Other questions sought citizen feedback on the Village’s Neighborhood Meeting Program and details on which Village/civic activities were most frequently attended by the survey respondent’s household. Finally, residents were asked to rate Village services. If a survey respondent had the opportunity to use and/or had insight on a particular Village service, the ratings of good to excellent were as follows:

	<b>Citizen Rating of Good to Excellent</b>			
	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Recreation and Parks</b>	<b>90.32%</b>	<b>87.46%</b>	<b>92.31%</b>	<b>90.57%</b>
<b>Public Works – Water/Sewer</b>	<b>81.71%</b>	<b>69.97%</b>	<b>72.00%</b>	<b>83.48%</b>
<b>Public Works – Streets</b>	<b>73.45%</b>	<b>57.95%</b>	<b>52.04%</b>	<b>83.48%</b>
<b>Police</b>	<b>91.31%</b>	<b>90.59%</b>	<b>87.88%</b>	<b>90.00%</b>
<b>Park Forest Library</b>	<b>94.52%</b>	<b>94.56%</b>	<b>94.74%</b>	<b>96.50%</b>
<b>Health</b>	<b>94.83%</b>	<b>95.22%</b>	<b>98.63%</b>	<b>95.24%</b>
<b>Fire/Paramedics</b>	<b>97.74%</b>	<b>97.01%</b>	<b>93.41%</b>	<b>98.00%</b>
<b>Economic Development &amp; Planning</b>	<b>54.70%</b>	<b>44.64%</b>	<b>54.17%</b>	<b>71.26%</b>
<b>Community Development</b>	<b>52.66%</b>	<b>42.62%</b>	<b>53.62%</b>	<b>74.47%</b>
<b>Public Relations</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>81.55%</b>

The results of the community survey were tabulated and shared with the Village Board as part of its Strategic Planning goal-setting session. Additional community input was sought with shaping the 2010/2011 Budget through the continuation of the Village’s Neighborhood Meetings Program. Residents and/or neighborhoods of the community where such meetings took place in 2009/2010 included the residents of Legacy Square, those living in the “W Streets” and residents living in the Townhome Associations of the Village or in close proximity.

### **3. Strategic Planning Workshop:**

During 2009/2010, several strategic planning sessions were held. One of the workshops concentrated on a review of the fiscal condition of the Village. 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. This session also included an update to the Board on the status of staff’s work toward achieving Budget and department goals.

Another workshop was conducted with the Village’s Management Team as it assessed the various issues confronting the community and Village services in the coming

year. Representatives from all Village operating departments participated in this session and a summary report was forwarded to the Village Board.

Two other workshops were scheduled with the Village Board by a professional facilitator. The first workshop was a lecture format in which the concept of macro-strategic planning was discussed. Representatives from other taxing jurisdictions serving the Park Forest citizenry were invited to this lecture where upwards of 100 people were in attendance. At the second workshop, the planning facilitator assisted the Village Board with the articulation of goals and a prioritization of those goals. In addition to officially adopting the goals by resolution, the Village Board crafted a “Contract with the Future” endorsing the goals with the following pre-amble:

*“We, the elected leaders of Park Forest are committed to serving the Village with integrity and dedication to sound democratic principles. It is our duty to strive for excellence in all aspects of governance and for the preservation and enhancement of the quality of life of all residents. We the undersigned pledge, to those we serve, to commit ourselves to assuring, to the best of our ability, a sustainable future through sound fiscal practices and empathy for the needs of our citizens. In carrying out our commitment and responsibility to those we serve, we further pledge to lend our knowledge, experience, intellectual capacity and energy to the creative planning and problem solving functions necessary to the attainment of Park Forest goals. The foundation for our thought and action is, and will continue to be, continuous planning that establishes, revises, and when appropriate, perpetuates goals from formation to achievement.*



*The following Goals have been established for the Village of Park Forest. Each signature affixed to this Contract With the Future is a commitment to these Goals and to the future of Park Forest. To these ends, we, the undersigned, solemnly commit our effort and intellect to the Action Plans to be established for these goals and to sustain that commitment whether we are in a lead or supporting role.”*

Following are the goals developed by the Board during Strategic Planning and articulated as part of the Contract with the Future:

**2010/2011 BUDGETARY PRIORITIES:**

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

3. Increase commercial, business and residential development in the Village.
4. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the Village.
5. 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 2010/2011, the adverse impacts of deteriorated national and state economies will result in a reduced Capital Improvements Plan compared to recent fiscal years. Inasmuch as the Village has been diligent in its capital replacement efforts over the course of the preceding decade, it is believed that Village operations will not suffer as a result of a scaled back capital budget in the coming fiscal year.

**5. Preparation of Proposed Budget:**

As noted above, the budget process begins in August/September with the mailing of the citizen survey followed by Strategic Planning Sessions. 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 2009 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 14, 2010. 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.

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 CAFR has the admirable track record of receiving the Certificate of Achievement for Excellence in Financial Reporting in *every year from 1996 through 2009*. The CAFR 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 CAFR for 2008/2009, as well as the 3 preceding years, has been posted in its entirety for public review on the Village's web site at [www.villageofparkforest.com](http://www.villageofparkforest.com). In addition to the CAFR 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 2009/2010.

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 2010/2011, the operating budget for the General Fund contains \$18,804,733 of expenditures. This represents a 1% decline in expenditures for the General Fund. After transfers the \$19,276,260 budget decreased 6% because of prior years transfers to capital projects and proposed reduction in capital spending. Revenues for the General Fund are \$18,572,500. **Fund Balance of \$703,760 is being utilized to fund the difference between proposed revenues and expenditures after transfers.**

For Fiscal Year 2010/2011, the combined budget of all funds reflects \$41,601,800 of expenditures (excluding the library). This represents a 7% decrease in expenditures for all funds. Budgeted revenues for all funds other than the Library Fund are \$40,312,604, 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 General Fund for operations and transfers, or the Fire and Police Pension Fund which accumulates dollars for future benefits.

The Fiscal Year 2010/2011 Budget recommends a transfer of \$224,527 to the Downtown Fund for the Village's share of Common Area Maintenance. No additional support is included. The Budget also recommends transfers to the Aqua Center for

\$120,000 and Tennis & Health Club for \$95,000. 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 \$4,935,488. 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 2009, which provides the property tax base for the 2010/2011 Budget, provided for a 0% growth in those departments, programs and services funded by general property taxes including capital expenditures. The 2010/2011 Budget funds the Board’s goals of continued economic development, civic engagement and major water/sewer/roadway improvements across the Village. The 2010/2011 Budget includes salary step increases for eligible employees with a 2% cost of living adjustment for all employees outside of collective bargaining units. A similar figure will be pursued with Fire Department contract negotiations which are ongoing as of the printing of this document. A previously-approved 3% cost of living increase for union personnel in the Police Department is included with the 2010/2011 Budget while the Village pursues a 1% concession from bargaining unit membership as part of its overall plan for addressing the current economic climate. Finally, cost of living adjustments for the Department Heads and the Village Manager are projected at 1.5% for the 2010/2011 Budget.

Following is a chart that depicts Full Time Equivalent (FTE) personnel, by department, from Fiscal Year 2006/2007 through Fiscal Year 2010/2011 projected.

<b>Department*</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>
Administration/Finance <sup>1</sup>	15.0	16.0	16.0	16.0	15.5
Public Works/Water <sup>2</sup>	29.8	29.8	30.3	31.0	31.0
Recreation and Parks <sup>3</sup>	20.6	19.8	20.6	19.6	18.6
Police <sup>4</sup>	54.1	54.1	55.1	55.1	55.1
Fire	25.0	25.0	25.0	25.0	25.4
Health	8.5	8.5	8.5	8.5	8.5
Community Development	9.4	9.4	9.6	8.9	8.9
Economic Development & Planning <sup>1</sup>	4.5	4.0	4.0	4.0	4.0
Downtown	3.0	3.0	3.0	3.0	3.0
<b>TOTALS</b>	<b>169.9</b>	<b>169.6</b>	<b>172.1</b>	<b>171.1</b>	<b>170<sup>5</sup></b>

\* Does not include seasonal positions.

<sup>1</sup> The increase in Administration/Finance staff corresponds with the decrease in Economic Development. The part-time Public Information Officer retired during Fiscal 2008 and was replaced with a full-time Director of Public Relations/Assistant to the Village Manager.

<sup>2</sup> For the last two years Public Works has hired additional part-time Maintenance workers for the Water Department.

<sup>3</sup> The change in Recreation and Parks staffing relates to the restructuring of positions within the department.

<sup>4</sup> The increase in staff for the Police Department reflects the assignment of an officer to the Drug Enforcement Agency Task Force. His shift position was filled with an additional officer.

<sup>5</sup> 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.

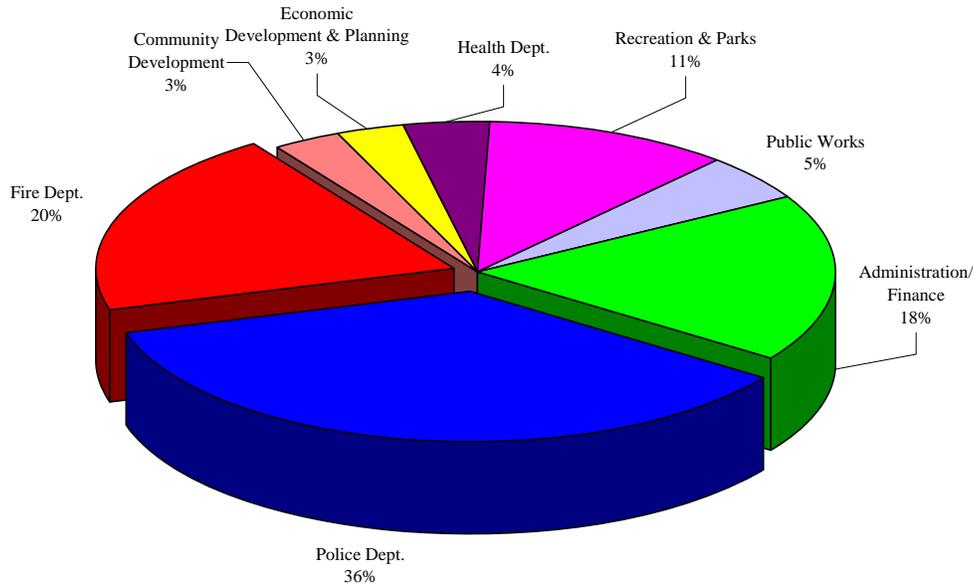
Each section of the Budget follows the same format. First, there is a description of the department and its function in the overall provision of services to the community. It is followed by accomplishment of the prior year's goals, the current year's goals and performance measurements, organizational 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 2008/2009 Actual. This reflects the amount actually spent in Fiscal Year 2008/2009 in each of the listed categories: personnel, insurance, employee support, etc. The second column is Fiscal Year 2009/2010 Budget. This column reflects the amount budgeted to be spent in each of the listed categories in Fiscal Year 2009/2010. The third column is Fiscal Year 2009/2010 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 2010/2011 Proposed. This column is the proposed budget presented to the Board for its consideration for Fiscal Year 2010/2011. 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 2009/2010 Budget to Fiscal Year 2010/2011 Budget. In reviewing this column, it is also important to take note of the Fiscal Year 2009/2010 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 2009/2010, but believes it will actually spend \$12,000, that number will show up in the Fiscal Year 2009/2010 Estimate column. It would explain why the department decided to budget \$13,000 in Fiscal Year 2010/2011.

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 56% of the General Fund Budget.

**Village of Park Forest  
General Fund Operating Expenditures  
FY 10/11 Proposed**



**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 1-5 and 1-6). A major undertaking in 2009/2010 was the negotiation of a series of agreements with Canadian National (CN) Rail Company. Through the sale of just under 6 acres of Village-owned property, the set of agreements with CN will help mitigate Village concerns with the rail company’s acquisition of the former EJ&E infrastructure and its impacts upon Park Forest. Under the new ownership of Canadian National, train activity in Park Forest is expected to increase 400% (from 8 trains per day to 32 trains per day), resulting in numerous adverse effects on the Village and its residents. As a result of a package deal including 6 agreements with CN, the Village will realize \$7,355,000 in economic benefits. Cash benefits totaled \$4,805,000 and tangible economic benefits equated to another \$2,550,000. A breakdown of the agreements is as follows:

- Voluntary Mitigation Agreement (total value: \$4,225,000)
- Parking Lot Reconstruction Agreement (total value: \$1,320,000)
- Bridge Overpass Ownership Transfer Agreement (total value: \$1,165,000)
- Real Estate Sales Agreement and Option Agreement (total value: \$645,000)
- Right of Entry Agreement

The settlement package provides funds which will be used in a multitude of ways to benefit the residents of Park Forest in 2009/2010, 2010/2011 and beyond. Benefits include:

- Offsetting noise and/or property value impacts for residents, the Voluntary Mitigation Agreement (VMA) includes \$1,500,000 for residential sound-proofing efforts for those properties adjacent to the rail lines. A portion of this money will be allocated for a sound barrier east of Western Avenue along the south side of the rail line. The Village is currently developing a Noise Abatement/Home Improvement Program which will allow for \$500,000 to be passed on to impacted residences. The program should be unveiled in late 2009/2010 or early 2010/2011 and be administered over a period of 3 to 5 years.
- The VMA includes \$2,250,000 which will be earmarked to help fund long-range overhaul improvements to Orchard Drive as the Village works to ease traffic congestion expected with the increased rail traffic to pass through Park Forest. In particular, funds will be used to construct four-way streetlight/traffic control devices at the intersection of Orchard Drive and Westwood Drive. The Village believes that traffic patterns will naturally flow down Westwood Drive and/or North Street when trains are crossing Western Avenue. Implementation of a traffic light-controlled intersection at Orchard & Westwood should assist in better control of traffic which leaves Western Avenue in an attempt to go around the train.
- The Village will maintain 80% of the commuter parking lot at the intersection of Hickory Street and Homan Avenue, the area in which CN purchased the Village-owned property to construct a rail line switch from east/westbound lines to north/southbound lines. While maintaining 80% of the commuter lot property, the area will be revitalized and reconstructed (paving, striping, fencing, etc.) by way of CN funding. Much of this work was carried out as of late 2009/2010. In 2010/2011, the ongoing lot improvements will include the necessary looping, or traffic counting, mechanisms to transmit parking lot space availability to off-site capacity signs to be installed either along Western Avenue or Lincoln Highway/US Route 30.
- Economic Development efforts for the Village were boosted with a contribution of \$100,000 to be used at the Village's sole discretion. Likewise, \$100,000 was secured for public safety operations. Funds for both of these initiatives will be expended in late 2009/2010 or in 2010/2011 with more details available in the Fire Department and Economic Development and Planning sections of the 2010/2011 Budget.
- The settlement package provides funding and other contributions (technical support, equipment, etc.) for a public attraction park feature which will include construction of a rail traffic viewing platform, a rail car feature (with a CN-donated rail caboose) and a large-scale mural which may draw latent tourism benefits to Park Forest and the Old Plank Road Trail.
- A portion of the Aqua Center renovation and demolition project (\$220,000) was funded by the CN settlement package. Additionally, the Village sponsored a Donor Grant Match Program for two Park Forest cultural arts associations. The program,

totaling \$20,000, included the Village matching any sponsorships secured by the Illinois Theatre Centre and the Tall Grass Arts Association throughout 2009/2010.

- Finally, the settlement package facilitates the transfer of bridge/overpass ownership over Orchard Drive to CN and the rail company will paint the structure in the next 30 months. Additionally, the Village secured a \$40,000 contribution from CN and the necessary signage rights to install an LED sign(s) on the overpass to aid in the Village’s communication with residents as part of its overall public relations plan.

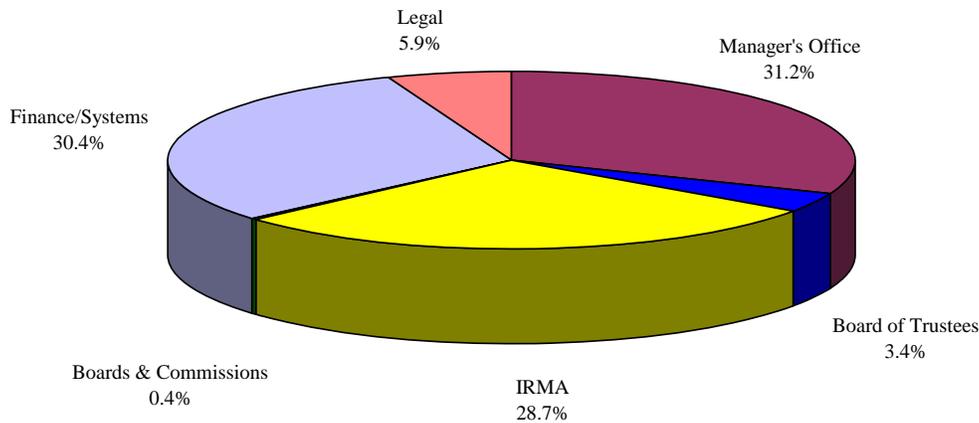
Liability and workers’ compensation coverage rates through the Intergovernmental Risk Management Association (IRMA) are noted in Administration but encompass the entire organization. For 2010/2011 the Village anticipates an approximate 6.2% increase in the overall medical insurance plan premiums but 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 expected to increase by 5%. 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 2010/2011 with one goal being to keep insurance costs under control. 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. 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%

In an era of runaway insurance premium costs where double-digit annual increases can be the norm, the Village has maintained premiums with single-digit annual increases in 3 of the last 4 plan years. This has been attained, in part, by the efforts of the employee Health and Wellness Task Force. Enhancing employee knowledge of the costs for insurance (industry norms and personal utilization), and their understanding of their overall benefits, combined with healthy lifestyle initiatives such as the Health Miles Pedometer Program, have been a mission of the Task Force. The Health Miles Program aims at changing the wellness culture of the employee workforce by providing financial and competitive incentives for staff to become more physically active in their day-to-day activities. Other Task Force initiatives aimed at changing the wellness culture of the workforce include annual health screenings and a Wellness Expo.

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 10/11 Proposed**



\*Administration/Finance includes the Manager's Office, Finance Department, Board of Trustees, Risk Management, Legal, Central Purchasing, Information Technology and Public Relations.

While 2009/2010 included the Director of Personnel facilitating staff recruitments for the departments of Health, Public Works and Finance, the Village implemented a modified hiring freeze at the midway point of the fiscal year. Unless it was cost-prohibitive (such as the Village would have to pay extensive ongoing overtime to replace the vacated position), the hiring freeze impacted staffing levels in Community Development, Public Works, Police, Finance, Health and Recreation and Parks. Promotional-eligibility lists were established for the ranks of Firefighter Lieutenant, Police Commander and Police Corporal. As always, all recruitments carried out by the Village strive to be diverse hires when and where possible. Diversity is, and will continue to be, a focus in hiring to yield a staff which mirrors the population of Park Forest.

The downturn in the economy has encouraged promotion and attendance in employee education programs through ICMA-RC, IMRF and a better overall understanding of such programs as Flexible Spending Accounts. Overall communication and support for each department within the Village has been a mission for the Director of Personnel.

The efforts of the Director of Public Relations to enhance Village efforts in engaging the community saw numerous initiatives in 2009/2010. Discover Magazine, the Park Forest resident newsletter, was distributed 3 times 2009/2010. Strategic articles included increasing citizen awareness of the Park Forest Health Department services and pending improvements for the reconstruction of Orchard Drive (the main thoroughfare across the middle of the community). In 2009/2010, the Village partnered with the U.S. Census Bureau in promoting public awareness of the 2010 Census. This partnership included Village distribution of 2010 Census materials at various public events, dozens of public awareness posters being placed throughout the community and prominent

presentations related to the 2010 Census on the Village web site, local cable access channels and two different editions of Discover Magazine.

As part of the expanding public relations plan, 2009/2010 saw Village staff create Facebook and/or Twitter presences for the Village, Aqua Center, Scenic 5 and More, the Bark District and Recreation & Parks. The Village's website continued to evolve to allow more communication to the public with Discover Magazine, the 2009/2010 Budget, Village Audit, Business Resource Guide, Resident Handbook and other documents of current relevance being posted. The website also continues to be a resident resource for the Village code of ordinances and all Board Meeting agendas and agenda materials. Residents can watch Village Board Meetings on the website which broadcast live to the public. Ongoing promotion and upgrades to the Village website has increased traffic by approximately 3.4% in 2009 where the Village now experiences in excess of 39,000 visitors per month.

In 2010/2011 the Village will implement a comprehensive, traditional communications and public relations plan to help promote awareness of Village services and accomplishments, increase the online footprint of the Village thus increasing traffic to its web site and other web presences. Additionally, more programming on the Village's cable access channels will be created as part of the overall public relations plan and new mechanisms will be explored to capture e-mail addresses of Village residents and grow the Village's e-mail contact database.

The Village will continue its strategic planning efforts in 2010/2011. Continued emphasis will be placed on citizen input and involvement, which are key components for the development of the Village's budget. Implementation of all Board Goals emanating out of the strategic planning process will be coordinated by the Administration Department. The Administration Department section of the 2010/2011 Budget also includes Village staff's attainment of the 2009/2010 Fiscal Year Board Goals.

In 2010/2011, 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.

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 2009/2010 was an example. The legal expenses were over budget due to a number of issues that unfolded. In particular, staff and legal counsel finalized legal action against two tax delinquent properties (80-90 North Street and Wildwood School) in which the Village ultimately took control. Additionally, Park Forest legal costs mounted as the Village was forced to defend itself against legal claims of discrimination in administering its code of ordinances and implementation of the Crime Free Housing Ordinance. 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. The legal case involving discrimination claims is expected to continue into 2010/2011. 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](http://www.villageofparkforest.com). For 2010/2011, the Finance Department will continue with internal auditing procedures. In addition, an independent CPA will be asked to review procedures established and report to the Board in January 2011 in conjunction with the audit review. 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 begin 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 2010/2011, the Finance Department will work with all Village Departments to enhance efficiencies and cost containment.

### **Police:**

As part of the Village's Troubled Building and Property Task Force, the Police Department is integral in the collaborative multi-departmental approach which aims to help protect the housing infrastructure and enhance quality of life in various neighborhoods of the community. The Village's Crime Free Housing (CFH) Ordinance, implemented in March 2008, is designed to allow landlords and the Village to work collectively in the prevention of problematic rental properties. At the time of printing this document, 570 investment property owners have been identified, 450 of which are currently licensed. The unlicensed landlords will be pursued in local court. In 2009, the Crime Free Housing Ordinance was slightly revised to better meet the needs of the Police Department after 18 months of administering the program.

A direct result of the CFH Ordinance is the drop in calls for service to the Police Department in 2009. With 16,440 such calls, this figure was more than 15% lower than the 19,413 service calls in 2008 and more than 18.5% lower than the 20,191 calls in 2007. Without much doubt, this drop is attributable to the CFH and what is believed to be a better quality of life for Park Forest neighborhoods. In 2010/2011 the CFH Ordinance and the Police Department's Special Tactical and Neighborhood Deployment Unit of Policing (STAND UP) will again be instrumental in maintaining a positive quality of life in its targeting of problem areas as reported by residents of the community.

As the Police Department continued its incremental renovations of the Police Station in 2009/2010, the north doors of the main lobby were replaced and cement work including sidewalk and parking lot patching was completed. The former evidence room was converted to a temporary detention room by retro-fitting the door, adding a surveillance camera, detention benches and detainee restraints. Finally, Homewood Flossmoor High School donated seven used weight lifting machines to the Police

Department gym. For 2010/2011, architects will submit a preliminary conceptual plan for a Detention Pod addition. Given the fiscal condition of the Village, the addition will only be completed via grant funding.

Youth outreach and engagement has been a staple of police operations for several years and 2009/2010 was no different as hundreds of Park Forest youth participated in the Police Athletic and Activity Center (PAAC), the Eastside Sports Club and Saturday Night Life (SNL). These daytime and evening programming initiatives are non-traditional policing concepts in engaging the community, each of which will continue in 2010/2011, with the Eastside Sports Club being shifted to Central Park. The Police Department will also partner with the Fire Department in offering a Citizen's Public Safety Academy.

The 2010/2011 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. This agency provides joint public safety dispatching services to the Villages of Park Forest, Richton Park, Matteson and Olympia Fields. The remaining cost is in the Fire Department.

**Fire:**

The 2010/2011 Fire Department 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. A major initiative for the Fire Department in 2009/2010 was the Fire Chief's integral work and oversight associated with the labor-intensive implementation of a new Computer Aided Dispatching (CAD) and records keeping program for SouthCom. The new CAD system is being funded by the member communities of SouthCom and is expected to become active late in calendar year 2010. Another transitional oversight issue for SouthCom has been the retirement of the longtime Executive Director in late 2009/2010. The Fire Chief has spearheaded this transition and will continue to mentor the new leadership team as its transition continues into 2010/2011.

In 2009/2010, the Fire Department sought grant funding to expand full-time staffing to six firefighters per shift. Due to the impacts of the economy on Village finances, the Fire Department had to remove itself from the final round of consideration for a SAFER (Staffing for Adequate Fire and Emergency Response) Grant.

Engagement of the community through outreach efforts and school education programming continued in 2009/2010 through joint efforts with the local school districts. Additional engagement of the community included ongoing administration of a customer satisfaction survey, targeted public education sessions for senior citizens, and the offering of a Citizen's Fire and Police Academy designed to increase citizen's knowledge of public safety operations. Similar outreach and education efforts will continue in 2010/2011 in addition to working toward the development of public service announcements for local cable access channels on such topics as understanding weather warning sirens.

Capital spending across all departments will be lean in 2010/2011, as was the case in 2009/2010 given severe fiscal constraints. However, a slate of Fire Department capital

equipment items (Hazardous Materials equipment, Training Room enhancements, staff training modules and manuals, etc.) are being funded in 2010/2011 as a result of funding secured from Canadian National Rail Company. Finally, a rail line/right-of-way accessible all terrain vehicle was purchased in late 2009/2010 via CN funding that should be delivered to the Village in early 2010/2011.

### **Health:**

The Director of Public Health retired in mid-2009/2010 as an extended period of transition continued for the Health Department. Due to fiscal constraints, the Director's position was left vacant for the rest of 2009/2010 as part of the modified hiring freeze. It is expected to be filled in early to mid-2010/2011. In the vacancy period, the Assistant Director of Finance took on the role of interim Department Head while partnering with the Nursing Supervisor to lead the day-to-day operations. During this interim period careful analysis will be given to the operational and managerial needs of the Health Department and what, if anything, might need to be reorganized or restructured in 2010/2011. Other transitions in the Health Department included the resignation of a Registered Nurse and the establishment of a contract with a new Medical Advisor who reviews procedures and protocols of departmental operations.

In spite of the transitions, the Health Department continued to provide quality public health clinics and home health care services – albeit with reduced benchmarks in some areas compared to previous years as a result of the staffing constraints. In 2010/2011, the Health Department will, where fiscally and administratively possible, continue its marketing efforts to grow the client census.

A new initiative in 2009/2010 was an environmental health program called the Safe Needle Disposal Program. A partnership with the Park Forest Environment Commission, the goal of this program is to provide local residents with a hazard-proof alternative for disposing needles used in the home setting for medication administration.

The Department continued to maintain an outward-reaching presence in 2009/2010 with Access to Care and the nationally-sponsored study initiative titled "Place Matters." The Health Department also takes a lead role in managing the Park Forest Farmers' Market. In 2010/2011, ongoing facilitation of these relationships will continue the Department's engagement of the community and its goal of promoting the benefits of a healthy lifestyle to Park Forest and beyond.

### **Recreation and Parks:**

A major accomplishment for the Recreation and Parks Department in 2009/2010 was a full-scale renovation at the Park Forest Aqua Center. As part of implementing the Park Forest Aqua Center Master Plan, the Aqua Center work included renovations and demolition work associated with an \$800,000 Open Space Lands Acquisition and Development (OSLAD) grant from the Illinois Department Natural Resources. It included new plumbing fixtures, electrical and HVAC improvements, demolition of the existing concession stand and enhanced storage capacity. Additionally, a new concession facility

was constructed in the southwest corner of the existing bathhouse, an environmental classroom (the new Wetlands Discovery Center) was developed in the northwest corner, 10 skylights were installed and solar water heating for domestic hot water in the bathhouse pool facilities was added. Subsequent to the demolition work, in late 2009/2010 a demonstration rain garden will be planted in the vicinity of the old concession stand.

With the facility overhaul, the Village is hopeful that these efforts will stem the tide of a declining annual attendance. The count for the 2009 summer season at the Aqua Center was 48,000 attendees which is substantially down from previous attendance figures of 79,226 (2006) and 84,394 (2004). As other aquatics centers in the southland region have been shuttered over the past several years, the Village will continue its efforts to heighten Park Forest/regional awareness of this recreational venue while continually upgrading the facility to maintain consumer appeal (a climbing wall and new drop slide were added in 2008/2009 in addition to the recent facility overhaul). The declining attendance is part of a larger struggle for the Recreation and Parks Department. The general public appears increasingly inclined to seek out recreational opportunities at as little fee possible.

The Aqua Center renovation project is the latest example of how the Recreation and Parks Department is at the forefront of Park Forest's movement to go "green." In recent years, environmentally friendly Recreation and Parks initiatives have included the implementation of several rain gardens, installation of a green roof demonstration project, and energy efficient re-lighting projects. The newly opened Wetlands Discover Center will allow for year-round enjoyment and learning associated with the largest environmentally-conscious initiative ever undertaken in Park Forest: the Central Park Wetlands restoration and preservation project. The Wetlands hosted more than 1,200 students in 2009. Other green concepts carried out in 2009/2010 included the implementation of a rain garden at Winnebago Park and additional boardwalk and interpretive signage at the Central Park Wetlands.

In 2009/2010, staff began to combat the devastating effects of the Emerald Ash Borer (EAB) beetle. Dozens of trees were removed in the public right-of-way where it was evident that the EAB was present. This effort will continue in 2010/2011 as the Village continues to address this issue which is expected to impact approximately 900 trees Village-wide on public property. Additionally, Village staff will further investigate systemic insecticides which may be effective in controlling the EAB. The approach may be used in treating particularly valuable and healthy Ash Trees as a preventative measure.

Freedom Hall continues to provide a wide array of cultural programming through its Main, Senior and Children's Series programs. Summer programming includes outdoor entertainment through the Main Street Nights concert series on the Village Green in Downtown Park Forest. In 2009/2010 a major capital improvement was carried out at Freedom Hall as all of the original 330 seats of the Nathan Manilow Theater were replaced. New carpeting, painting and 287 seats were then installed as Freedom Hall prepared for its 33<sup>rd</sup> season. In 2010/2011 Freedom Hall programming and the Main Street Nights series will continue to provide wonderful performances that are sure to meet every taste in the community. Outreach to enhance public awareness of all that Freedom Hall offers will

continue as staff considers alternative approaches and/or partnerships to what has been done in previous years.

The Tennis and Health Club continues to be steady in its operation and demand for court time. Court user fees were increased in 2009/2010 and are expected to remain the same for 2010/2011.

Like other departments, staffing constraints are an issue. In 2009/2010, a longtime Maintenance Worker retired. The position was replaced in a part-time capacity. With a scaled back capital improvement plan for 2010/2011, approved purchases will include playground equipment for Illinois School (possibly a joint-venture with School District 162), funding for emergency repairs, as needed, at Village Hall and other facilities, and lighting and/or tuck-pointing repairs as needed at the Tennis and Health Club. Also, one Parks truck will be replaced and others may be 'reconditioned' as the department attempts to extend the lifespan of its vehicle inventory. Finally, the 2010/2011 Capital Projects fund includes an allocation from the Canadian National settlement package to construct a rail industry-related park. This attraction will include construction of a rail traffic viewing platform, a rail car feature (with a CN-donated rail caboose) and a large-scale mural, all of which will ideally tie into the nearby Old Plank Road Trail and result in a venue which fits the design and feel of other Village parks.

### **Public Works:**

The Department of Public Works includes operations related to water, sewer, refuse collection, commuter lot parking and Motor Fuel Tax initiatives such as roads, sidewalks and traffic-control devices. The costs for each of these funds are shown separately throughout the budget. The Public Works Department contains the costs associated with general administration of the department, storm and sanitary sewer maintenance and funding support of the Jolly Trolley.

In 2010/2011 Public Works continued to carry out many initiatives toward repairing or replacing deteriorated infrastructure throughout the community. So that the Village can continue its mission to meet fire flow demands in the community, more than 30 fire hydrants were replaced in 2009/2010. Additionally, a water main replacement project expected to unfold in 2009/2010 (at more than \$3,000,000) has been put on hold pending grant funding which was hoped to be awarded to Park Forest as part of a grant application submitted to the Illinois Environmental Protection Agency for 2009 federal stimulus funds. Indications from the IEPA are now pointing toward this project receiving low interest loan funds and, as such, it is included in the 2010/2011 Budget.

In 2009/2010 flood testing and smoke testing work was conducted to analyze inflow and infiltration (I & I) issues adversely impacting the Village's sanitary sewer system while pursuing projects to mitigate the effects of I & I across the community. Substantial work toward I & I mitigation will continue to be funded in 2010/2011. Also related to sewer lines, more than 16,500 feet of line was televised in 2009/2010, more than 15 linear miles were cleaned and nearly 40 repairs were made across the community.

To help fund the I & I compliance plan and infrastructure upgrades, 2010/2011 includes a slight increase in residential sewer rates. These rates may need to be increased incrementally in the years ahead to fund the necessary improvements to the sewer system. Additional funding for sewer line improvements has been sought through federal funding requests and separate funding requests to the IEPA. In 2009/2010, a federal earmark for sanitary sewer repairs was secured from the USEPA in the amount of \$500,000. A local match will be needed for this project (for a total project cost of \$896,000) which will unfold into 2010/2011. Finally, grant applications related to the rehabilitation of the Overflow Facility project (estimated at \$657,000) and the sewers/manholes rehabilitation project (estimated at \$880,000) were sought from the IEPA as part of funds made available with the 2009 federal stimulus initiative. While not successful in the 2009 funding cycle, the Village has received positive indications that both projects may be funded in 2010, with loan funds, and are included in the 2010/2011 Budget.

Major Motor Fuel Tax roadway projects in 2009/2010 included completion of Phase I design engineering for the reconstruction of Orchard Drive from Route 30/Lincoln Highway south to Lakewood Boulevard. Phase II design engineering will unfold in 2010/2011 with construction work slated for 2011/2012 or beyond. The Village received confirmation in 2009/2010 that this project would be included on the federal government's 5-Year Transportation Reauthorization Bill. This federal support would address 80% of the engineering and construction costs associated with this project. As part of the settlement package with Canadian National, the Village has another \$2,450,000 set aside in reserves in hopes that the project, estimated at a cost of nearly \$13,000,000 can be carried out with minimal borrowing. Related to Orchard Drive, the Village received 2009 federal stimulus funding for the resurfacing of this road from Sauk Trail to Lakewood Boulevard. This project is expected to be completed by late 2009/2010.

Other roadway projects carried out in 2009/2010 included the Village resurfacing the residential roads in the Legacy Square and School House Manner sub-divisions, and the continued engineering as the Village prepares to replace the Thorn Creek Bridge on the south end of the community. Federal funding in the amount of \$660,000 has been secured for the reconstruction of this bridge which includes a \$165,000 match in local funds for a total project of \$825,000.

A streetlight replacement project along Indianwood Boulevard from Lakewood southbound all the way to Monee Road was completed in 2010. Federal funding for another street light replacement project was sought in 2009/2010. Should the project be awarded, LED street lights would be installed in a portion of the West Lincolnwood neighborhood as part of the 2010/2011 Budget.

The 2010/2011 MFT Budget also includes a \$117,000 grant from the IDOT Transportation Enhancement Program (ITEP) for the removal of deteriorated wood fencing along the south side of Lincoln Highway/Route 30 from Indiana Street east to the Village's corporate limits. Removed wood fencing would be replaced by a natural vegetation barrier. This grant requires a \$30,000 match in local funds for a total project value of \$147,000.

Related to the municipal parking fund, Canadian National Railroad funded the resurfacing and restriping of Lot #2 (located at Hickory Street and Homan Avenue) in 2009/2010 as part of the settlement package negotiated between the Village and CN. The Village will maintain 80% of the former commuter parking lot capacity as part of the negotiated agreement. In 2010/2011, the ongoing lot improvements will include 1) the necessary looping, or traffic counting, mechanisms to transmit parking lot space availability to off-site capacity signs to be installed either along Western Avenue or Lincoln Highway/US Route 30; 2) rerouting the Kiss and Ride lane; 3) re-fencing around the lot, where necessary; and 4) adding additional lighting.

The Village contracts with a private hauler for refuse collection across the single-family home portion of the community that encompasses more than 5,700 homes. A ten-year contract for refuse pickup service is in place through 2013. Multi-family dwelling units contract for these services individually through their respective management companies. The single-family contract allotted for a 3% rate increase effective January 1, 2010 and calls for a subsequent 3% increase on January 1, 2011. Related to this contract, Star Disposal delivered brown refuse carts (95-gallon capacity) to the north half of the community in 2009/2010. This was done at no cost to the Village or its single-family homeowners. Star Disposal plans to deliver similar carts to the south half of the Village in 2010/2011.

Public transportation around Park Forest is available to community residents through the Jolly Trolley. This service, which is in addition to other regional bus services, provides transportation to various locations within the Village corporate limits. This service is an ongoing partnership with Rich Township and PACE through an intergovernmental agreement which was extended in 2009/2010 to run through December 31, 2012. As such, funding for this joint effort is included in the 2010/2011 Public Works Budget.

All of the above was accomplished by a Public Works staff which was one person short for more than 80% of the 2009/2010 Budget Year due to the modified hiring freeze. This position is expected to be filled in 2010/2011. A vacancy at the water plant was filled in 2009/2010 in spite of the hiring freeze. This is because staffing costs to replace the vacated position would have required overtime funding substantially above what it cost to simply replace the position.

### **Economic Development & Planning:**

The Department continues to place a high priority on implementation of the Strategic Plan for Land Use and Economic Development, which was approved by the Board of Trustees in November 2008 and adopted as the “official comprehensive plan” of the Village. Implementation of the 211<sup>th</sup> Street Metra Station Transit Oriented Development (TOD) Plan is a top priority of the Strategic Plan. During 2009/2010, staff has worked with the Chicago Southland Economic Development Corporation on their TOD study, which is intended to seek developers for multiple TOD developments along the Metra lines in the south suburbs. Staff has also worked with the Regional Transportation Authority on another effort to identify developers for three targeted TOD areas in the

Chicago Southland, including Park Forest. Two commercial businesses have expressed an interest in a temporary use of 3200 Lincoln Highway, one of the key properties in the TOD area. Staff is negotiating with them. In March 2010, staff submitted a grant request to the Illinois Department of Commerce and Economic Development to continue the planning and other short term implementation measures included within the TOD Plan. In addition, through the Village's involvement in the South Suburban Coalition, a grant request for \$1,500,000 from the Federal Transportation Bill was submitted that, if funded, it will initiate the streetscape improvements for the TOD area. Plans are underway for a joint Board/Plan Commission meeting with the Villages of Matteson and Olympia Fields to continue the cooperative planning and implementation of the TOD Plan.

Another recommendation of the Strategic Plan is for the Village to acquire property when and where possible, and when it is consistent with the long range vision for revitalization of Park Forest. To this end, in 2009/2010, the Village initiated the process to obtain a deed in lieu of foreclosure on 15 residential properties and two commercial properties. To date, the Village has successfully obtained deeds for two of the residential properties and one commercial property (350 Main Street). The vacant residential properties are all located in redevelopment areas identified in the Strategic Plan. The Village also acquired the deed to 80/90 North Street and has worked to protect it from further vandalism.

Department staff continues to be an active participant in the Chicago Southland Housing and Community Development Collaborative. The initial goal of this Collaborative has been to obtain Neighborhood Stabilization Program (NSP) funds to acquire and rehabilitate foreclosed homes in the south suburbs. The Village was successful in obtaining \$500,000 in NSP funds through Cook County's federal allocation. The Village will partner with Habitat for Humanity Chicago South Suburb to acquire and rehabilitate as many homes as these funds will allow. These homes will be sold to income qualified homeowners. Commitment of these funds to specific Park Forest addresses will occur in 2010/2011.

One priority goal of the Economic Development and Planning Department is to enhance awareness, both local and abroad, of Park Forest. To that end, in 2009/2010, the Department has implemented a "Shop Park Forest" campaign that includes business coupon mailers sent to all Park Forest addresses, direct e-mail campaigns to announce business specials and Village activities, and a 30-second commercial featuring Park Forest's diverse population, amenities, and events that aired on Lakeshore Public Television. In addition, the Park Forest Ambassadors program was initiated during 2009/2010 with 12 residents selected to be in the first class of Ambassadors. Together with the Community Relations Coordinator, they have hosted a number of events that have brought record audiences to Park Forest venues. These events include the Good Neighbor Day event (hosted with the Calvary United Protestant Church and the Recreation and Parks Department), the first annual Park Forest Idols, two Wine and Chocolate Tasting receptions, two New Resident parties, and the Black History Month event (hosted with the Commission on Human Relations). In addition, the Community Relations Coordinator collaborated with other Village departments to organize a fund-raiser to assist the victims

of the earthquake in Haiti. All proceeds (\$1,275) were donated to the American Red Cross and all expenses were donated.

The bi-annual community calendar has been expanded to include more community-wide activities. Staff continues to work with the Illinois Department of Transportation to obtain approval of way-finding signs to be installed along US30 (Lincoln Highway) and Western Avenue. Construction of the new pylon sign at US30 and Orchard Drive was completed in 2009/2010. This sign has permanent panels to advertise six Park Forest businesses and a large screen LED sign that can accommodate messages for up to 24 businesses. Finally, the second DownTown mural has been designed and is expected to be installed by the end of the fiscal year.

Despite the difficult economy, new business development continues to move forward in Park Forest. During 2009/2010, staff support was provided to the following new businesses: The Image Of (a barber shop), Shrimp Max, Last Minute Printing and Copy Shop, Park Forest Automotive Repair, Stateline Wireless 2, and Cricket. Staff completed the site/engineering plan review for a new entertainment center/night club at 23450 S. Western Avenue. After working for more than a year to market 202 Forest Boulevard (the Chase Bank building) for sale, a contract for sale has been signed and the closing on this sale is expected to be completed by the end of 2009/2010. Staff is also working with an interested buyer for the Norwood Square Shopping Center and the 3.5 acres of vacant land (Village owned) on Main Street in DownTown Park Forest.

### **Capital Projects Fund:**

The construction of the new Fire Station in 2002/2003 drove the need for the Village to establish a Capital Projects Fund for the purpose of monitoring costs associated with the construction of facilities. In 2007/2008, the build out of the lower level of Village Hall for the Health Department was administered through Capital Projects.

Since 2005/2006 the Village has engaged in efforts to gain control of properties through the Cook County No Cash Bid Program, the Cook County Tax Reactivation Program, the federally-funded Neighborhood Stabilization Program, and through civil court actions. Since then, a number of parcels have been pursued related to commercial and residential development projects. Once control is gained of a property, ongoing maintenance is needed until it is either demolished or a buyer is identified. The 2010/2011 Budget includes Capital Projects funding for maintenance costs related to properties that have come into the Village's possession (3200 Lincoln Highway, Wildwood School, 80/90 North Street, demolished residential properties across the Village, etc.).

The 2010/2011 Capital Projects Fund includes funding for the construction of a new monument sign at the intersection of Sauk Trail and Indianwood Boulevard. This new sign will be consistent in design and quality of other recently installed Village signs and will enhance the visibility for Downtown Park Forest businesses and other Village amenities (Freedom Hall, Aqua Center, Cultural Arts venues, etc.) along the heavily traveled Sauk Trail corridor.

The Capital Projects Fund ending balance for 2010/2011 also includes funding for the construction of a storage facility adjacent to the Village Hall. This project will become a necessity with the anticipated demolition of the Marshall Fields structure. Previously, the vehicle bay of the Fields facility was used to store miscellaneous items for programming events taking place on the Village Green or at other locations in Downtown Park Forest. This project is anticipated to move forward in late-2009/2010 or into 2010/2011.

Finally, the 2010/2011 Capital Projects Fund also includes allocation of some of the funds associated with the Village's settlement with the Canadian National Railroad. Specifically, funding is allocated for the installation of a new LED sign on the Orchard Drive/CN rail line overpass, off-site parking lot capacity signage for the commuter parking lot at Hickory Street and Homan Avenue, commuter parking lot entrance/exit gate enhancements and the construction of a rail viewing platform and rail park.

### **Community Development:**

The Director of Community Development is a key component in engaging the public and keeping the community informed, be it through participation at Neighborhood Meetings or overseeing local origination programming for cable access channels 4 (Comcast) and 99 (AT&T). In 2009/2010, the Community Development Department worked in tandem with the Park Forest Cable Commission in further oversight of AT&T's new cable service option (Project Lightspeed) while overseeing continued upgrades of technology (cameras, microphones, projectors, recording equipment, etc.) in the Board Room of Village Hall. This will continue in 2010/2011 as funding is collected from both cable providers to further resident activity (filming equipment, editing capability, etc.) with local origination programming.

The Community Development Department is an integral part of several interdepartmental initiatives. One such area is addressing vacant properties located in redevelopment areas identified in the Village's Strategic Plan for Land Use and Economic Development. While the current economy has led to numerous impacts on code enforcement activities, in 2009/2010, staff began utilizing a lien foreclosure process in which the Village may obtain a deed in lieu of foreclosure on residential and commercial properties. This venture has led to the successful acquisition of deeds for two residential properties and one commercial property. All three properties tie into the strategic long range plan.

Another interdepartmental collaboration where Community Development is integral is the Troubled Building and Property Task Force. This Task Force has been the impetus for both the Crime Free Housing Ordinance (effective date: March 2008) and the Vacant Building Registry Ordinance (effective January 2010). As part of the Task Force, the Village has pursued code compliance in civil court proceedings where a property either comes into compliance or a demolition order is considered. These proceedings have taken place with 75 properties over the time period spanning 2006 through 2010 with 13 properties ultimately being demolished, 3 of which took place late in the 2009/2010 Budget Year. Clearly, the benefits of the Task Force's work are being seen in the community based on the declining trends in crime statistics noted in the Police Department's section of

this document. These positive impacts on the quality of life for the community, however, come with a substantial cost. Legal costs are \$2,000, on average, to pursue a property in civil court. The average cost to demolish a single-family home is \$10,000. Some analysis of the civil court activity since 2006 reveals that the Village has expended more than \$150,000 on legal costs. Including the properties leveled in 2009/2010, an additional \$130,000 has been expended for demolition costs. Taking deed to parcels also comes with it the ongoing maintenance costs of grass cutting, debris removal, etc. Given the current economic climate, the Village will likely have to make some tough decisions in 2010/2011 where it curtails the civil court proceedings which have proven to be very productive to this point in time.

On the theme of fiscal constraints, Community Development Department staff have investigated various efficiencies to be had in further developing an existing property data base system used for licensing and inspection services. However, due to funding constraints, this continued technology transition was delayed in 2009/2010. It will be re-considered in 2010/2011 but with the likelihood that the delay will be continued until the economic climate turns upward. Another effect of fiscal constraints can be seen in inspection benchmarks in 2009/2010 compared to previous years. As a direct result of minimal new business construction or new home construction activity with the downturned economy, Community Development staff was reduced by one position (a Senior Building Inspector) in 2008/2009. This position was not allocated for in the 2009/2010 Budget. While the majority of the work for this position was in new home/business construction activities, the position did carry out other inspections and issue citations for violations of Village Code. The contraction of this staff position correlates directly to a drop in inspections and violations tabulated for 2009 when compared to similar data for prior years.

The Director of Community Development co-chairs the Village's Grant Seeking Task Force. Numerous grants were applied for in 2009/2010 with funding coming available in the current fiscal year or in 2010/2011. Details on various grant undertakings and awards are detailed in many departments across the 2010/2011 Budget (see pages 10-3 and 10-4, in particular) as the Village demonstrates its success in bringing outside funding sources to augment the Village's goal of quality service delivery to Park Forest.

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 \$3.5 million dollars in housing assistance payments and administrative fees in 2009/2010. 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 143 of its own Housing Choice Vouchers and handles 222 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 \$16,945,640 and the Fire Pension Fund anticipated to be \$9,184,887 for 2010/2011. Currently, the Police Pension Fund is at 51.8% of future benefit funding level and the Fire Pension Fund is at 58.4%. 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 \$149,025. IMRF is projected to have a year-end reserve General Fund balance of \$488,162. The IMRF funding rate for 2010 is 9.56% with an estimated increase to 10.52% for 2011.

## **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 2027. 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%, \$15,358,126 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.

The total General Obligation Debt for 2010 is estimated to be \$26,079,471. 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. This balance is a decrease of \$1,456,607 from the 2009 General Obligation Debt of \$27,536,078.

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 2010/2011, debt service will be \$2,472,381. In the tax levy adopted in December 2009, \$630,911 of the annual debt service was abated. As the TIF continues to thrive with the development of Legacy Square and the sale of the Chase Bank building, additional tax levy dollars can be abated.

Page 23-4 shows the Village's debt service requirement through 2027. The total is \$33,197,468. This total reflects a \$6,005,659 reduction in debt service payments from the fiscal 2009 budget presentation as a result of the debt restructuring. Page 23-1 shows a breakdown of the debt. It can be seen that \$14,004,998, or 54%, relates to the Water Fund and 33% 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 year of decline and the loss of a major tenant, Sears in December 1995, when 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 2008 EAV for the Downtown TIF was \$12,724,911. This \$9,126,778 increase over the 1997 Base EAV allowed the Village to abate \$1,100,000 of TIF debt service in 2008. The Village Board approved a budget amendment to utilize \$1,100,000 in TIF funds in 2010 to be used towards demolition costs for the former Marshall Fields building. CDBG grant funds will cover \$930,062 of demolition costs.

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 2008 EAV is \$120,261.

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 \$4,967,463 of its funds, through June 30, 2009, in Downtown. Net incremental taxes in the amount of \$592,198 represent a 12% 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 said maintenance appear in the Buildings and Grounds section of the Recreation and Parks Department Budget. As the transmittal letter from the Library explains, the Library will be conducting comprehensive remodeling and renovations to the library facility to address modern community demands. The Library will tap into virtually all fund balance reserves in 2009/2010 and 2010/2011 for this construction work, being a component unit of the Village's Budget will allow zero-balance flexibility that would not otherwise be available as a completely separate taxing entity. In addition, the Village Board has committed to cover a \$300,000 to \$400,000 shortfall in the Library construction project. 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 and repay the Village 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.
- An increase in State-wide unemployment and associated reduction in 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.
- 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. 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.
- The Village's aging infrastructure and plans to address that infrastructure. Construction of a new fire facility was completed in 2005. 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. The Budget includes a \$3 million water main project and several sewer infrastructure projects.

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 2010/2011 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 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 0% over the 2009/2010 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 2010/2011 Budget will provide for salary steps. It will also provide for a 2% annual salary increase for all Village employees excluding Department Heads and the Village Manager. Department Heads and Manager will receive a 1.5% increase. Police Union is represented by a 3% increase. A concession to 2% will be solicited.
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 2009/2010 will be identified. Fiscal savings identified in the 2009/2010 Budget will not be permitted to "carry over" into the 2010/2011 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. (In order to comply with GASB 34, FICA and IMRF activity are now included in the General Fund. Beginning in 2006/2007 Police and Fire Pension costs are reflected in the Department Budget.)
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>
2011	9.00
2012	9.36
2013	9.73

The current refuse contract began January 1, 2004. Based on CPI, there was no increase in rates for 2009. A five-year schedule of rate increases was established as follows in January 2009:

<u>Calendar Year</u>	<u>Monthly Refuse Rate</u>
2010	18.38
2011	18.86
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 2010/2011. Sewer rates for the current budget year are as follows:

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2011	2.86

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.

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.

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.

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 2009/2010 will be \$2,472,381 and includes debt service for the new water plant. Of this amount \$858,926 was levied in December 2009.

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 \$15,603,861 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.

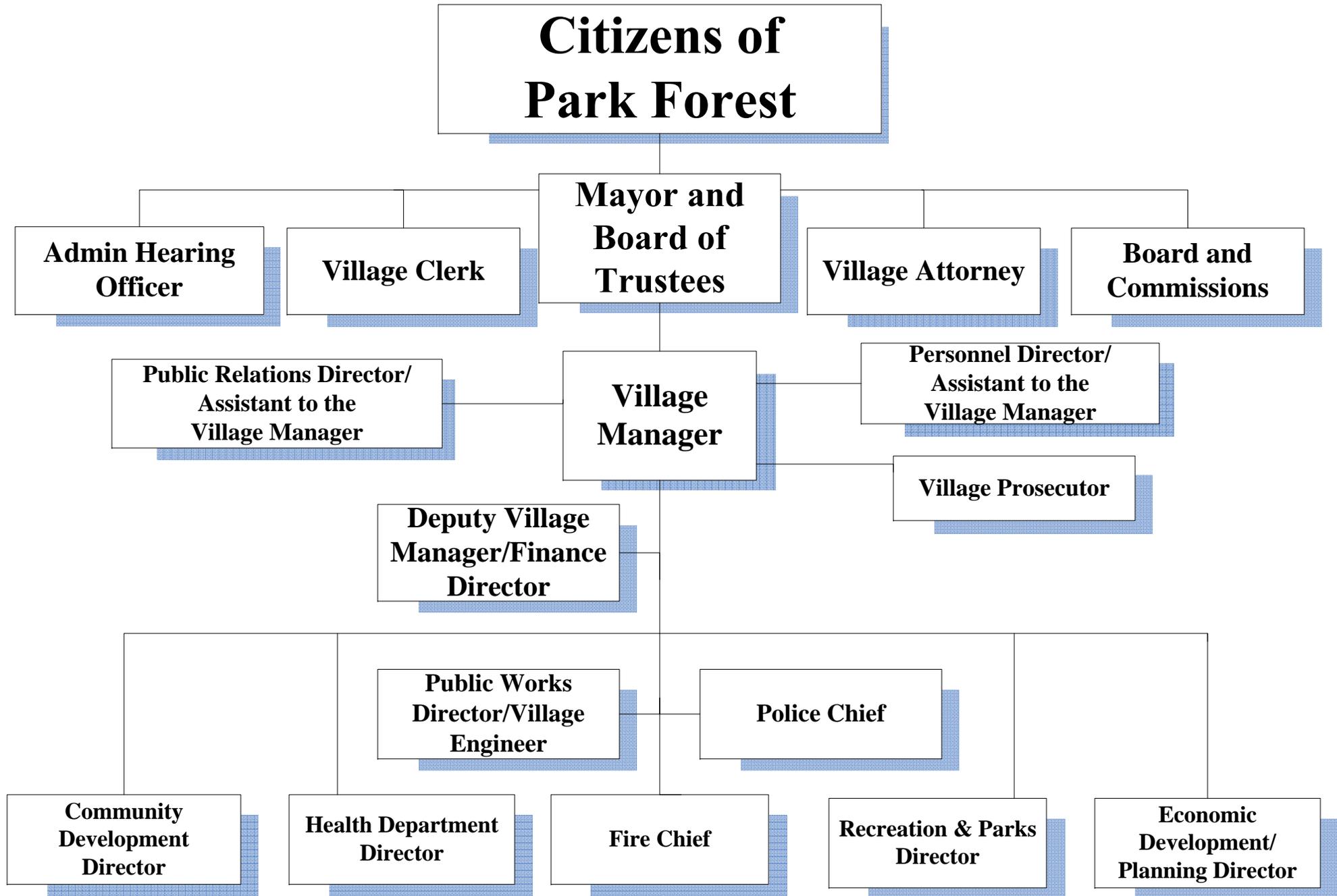
For the tax levy adopted December 2009, \$630,911 of debt service payments were abated or removed from the tax levy. Continued development of the Downtown will allow for increased abatement of the TIF Debt. The Village will attempt to remain frugal with its long-term debt, continuing to repay a portion on an annual basis and fund operations with current revenues and fund balance surpluses. From 2009 to 2010, \$1,456,607 of debt was repaid.

For Fiscal Year 2010, \$6,187,000 of public works projects may require debt funding. A full assessment will occur to minimize new debt as much as possible. 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  
2010/2011 BUDGET  
SCHEDULE**

July 9, December 15, 2009 February 18, March 24, 2010	Neighborhood Meetings
August 24, 2009	Community Survey mailed to Residents and Businesses
October 3	Strategic Planning/Financial Update/Pending Issues
October 6	Staff Strategic Planning/Lecture at Freedom Hall
October 31	Village Board Strategic Planning/Goal Setting with Consultant
December 14	2009 Tax Levy Adopted
January 15, 2010	Submit Capital Plans
January 30	Present 2008/2009 Audit to the Board
February 2, 3	Six month review with Manager and Finance Director
February 20	Present Capital Plan to the Board Present Six Month Reviews Review Budget Amendments Strategic Planning <ul style="list-style-type: none"> <li>• Implementation Strategies</li> </ul>
March 2	Budget Worksheets and Guidelines are distributed
March 3 – 22	Budgets are prepared by Department Heads
March 22	Budgets Due from Department Heads
March 22	Board Adopts Fiscal Policies
March 29, 30, 31	Budget Review with Manager and Finance Director
May 1	Distribute Draft Budget to Board, Library and Place on File with Village Clerk
May 3	Overview of Budget with Board at Rules Meeting
May 10, 11, 13, 18	Budget Review with Board
June 3	Legal Notice for Public Hearing
June 14	Introduce Budget (First Reading)
June 14	Hold Public Hearing / Budget Review by Board at Regular Meeting
June 28	Discuss and Adopt Budget

# Village of Park Forest Organizational Chart



**Village of Park Forest  
2010/2011 Budget**

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

**FINANCIAL STATUS - END OF FISCAL YEAR 2008/2009**

For the audited fiscal year that ended June 30, 2009, which is the most current audited financial year, revenues in the General Fund decreased from the 2008 level of \$17,604,055 to \$17,281,933, a decrease of \$322,122. The change in the revenue position was the result of several factors. Property tax revenues increased \$533,673. Income tax decreased \$402,644. Utility tax decreased \$138,003. State grants decreased \$106,467. Interest revenue decreased \$154,053. 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 \$17,671,122. This represents a 2.7% increase over the prior year. Expenditures related to Police and Fire including participation in SouthCom and pensions affected this increase. Actual expenditures for the year were \$1,362,333 lower than budget as a result of continued cost containment measures and encumbrances.

The unreserved General Fund balance as of June 30, 2009 was \$5,951,525. This represented a 3.7 months reserve. The reserve calculation is based on a monthly expenditure level of \$1,606,400. 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 \$15,603,861 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. The total outstanding debt balance anticipated as of June 30, 2010 is \$26,079,471. The Village is currently paying off \$1.5 million in debt per year.

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 BAA<sub>2</sub> to A<sub>3</sub>.

In summary, at the end of Fiscal Year 2008/2009, the Village's audit revealed a sharp decline in the economy impacting revenues at multiple levels. Declines were experienced in income tax, utility tax, sales tax, real estate transfer tax, building permit fees and interest earnings. The increase in vacant and foreclosed properties increased property maintenance costs. The Village Board increased the 2009 tax levy by 6% to cover increasing operating costs. Unfortunately, there was no excess reserve balance to offset the levy increase.

The Fiscal Year 2010/2011 Budget has been planned within a cautious conservative framework. It includes delays in hiring replacements for several positions and a restructuring allowing two former full-time positions to be replaced with part-time staff. 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 2010/2011 Budget presents an ending General Fund Balance of 3.1 months expenditure reserve.

### **FINANCIAL PROJECTION - 2010/2011 BUDGET**

**The Village will face several major financial challenges and issues in Fiscal Year 2010/2011. Following is a list of the most critical. These four areas are thoroughly explained in the transmittal letter starting on Page III. In short, they are as follows:**

- 1. Assessing economic and financial conditions and allowing flexibility in response.**
- 2. Identifying opportunities to improve the Village financial position.**
- 3. Village infrastructure and maintenance.**
- 4. Continuation of new initiatives.**

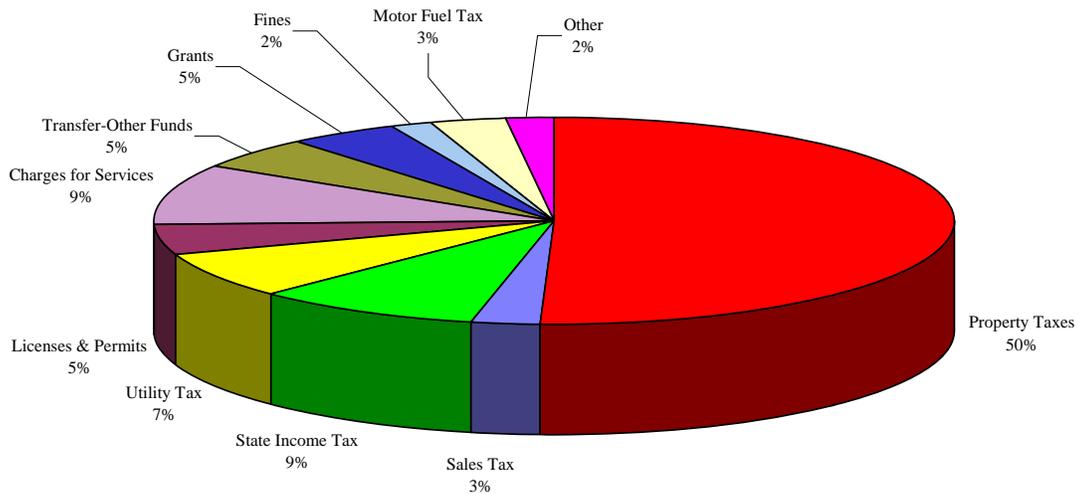
**The "Financial Summary" chapter of the Budget contains revenue assumptions, graphic presentations of revenues and expenditures for all village funds, fund summary information, capital expenditures and the budget impacts of those expenditures and a summary of significant accounting policies.**

# Village of Park Forest 2010/2011 Budget

## REVENUE SUMMARY

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

**Village of Park Forest  
General Fund/Motor Fuel Tax Operating Revenue  
FY 10/11 Budget**



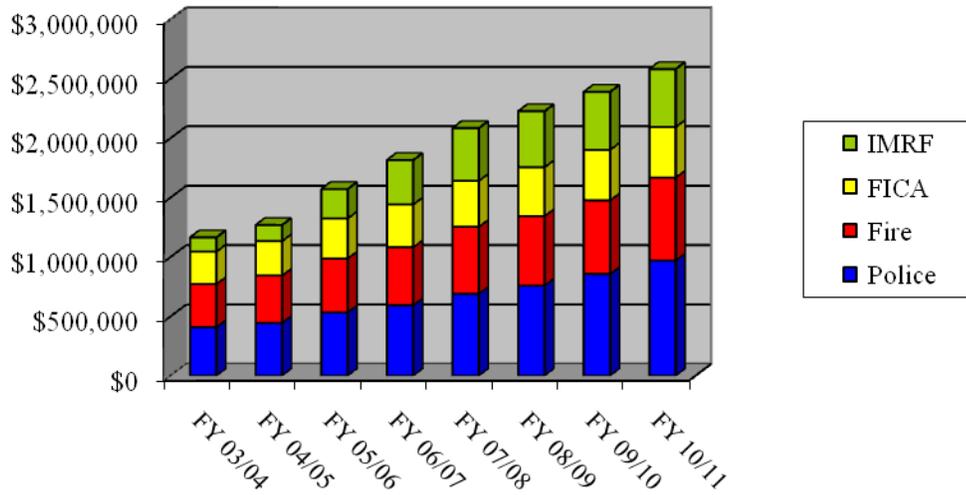
### Property Taxes

Property taxes levied in December of one year fund the budget of the following year. In other words, the property taxes levied in December 2009 support the 2010/2011 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 2009 of \$11,244,560 represented an overall 6% increase over the prior year.

	<u>2008 Levy</u>	<u>2009 Levy</u>	<u>2009 Levy at 97%</u>
General Corporate	\$7,281,347	\$7,804,320	\$7,570,190
IMRF	486,951	486,951	472,342
FICA	425,345	425,345	412,585
Police Pension	856,887	970,566	941,449
Fire Pension	619,892	698,452	677,498
Bonds	<u>932,761</u>	<u>858,926</u>	<u>833,158</u>
	<b>\$10,603,183</b>	<b>\$11,244,560</b>	<b>\$10,907,222</b>
Tax Levy Increase		6%	

The Police and Fire Pension fund levies increased as a result of Federal or State funding requirements or actuarial assessments. 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 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 23% of the overall tax levy. Unfortunately with the decline in investment returns, the funding needs will only increase.

### Property Tax Levy History - Pensions



The percentage increases in tax levy dollars over the last sixteen 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%

\* 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.

\*\*\* 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 2010/2011 Budget, the 2009 levy increase allows for a 2% increase in salaries for staff and a 1.5% increase for the Manager and Department Heads. The police union contract calls for a 3% increase, the union is being asked for a 1% concession. The fire contract is currently being negotiated. Budget Guidelines required a 0% increase in expenditures excluding salaries and insurance.

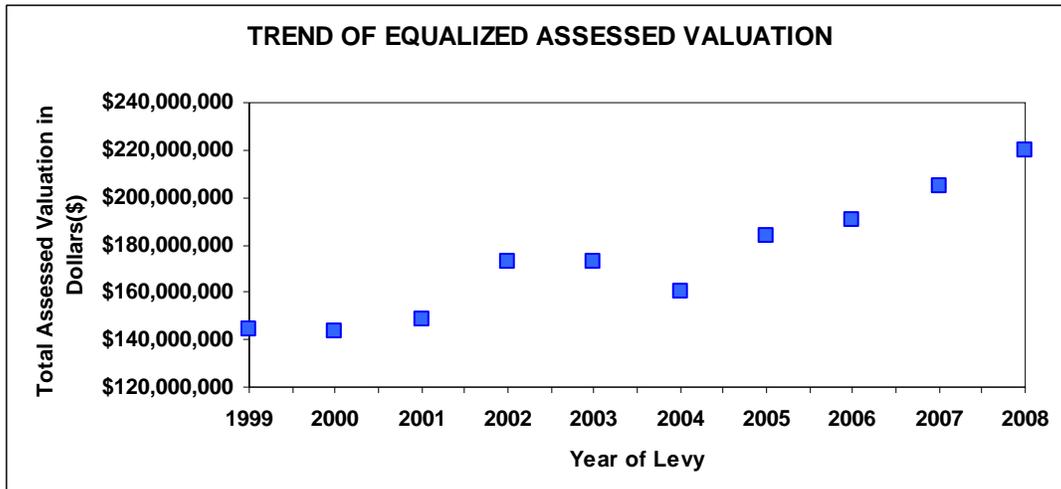
Another factor related to actual property tax revenue collections involves the 3% loss factor that Cook County adds to the Village's tax levy to allow for delinquent taxes. The Village has needed this additional levy in order to collect 96% of the original levy. The following chart taken from the Village's 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 81.7% 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. For 2010/2011 only 97% of the original levy is being budgeted for revenue anticipating some delinquent taxes.

<i><b>Tax Levy Year</b></i>	<i><b>Total Percentage of Levy Collected</b></i>
1998	93.84%
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%

Reflected below 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.

<b>Municipal Tax Rate Comparison</b>		
<i><b>Year</b></i>	<i><b>Tax Rate</b></i>	<i><b>% Change</b></i>
1998	4.1390	7%
1999	3.8640	-7%
2000	4.2205	9%
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%

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. 2002 and 2005 were reassessment years, as was 2008. Additionally, in 2005 the State equalization factor rose from 2.5757 to 2.7320. These factors caused the spiked increase in EAV for 2006.



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 28% to 39% of the total bill depending on the school districts represented and the county involved. From that \$1,200 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.

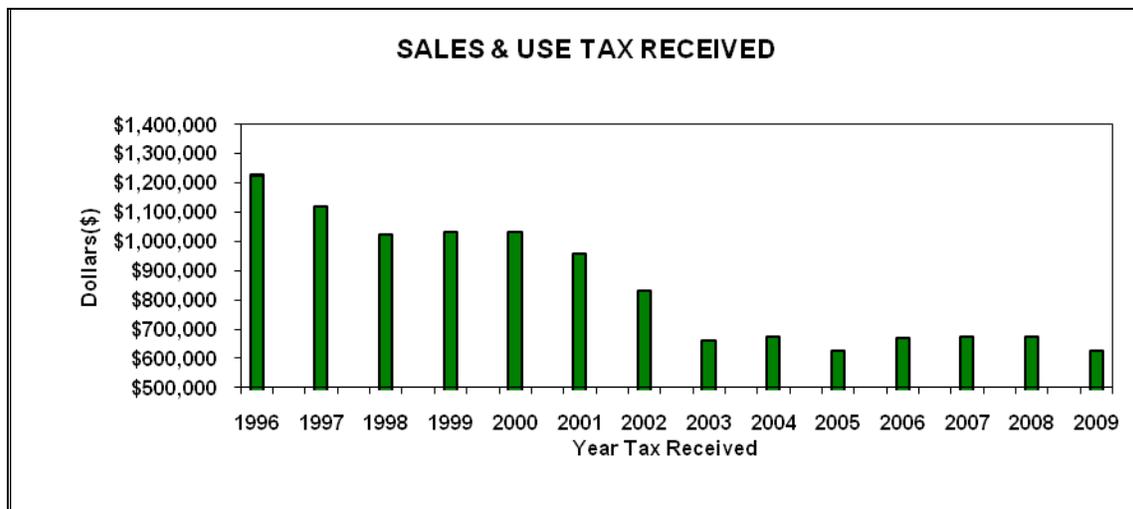
School District 163 represents the majority of the Village. Below is a diagram showing the tax distribution for residents within that district for 2007 taxes payable in 2008.



## Sales Tax

Sales tax revenue for the Village over the past seven years has been fairly flat. Over the past fourteen 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. In July 2007 Sterk's Super Foods closed for business reducing net sales tax by \$25,000. Orchard Fresh Market opened and closed within a year's time.

For fiscal 2010/2011, sales tax revenue is expected to decrease further with the loss of Bixbys and Orchard Fresh. 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 fourteen year depiction of sales and use tax revenue.



## Utility Tax

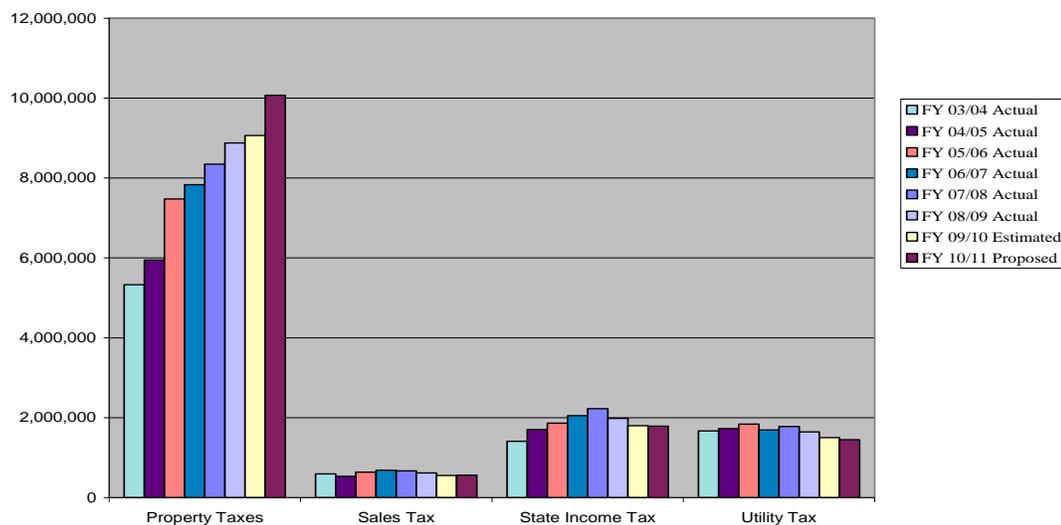
Utility taxes declined in 2006/2007 and are expected to decline further. Utility taxes generate 10% of General Fund revenues. The Utility Tax rate is 5% on gas and electric service and 6% on telephone service. Telecommunication rates were increased from 5% to 6% in January 2003 to generate dollars to 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. Use of cell phones has reduced tax revenue from land lines. 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 for the

State of Illinois increased 663,962. Unfortunately, population in Park Forest decreased from 24,646 to 23,462. Also, the decline in the State's economy caused overall income tax receipts to decline. This decline lasted four years. Beginning in 2004/2005 income taxes began to increase and in 2006/2007 this revenue finally beat the 2001 level. Unfortunately, in fiscal 2009 income tax receipts began to decline again fueled by a 12.5% state unemployment level. It is anticipated that income tax receipts will fall below the 2008/2009 level. Another future unknown is the impact of the 2010 census. Multi-family housing vacancies and vacant single family homes are a concern.

**Village of Park Forest  
General Fund Selected Revenues  
FY 10/11 Budget**



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 are expected to stay at this low level.

**Grants**

Included in grant revenue are an Arts Council Grant for \$2,000 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	60,000	
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	<u>2,000</u>
<b>TOTAL</b>	<b>\$62,000</b>

Additional approved grants are included in the MFT Fund:

Thorn Creek Bridge Engineering	\$116,000
Orchard Drive Engineering, Phase II	333,200
Orchard – Sauk to Lakewood	304,504
Indianwood Street Lighting	217,500

Additionally, \$930,062 has been approved for CDBG funds for Marshall Fields demolition. A notice to proceed is pending.

Stimulus grants have been applied for with the IEPA as follows:

- Water Main Improvements \$3,300,000
- Reconstruct Sanitary Sewers 800,000
- Update Sanitary Overflow Facility 657,000

**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 2010/2011 Budget would be:

<u>Fund</u>	<u>2010/2011 Transfer</u>
Water	\$598,842
Sewer	140,415
Refuse	136,616
Refuse (Municipal Buildings pickup)	(30,000)

<b><u>Fund (continued)</u></b>	<b><u>2010/2011 Transfer</u></b>
Municipal Parking	20,307
Aqua Center	22,000
Aqua Center (employee use)	(3,160)
Tennis and Health	22,000
Tennis and Health (employee use)	(2,000)
Housing Authority	30,000
Library	<u>45,476</u>
<b>TOTAL</b>	<b>\$980,496</b>

If the indirect costs were not charged to the various enterprise funds and, instead, had to be supported by the General Fund, the total dollars of indirect costs would require a 9% tax levy increase.

### **Licenses**

The two major sources of license revenue are vehicle sticker revenue and business licenses. In 2008 the Village acquired new software in order to process vehicle sticker sales and the necessary follow-up on purchasing delinquencies. It was decided that tickets would not be issued based solely on registered vehicles not receiving a sticker. A more manual, but more customer friendly approach was taken. Unfortunately, revenues declined \$67,914. The vehicle sticker process will continue to be evaluated. The last increase in vehicle stickers occurred in 2003/2004, when vehicle sticker rates were increased \$10 for the basic sticker while the stickers sold to senior and disabled individuals increased \$5.00. Vehicle Sticker revenue is expected to be as follows:

<b>VEHICLE STICKER REVENUE</b>			
	<b>Stickers Sold</b>	<b>Rate</b>	<b>Total</b>
<b>Base Average</b>	<b>10,508</b>	<b>\$40.00</b>	<b>\$420,320</b>
<b>Seniors and Disabled</b>	<b>1,484</b>	<b>20.00</b>	<b>29,680</b>
			<b>\$450,000</b>

Business and liquor licenses are expected to total \$64,800. The new Crime Free Housing License is expected to generate \$39,000. Animal and bicycle licenses total \$10,525. Elevator inspection fees are budgeted at \$2,800.

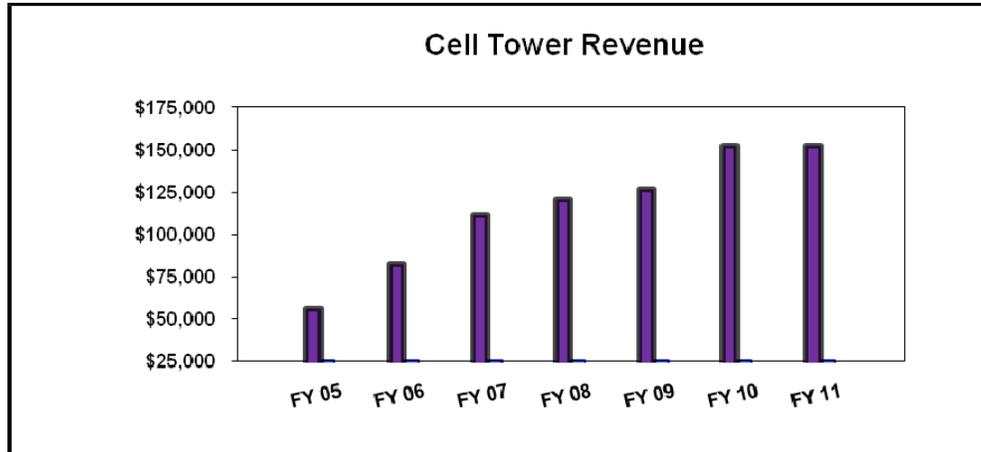
### **Permits and Fees**

Revenue from permits includes cable franchise fees at \$240,000, PEG access capital fees of \$25,000, building permit fees estimated at \$95,000 and park permits of \$12,500. This budget year includes alarm permits for \$12,000 and vacant building registration fees of \$17,000.

### **Charges for Services**

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 programs offered

by new staff. Hospital transport is also expected to increase. Property lease revenue related to cell tower leases has become a reliable significant revenue source projected at \$152,477 for fiscal year 2011.



Other charges include revenue for Jolly Trolley, crossing guard reimbursement, vending machine sales and miscellaneous police salary reimbursements. Jolly Trolley fair box revenue is projected to decline.

### **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 \$5,500 in revenue.

### **Fines**

The Police Department has made successful recommendations to increase eligible vehicle seizure offenses. According to ordinance 20%, or \$20,000, 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 \$60,000.

## 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 10/11 Proposed” column is compared to the “FY 09/10 Budget” column to determine the “percent change.” General Fund Revenues are shown to increase 3% 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 decreased (1%). After transfers expenditures decreased by (6%). This decrease related to the prior year budget for capital projects, specifically the transfer of funds for the Aqua Center bathhouse renovation. Adding MFT and Foreign Fire Insurance result in an overall (7%) decrease in adjusted General Fund Expenditures.

### **General Fund Expenditures Summary FY 08/09 Actual and FY 10/11 Proposed:**

The tables on page 2-16 and 2-17 show General Fund Expenditures by department and by spending category for FY 08/09 and FY 10/11. 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 10/11 Proposed:**

The pie chart on page 2-18 shows the General Fund expenditures by category. Salaries and benefits total 73% 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 19 funds plus the Library. The (11%) decrease in revenue is a result of the one time CN Settlement and grant funding budgeted for the Aqua fund offset by a decrease in transfers to the Capital Projects fund.

### **Expenditures (All Funds):**

The table on page 2-23 shows expenditures for all 19 Village funds. Transfers from the General Fund are identified separately and includes \$215,000 in support of the Recreation and

Parks Enterprise Funds in FY 10/11. Overall decreases in Expenditures (All Funds) is (7%). The 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 34% 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 46% of Village operations.

**Revenue (All Funds) by Source FY 08/09 Actual and 10/11 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 08/09 Actual and FY 10/11 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 46% of total Village expenditures. Note: Housing Assistance payments represent 9%.

**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 09/10 and FY 10/11 for all the Village's funds with ending net assets or fund balances indicated.

**Village of Park Forest  
2010/2011 Budget**

**GENERAL FUND REVENUES**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
Property Taxes - General	7,507,634	7,678,557	7,678,557	8,455,117	10%
- Pension	1,369,303	1,383,838	1,383,738	1,618,947	17%
Road and Bridge	80,519	77,000	80,500	80,500	5%
Sales Tax	615,552	590,000	560,000	560,000	-5%
Sales Tax Rebate	0	(40,000)	0	0	-100%
Utility Tax	1,642,644	1,500,000	1,450,000	1,450,000	-3%
State Income Tax	1,982,466	1,800,000	1,790,000	1,790,000	-1%
PPRT - General and Pension	190,986	190,000	190,000	190,000	0%
Real Estate Transfer Tax	229,372	135,000	140,572	135,000	0%
Grants	111,493	55,250	62,540	62,000	12%
Transfers from Other Funds	920,455	1,426,593	1,426,593	980,496	-31%
Licenses	567,093	595,825	570,725	570,225	-4%
Permits and Fees	370,508	345,760	412,500	401,500	16%
Charges for Services					
Water/Sewer Pymt in lieu of taxes	345,204	355,561	355,561	376,894	6%
Recreation	332,387	279,298	316,633	319,250	14%
Health	379,583	433,200	387,500	402,500	-7%
Hospital Transport	396,615	344,100	372,000	381,300	11%
Inspection Fees	71,745	85,000	85,000	85,000	0%
Garden House	74,712	74,711	74,711	74,711	0%
Property Leases	154,771	149,000	174,000	174,000	17%
Other Charges	224,849	106,298	281,357	82,310	-23%
Asset Sales	11,597	7,500	5,500	5,500	-27%
Fines	325,148	327,050	316,300	317,250	-3%
Interest Earnings	<u>98,930</u>	<u>70,000</u>	<u>70,000</u>	<u>60,000</u>	-14%
<b>Sub-Total</b>	<b>18,003,566</b>	<b>17,969,541</b>	<b>18,184,287</b>	<b>18,572,500</b>	3%
CN Settlement	<u>0</u>	<u>4,805,000</u>	<u>4,805,000</u>	<u>0</u>	-100%
<b>Total Revenues</b>	<b><u>18,003,566</u></b>	<b><u>22,774,541</u></b>	<b><u>22,989,287</u></b>	<b><u>18,572,500</u></b>	-18%
Motor Fuel Tax	661,809	1,742,700	780,604	1,457,914	-16%
Foreign Fire Insurance	<u>10,576</u>	<u>17,239</u>	<u>17,239</u>	<u>17,000</u>	-1%
<b>Combined Revenues</b>	<b>18,675,951</b>	<b>24,534,480</b>	<b>23,787,130</b>	<b>20,047,414</b>	-18%

**Village of Park Forest  
2010/2011 Budget**

**GENERAL FUND EXPENDITURES**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
Administration/Finance	3,064,456	3,495,151	3,369,882	3,417,704	-2%
Police Department	6,246,401	6,736,852	6,691,019	6,820,700	1%
Fire Department	3,239,290	3,469,693	3,398,914	3,680,329	6%
Health Department	753,528	848,055	806,270	829,450	-2%
Recreation and Parks	2,271,909	2,279,751	2,227,176	2,125,213	-7%
Public Works Department	1,066,877	1,083,091	1,064,613	865,323	-20%
Economic Development & Planning	399,352	508,139	466,747	552,276	9%
Community Development	<u>532,869</u>	<u>593,161</u>	<u>575,509</u>	<u>513,738</u>	-13%
<b>Subtotal</b>	<b>17,574,683</b>	<b>19,013,893</b>	<b>18,600,130</b>	<b>18,804,733</b>	-1%
Transfer to Aqua Center	140,000	760,000	760,000	120,000	-84%
Transfer to Tennis and Health Club	81,900	75,000	75,000	95,000	27%
Transfer to Vehicle Services	0	49,000	49,000	0	-100%
Transfer to DownTown	324,527	224,527	224,527	224,527	0%
Transfer to Retirement Funds (PPRT)	22,000	22,000	22,000	22,000	0%
Transfer to Library	10,000	10,000	10,000	10,000	0%
Transfer to Capital Projects	<u>955,000</u>	<u>345,000</u>	<u>345,000</u>	<u>0</u>	-100%
<b>Subtotal Expenditures</b>	<b>19,108,109</b>	<b>20,499,420</b>	<b>20,085,657</b>	<b>19,276,260</b>	<b>-6%</b>
Motor Fuel Tax	1,041,145	1,979,130	616,240	1,695,804	-14%
Foreign Fire Insurance	<u>7,072</u>	<u>17,239</u>	<u>17,239</u>	<u>17,000</u>	-1%
<b>Combined Expenditures</b>	<b>20,156,326</b>	<b>22,495,789</b>	<b>20,719,136</b>	<b>20,989,064</b>	<b>-7%</b>

**Village of Park Forest**  
**GENERAL FUND EXPENDITURES SUMMARY**  
**FY 08/09 Actual**

	<b>Administrative Department</b>	<b>Police Department</b>	<b>Fire Department</b>	<b>Health Department</b>	<b>Recreation &amp; Parks Department</b>	<b>Public Works Department</b>	<b>Econ. Dev. &amp; Planning Department</b>	<b>Community Development Department</b>	<b>TOTAL</b>
<b><u>Personnel Services</u></b>									
Regular Salaries	946,879	3,109,544	1,818,719	423,893	820,239	319,855	243,438	322,657	8,005,224
Overtime Salaries	4,819	408,314	172,769	3,957	24,668	40,131	0	0	654,658
Temporary/Part-time Salaries	84,755	237,553	35,297	26,548	171,844	0	0	21,200	577,197
IRMA Workers Comp Reimb.	<u>0</u>	<u>(9,415)</u>	<u>(43,124)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(52,539)</u>
<b>Total Personnel Services</b>	<b>1,036,453</b>	<b>3,745,996</b>	<b>1,983,661</b>	<b>454,398</b>	<b>1,016,751</b>	<b>359,986</b>	<b>243,438</b>	<b>343,857</b>	<b>9,184,540</b>
<b><u>Insurance Benefits</u></b>	142,552	560,094	236,680	58,716	138,913	63,662	16,504	52,142	1,269,263
<b><u>IRMA</u></b>	827,942	0	0	0	0	0	0	0	827,942
<b><u>Employee Support*</u></b>	251,966	968,403	642,063	83,443	162,375	63,360	55,294	65,058	2,291,962
<b><u>Professional Services</u></b>	109,598	453,131	48,542	84,333	229,869	159,179	24,818	9,870	1,119,340
<b><u>Legal Services</u></b>	218,517	0	0	0	0	0	0	0	218,517
<b><u>Operating Supplies</u></b>	102,139	112,516	61,923	46,200	162,316	224,384	2,588	1,519	713,585
<b><u>Maintenance</u></b>	79,273	10,818	16,755	12,216	170,412	57,219	0	49,632	396,325
<b><u>Capital Outlays</u></b>	51,893	178,577	71,486	5,010	107,782	103,836	0	0	518,584
<b><u>Miscellaneous</u></b>	123,279	9,104	1,766	5,492	81,271	1,024	56,710	69	278,715
<b><u>Leases and Rentals</u></b>	13,000	209,600	179,200	0	118,000	25,698	0	8,200	553,698
<b><u>Utilities</u></b>	107,844	12,162	5,214	3,720	84,220	8,529	0	2,522	224,211
<b><u>Transfers to Other Funds</u></b>	<u>1,511,427</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,511,427</u>
<b>TOTAL</b>	<b>4,575,883</b>	<b>6,260,401</b>	<b>3,247,290</b>	<b>753,528</b>	<b>2,271,909</b>	<b>1,066,877</b>	<b>399,352</b>	<b>532,869</b>	<b>19,108,109</b>

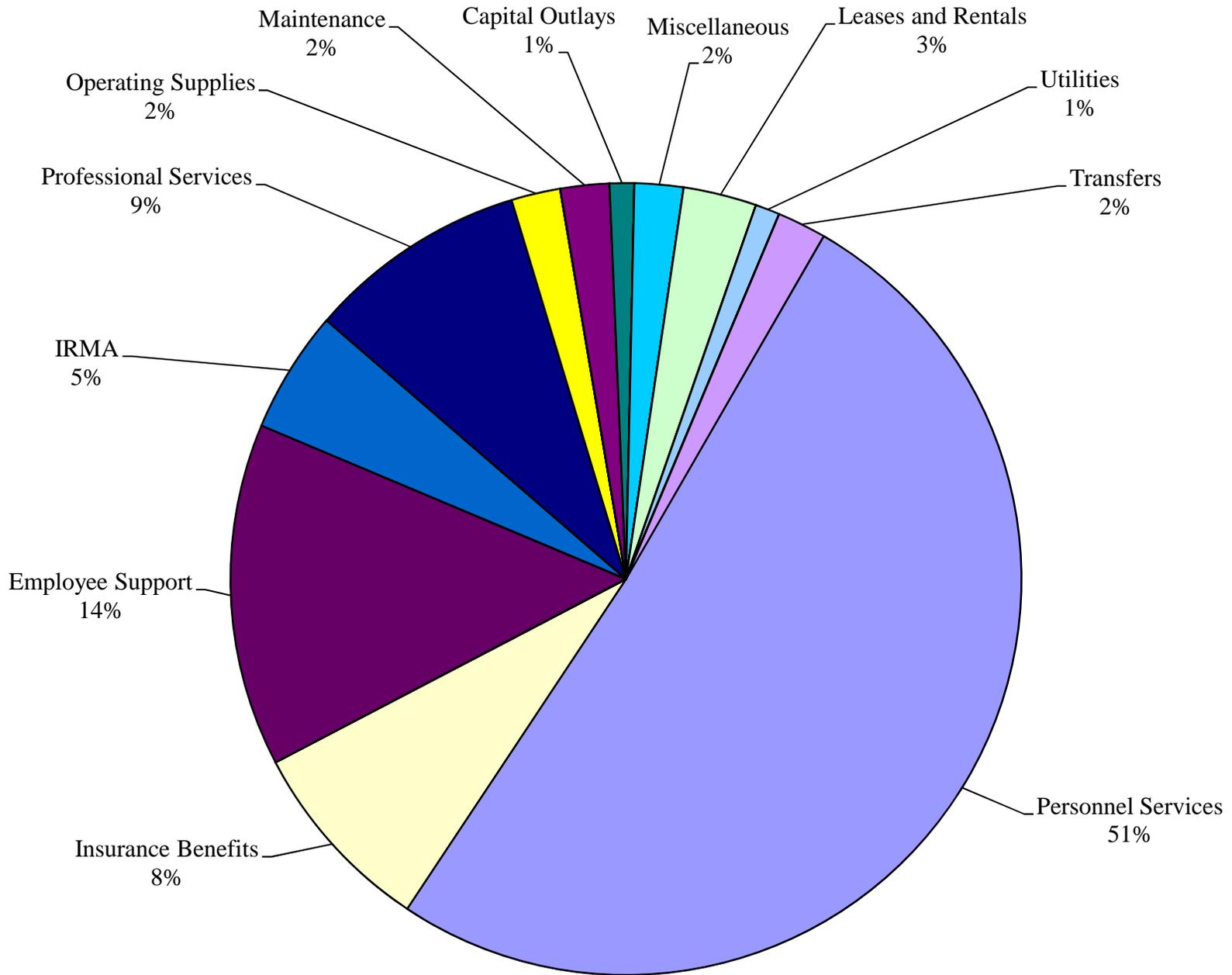
\* Includes PPRT Taxes for Police Pension \$14,000 and Fire Pension \$8,000.

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

	Administrative Department	Police Department	Fire Department	Health Department	Recreation & Parks Department	Public Works Department	Econ. Dev. & Planning Department	Community Development Department	TOTAL
<b><u>Personnel Services</u></b>									
Regular Salaries	977,627	3,537,571	1,927,518	430,445	783,971	332,268	270,925	285,612	8,545,937
Overtime Salaries	2,137	345,962	212,589	2,144	17,200	39,532	619	0	620,183
Temporary/Part-time Salaries	<u>117,796</u>	<u>185,271</u>	<u>73,178</u>	<u>23,059</u>	<u>184,071</u>	<u>0</u>	<u>0</u>	<u>34,321</u>	<u>617,696</u>
<b>Total Personnel Services</b>	<b>1,097,560</b>	<b>4,068,804</b>	<b>2,213,285</b>	<b>455,648</b>	<b>985,242</b>	<b>371,800</b>	<b>271,544</b>	<b>319,933</b>	<b>9,783,816</b>
<b><u>Insurance Benefits</u></b>	158,817	643,860	281,993	92,580	147,754	78,424	23,539	48,861	1,475,828
<b><u>IRMA</u></b>	980,554	0	0	0	0	0	0	0	980,554
<b><u>Employee Support*</u></b>	308,265	1,211,556	804,366	92,692	168,445	71,815	69,343	69,744	2,796,226
<b><u>Professional Services</u></b>	114,666	504,809	84,561	112,500	224,472	185,000	73,100	15,300	1,314,408
<b><u>Legal Services</u></b>	199,865	0	0	0	0	0	0	0	199,865
<b><u>Operating Supplies</u></b>	138,607	92,365	45,264	53,670	115,850	33,400	6,800	2,000	487,956
<b><u>Maintenance</u></b>	78,825	31,748	17,300	11,160	155,500	91,200	0	35,000	420,733
<b><u>Capital Outlays</u></b>	74,000	10,700	68,300	0	90,000	1,900	1,900	12,500	259,300
<b><u>Miscellaneous</u></b>	145,545	21,358	1,800	6,200	74,200	1,250	106,050	400	356,803
<b><u>Leases and Rentals</u></b>	8,500	240,000	168,160	0	80,000	20,734	0	7,000	524,394
<b><u>Utilities</u></b>	112,500	9,500	3,300	5,000	83,750	9,800	0	3,000	226,850
<b><u>Transfers to Other Funds</u></b>	<u>449,527</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>449,527</u>
<b>TOTAL</b>	<b>3,867,231</b>	<b>6,834,700</b>	<b>3,688,329</b>	<b>829,450</b>	<b>2,125,213</b>	<b>865,323</b>	<b>552,276</b>	<b>513,738</b>	<b>19,276,260</b>

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

**Village of Park Forest  
General Fund Expenditures Summary  
FY 10/11 Proposed**

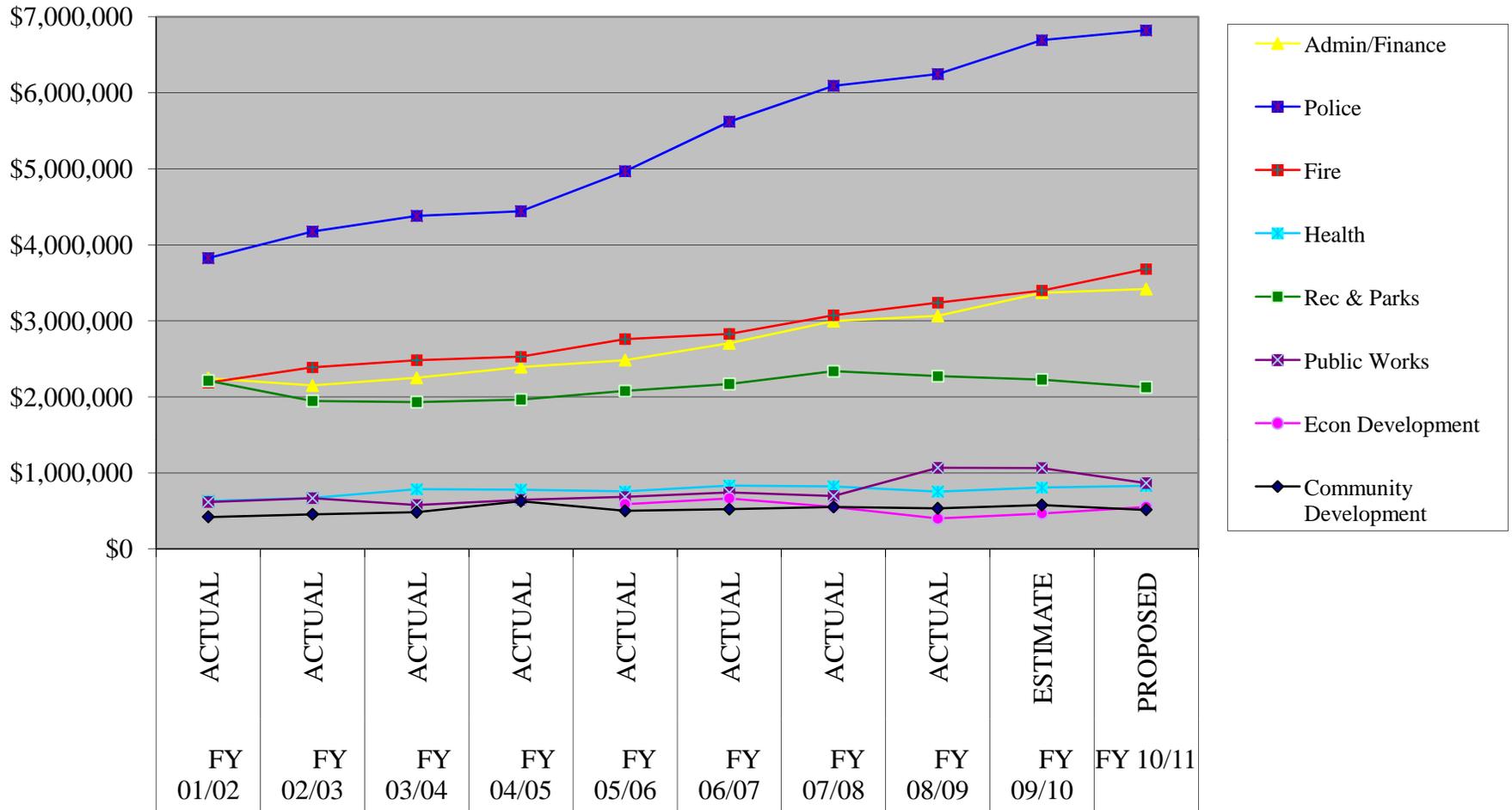


**Village of Park Forest  
GENERAL FUND EXPENDITURES TRENDS  
FY 01/02 - FY10/11**

	<b>FY 01/02 ACTUAL</b>	<b>FY 02/03 ACTUAL</b>	<b>FY 03/04 ACTUAL</b>	<b>FY 04/05 ACTUAL</b>	<b>FY 05/06 ACTUAL</b>	<b>FY 06/07 ACTUAL</b>	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>
Administration	\$2,245,703	\$2,150,200	\$2,251,038	\$2,392,457	\$2,483,392	\$2,704,137	\$2,996,930	\$3,064,456	\$3,369,882	\$3,417,704
Police (*)	3,826,764	4,175,381	4,379,328	4,442,187	4,967,708	5,619,860	6,090,087	6,246,401	6,691,019	6,820,700
Fire (*)	2,188,211	2,387,310	2,482,932	2,527,537	2,760,495	2,828,962	3,074,169	3,239,290	3,398,914	3,680,329
Health	631,813	671,034	784,347	778,134	755,888	833,478	823,744	753,528	806,270	829,450
Recreation & Parks	2,212,891	1,944,539	1,930,884	1,964,357	2,077,773	2,169,177	2,336,626	2,271,909	2,227,176	2,125,213
Public Works	615,647	668,173	576,457	645,853	683,934	741,953	695,791	1,066,877	1,064,613	865,323
Economic Development & Planning					588,570	665,277	553,583	399,352	466,747	552,276
Community Development	<u>420,048</u>	<u>455,276</u>	<u>482,360</u>	<u>627,941</u>	<u>501,094</u>	<u>522,608</u>	<u>550,550</u>	<u>532,869</u>	<u>575,509</u>	<u>513,738</u>
<b>Sub-total</b>	<b>\$12,141,077</b>	<b>\$12,451,913</b>	<b>\$12,887,346</b>	<b>\$13,378,466</b>	<b>\$14,818,854</b>	<b>\$16,085,452</b>	<b>\$17,121,480</b>	<b>\$17,574,682</b>	<b>\$18,600,130</b>	<b>\$18,804,733</b>
FICA	\$280,662									
IMRF	\$137,338									
<b>Total</b>	<b>\$12,559,077</b>	<b>\$12,451,913</b>	<b>\$12,887,346</b>	<b>\$13,378,466</b>	<b>\$14,818,854</b>	<b>\$16,085,452</b>	<b>\$17,121,480</b>	<b>\$17,574,682</b>	<b>\$18,600,130</b>	<b>\$18,804,733</b>

(\*) FY 01/02 through FY 03/04 restated to include pension costs

**Village of Park Forest  
GENERAL FUND EXPENDITURES TRENDS  
FY 01/02 - FY 10/11**



**Village of Park Forest  
Oversight Responsibilities by Department  
2010/2011 Budget**

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

**Village of Park Forest  
2010/2011 Budget**

**REVENUE (All Funds)**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>CHANGE</b>
General Fund					
Operating	18,003,566	17,969,541	18,184,287	18,572,500	3%
CN Settlement	0	4,805,000	4,805,000	0	-100%
Aqua Center	361,685	1,369,722	1,362,872	343,736	-75%
Tennis and Health Club	376,546	376,250	365,750	385,750	3%
Municipal Parking	168,728	170,900	135,934	140,100	-18%
Refuse	1,181,875	1,219,100	1,202,541	1,272,000	4%
Water	4,965,016	5,321,000	5,027,401	5,160,697	-3%
Sewer	1,163,275	1,336,560	1,212,668	1,818,359	36%
DownTown	1,148,906	1,004,449	887,914	901,562	-10%
Capital Projects	955,000	345,000	345,000	0	-100%
MFT	661,809	1,742,700	780,604	1,457,914	-16%
Housing Authority	3,308,569	3,527,496	3,611,419	4,113,826	17%
CDBG-Cook	0	930,062	0	930,062	0%
Retirement Funds					
Police Pension	759,708	1,808,319	1,860,548	1,879,983	4%
Fire Pension	335,481	1,110,419	1,139,333	1,242,143	12%
Bond Retirement	331,081	323,740	322,240	324,538	0%
TIF	7,495,137	1,146,626	1,096,205	1,088,012	-5%
Vehicle Services	962,446	884,759	935,673	664,423	-25%
Foreign Fire Insurance	10,576	17,239	17,239	17,000	-1%
<b>Subtotal</b>	<b>42,189,404</b>	<b>45,408,882</b>	<b>43,292,628</b>	<b>40,312,604</b>	<b>-11%</b>
Library	<u>1,790,089</u>	<u>1,899,600</u>	<u>1,899,600</u>	<u>1,995,106</u>	5%
<b>TOTAL FUNDS</b>	<b><u>43,979,493</u></b>	<b><u>47,308,482</u></b>	<b><u>45,192,228</u></b>	<b><u>42,307,710</u></b>	<b>-11%</b>

**Village of Park Forest  
2010/2011 Budget**

**EXPENDITURES (All Funds)**

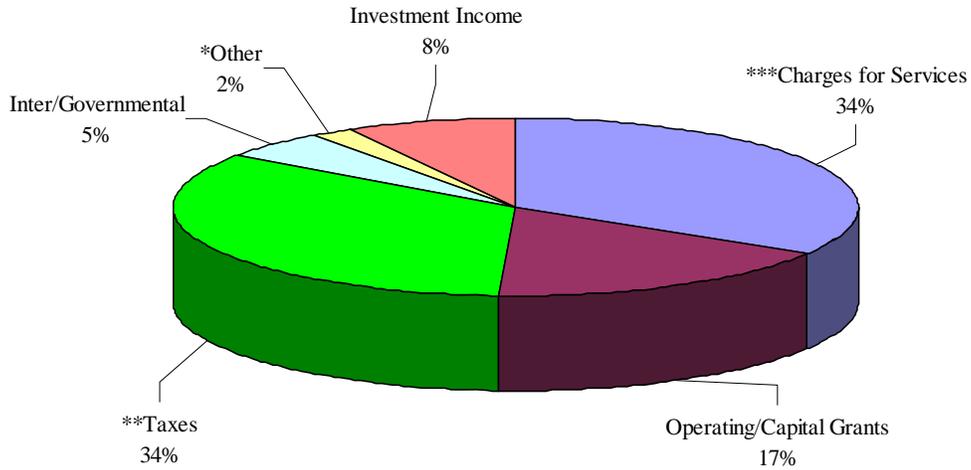
	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
General Fund	17,574,683	19,013,893	18,600,130	18,804,733	-1%
Aqua Center	358,337	1,360,008	304,479	314,190	-77%
Tennis and Health Club	378,952	387,384	382,684	389,460	1%
Municipal Parking	203,992	226,588	176,251	226,639	0%
Refuse	1,251,620	1,292,212	1,256,528	1,330,165	3%
Water	5,243,727	5,694,015	5,277,358	5,553,890	-2%
Sewer	705,763	1,302,492	787,147	907,922	-30%
DownTown	824,178	1,010,378	891,652	999,073	-1%
Capital Projects	100,013	751,313	697,653	287,000	-62%
MFT	1,041,145	1,979,130	616,240	1,695,804	-14%
Housing Authority	3,320,427	3,606,756	3,562,545	4,151,451	15%
CDBG-Cook	0	930,062	0	930,062	0%
Retirement Funds					
Police Pension	1,364,567	1,390,910	1,390,910	1,475,950	6%
Fire Pension	766,300	801,000	801,500	828,379	3%
Bond Retirement	294,474	317,051	317,051	318,794	1%
TIF	7,063,199	2,292,853	1,178,153	2,098,739	-8%
Vehicle Services**	815,139	832,367	821,825	801,022	-4%
Foreign Fire Insurance	7,072	17,239	17,239	17,000	-1%
<b><u>Transfers from General Fund:</u></b>					
To Aqua Center	140,000	760,000	760,000	120,000	-84%
To Tennis and Health Club	81,900	75,000	75,000	95,000	27%
To Vehicle Services	0	49,000	49,000	0	-100%
To DownTown	324,527	224,527	224,527	224,527	0%
To Retirement Funds (PPRT)	22,000	22,000	22,000	22,000	0%
To Library	10,000	10,000	10,000	10,000	0%
To Capital Projects	<u>955,000</u>	<u>345,000</u>	<u>345,000</u>	<u>0</u>	-100%
<b>Subtotal</b>	<b>42,847,015</b>	<b>44,691,178</b>	<b>38,564,872</b>	<b>41,601,800</b>	<b>-7%</b>
Library	<u>1,805,062</u>	<u>3,329,233</u>	<u>3,329,233</u>	<u>1,937,351</u>	-42%
<b>TOTAL FUNDS***</b>	<b><u>44,652,077</u></b>	<b><u>48,020,411</u></b>	<b><u>41,894,105</u></b>	<b><u>43,539,151</u></b>	<b>-9%</b>

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

\*\*\* When expenditures exceed revenues, prior fund balances have been utilized.

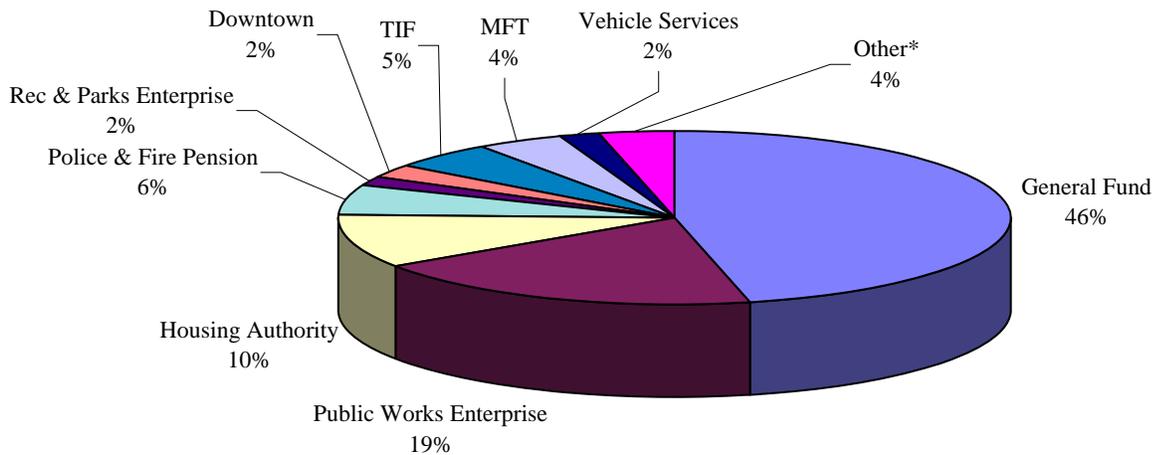
# Village of Park Forest 2010/2011 Budget

## Revenue (All Funds) by Source FY 10/11 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 10/11 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 08/09 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	3,837,922		11,445,024	2,284,945	325,148	98,930			11,597		18,003,566
Aqua Center	187,273		33,268			1,144		140,000			361,685
Tennis and Health Club	294,478					168		81,900			376,546
Municipal Parking	168,041					687					168,728
Refuse	1,178,134					1,741	2,000				1,181,875
Water	4,942,504	9,170				488	12,854				4,965,016
Sewer	1,149,312					1,354	12,609				1,163,275
DownTown	727,183					8,106	89,090	324,527			1,148,906
Capital Projects								955,000			955,000
MFT	13,423	636,923				11,463					661,809
Housing Authority		3,305,866				2,703					3,308,569
CDBG - Cook											0
Police Pension										759,708	759,708
Fire Pension										335,481	335,481
Bond Retirement			329,146			1,935					331,081
TIF			1,274,791			17,765	6,202,581				7,495,137
Vehicle Services	845,438					10,283	32,624	59,601	14,500		962,446
Foreign Fire Insurance							10,576				10,576
	<u>13,343,708</u>	<u>3,951,959</u>	<u>13,082,229</u>	<u>2,284,945</u>	<u>325,148</u>	<u>156,767</u>	<u>6,362,334</u>	<u>1,561,028</u>	<u>26,097</u>	<u>1,095,189</u>	<u>42,189,404</u>

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

**Village of Park Forest  
REVENUE (ALL FUNDS) BY SOURCE  
GASB 34 Presentation  
FY 10/11 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	3,848,186		12,299,564	2,042,000	317,250	60,000			5,500		18,572,500
Aqua Center	189,400		34,336					120,000			343,736
Tennis and Health Club	290,750							95,000			385,750
Municipal Parking	140,000					100					140,100
Refuse	1,269,800					200	2,000				1,272,000
Water	5,160,697										5,160,697
Sewer	1,333,359	485,000									1,818,359
DownTown	662,035					1,000	14,000	224,527			901,562
Capital Projects											0
MFT		1,455,914				2,000					1,457,914
Housing Authority		4,113,476				350					4,113,826
CDBG - Cook		930,062									930,062
Police Pension										1,879,983	1,879,983
Fire Pension										1,242,143	1,242,143
Bond Retirement			324,038			500					324,538
TIF			1,086,012			2,000					1,088,012
Vehicle Services	663,223					1,200					664,423
Foreign Fire Insurance							17,000				17,000
	<u>13,557,449</u>	<u>6,984,452</u>	<u>13,743,950</u>	<u>2,042,000</u>	<u>317,250</u>	<u>67,350</u>	<u>33,000</u>	<u>439,527</u>	<u>5,500</u>	<u>3,122,126</u>	<u>40,312,604</u>

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

**Village of Park Forest**  
**EXPENDITURES (All Funds) SUMMARY**  
**FY 08/09 Actual**

	General Fund	R & P Enterprise	Public Works Enterprise	DownTown and TIF	MFT	Housing Authority	Retirement Funds	Other*	TOTAL
<b><u>Personnel Services</u></b>									
Regular Salaries	8,005,224	113,288	1,222,157	74,957	0	172,206	0	53,227	9,641,059
Overtime Salaries	654,658	3,272	133,665	2,701	0	0	0	14,368	808,664
Temporary/Part-time Salaries	577,197	240,712	82,815	58,569	0	0	0	1,414	960,707
IRMA Workers Comp Reimb.	<u>(52,539)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(52,539)</u>
<b>Total Personnel Services</b>	<b>9,184,540</b>	<b>357,272</b>	<b>1,438,637</b>	<b>136,227</b>	<b>0</b>	<b>172,206</b>	<b>0</b>	<b>69,009</b>	<b>11,357,891</b>
<b><u>Insurance Benefits</u></b>	1,269,263	0	170,793	17,877	0	20,956	0	0	1,478,889
<b><u>IRMA</u></b>	827,942	23,466	330,243	30,000	0	10,599	0	0	1,222,250
<b><u>Employee Support</u></b>	2,291,962	44,006	229,494	21,114	0	28,369	2,029,886	9,309	4,654,140
<b><u>Professional Services</u></b>	1,119,340	13,113	1,535,968	13,655	65,466	17,865	100,981	61,730	2,928,118
<b><u>Legal Services</u></b>	218,517	0	0	0	0	0	0	0	218,517
<b><u>Operating Supplies</u></b>	713,585	91,731	642,486	25,220	127,355	666	0	217,491	1,818,534
<b><u>Maintenance</u></b>	396,325	15,111	594,634	238,160	217,407	0	0	177,297	1,638,934
<b><u>Capital Outlays</u></b>	518,584	17,214	81,980	12,882	427,231	0	0	31,991	1,089,882
<b><u>Housing Assistance Payments</u></b>	0	0	0	0	0	3,039,766	0	0	3,039,766
<b><u>Depreciation</u></b>	0	11,628	722,881	135,709	0	0	0	352,294	1,222,512
<b><u>Debt Service</u></b>	0	0	0	7,053,251	0	0	0	129,364	7,182,615
<b><u>Interest Expense</u></b>	0	12,974	397,807	0	0	0	0	164,884	575,665
<b><u>Transfers to Other Funds</u></b>	1,511,427	38,640	768,276	0	0	30,000	0	0	2,348,343
<b><u>Miscellaneous</u></b>	278,715	1,374	31,742	5,962	0	0	0	0	317,793
<b><u>Leases and Rentals</u></b>	553,698	4,400	177,869	9,000	111,334	0	0	0	856,301
<b><u>Utilities</u></b>	<u>224,211</u>	<u>106,360</u>	<u>282,292</u>	<u>188,320</u>	<u>92,352</u>	<u>0</u>	<u>0</u>	<u>3,330</u>	<u>896,865</u>
<b>TOTAL</b>	<b>19,108,109</b>	<b>737,289</b>	<b>7,405,102</b>	<b>7,887,377</b>	<b>1,041,145</b>	<b>3,320,427</b>	<b>2,130,867</b>	<b>1,216,699</b>	<b>42,847,015</b>

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

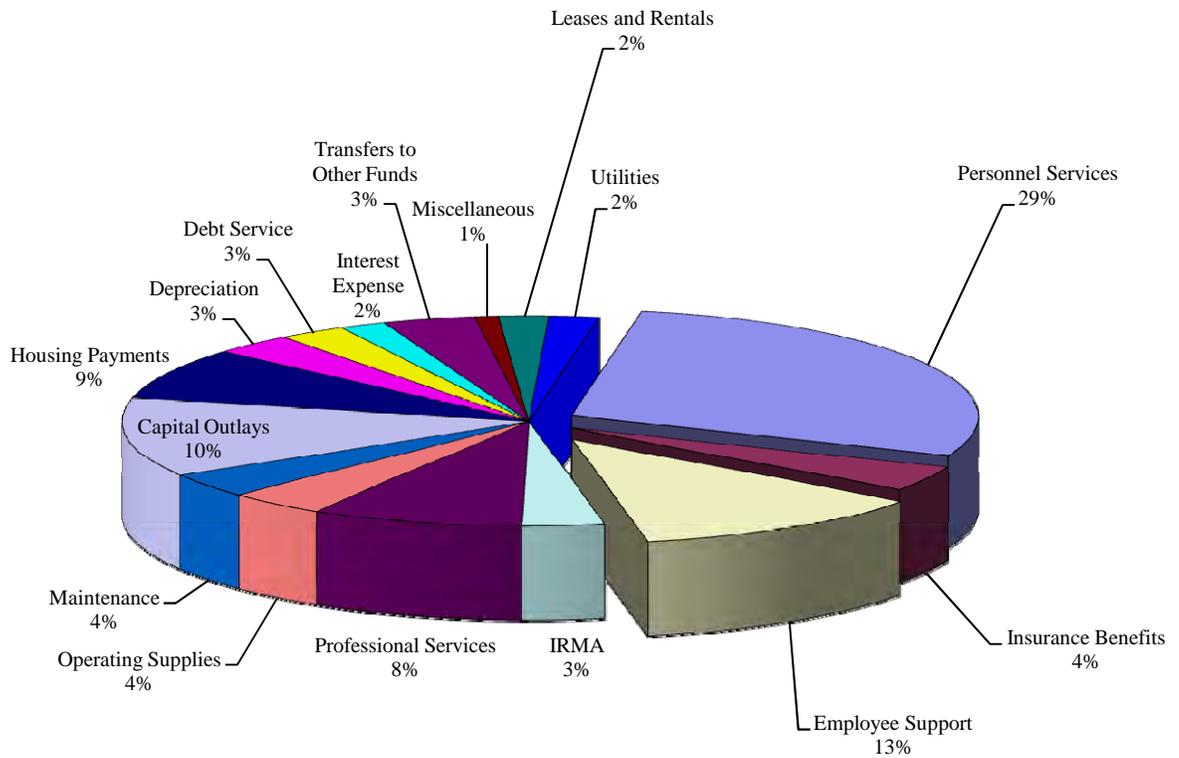
**Village of Park Forest  
EXPENDITURES (All Funds) SUMMARY  
FY 10/11 Proposed**

	General Fund	R & P Enterprise	Public Works Enterprise	DownTown and TIF	MFT	Housing Authority	Retirement Funds	Other*	TOTAL
<b><u>Personnel Services</u></b>									
Regular Salaries	8,545,937	102,006	1,235,397	83,838	0	184,970	0	42,949	10,195,097
Overtime Salaries	620,183	2,000	163,007	1,849	0	0	0	15,137	802,176
Temporary/Part-time Salaries	<u>617,696</u>	<u>246,015</u>	<u>103,095</u>	<u>74,652</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,041,458</u>
<b>Total Personnel Services</b>	<b>9,783,816</b>	<b>350,021</b>	<b>1,501,499</b>	<b>160,339</b>	<b>0</b>	<b>184,970</b>	<b>0</b>	<b>58,086</b>	<b>12,038,731</b>
<b><u>Insurance Benefits</u></b>	1,475,828	0	210,952	20,641	0	25,195	0	0	1,732,616
<b><u>IRMA</u></b>	980,554	25,490	394,917	30,000	0	16,058	0	0	1,447,019
<b><u>Employee Support</u></b>	2,796,226	46,576	261,055	27,392	0	36,332	2,184,329	8,785	5,360,695
<b><u>Professional Services</u></b>	1,314,408	8,948	1,715,441	18,500	13,000	12,500	120,000	25,300	3,228,097
<b><u>Legal Services</u></b>	199,865	0	0	0	0	0	0	0	199,865
<b><u>Operating Supplies</u></b>	487,956	81,500	655,300	21,300	166,800	1,100	0	244,500	1,658,456
<b><u>Maintenance</u></b>	420,733	10,300	581,100	214,000	337,907	0	0	164,743	1,728,783
<b><u>Capital Outlays</u></b>	259,300	7,500	246,300	1,252,000	1,071,104	0	0	1,170,162	4,006,366
<b><u>Housing Assistance Payments</u></b>	0	0	0	0	0	3,844,296	0	0	3,844,296
<b><u>Depreciation</u></b>	0	36,628	757,170	133,801	0	0	0	359,808	1,287,407
<b><u>Debt Service</u></b>	0	0	0	997,739	0	0	0	154,618	1,152,357
<b><u>Interest Expense</u></b>	0	8,839	459,946	0	0	0	0	163,876	632,661
<b><u>Transfers to Other Funds</u></b>	449,527	38,840	866,180	0	0	30,000	0	0	1,384,547
<b><u>Miscellaneous</u></b>	356,803	1,500	34,500	11,500	0	1,000	0	0	405,303
<b><u>Leases and Rentals</u></b>	524,394	3,508	97,556	9,000	35,233	0	0	0	669,691
<b><u>Utilities</u></b>	<u>226,850</u>	<u>84,000</u>	<u>236,700</u>	<u>201,600</u>	<u>71,760</u>	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>824,910</u>
<b>TOTAL</b>	<b>19,276,260</b>	<b>703,650</b>	<b>8,018,616</b>	<b>3,097,812</b>	<b>1,695,804</b>	<b>4,151,451</b>	<b>2,304,329</b>	<b>2,353,878</b>	<b>41,601,800</b>

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

# Village of Park Forest Expenditures (All Funds) Summary FY 10/11 Proposed

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



Employee costs represent 46% 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 2009/2010 with a total unreserved Fund Balance of \$5,951,525 and encumbrances of \$734,093.

Revenue has a positive impact on the General Fund balance while expenditures have a negative impact. It is estimated that expenditures for Fiscal Year 2009/2010 will exceed revenues by \$1,046,370. For Fiscal Year 2010/2011, expenditures will exceed revenues by \$703,760 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. The Village currently owns 82% of all DownTown property, thus the Village's contribution of CAM is \$224,527. For 2010/2011 the Village is not contributing an additional \$100,000 to the DownTown as has been done in prior years. 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, continued support for the Aqua Center and the Tennis and Health Club. The combined support is \$215,000.

Board approved fiscal policies mandate a three to four month reserve to fund cash flow shortages. The ending fund balance presented for Fiscal Year 2010/2011 is at 3.1 months reserve. Noted for 2009/2010 are the Assigned Fund Balances for CN proceeds. Of the \$4,805,000 received \$3,950,000 has been assigned. The remaining \$855,000 was utilized for capital projects including the Aqua Center renovation, public safety programs, economic development programs and budget shortfalls, as well as legal and financial assistance with negotiations.

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. The Aqua Center no longer has a negative Net Assets.

**Village of Park Forest  
2010/2011 Budget**

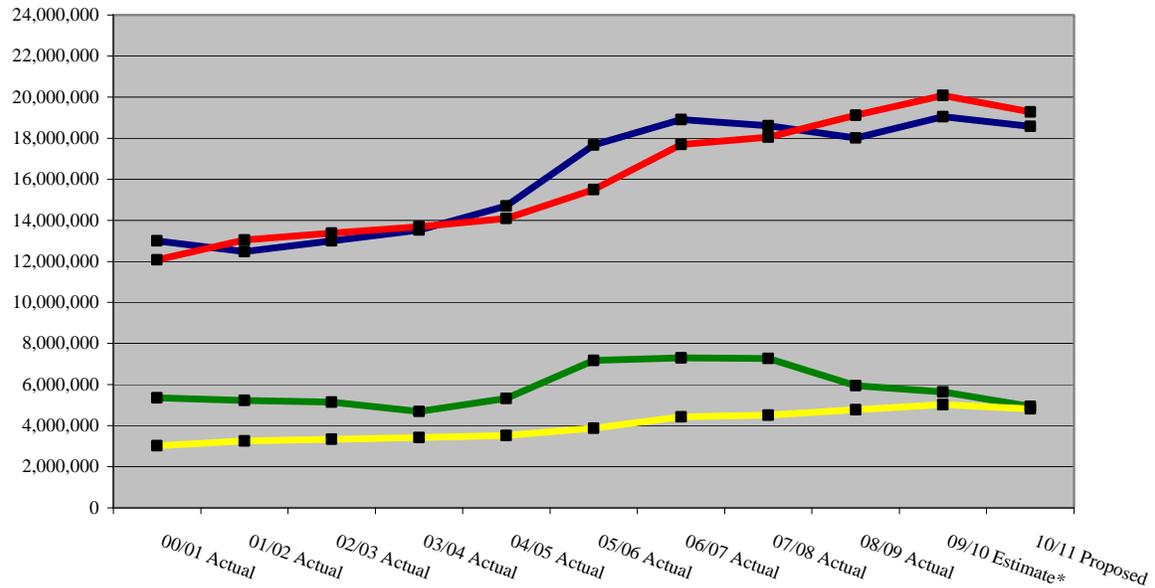
**GENERAL FUND SUMMARY**

	<b>FY 09/10 ESTIMATED</b>	<b>FY 10/11 PROPOSED</b>
Beginning Unreserved General Fund Balance (6/30/09)	<b>5,951,525</b>	<b>5,639,248</b>
Encumbrances/Designations	734,093	
<b>Operating</b>		
Revenues	18,184,287	18,572,500
- CN Settlement	4,805,000	0
Expenditures - Departments	(18,600,130)	(18,804,733)
<b>Transfers to -</b>		
DownTown - CAM	(224,527)	(224,527)
Aqua Center	(760,000)	(120,000)
Tennis & Health	(75,000)	(95,000)
Vehicle Services	(49,000)	0
PPRT - Pension Funds	(22,000)	(22,000)
Library	(10,000)	(10,000)
Capital Projects		
- Land Banking	(55,000)	0
- Signage	(50,000)	0
- CN Projects	<u>(240,000)</u>	<u>0</u>
<b>Fund Balance Assigned</b>		
Orchard Drive	(2,450,000)	0
Sound Mitigation	<u>(1,500,000)</u>	<u>0</u>
<b>Annual Overage(Shortfall)</b>	<u>(1,046,370)</u>	<u>(703,760)</u>
<b>Net Adjusted Fund Balance*</b>	<b><u>5,639,248</u></b>	<b><u>4,935,488</u></b>

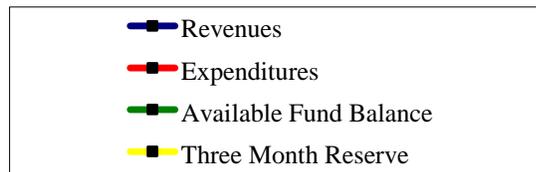
\* One month of expenditures equal \$1,606,400. A three month reserve in expenditures would be \$4,819,200. (A portion of this reserve may be utilized to fund a \$300,000 to \$400,000 budget shortfall for the Library construction)

The Board's desired goal is a three to four month reserve. The ending reserve represents 3.1 months' expenditures.

## General Fund Comparative Revenue, Expenditures and Fund Balance



\* Revenue for FY 09/10 does not reflect the \$3,950,000 of CN Settlement that has been designated as Assigned Fund Balance to be used for Orchard Drive and Sound Mitigation



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 floor reserve 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 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  
2010/2011 Budget**

**FUND SUMMARY**

	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>
 <b><u>Aqua Center*</u></b>		
Beginning Net Assets	65,448	1,123,841
Revenue	1,362,872	343,736
Expenses	<u>304,479</u>	<u>314,190</u>
Ending Net Assets	1,123,841	1,153,387
 <b><u>Tennis &amp; Health*</u></b>		
Beginning Net Assets	129,685	112,751
Revenue	365,750	385,750
Expenses	<u>382,684</u>	<u>389,460</u>
Ending Net Assets	112,751	109,041
 <b><u>Municipal Parking**</u></b>		
Beginning Net Assets	816,331	776,014
Revenue	135,934	140,100
Expenses	<u>176,251</u>	<u>226,639</u>
Ending Net Assets	776,014	689,475
 <b><u>Refuse**</u></b>		
Beginning Net Assets	280,244	226,257
Revenue	1,202,541	1,272,000
Expenses	<u>1,256,528</u>	<u>1,330,165</u>
Ending Net Assets	226,257	168,092

\* 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  
2010/2011 Budget**

**FUND SUMMARY**

	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>
<b><u>Water Fund**</u></b>		
Beginning Net Assets	12,512,575	12,262,618
Revenue	5,027,401	5,160,697
Expenses	<u>5,277,358</u>	<u>5,553,890</u>
Ending Net Assets	12,262,618	11,869,425
<b><u>Sewer Fund**</u></b>		
Beginning Net Assets	3,483,200	3,908,721
Revenue	1,212,668	1,818,359
Expenses	<u>787,147</u>	<u>907,922</u>
Ending Net Assets	3,908,721	4,819,157
<b><u>DownTown</u></b>		
Beginning Net Assets	2,405,051	2,401,313
Revenue	887,914	901,562
Expenses	<u>891,652</u>	<u>999,073</u>
Ending Net Assets	2,401,313	2,303,802
<b><u>Capital Projects</u></b>		
Beginning Fund Balance	989,653	637,000
Revenue	345,000	0
Expenses	<u>697,653</u>	<u>287,000</u>
Ending Fund Balance	637,000	350,000
<b><u>MFT***</u></b>		
Beginning Fund Balance	980,977	1,145,341
Revenue	780,604	1,457,914
Expenditures	<u>616,240</u>	<u>1,695,804</u>
Ending Fund Balance	1,145,341	907,451

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

\*\*\* Included in General Fund Summary.

**Village of Park Forest  
2010/2011 Budget**

**FUND SUMMARY**

	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>
 <b><u>Housing Authority</u></b>		
Beginning Fund Balance	437,169	486,043
Revenue	3,611,419	4,113,826
Expenditures	<u>3,562,545</u>	<u>4,151,451</u>
Ending Fund Balance	486,043	448,418
 <b><u>CDBG</u></b>		
Beginning Fund Balance	0	0
Revenue	0	930,062
Expenditures	<u>0</u>	<u>930,062</u>
Ending Fund Balance	0	0
 <b><u>Police Pension</u></b>		
Beginning Net Assets	16,071,969	16,541,607
Revenue	1,860,548	1,879,983
Expenditures	<u>1,390,910</u>	<u>1,475,950</u>
Ending Net Assets	16,541,607	16,945,640
 <b><u>Fire Pension</u></b>		
Beginning Net Assets	8,433,290	8,771,123
Revenue	1,139,333	1,242,143
Expenditures	<u>801,500</u>	<u>828,379</u>
Ending Net Assets	8,771,123	9,184,887
 <b><u>Bond Retirement</u></b>		
Beginning Fund Balance	346,523	351,712
Revenue	322,240	324,538
Expenditures	<u>317,051</u>	<u>318,794</u>
Ending Fund Balance	351,712	357,456

**Village of Park Forest  
2010/2011 Budget**

**FUND SUMMARY**

	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>
 <b><u>TIF Funds</u></b>		
Beginning Fund Balance	1,747,024	1,665,076
Revenue	1,096,205	1,088,012
Expenditures	<u>1,178,153</u>	<u>2,098,739</u>
Ending Fund Balance	1,665,076	654,349
 <b><u>Vehicle Services</u></b>		
Beginning Net Assets	2,515,918	2,629,766
Revenue	935,673	664,423
Expenses	<u>821,825</u>	<u>801,022</u>
Ending Net Assets	2,629,766	2,493,167
 <b><u>Foreign Fire Insurance***</u></b>		
Beginning Fund Balance	6,262	6,262
Revenue	17,239	17,000
Expenditures	<u>17,239</u>	<u>17,000</u>
Ending Fund Balance	6,262	6,262

\*\*\* Included in General Fund Summary.

## **Village of Park Forest 2010/2011 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 up-scale residential. 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. In 2005, the new fire station opened. Resurfacing of the adjacent parking lot was included in the 2006/2007 Capital Projects Budget. The largest capital project completed in 2007/2008 was the construction of the \$15.6 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.

For Fiscal 2010/2011, 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**

Several Public Works projects are slated to begin in 2010/2011. In the Water Fund, a \$3,300,000 water main replacement project is included. Design engineering for this project is complete. An application for stimulus or low interest funding is at the IEPA. Staff will monitor status of the loan package and work with engineers on the construction plan. Also at the IEPA for funding consideration are two sewer projects, excess flow facility rehab and sanitary sewer rehab have been design engineered, also. The construction engineering costs for all of these projects are included in the capital amount budgeted. Also included in the Water Fund is the debt service associated with the potential loan.

### **Replace Illinois Park Playground**

Included in the Recreation and Parks Budget are funds to replace the Illinois Park playground. The \$43,200 is meant to be used in conjunction with school district funds. Village staff will offer to design and oversee construction. Staff involvement will also include meeting with school officials. Maintenance of the park is included with other park maintenance in the Recreation and Parks Department.

### **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 18-14 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.

### **Demolition of Marshall Fields/Village Green Service Facility**

With the potential demolition of Marshall Fields and the expanded use of the Village Green, a need has been identified for storage and additional restroom facilities. This proposed building will have all the furniture and equipment needed for “Main Street Nights” and other Village events hosted on the “Green.” It is the intent that this building will be maintained by Recreation and Parks staff. The building construction has been delayed until 2010/2011 pending final disposition of the Marshall Fields building. An assessment of the demolition site will be needed with short-term and long-term plans developed.

### **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. In 2009, the Village acquired the Wildwood School site. Evaluation of the building and determination of renovation or demolition will occur during 2010/2011. This analysis will include the operating impact of capital expenditures. In addition in 2010, the Village acquired the 80/90 North office building and manufacturing complex. A developer is being sought. Maintenance costs associated with properties held by the Village are located in the Capital Projects Fund.

Because of the ongoing maintenance and legal costs, acquisition of property will slow in 2010/2011.

## Wetlands Discovery Center

The Wetland's Discovery Center was created as part of the Aqua Center bathhouse renovation. The Aqua Center abuts a 45 acre wetland restoration site. Restoration of the wetlands began in 2000. The area now contains a variety of birds and plants consistent with wetlands. The Wetlands Discovery Center is a classroom where year-round observation and discussion of the wetlands and other environmental issues can take place. Arrangements have been made with teachers to have access during the school year and staff the presentations. The Environment Commission may also sponsor programs or informational sessions. No regular programs are scheduled at this time.

The Center was partially furnished with donations through the school teachers. Utility costs will funnel through the Aqua Center. Energy saving renovation included in the Aqua Center project will help offset any added heating and electricity costs for the Discovery Center.

## CN Funded Projects

Several CN funded capital projects are included in the Capital Projects Fund, they are:

Monument Sign - Sauk Trail	30,000
Information Kiosks - Commuter Lots	30,000
Reader Boards Orchard Overpass	40,000
Parking Lot Capacity Signage	40,000
Platform and Rail Park	75,000
Parking Lot Gate Improvements	<u>25,000</u>
<b>Total Capital Projects</b>	<b>240,000</b>

The Economic Development Department and the Recreation and Parks Department will oversee the construction and maintenance of these projects.

## 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 2010/2011 Budget three police squad cars, two staff cars, two pick-up trucks and a 1 ton dump truck in Public Works 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.

**Village of Park Forest  
2010/2011 Budget**

**CAPITAL EXPENDITURES BY DEPARTMENT**

**General Fund Departments**

Administration

Computer Replacement (Administration)	3,700	
Laptop Computers (Trustees)	6,000	
File Cabinets	500	
Network Upgrades: Village-wide	40,000	
Other Software Upgrades	15,000	
Computer Replacement (Finance)	3,800	
MSI Software Upgrades	<u>5,000</u>	
		74,000

Police

Computer Upgrades & Associated Hardware	<u>10,700</u>	
		10,700

Fire

Computer System Upgrade	9,500	
Protective Clothing	8,738	
SCBA Air Bottles	3,240	
Training Site Maintenance/Upgrades (CN)	12,000	
Hazardous Materials Equipment (CN)	5,000	
Firefighting Equipment	822	
Training Room Enhancement (CN)	10,500	
Incident Management/Command - Training (CN)	8,000	
Training Manual Update (CN)	7,500	
HazMat Reference Materials (CN)	<u>3,000</u>	
		68,300

Health

Office Furnishings	1,500	
Clinical Laboratory Equipment	2,000	
Office Equipment	<u>1,000</u>	
		4,500

Recreation and Parks

Computer Replacements	6,800	
Replace Illinois Park Playground	<u>43,200</u>	
		50,000

**Village of Park Forest  
2010/2011 Budget**

Building and Grounds

Village Hall Repairs/Repaint	20,000	
Emergency Repairs	<u>20,000</u>	40,000

Public Works

Computer Replacement	<u>1,900</u>	1,900
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Economic Development and Planning

Computer Replacement	<u>1,900</u>	1,900
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Community Development

Computer Replacement	2,500	
IntraGov Pen System	<u>10,000</u>	<u>12,500</u>

**Total General Fund** **263,800**

**Enterprise Funds**

Tennis and Health

Tuck Pointing and Lighting Repairs	<u>7,500</u>	7,500
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Municipal Parking

Replace Card Reader	<u>25,000</u>	25,000
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Water

Computer Replacement	1,900	
Copy Machine	2,000	
Service Request Software & Equipment	5,000	
Interim Remediation (Lime Lagoon 2)	100,000	
Water Plant SCADA System Improvements	20,000	
Computer Upgrades	1,900	
Install Lime Residuals Mixing Equipment	50,000	
Standby Air Operated Diaphragm Pumps	7,500	
Water Main Replacement	3,300,000	
Water Valve Exercise & Evaluation	18,000	
Replace Fire Hydrants	<u>60,000</u>	3,566,300

**Village of Park Forest  
2010/2011 Budget**

<u>Sewer</u>	
Sanitary Sewer Reconstruction & Manhole Rehab	880,000
Sewer Improvements	900,000
Correct Cross Connections found in Flood Testing	25,000
Update Sanitary Overflow Facility	<u>657,000</u>
	<u>2,462,000</u>

**Total Enterprise Funds** **6,060,800**

**DownTown Park Forest**

Signage Grant Program	10,000
Way Finding	5,000
Mural Project	15,000
Second Floor Office Windows	20,000
Computer Upgrade	2,000
Building One - Fire Alarm Upgrade	10,000
Tenant Build out 3,000 sq. ft. @ \$30	<u>90,000</u>
<b>Total DownTown Park Forest</b>	<b>152,000</b>

**Capital Projects**

Monument Sign - Sauk Trail (CN - Econ Dev)	30,000
Information Kiosks - Commuter Lots (CN - ED)	30,000
Reader Boards Orchard Overpass	40,000
Parking Lot Capacity Signage	40,000
Platform and Rail Park	75,000
Parking Lot Gate Improvements	<u>25,000</u>
<b>Total Capital Projects</b>	<b>240,000</b>

**Motor Fuel Tax Fund**

Payment for Indianwood Street lighting (both projects)	75,600
Thorn Creek Bridge, Phase II Design	65,000
Route 30 Streetscape	150,000
Orchard Drive Phase II Design (Rt. 30 to Sauk Trail)	476,000
Orchard Drive Resurfacing Const (Sauk Trail to Lakewood)	<u>304,504</u>
<b>Total Motor Fuel Tax Fund</b>	<b>1,071,104</b>

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**Community Development Block Grant**

Demolition of the former Marshall Field's Building	<u>930,062</u>	
<b>Total Community Development Block Grant</b>		<b>930,062</b>

**TIF Downtown**

Demolition Marshall Fields	<u>1,100,000</u>	
<b>Total TIF Downtown</b>		<b>1,100,000</b>

**Vehicle Service Fund**

Replace Manager's Vehicle	21,000	
Three Squads	82,500	
Replace FD Car # 72	44,000	
Replace R&P Truck #142	25,000	
Replace Pickup Truck # 652	25,000	
1 Ton Dump Truck w/ Plow & Spreader #609	46,000	
Replace Utility Body Truck #650	<u>60,000</u>	
<b>Total Vehicle Services</b>		<b><u>303,500</u></b>

<b>Total Village Capital Expenditures</b>		<b>10,121,266</b>
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# **Village of Park Forest 2010/2011 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 four special revenue funds, which are:

- Cook County Community Development Block Grant Fund (Non-major fund)
- Housing Authority Fund (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

**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  
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**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 Executive Board Chair of the SouthCom combined dispatch agency, is actively involved on four committees of the South Suburban Mayors and Managers Association, and one committee of the Illinois City and County Manager's 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 Public Relations/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 Public Relations/Assistant to the Village Manager coordinates the production and layout of the resident newsletter (titled Discover Magazine), the poster program, the Village Web site, 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 Public Relations also assists in facilitating communication from elected officials and Village departments to residents. The Director of Public Relations/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 2009/2010 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.**

*Village Trustees continued active participation in the Leadership Enhancement and Development (LEAD) program and/or other trainings offered through the Illinois Municipal League. A majority of the Board also attended the annual IML conference in October 2009 and the various educational sessions as part of this event.*

*Neighborhood Meetings were conducted with residents of Legacy Square (at Dining on the Green), those living in the "W Streets" of the Village and residents of the Townhome Associations of the Village.*

*The Village continued to track customer feedback with various survey instruments designed to measure satisfaction with services provided. Surveys include assessment of Fire Department emergency responses, customer satisfaction with Freedom Hall cultural arts programming and suggestions for upcoming performances, and periodic Community Relations surveys at Village-sponsored events. Surveys were also conducted through Discover Magazine, distributed at Neighborhood Meetings and as part of the Village Board's annual strategic planning process.*

*The Fire Prevention Bureau continues to inspect each property at least once each year. High hazard and "assembly" occupancies continue to be inspected twice each year. To date, the inspection frequency is on-target to meet this performance benchmark. Additionally, the Fire Department has identified and worked in collaboration with the Ludeman Center and the Police Department on eliminating dangerous fire lane parking violations at this property. As a result of these efforts all access roads in Ludeman Center are now posted as designated fire lanes and enforcement is being carried out by both departments.*

*Village staff continued their pursuit of professional development opportunities so as to have the requisite training to better serve the community. Examples include a week-long schedule of computer training for the Village staff as the Village moves to a Windows 2007 operating system. The training consisted of Microsoft 2007 Level I and II classes for Word, Excel, and Outlook. Recreation & Parks staff includes one Licensed Plumber, a Licensed Electrician, two Certified Playground Inspectors and several certified Pesticide Applicators. All certifications require professional development and periodic testing through the State of Illinois. The Fire Department has sent all Shift Lieutenants to the National Fire Academy for instruction in strategic and tactical considerations at large scale events. A number of members attended advanced NIM's training or other classes designed to either maintain their current skill sets or enhance their professional standing. The department continues to provide in-service training for Paramedics, EMT's and Fire Investigators in order to maintain their certifications. On-going training is also provided in other disciplines to equip fire personnel with the requisite knowledge to perform the department's mission safely and efficiently. The Public Works Department annually sends licensed water operators for their continuing education requirements through the American Water Works Association. Those that wish to obtain the various water licenses are sponsored by the Village. Engineering staff attend various training events throughout the year utilizing the Illinois Technology Transfer Center Training Program. Public Works staff also attended a USEPA-sponsored training session associated with a \$500,000 federal appropriations grant to Park Forest for sewer rehabilitation work. A Police Commander graduated from the FBI National Academy in Quantico, Virginia which has resulted in all eight members of the Senior Police Command staff now having graduated from the FBI National Academy or Northwestern University's Staff and Command School. Other ongoing professional development for staff has included training through IGFOA, GFOA, IPELRA, ICMA, ILCMA, APA, APWA, AWWA, SSMMA and National Fire Chief's Association.*

*The Village continues to develop audit and budget documents which qualify, respectively, for the Certificate of Excellence in Financial Reporting and the Distinguished Budget Award. Staff submitted the 2009/2010 Budget for the Distinguished Budget Award and forwarded the audit for fiscal 2009 to the GFOA for consideration for the Certificate of Excellence in Financial Reporting. The Village's longstanding track record in receiving these recognitions is indicative of staff's diligence in oversight of municipal funds and full, clear disclosure to the residents of the community on how these dollars are put to use.*

*Along with budget and audit development processes, the Finance Department has taken the lead in establishing written procedures in all departments to enhance internal financial controls. This work continued to evolve in 2009/2010 and an update was provided to the Board with its audit review session in February 2010.*

*The Fire Department continues the development of an action plan to reinstate or improve its ISO rating to a class four. The Deputy Fire Chief attended a two-day class outlining what fire departments need to know and what tools are available to assist them in modifying their community's ISO rating.*

*The Village continues to seek out applicants to create as diverse a work force as possible. For all recruitments, the personnel department utilizes various recruitment sources to obtain a diverse pool of candidates. While these efforts will continue, the current economic climate has led to a modified hiring freeze. To date, the Village has delayed filling four vacated positions (Police Officer, Public Works Maintenance Worker, Director of Public Health, Recreation and Parks Maintenance Worker) while delaying the filling of another (Payroll Technician) before finally replacing the former full-time position with one consisting of modified part-time duties.*

*The Center for Conflict Resolution provided mediation training for the Mediation Task Force, the Commission on Human Relations, the Ambassadors, and interested staff persons. The training served as a refresher for the existing mediators.*

*Four Plan Commissioners attended the Planning Leadership workshop sponsored by the Chicago Metropolitan Agency for Planning. One Plan Commissioner attended a workshop on Building Sustainable Communities sponsored by the Sustainable Watershed Action Team of McHenry County.*

*A training session on conducting productive meetings and public hearings was facilitated for the Zoning Board of Appeals.*

*The Senior Commission in conjunction with the Rotary Club and Rich Township Senior Center held its Fifth Annual Senior Fair. The 6<sup>th</sup> Annual event will take place in late-2009/2010.*

*As part of the Village ongoing implementation of the Crime Free Housing Ordinance, the*

*Police Department has organized training/certification sessions for landlords owning rental property in the community. In excess of 600 landlords have now been identified.*

**2. Become a change agent for amending the state school funding mechanism.**

*The Village continued its mission in making this a key objective locally and on a regional level. It was included in the Village Board's 2010 Legislative Agenda and was communicated to all five State Legislators representing Park Forest. Additionally, this issue was a focal point of the 2010 Legislative Agenda for the entire South Suburban Mayors and Managers Association (SSMMA).*

*Staff continues to create public information pieces to explain the school funding dilemma to Park Forest and educate the public. A comprehensive article was produced for Discover Magazine that dissected the average property tax bill in Park Forest and itemized those services rendered for the Village's portion of the bill. This article continues to be distributed with the Village-sponsored Neighborhood Meetings program.*

**3. Develop methods for improving Board and staff relations with School District 163.**

*The Village Board and School Board met jointly in August 2009. The Village presented a brief overview of its annual strategic planning process. Officials from School District 163 were invited to attend a strategic planning lecture presented by Paul Craig. Representatives from other local taxing bodies were also invited including the Park Forest Library Board, School Districts 162, 227, 194, 201-U, Rich Township, Monee Township, Bloom Township, Crete Township, Prairie State College, volunteer Boards and Commissions, Governors State University and Park Forest-area state legislators.*

*The Fire Department continued to engage School District 163 officials with regard to fire prevention programs that would benefit the lives of students under their charge. Fire prevention initiatives unfolded at Blackhawk School and 21<sup>st</sup> Century School. Additionally, the Fire Department continued to provide the required State of Illinois (Office of the State Fire Marshal) school inspection program at all District #163 schools. In particular, the department identified a significant problem with the Districts telephone system and worked with them to remedy the issue. The quarterly newsletter "Firestopper" was also delivered to all District #163 Schools.*

*Village staff continued to work well with District 163 staff at the operations level to jointly fund improvement projects at the Forest Trail Recreation Center with the goal of furthering this working relationship at the executive levels. An example of this good working relationship at the operations level was evidenced with the successful equipment relocation at Forest Trail Middle School as necessary with capital project upgrades carried out by the School District. The Village staff is grateful to the District #163 staff for making the Village programs very successful this past year in the midst of these facility upgrades.*

*The Commission on Human Relations makes a concerted effort to include School District 163 teachers and students in the planning and implementation of an annual Black History Month celebration.*

*The Police Department has adopted a Village-wide, yearly school evacuation/emergency preparedness drill program. This program involves both public safety departments and local school administrators. This has brought about better personal relationships between all parties involved.*

**4. Increase commercial, business and residential development in the Village.**

*The Fire Department is actively involved in enhancing community development by meeting the turn-around benchmarks established by the development team. Staff has also provided technical support in terms of code clarification to several prospective developers. The Fire Department continues to attend all meetings and support efforts by the Economic Development Department associated with development issues. Additionally, the Fire Department presented 2009 Fire Prevention Code updates to the Village Board. The recommendation was approved by the Board and implemented effective January 1, 2010.*

*Village staff from several departments addressed security issues at 80/90 North Street in an attempt to maintain the future viability of this property.*

*In order to take the next step in implementing the 211<sup>th</sup> Street Metra Station Transit Oriented Development Plan (the TOD Plan), the Village is seeking a grant from the Illinois Department of Commerce and Economic Opportunity for technical assistance funds to conduct a tax increment financing feasibility study, to undertake a financial analysis and development pro forma based on the Plan, to create design guidelines for the commercial, residential, and public open space components of the Plan, and to design a zoning district that accommodates mixed use/transit oriented development. The goal is to work in an intergovernmental manner with the Villages of Olympia Fields and Matteson on this study.*

*Staff continues its work with the Regional Transportation Authority on their grant funded efforts to identify developers for three targeted TOD areas. Park Forest is one of three municipalities selected to participate in this program because the Village owns property within the TOD area. The Village submitted a request through the SouthCom lobbyist for \$1.2 million to support the streetscape improvements that are part of the 211<sup>th</sup> Street TOD Plan. This request was made jointly with the Villages of Matteson and Olympia Fields.*

*Village staff continues its work with the Villages of Olympia Fields, Matteson, and Richton Park on a federally funded study designed to increase economic development in the four communities.*

*The Village completed its tax-delinquent acquisition of the former Wildwood School property. The next step will be to undertake an analysis of the building to determine if it can be renovated for future public use or if it should be demolished for redevelopment.*

*To generate developer interest in Village-owned properties, for-sale signs will be installed at various locations before the end of 2009/2010. These sites include the 3.5 acres on Main Street, the former Plaza Flowers facility on Western Avenue, 3200 Lincoln Highway (Zee One Honda) and the corner of North Street and Holly Street in Business Park.*

*Utilizing the lien foreclosure process, the Village initiated the process to obtain a deed in lieu of foreclosure on 15 residential properties and two commercial properties. To date the Village has successfully obtained deeds for two of the residential properties and one commercial property (350 Main Street). The vacant residential properties are located in redevelopment areas identified in the Strategic Plan for Land Use and Economic Development.*

*The Village submitted a petition for Cook County to bid on eight tax delinquent parcels through the No Cash Bid process. The County was successful in obtaining a tax certificate on all eight parcels. Village staff will work with the Attorney to complete the public notice process required to obtain a tax deed on these strategically located parcels.*

*Staff continues to be an active member of the South Suburban Housing Collaborative. The Village was successful in obtaining \$500,000 in Neighborhood Stabilization Program funds through Cook County. The Village will partner with Habitat for Humanity Chicago South Suburbs to acquire and rehabilitate as many homes as these funds will allow. These homes will be 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.*

*The Village continued its efforts toward new business recruitment and existing business retention. New businesses include Shrimp Max and Last Minute Copy Shop. In addition, two economic incentive applications have been reviewed and submitted to the EDAG and Board for consideration. These applications were from Imageworks and the owner of the Superior Cabinets property. Village staff also facilitated the redevelopment of 30 South Street by Star Investments LLC, which is expected to be initiated in the spring of 2010.*

*Work has continued 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 Fields building. To date, the Village has secured in excess of \$930,000 in CDBG funding for this demolition project and is awaiting a 'notice to proceed' from the County before taking the project out to bid.*

*The Village renewed the representation agreement with the broker and re-listed the property at 202 Forest Boulevard (the Chase Bank building) to identify an appropriate*

*buyer for the property. The Village Board approved a sales agreement with one of the interested buyers in late 2009/2010.*

*Home based businesses were invited to participate during this year's Business After Hours joint event with the Matteson Area Chamber of Commerce in July. This was the most successful BAH since Village's participation with more than 90 attendees including Park Forest residents and 21 DownTown businesses acting as co-host locations.*

*The site plan has been approved for a new entertainment/restaurant venue at 23450 S. Western Avenue.*

*The Village partnered with Matanky Realty to co-fund an up-to-date market analysis for a grocery store at Orchard Park Plaza.*

*The second public mural project has been designed and is expected to be installed in the spring of 2010. A silent auction was held to offer the public the opportunity to acquire the right to pose for 28 figures in the mural. Proceeds from the auction, totaling in excess of \$5,000, will be placed in a fund for future public art projects.*

*In partnership with Economic Development the Police Department now conducts background checks on all business licenses as requested.*

*Free advertising opportunities in the Discover Magazine and the Business Resource Guide were used as attendance incentives at all Quarterly Business Breakfasts. Park Forest businesses are given first priority to promote themselves during Village events when venues make it possible.*

*Direct e-mails announcing new businesses, business specials, and Village events are sent to approximately 600 e-mail addresses, including Park Forest residents and people familiar with Park Forest. This information is also produced in a paper format that can be distributed at Village events.*

*Economic Development and Planning staff coordinated a direct mail postcard featuring 11 Park Forest businesses that was mailed to all Park Forest households during the 2009 holiday season. The postcard was so effective for the retailers and service providers that businesses and the Village coordinated another mailer spring 2010. The cost of this mailer was shared with the participating businesses.*

*The Economic Development Advisory Group established an annual Park Forest Business Person of the Year award. In 2009, the recipient was Janet Fiorenzo, owner of Tower Cleaners. EDAG hosted a ceremony in conjunction with a Village Board meeting.*

*A direct e-mail blast was sent to nearly 60,000 members of ICSC informing them of the Village development opportunities, including the TOD, 3.5 acres, 2330 Western Avenue, and the DownTown.*

*Village staff hosted a booth at the ICSC October Deal Making show in Chicago to target Illinois and Indiana-based retail representatives. Village Officials will also attend the National ICSC event in late 2009/2010 as it continues to support the large commercial developers in the community (Matanky Realty, Nassimi Realty Corporation) in their efforts to bring new business to their respective shopping centers.*

## **5. Improve Village services and infrastructure.**

*In 2009/2010 the Village's Grant Seeking Task Force applied for 26 grants. 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 either approved or in the process of seeking approval include the following:*

- **Approved:** \$930,000 in CDBG funding for the demolition of Marshall Fields.
- **Approved:** \$400,000 OSLAD grant for demolition and renovation work at the Park Forest Aqua Center. This grant requires a local match of \$400,000 and the total project cost is estimated at \$1.02M.
- **Approved:** \$660,000 in federal funding for the reconstruction of the Thorn Creek Bridge. This project includes a \$165,000 match in local funds for a total project value of \$825,000.
- **Approved:** \$409,000 in federal stimulus funding for the resurfacing of Orchard Drive from Sauk Trail to north to Lakewood Boulevard.
- **Approved:** \$500,000 in federal NSP funding to be used for housing rehab projects throughout the community.
- **Approved:** \$500,000 federal earmark for sewer improvements. This grant requires an approximate \$396,000 match in Village funds for a total project value of \$896,000.
- **Approved:** \$117,000 grant from the IDOT Transportation Enhancement Program (ITEP) for the removal of deteriorated wood fencing along the south side of Lincoln Highway/Route 30 from Indiana Street east to the Village's corporate limits. Removed wood fencing would be replaced by a natural vegetation barrier. This grant requires a \$30,000 match in local funds for a total project value of \$147,000.
- **Approval Pending:** A trio of grant applications has been submitted to the IEPA for water main replacements (\$3.4M), sewer repairs (\$880,000) and an overhaul to the sanitary sewer system overflow facility (\$657,000).

- **Approval Pending:** *The Village has received confirmation that the Orchard Drive reconstruction project (Route 30 north to Lakewood Boulevard) is being included on the yet-to-be-approved 5-Year Federal Transportation Bill. Inclusion of Orchard Drive on this bill would result in 80% of all costs being grant funding. A currently-estimated project of \$10.76M would mean a grant of approximately \$8.6M.*
- **Approval Pending:** *As part of a joint lobbying agreement with other members of the SouthCom consortium, the Village submitted a request*
  - *\$1.2 million to support the streetscape improvements that are part of the 211<sup>th</sup> Street TOD Plan. This request was made jointly with the Villages of Matteson and Olympia Fields.*
  - *\$300,000 to implement an LED streetlight replacement project in a portion of the West Lincolnwood Neighborhood.*
  - *\$165,000 for the purchase of technology equipment for the Park Forest Library. This request was made jointly with the Villages of Olympia Fields and Richton Park for a total amount of \$395,875.*

*Courtesy of a package deal including 6 agreements with Canadian National, the Village will realize \$7,355,000 in economic benefits. Cash items total \$4,805,000 and tangible economic benefits cost out at another \$2,550,000. A breakdown of the agreements is as follows:*

- *Voluntary Mitigation Agreement (total value: \$4,225,000)*
- *Parking Lot Reconstruction Agreement (total value: \$1,320,000)*
- *Bridge Overpass Ownership Transfer Agreement (total value: \$1,165,000)*
- *Real Estate Sales Agreement and Option Agreement (total value: \$645,000)*

*Through the sale of 5.778 acres, the negotiated settlement with CN helps mitigate Village concerns with the rail company's acquisition of the former EJ&E infrastructure and its impacts upon Park Forest. It provides funds which be used to help offset property value impacts for residents. The Village will maintain 80% of the Village's revenue stream for the Homan/Hickory parking lot, which will be revitalized and reconstructed. The settlement provides funding for economic development and public safety operations and dollars for a public attraction vision which will include construction of a train viewing platform, rail car feature and large-scale mural which may draw latent tourism benefits to Park Forest and the Old Plank Road Trail. Finally, the deal facilitates the transfer of bridge/overpass ownership over Orchard Drive to CN and the rail company will paint the structure in the near future.*

*Village staff has conducted an assessment of Village fire hydrants. Public Works completed a bid process which resulted in 30 hydrants across the community being either replaced or rehabilitated in 2009/2010.*

*The Village has sought to implement a data base system by address and property identification number (PIN) in the Department of Community Development for regulatory inspections and contractor licensing. Two different vendors were reviewed (Black Bear, and EnerGov) to implement this program. While the concept has many positive attributes, the Village has delayed the work due to deteriorating revenue streams.*

*Construction of a new pylon sign, with an LED message component, at US30 (Lincoln Highway) and Orchard Drive has been completed. The project will leverage the financial participation of private businesses. Additionally, an LED message sign(s) on the Orchard Drive/CN overpass will be carried out with funding obtained from the rail company. This sign will be used for public service messages. This project will unfold subsequent to CN's lead abatement and re-painting of the Orchard Drive overpass.*

*As part of implementing recommendations from the Park Forest Aqua Center Master Plan, work is substantially complete for renovation and demolition work as part of an \$800,000 IDNR/OSLAD grant. Completed work included new plumbing fixtures, electrical and HVAC improvements, demolition of the existing concession stand, and enhanced storage capacity. Additionally, a new concession facility was constructed in the southwest corner of the existing bathhouse, an environmental classroom in the northwest corner, 10 skylights were installed and solar water heating for domestic hot water in the bathhouse pool facilities was installed. Subsequent to demolition work, a demonstration rain garden will be planted in the vicinity of the old concession stand.*

*Implementation of the Park Forest Bark District has taken place. Operational refinements are now in the works as Village staff learn the intricacies and needs of such a venue. A contribution fund has been established to which Bark District patrons can contribute to expedite the Village's ongoing enhancements to this park.*

*Several pieces of playground equipment were removed from six parks at the direction of IRMA, the Village risk management agency, because they were no longer approved for safety by the Consumer Product Safety Commission.*

*The Crime Free Rental Housing program, with the intent to strengthen relationships with rental property owners, has become the strongest community policing project ever undertaken by the Village. The Police Department has established contacts with more than 615 landlords. Calls for police service in rental properties, and the community as a whole, have decreased over the past 18 months that the program has been in operation (March 1, 2008). Implementation of the newly adopted Vacant Building Registration Program is underway as of January 1, 2010.*

*To continue upgrades of the existing Police Station Facility, architects have toured the Police Station and will submit a preliminary concept plan for a Detention POD addition. These larger renovation/addition projects will be acted upon when funding becomes available. Due to rust and structural failure the main lobby exterior north side doors were*

*replaced. Cement work including some sidewalk and parking lot work was completed due to structural failure of the parking lot. The old evidence room was converted to a temporary detention room by retro fitting the door, adding a surveillance camera, detention benches and detainee restraints. Homewood Flossmoor High School donated seven used weight lifting machines to the Police Department gym.*

*To address Inflow & Infiltration (I & I) requirements as mandated by Thorn Creek Sanitary Basin District, Public Works continues to work toward reducing I & I by using various testing techniques to find and repair I & I based on results from Flow testing. Additionally, staff will continue with the lining, cleaning and televising programs. It is estimated that by rehabilitating the Sanitary Overflow Facility and putting it on line will account for 13.1% of the I & I. A \$657,000 repair/upgrade project for the Public Works water detention facility was submitted to the State of Illinois as a project for consideration under federal stimulus funding. An additional \$880,000 project related to sewer relining was also submitted. Finally, a \$1,000,000 funding request for sewer relining/replacement work was submitted to the federal government – with \$500,000 having been approved for this request.*

*With regard to roadway infrastructure improvements, Village staff has been successful in having the Orchard Drive redesign and reconstruction project placed on the 5-year Federal Transportation Bill. The project had previous funding support of 70%. Success in placing the project on the Federal T-Bill moves funding support to 80%. Based on a settlement package negotiated with Canadian National, \$2.25M will be set aside to help bridge the remaining funding gap for the Orchard Drive project. Phase II design engineering has begun for the Orchard Drive overhaul with construction anticipated in 2011/2012.*

*The Village was successful in securing a federal stimulus resurfacing project (amount: \$409,000) for Orchard Drive from Sauk Trail to Lakewood Boulevard.*

*To continue water main replacement efforts to reduce the number of water main breaks, a \$3.4M water main replacement project was proposed to the State of Illinois as a project for consideration related to federal stimulus funding. Additionally, the Village completed a water main replacement project underneath Orchard Drive from Sauk Trail to Indianwood Boulevard.*

*The Business Registration Application was made available online for the 2010 renewal season to streamline the renewal process for businesses. New businesses are also directed to the web site to use this form.*

*An interactive Intranet business application spreadsheet was developed, with the assistance of the IT Department, during last year's renewal cycle to assure all departments' requirements are met and available for all to see. This has streamlined communication within Village departments as well as expedited business renewals and new business openings. The Water Department was recently added to the spreadsheet to*

*assure they are aware of new business in the Village and also assist in collecting past due business accounts.*

*In an effort to support the Village's "green campaign," the option was made available to all business that had an e-mail address to receive their Business Registration renewal package via e-mail. Forty businesses, including Village owned locations, took advantage of this option, which saved all time and money.*

**6. Increase citizen involvement in, and awareness of, the life of the Village.**

*The Police and Fire Departments continued the Citizen's Fire and Police Academy to increase citizen knowledge of the Police and Fire Service operations. The second Fire and Police Academy graduating class was recognized at a September 2009 Board Meeting. The Fire and Police Departments have satisfied this benchmark. The program numbers seem small with seven graduates but it is very well received from those in attendance. The marketing of this program will be increased to increase future class sizes.*

*The Police Department increased the email Neighborhood Watch notification program by more than 20% over the past year. There are now more than 150 active email addresses/citizens involved in the Neighborhood Watch program.*

*In conjunction with the South Suburban Housing Center, the Village co-sponsored a First Time Homebuyers workshop.*

*To continue the development and implementation of outreach programs to residents of the Village needing special services in order to meet mission objectives, the Fire and Police Departments have participated in the "Meals on Wheels" program by delivering meals to residents at Juniper Towers. The Fire Prevention Bureau has also initiated fire-drill training at both Juniper Tower and Victory Center. The Fire Department has also sent Fire Bureau staff to a seminar on Alzheimer's and elderly abuse so the department can have a more holistic approach in its outreach programs to seniors.*

*All Village Board Rules Meetings and Regular Meetings televised live to the community. The Village continues its technical upgrades for government access channel programming in the AV room and Board Room of Village Hall. Live video streaming through the village website has been implemented to augment the channel 4/99 television broadcast of Board Meetings. For residents who are unavailable Monday nights, a video archive on the website is also available to replay past Board Meetings.*

*Village staff continues to develop new and creative ways to work with Park Forest businesses to promote public awareness of their goods and services and to promote a "Shop Park Forest" theme. Some of the implementation measures have included a coupon for a local grocer in the semi-annual calendar of events, and a postcard insert in the thank you to all attendees of the Wine and Chocolate Tasting that provided*

*information on all Tall Grass Gallery and Illinois Theatre Center (the venues for the event) along with their upcoming events. Park Forest businesses are promoted at area job fairs and business expos. Staff worked with several businesses on direct e-mail campaigns for specials, discounts, and announcements.*

*The Discover Magazine included a “how well do you know Park Forest” photo contest and awarded a \$25 gift certificate to a Park Forest business as the prize.*

*The Village has enlisted the help of customers and service users to put information and video in front of the public regarding programs and services (Bark District, Main Street Nights, Freedom Hall events, etc.) on platforms such as FaceBook, Twitter, YouTube and MySpace to invite public testimonials regarding these services. Facebook pages have been developed for the Aqua Center, Scenic 5 and More, the Bark District, Recreation & Parks and the Village of Park Forest. Video, photos, testimonials and stories are placed on these pages and users are encouraged to contribute.*

*The fall/winter edition of the semi-annual Community Calendar included new venues, an increased mailing list, and a larger format. The calendar is advertised at job fairs, chamber functions, and business expos. It is distributed through the Illinois Lincoln Highway Coalition.*

*Recreation & Parks maintains 6 email blast lists containing more than 1,000 addresses that are used to publicize trips, Freedom Hall events, the Scenic 5 Events, the Bark District and many others.*

*The Community Relations Coordinator, Recreation and Parks staff, and the Commission on Human Relations facilitated an annual Good Neighbor Day event that was hosted by Calvary United Protestant Church.*

*Economic Development and Planning staff coordinated a 30-second commercial that features diverse populations and a broad range of Park Forest amenities and events. The commercial was produced by Lakeshore Public Television. Community Ambassadors and Recreation and Parks staff contributed to the commercial.*

*The Ambassadors and Village staff implemented the Park Forest Idols event in January 2010. There was a full house at Freedom Hall. Pre-show ticket revenue was donated to Tall Grass Arts Association and the Illinois Theatre Center. Each organization received \$640.*

*The winter New Resident event was a comedy show featuring talented local comedians. The event was held at the Illinois Theatre Center in January 2010. In an effort to increase awareness of local restaurants, Park Forest restaurants provided refreshments. Seven Park Forest civic organizations hosted informational tables at the event. To increase awareness and utilization of Park Forest amenities and retailers, gift certificates from local businesses were raffled.*

*The Police Athletic and Activity Center has partnered with Rich East High School to start a youth wrestling program called the "PAAC Shooters." The Rich East wrestling coaches and PAAC team leaders staffed an eight week, evening, wrestling club. Thirty grade school students from all over Park Forest completed this athletic/leadership activity.*

*Administrative Hearing Officers, Community Policing staff and Administrative staff worked to institute the "Vision" program, a four-week, sixteen-hour counseling curriculum as part of the juvenile court diversion, Municipal ticket program. Governors State University has approved PFPD as an advanced internship site. Currently the "Vision" counseling program utilizes graduate students from the School Counselor and Social Work programs. Narcotic seizure funds were used to purchase five laptop computers and a printer to use with a career/college web based training software. Curriculum has been developed to assist students to realize alternatives to how they deal with personal and family challenges.*

*To enhance public awareness of Village accomplishments or Village Official attendance at various events, press releases were drafted. Dozens of press releases were made available for public review on the Village web site and were picked up for publication in various newspapers, journals and professional publications.*

*In upgrading the Village's web site to allow more interaction with the public, the 2008/2009 Business Resource Guide and the updated Resident Handbook were added. The Strategic Plan for Land Use and Economic Development has been posted on the web site to enable full public review of this document. Discover Magazine is now available for download via the website. Board meetings are streamed live over the internet, and initial steps have been taken to provide one year of archived meetings via download from the website. Additional functionality for creating surveys and forms for soliciting feedback has been implemented. Finally, important Village documents such as the annual budget, the audit report, financial planning updates, Village code of ordinances and all Board Meeting agendas continue to be accessible at the Village web site. Ongoing promotion and upgrades to the Village website has increased traffic by approximately 3.4% whereby more than 39,000 visitors come to the website each month.*

*Discover Magazine, the Park Forest resident newsletter, was distributed 3 times in 2009/2010. Strategic articles, aimed at increasing citizen involvement with Boards and Commissions, were included in two editions of Discover as commission involvement was highlighted and civic involvement was encouraged as an avenue for residents to become engaged in the community.*

*In 2009/2010, the Village partnered with the U.S. Census Bureau to ensure this agency has all the data they need to conduct a complete count of the Park Forest population in 2010. As a partner in promoting public awareness of the 2010 Census, the Village*

*distributed Census Bureau-provided handout materials (travel mugs, key lanyards, mouse pads, CD holders, lunch boxes and informational brochures) at various public events. Additionally, dozens of posters were placed throughout Village facilities and storefronts in the downtown alerting the public to the coming Census. A full page related to the 2010 Census was dedicated on the Village's home page in addition to powerpoint slides on cable access channels 4 and 99. The census count was also two-page piece focus in one issue of Discover Magazine and the dedicated focus of another issue.*

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

**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 2009/2010, 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 2009 Board planning process followed up on successful efforts in 2008. Background materials were provided to assist with the development of strategic goals. These materials included the results of a Management Team visioning session and a community survey. Also, a facilitator-led lecture took place at Freedom Hall with invitations being extended to officials with other taxing bodies serving the Village of Park Forest.*

**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 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 and a Bond Bank Review Sub-Committee. The Village Manager is also an active member of the Illinois City and County Manager's Association (ILCMA), serving on the Professional Conduct Committee. Finally, the Village Manager attended the annual conference of the Illinois Public Employer Labor Relations Association in October 2009.*

**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 2009/2010. A log of these calls and correspondences is kept to ensure follow through on the questions and/or requests of the community. Customer service response was a component of the Village Board's annual performance evaluation of the Village Manager that was conducted in December 2009.*

**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 Legislative Committee. The Village Manager also aided the Village Board in developing its 2010 Legislative Agenda. This list was shared with Park Forest-area Legislators. The Village Manager also submitted correspondences of support or opposition on various pieces of legislation proposed in the State Capitol.*

*In February 2010, the Village Manager and Village Attorney provided oral testimony to the Judiciary 1 – Civil Law Committee in the State Capitol to lend support to State Representative Al Riley’s presentation of House Bill 5447. The bill language, in short, would address the issue of property owners walking away from a parcel with unpaid taxes. This is a concern of Park Forest and a focal point of the Village Board’s 2010 Legislative Agenda. Testimony to the Committee included three concrete examples where property taxes went unpaid to Park Forest and other local taxing entities. Ultimately, the legislative initiative did not make it out of Committee but revision items from the Committee were noted as the Village strives to find a solution to this property tax evasion problem.*

**8. Monitor grant opportunities for the Village.**

*The Village has established a Grant 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. A summary of successful and/or pending grant applications for 2009/2010 can be found on page 3-9 and 3-10.*

*As part of its membership in SouthCom the Village participated in submitting joint grant funding requests to the Illinois Coalition in Washington D.C. Park Forest projects in this endeavor included two projects related to the 211<sup>th</sup> Street Transit-Oriented-Development, an energy efficient streetlight replacement project and a joint project related to technology enhancements at the Park Forest Library.*

**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 have 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. The December 2008 tax levy was set at a 3% increase over 2007. 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. The December 2009 tax levy was set at 5.8%. While the fiscal condition must be monitored continually, the Village has made major steps toward financial health.*

**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 is actively involved in the South Suburban Mayors and Managers Association, serving on five different sub-committees of this council of governments. The Village Manager is also a member in good standing with the professional affiliations of the Illinois City/County Managers Association (ILCMA) and the International City/County Managers Association (ICMA). He is actively involved with ILCMA in serving on 1 sub-committee.*

**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 for Fire and Police. Assist in establishing a new eligibility list for Public Works.

*Personnel were recruited and hired in the following areas: Department of Public Works (1 FT Maintenance Worker, 1 FT Water Plant Operator, 1 FT Engineering Technician; Finance (1PT Payroll Technician); Fire (1PT Office Assistant). The BFPC established a Fire Lieutenant Promotion List and a Police Commander's Promotion List. The economic climate drove the decision to postpone the replacement of the Director of the Health Department, a police officer and a public works maintenance worker.*

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. Provide a retirement planning seminar through IMRF.

*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 4<sup>th</sup> Annual Employee Wellness Expo in April 2010 that showcased areas of health, financial, and spiritual wellness. The Director of Personnel worked with a taskforce through SSMMA to review various wellness programs and to help assess the value in offering a joint initiative among the SSMMA coalition. On July 1, 2009, a wellness program was rolled out to the staff. As of this writing over 50% of the Village's employees participate with this program.*

*The Village continues to see consistent participation in the 457 Deferred Compensation Program administered by ICMA-RC. Two very well attended presentations by ICMA-RC were 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. It is anticipated a new release will be forthcoming mid-2010. Two beneficial conferences were attended that will tremendously add value in the reorganization of the policy manual.*

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 was resurrected to address and discuss employee concerns and to distribute information and increase awareness of other departmental functions and occurrences. The attendance and participation fell off dramatically resulting in a new initiative to re-vamp the committee. A summer party and winter holiday party were held.*

5. Attend educational programs regarding the 2009 changes to the Family Medical Leave Act and the American with Disabilities Act. Provide summary updates to the Department heads to keep them abreast of the changes.

*Several professional seminars and webinars were attended with subject areas ranging from Family Medical Leave Act (FMLA), American with Disabilities Act (ADA) and Worker's Compensation to Wages, Hours and Vacation Leave and Employment Law. Additionally, the Director of Personnel attended the State Conference for the Illinois Public Employee Labor Relations Association (IPELRA) in Galena, IL. Summary updates were provided as needed.*

6. Complete a Human Resource Audit throughout the entire Village footprint to ensure compliance with all required postings.

*This audit was completed resulting in compliance among all departments.*

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

*The FOP contract that expired June 30, 2008 was settled in the fall of 2009. Training through IPELRA was attended.*

8. 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 and Fire (Lock-out/Tag-out, Shoring and Electrical Fires. The Fire Department will be loaned a Stair Chair to see if this equipment will be beneficial when moving heavier patients. The Director of Personnel coordinated the IMAP that is scheduled to take place May 2010.*

### **Director of Public Relations/Assistant to the Village Manager:**

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

The Public Relations Director used multiple channels to communicate information on life in the Village in 2009/2010. Those ways included:

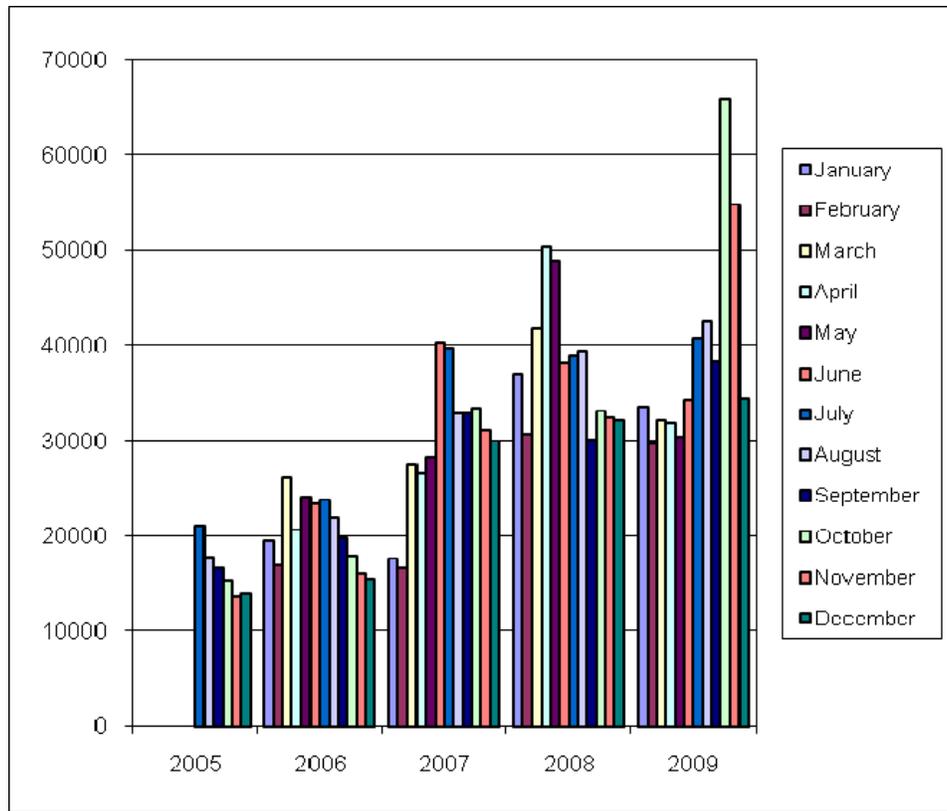
- The Village's website, [www.villageofparkforest.com](http://www.villageofparkforest.com)
- Social networking sites Twitter ([www.twitter.com](http://www.twitter.com)) and Facebook ([www.facebook.com](http://www.facebook.com))
- Video sharing site YouTube ([www.youtube.com](http://www.youtube.com))
- Utilization of e-mail marketing software Constant Contact ([www.constantcontact.com](http://www.constantcontact.com))
- The Village's cable access channel (channel 4 for Comcast subscribers and channel 99 for AT&T subscribers)
- Distribution of press releases to media outlets
- Distribution of flyers
- Restructuring of Village Hall lobby (now complete with numerous poster frames, modern television showing promotional material, and new document holders.

This approach has looked to mesh traditional communication (traditional print) with emerging social media forms (e-mail marketing, social networking, etc) of communication that have become more popular and, for some, a preferred way of communicating.

2. Increase effectiveness of public relations efforts through Village website, poster program and Discover Magazine.

- The Village website continues to be the hub of all Village communication. All Village communication directs traffic to the Village website to help facilitate a greater understanding of the life in, and of, the Village. Web hits continue to rise, but saw a much lower increase in 2009 than in previous years.

	<i>2005</i>	<i>2006</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>
<i>Number of Web Hits</i>	<i>N/A</i>	<i>245,262</i>	<i>326,349</i>	<i>453,011</i>	<i>468,377</i>
<i>Average hits per month</i>	<i>N/A</i>	<i>20,438</i>	<i>27,195</i>	<i>37,750</i>	<i>39,031</i>
<i>Percent change from previous year</i>	<i>N/A</i>	<i>N/A</i>	<i>+33%</i>	<i>+38%</i>	<i>+3.4%</i>



- The Village poster program has undergone considerable design changes and now mirrors the look of the flagship print communications piece, Discover Magazine. The purpose of this was to allow the public to more easily identify Village communication--whether walking past a poster frame at First Midwest Bank or seeing Discover Magazine in their mailbox. Posters for the program are now printed on photo-quality paper to enhance aesthetic quality.

### 2008 Design

**Live Grow Discover**

**Tall Grass Art Gallery** features Contemporary African American Artists, Jan 18 to Mar 1

**Illinois Theatre Center** features Collected Stories by Donald Margulies, Jan 11 to 27

**The Park Forest Library** presents  
 • the Travelogue Series for Seniors, Friday, Jan 25 at 1:30 p.m.  
 • the Potpourri Lecture Series Thursdays, Jan. 3, 10, 17, 24 & 31 at 10:30 a.m.

**Freedom Hall, Nathan Manilow Theatre** presents Sunday School Cinema, Sunday, Jan 27, at 3 p.m.

**Street-by-street exterior home inspections begin. Emphasis is on readable house numerals.**

**2008 Winter Spring Recreation Program** Guides are available at the Front Desk

**Saturday Morning Speaker Series at Freedom Hall**  
 Jan 12, Jan 19, and Jan 26  
 Check out our website for more information  
[www.villageofparkforest.com](http://www.villageofparkforest.com)

**Park Forest**  
 Live Grow Discover

### 2009 Design

**60 Park Forest**  
 The Village of Park Forest wishes you and yours a safe and joyful holiday season!

**LIVE GROW DISCOVER**

**AWAYES SOURCE**  
 Whitham Hill Winter Solstice at Freedom Hall  
 Saturday, December 12th 8pm

**DECEMBER**  
 by Park Forest

**Potpourri of Lectures at Village Hall**  
 Thursday, December 10th 10:30 am  
 "Seasonal and Other Music" by the South Suburban Outdoor & Park Music Society

**Chess Tournament coming soon!**  
 Do you have what it takes to be defeat the best chess players in Park Forest?  
 Sign up today for the next chess tournament taking place at Dining on the Green on January 24th!

**Part Forest**  
 Get yours today!

**Stay connected with the Village!**  
 Like Park Forest on Facebook or follow us on Twitter.

For more information on programs and events in Park Forest, visit [www.vopf.com](http://www.vopf.com)

**Park Forest**

### 2010 Design

**DISCOVER**  
 Monthly

**SOUTH SUBURBAN HAITI RELIEF FUND**  
 Donations: 100 Advanced/\$5 at the door/General: \$5

**United States Census 2010**  
 2010 Census forms arrive this month! Return your form immediately and help shape America's future!  
 Participation isn't just important—it's mandatory.

**Big Read Kickoff Event**  
 Wednesday, March 10th at 2 p.m. Park Forest Village Hall

**Blowing Authority Seeking Volunteers**  
 Administrative tasks. A commitment of 4 hours per week. Call 708-748-1112.

**H1N1 Immunizations**  
 Available at the Park Forest Health Department/Village Hall  
 Call 708-748-1112 for info.  
 (Supply Limited supply.)

**NATIONAL PHOTOGRAPHY FOR THE ARTS**  
 Big Read Kickoff Event

**www.villageofparkforest.com**

- Discover Magazine continues to include important messaging to residents on various topics. Feature articles in issues delivered during the 2009-2010 fiscal year featured:



- The Park Forest Health Department – An article explaining services offered by the Park Forest Health Department, clarifying the Health Department has not closed but has changed locations, and illustrating that Park Forest is one of just a few communities across all of Illinois with a Health Department that provides quality healthcare at lower costs than many healthcare providers.



- The New Orchard Drive – This feature article supports the Village Board goal of focusing on infrastructure and service improvement. The article also educated the public on how the process of street repair works. Additionally, the article was aimed at informing the public on how the Public Works Department operates in the best interest of residents and has been at work for the last year planning for a new Orchard Drive.



- United States Census 2010 – The feature article was taken directly from the U.S. Census Web site to help the public understand the purpose of the questions asked by the Census Bureau on the mailed census forms. The introduction, written by the Public Relations Director, explains the importance of every resident in Park Forest being counted. Additionally, the Mayor’s message urged residents to swiftly take part in this important process.

Volunteer Board and Commission applications for 2009 totaled 21, compared to 17 for 2008. Seven applications were submitted after residents tore out the application insert in Discover Magazine. Content in the magazine continues to encourage citizen involvement.

3. Expand non-traditional promotion to increase public awareness of Village services and accomplishments.
  - The Public Relations Director launched Village pages on social networking sites Facebook ([www.facebook.com](http://www.facebook.com)) and Twitter ([www.twitter.com](http://www.twitter.com)) in April 2009. This non-traditional form of communication and promotion for a municipality was recognized by several area newspapers. The Chicago Tribune and the SouthtownStar both published articles on the move. The growth and popularity of Facebook has made it an important

medium to utilize to reach audiences. The following table shows the growth of individuals who have become “fans” of the page, or are following the information the Village posts on the site. These numbers should be viewed in a similar fashion as the circulation data of newspapers.



<b>F a c e b o o k F a n s</b>	<b>Total</b>
As of October 13, 2009	187
As of November 13, 2009	191
As of December 13, 2009	195
As of January 13, 2010*	243
As of February 13, 2010	272
As of March 13, 2010	354

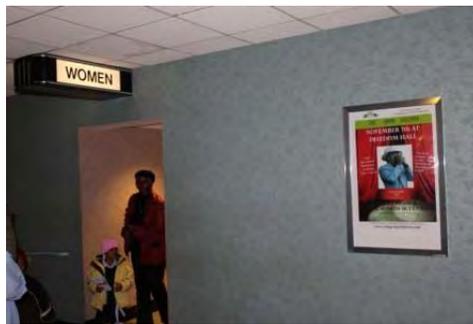


Tweets**	73
Followers	102

\*Promotion of social networking pages began with delivery of Discover Magazine in late December, early January. This increase of 48 is directly attributed to Park Forest residents learning about the pages via Discover Magazine.

\*\*From April 30, 2009 to March 16, 2010, there were 73 tweets, or messages, posted to the Village’s Twitter page.

- The Village’s Public Relations Director entered into an agreement with Marcus Cinema in late 2009. Marcus Cinema agreed to allow the Village two poster frame advertising spots in exchange for two advertisement spaces in future issues of Discover Magazine. The exchange allowed the Village to advertise events like the Holiday Tree Lighting Event and Freedom Hall concerts from December 2009 to May 2010.



- In February 2010, the Public Relations Director began to utilize the video sharing site YouTube ([www.youtube.com](http://www.youtube.com)) as a way to educate the public on the life in, and of, the Village. On YouTube, members of the public will be able to view clips of Board meetings and other happenings occurring in the Village.

4. Enhance the internal communication of staff to strengthen messages and initiatives coming out of Village Hall.
  - The Village Manager's Report is now e-mailed to all employees on a bi-weekly basis. This e-mail newsletter includes information on Village news, programs, events, and links to other Village content found on the Web (Facebook, Twitter, YouTube video).
  - Each employee in Village Hall receives a copy of Discover Magazine to help facilitate their knowledge of Village news, programs and events.
  - The Communications Committee has been restructured and led by the Personnel Director.
5. Develop new mechanisms to capture e-mail addresses of Village residents.
  - The Community Survey form was altered, with e-mail address replacing phone number as a form of contact. The effort resulted in 49 new (valid) e-mail addresses of residents.
  - Residents were required to provide name and e-mail address in order to receive a free tote bag (distributed in the Manager's Office). As of March 2010, 43 new (valid) e-mail addresses were obtained.
  - The Public Relations Director collaborated with the Department of Economic Development and Planning on the marketing of latest DownTown mural. As part of the process, two spots were identified as "raffle" spots, available to a winning Park Forest resident who provides an e-mail address. Through the effort, 43 e-mail addresses were captured.
  - A new e-mail newsletter sign-up icon is in the works for [www.villageofparkforest.com](http://www.villageofparkforest.com). This icon will be much more visible and is expected to result in many more residents signing up to receive the Village Manager's Report.
6. Enhance electronic communication with Village residents.
  - In 2009, the Village Manager's Report distribution list doubled; growing from 268 addresses to 540.
  - The Public Relations Director continues to promote the Village's Facebook and Twitter pages and posts numerous messages/links/photos to both sites every month to keep fans/followers engaged.
  - YouTube video clips and still shots of Village Board meetings are now incorporated in the Village Manager's Report.

- Additional information on growth of electronic communication can be found above with content of #3 as well as web hit graph under #2.

## **2010/2011 ADMINISTRATIVE OBJECTIVES AND PERFORMANCE MEASURES:**

### **Village Manager Objectives:**

Ensure implementation of the Village Board's Goals for 2010/2011. These goals were the culmination of a series of Strategic Planning Workshops. The goals are:

- 1. Maintain excellence in governing and create a more participatory government.**
- 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.**
- 3. Increase commercial, business and residential development in the Village.**
- 4. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.**
- 5. 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 demonstrated quality services being provided to the community and increased opportunities for residents to participate in the Village's decision making processes. Board Goal #2 will be measured by activity on the Village's behalf to bring this issue to the attention of decision makers in the State's legislative process. Board Goal # 3 will be measured by an increased level of interaction and communication with various representatives of School District 163. Board Goal #4 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 #5 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. Provide a series of financial planning seminars that may include a focus on rebuilding credit, savings and debit management.
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. Attend educational programs that pertain to changes in Employment Law. Provide summary updates to the Department heads to keep them abreast of the changes.

6. Negotiate all collective bargaining contracts. Attend professional training related to collective bargaining processes.
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. Continue to complete the quarterly reporting requirements and finish compliance of the 2010 IMAP.
8. Release a new revised Personnel Policy Manual for 2010/2011 budget year.

**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 successful completion of sessions and communication to department heads. Objective 6 will be measured by the completion of a new contract for the Fire Department. Objective 7 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 8 will be measured by the release of a new Personnel Policy Manual.

**Director of Public Relations/Assistant to the Village Manager Objectives:**

1. Implement a comprehensive, traditional communications and public relations plan to help promote awareness of Village services and accomplishments.
2. Increase the online footprint of the Village, increasing traffic to [www.villageofparkforest.com](http://www.villageofparkforest.com), as well as the Village's Facebook, Twitter and YouTube pages.
3. Incorporate more programming on the Village's cable access channel as part of overall public relations plan.
4. Develop new mechanisms to capture e-mail addresses of Village residents and grow the Village's e-mail database.

**Director of Public Relations/Assistant to the Village Manager Performance Measures:**

Objective 1 will be met by producing three issues of Discover Magazine, posting numerous information pieces each month to the Village website, 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 measured by the number of programs offered on the Village's cable access channel. 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.

**Village of Park Forest  
2010/2011 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 8 PM on the 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month. 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 2009/2010 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 2009/2010, 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 Web Site at [www.villageofparkforest.com](http://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.*

*Three 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 web site. It contains e-mail addresses for all Village Officials as well as meeting agendas. A citizen survey was conducted in conjunction with the Village Board's strategic planning process. An overhaul of the weekly Village Manager's Report took place in January 2010. The new format moves this publication in line with the Village's overall public relations plan.*

*Additional community participation/communication was fostered through the Village's Neighborhood Meeting program in 2009/2010 with interactive sessions including residents of Legacy Square, those living in the "W Streets" section of the community, and the residents of the various townhome associations of the Village.*

#### **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 2010 Legislative Agenda.*

**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 2008/2009. A joint meeting took place with the Park Forest Library Board so as to keep the Village Board abreast of a remodeling and renovating project at the Library facility. The Village Board met jointly with School District 163 in early 2009/2010. All taxing bodies serving Park Forest residents were invited to a Village-sponsored strategic planning lecture as part of the Village Board's annual planning process.*

**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.*

**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 2009/2010, the vast majority 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. During Fiscal Year 2009/2010, Board Committee A coordinated the full Village Board's performance review of the Village Manager in December 2009.*

**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 web site contains a survey by which residents can evaluate their contacts with their local government. The Village Board's Neighborhood Meetings Program continued in 2009/2010. This program brings the Village Board and the entire Management staff into a different neighborhood of the community throughout the year. As part of the program, the Village distributes information on new business activity in the Village, an update on current events, a report on Community Policing and survey cards to provide residents with an opportunity to share their thoughts after the meeting has taken place.*

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

*Ninety-one appointments and re-appointments to the Village's various Boards and Commissions were made in 2009/2010. The Board recruited interested volunteers through announcements at various meetings, advertising in Discover Magazine, and postings on the Village web site 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 2009/2010 be it in formal settings or in less formal/informational settings.*

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

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

**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 during Strategic Planning. During Fiscal Year 2009/2010, a Board Committee was tasked with facilitating a performance review of the Village Manager. This Committee coordinated the review instrument, distributed it to the rest of the Village Board for processing and the results were shared with the Village Manager. The review culminated with a roundtable discussion of the Village Manager's performance in an Executive Session. The Board Committee facilitating the evaluation also conducted research on how the 2010 review instrument might be revised.*

**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 2009/2010 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. Because of the declining interest rate environment for liquid asset \$2 million was used to acquire a one year CD at First Midwest. The CD pays over 2% more than the Illinois Funds.*

- 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 2009, a total of 34 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***

<b><i>Calendar Year</i></b>	<b><i>2005</i></b>	<b><i>2006</i></b>	<b><i>2007</i></b>	<b><i>2008</i></b>	<b><i>2009</i></b>
<b><i>Number</i></b>	96	77	68	65	34

- 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.**

*Fifty-eight 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>	2005	2006	2007	2008	2009
<i>Number</i>	28	52	59	76	58

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

*In 2009, the State of Illinois allowed early voting for a window of two weeks prior to the consolidated election held in April 2009. Village Hall was an early voting and absentee voting site for both Cook and Will County residents. While votes were cast electronically at Village Hall by residents living in both Counties, Village staff facilitated only the voting for Will County. The numbers are reflected accordingly in the following chart.*

***ABSENTEE VOTERS***

<i>Calendar Year</i>	2005	2006	2007	2008	2009
			<b><i>Will County Only</i></b>	<b><i>Will County Only</i></b>	<b><i>Will County Only</i></b>
<i>Number</i>	130	15	35	350	7

*Cook County Officials facilitated the early voting for Cook County residents for the April 2009 election. There was no election held in November, 2009. According to County information, 249 Cook County residents cast early votes at Village Hall.*

*The Village Clerk's records will be reviewed by the State Archivist. Measurement of the objective of providing public access will be monitoring requests for public records to ensure compliance with same. Additionally, public records will be made available at the public library. Finally, the Village Clerk and Deputy Village Clerk facilitated one local election that took place in April 2009 and voter registration needs that arose.*

## **2010/2011 BOARD OF TRUSTEE OBJECTIVES:**

The Mayor's, Board of Trustee's, Treasurer's and Clerk's objectives will continue to be as important in 2009/2010 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 2010/2011 with the transition of the Village's long-standing legal representative into the judicial system.

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.

The Village Clerk's 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  
2010/2011 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** - meets quarterly to identify needed improvements to land and facilities, assess the need for new or expanded facilities, identify changing directions for programs and services and review and make recommendations regarding funding levels and sources related to parks and recreation.

**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 2009/2010 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 completed the process to compile Police Commander and Fire Lieutenant Eligibility lists. The Board will provide an annual update to the Mayor and Board of Trustees.

**Cable Communications Commission:** The Cable Commission will promote Park Forest by continuing in the development of Local Origination Programming. In addition, they will monitor the FCC transition from analog television to digital transmission. Finally, the Commission will continue to assist in the dissemination of information to the public about AT&T Project Light Speed.

The Cable Commission has been investigating expanded opportunities in equipment needs such as portable cameras; computer editing software, etc. to enhance the next phase in Local Origination Programming. Cable Commission successfully monitored the FCC transition from analog television to digital transmission. Finally, the Cable Commission did provide information to the public about AT&T Project Light Speed implementation.

**Economic Development Advisory Group:** EDAG participated in the July 2009 BAH by hosting a table to encourage shopping locally. EDAG established a business person of the year award to recognize a Park Forest business owner for making a difference in the Village. The 2009 winner was Janet Fiorenzo. EDAG members attend the Business Connections meetings to interact with Park Forest business owners and to gauge “the pulse.” EDAG submits an article pertaining to the local business environment for the business newsletter.

**Park Forest Environment Commission:** 2009 – 2010 Accomplishments  
Park Forest Environment Commission: In 2009/2010 the Commission sold approximately 120 rain barrels at the Park Forest Farmers Market along with two composting units. They also hosted an Energy Workshop and a workshop on the responsible backyard use of pesticides and suggested alternatives for these. The Commission also worked with the Health Department to develop a program to dispose of “medical sharps.” Finally the Commission put together a list of sites that accepted e-waste and participated in the Park Forest Block Party at Calvary UP Church and the New Resident Forum

**Housing Authority:** The Executive Director will continue to work with the Troubled Building and Property Task Force to enforce rules and conditions of voucher holders. The Housing Authority has established 3 goals as follows: 1) Increase assisted housing choices; 2) Promote self-sufficiency for families and individuals; 3) Build successful partnerships with landlords/owners participating in the Housing Choice Voucher Program.

**Human Relations:** The Commission on Human Relations partnered with Calvary United Protestant Church and the Recreation and Parks Department to host a “Community Day.” There were over 125 participants, who received goody bags, school supplies, souvenir book bags, and treats. The Good Egg Award ceremony honored two humanitarians in the south suburban area. The Black History Month program celebrated Michael Jackson for his Humanitarian efforts, and honored two participants and a business for their charitable contributions to the community. This event was enjoyed by a standing ovation crowd.

**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.

**Plan Commission:** Commission members participated in three different training opportunities, and considered a text amendment to the Zoning Ordinance and four separate applications for conditional uses.

**Senior Citizens Advisory Commission:** In 2009/2010, the Commission met with the Public Works Department related to a mobility/accessibility issue in the Downtown. This issue was subsequently corrected by Public Works staff. The Commission also

conducted preliminary research on GPS shoe chips for seniors and helped co-sponsor the 2009 Senior Fair with Rich Township and the Rotary Club of Park Forest.

**Youth Commission:** Coordinate Twelfth Annual Youth Day celebration. Create youth and family-oriented educational seminars and programs.

**Zoning Board of Appeals:** The ZBA held a public hearing to consider a request for a variance to the Zoning Ordinance.

## **2010/2011 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 to compile a new hire eligibility list for Fire, Police Corporal Promotion list, and a new hire eligibility list for Police. The Board will provide an annual update to the Mayor and Board of Trustees.

**Cable Communications Commission:** The Cable Commission will promote Park Forest by continuing in the development of Local Origination Programming. In addition, they will continue to investigate expanded opportunities in equipment needs such as portable cameras, computer editing software, etc. to enhance the next phase in Local Origination Programming. Finally, the Commission will continue to assist in the dissemination of information to the public about AT&T Project Light Speed/U-Verse TV.

**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: Continue working on the ComEd sponsored retention surveys. 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 211<sup>th</sup> Street Transit Oriented Development Study. 5. Submit a newsworthy item for inclusion in the Quarterly Business Newsletter. 6. Review and refine a business retention 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 and will host additional environmental workshops.

**Housing Authority:** The Executive Director will continue to work with the Troubled Building and Property Task Force to enforce rules and conditions of voucher holders. The Housing Authority has established 3 goals as follows: 1) Increase assisted housing

choices; 2) Promote self-sufficiency for families and individuals; 3) Build successful partnerships with landlords/owners participating in the Housing Choice Voucher Program.

**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.

**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 211<sup>th</sup> Street Transit-Oriented Development Study; 3) begin implementing Strategic Plan recommendations regarding the South Western Avenue annexation area; 4) begin implementing Strategic Plan recommendations regarding DownTown Park Forest and the Eastgate Neighborhood; and 4) work with the Mayor and Board of Trustees to fill the remaining vacancy on the Commission.

**Senior Citizens Advisory Commission:** The Commission plans to 1) Increase accessibility to Municipal buildings. 2) Increase awareness of mobility/accessibility issues with local businesses. 3) Investigate/obtain "Money Follows the Person" funding for the south suburban seniors as it is funded as a pilot program in the north and west Chicago regions. 4) Improve health of Park Forest seniors.

**Youth Commission:** Organize year round youth activities; one per season (Youth Day and Youth Fair college prep). 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 Explore College Fairs).

## **PERFORMANCE MEASURES FOR 2010/2011 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 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 Corporal 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 211<sup>th</sup> Street Metra Station Transit Oriented Development Plan and review development plans as submitted. The Plan Commission will also seek qualified candidates for recommended appointment to the Commission. The Senior Citizens Advisory Commission will research issues related to seniors. The Youth Commission will host Youth Day. 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  
2010/2011 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, Coblents & 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 2009/2010 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 25 new ordinances and 48 resolutions during 2009 and in the interpretation of existing ordinances.*

**ORDINANCES ADOPTED**

<b>Calendar Year</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Number</b>	30	17	22	20	25

**RESOLUTIONS ADOPTED**

<b>Calendar Year</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Number</b>	48	55	38	49	48

**3. Advise the Village in negotiations regarding contracts for sale of property, development and redevelopment agreements.**

*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 was instrumental in establishing property liens where necessary, the tax delinquency acquisition of Wildwood School, potential sales contracts the property at 202 Forest Boulevard (Chase Bank Building) and negotiation of the settlement agreement with Canadian National Rail Company.*

**4. Assist, as needed, with the collective bargaining agreement with Police Officers and Firefighters.**

*Legal Counsel was used in negotiating a new collective bargaining agreement with union personnel of the Police Department that will run through June 30, 2011. As of this writing the contract was ratified in the fall of 2009. The Fire Department contract is set to expire June 30, 2010.*

**5. Assist with grievances arising from the collectively bargained contract with the Fire and Police Departments unions.**

*The Police Department filed a grievance in 2006/2007 related to changes in the health insurance plan provided Village-wide to all employees. The matter proceeded through the steps of grievance to arbitration over the course of 2008/2009. A binding arbitration decision in the Village's favor was rendered in early 2009/2010.*

**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, Wage and Hour 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.**

*A large number of ordinance violations have been shifted to 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 continues in concert with Village staff's Troubled Building and Property Task Force, and the Crime Free Housing Ordinance. Efforts will include the enforcement of the Vacant Building Registry Ordinance as implemented January 2010.*

**8. Pursue litigation approved by the Village Board.**

*During Fiscal Year 2007/2008, legal counsel from RSNLT provided the Village guidance in its petitions and complaints regarding a property owner seeking tax exempt status for a former school property in Park Forest. The Village ultimately gained control of this property in 2009/2010. Additionally, RSNLT represented the Village's interests in legal proceedings related to lawsuits filed by the owner of more than 400 multi-family dwelling units. These matters were ongoing throughout 2009/2010 and will extend into 2010/2011.*

**2010/2011 LEGAL SERVICES OBJECTIVES:**

Objectives for the Village's legal department are ongoing from year to year.

**2010/2011 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 2010/2011 as carried over from the current fiscal year or that arise in the coming year.

**Village of Park Forest  
2010/2011 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 District 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 (I/T), 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 2009/2010 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. 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.

*A special focus in the last fiscal year has been completing cross training in the Utility Billing area with the hiring and training of a new Utility Billing Supervisor last fiscal year. The Payroll Specialist position was vacant for several months which was a successful demonstration of the benefits of cross training as this function continued seamlessly using existing staff. 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 2007/2008 Fiscal Year. The Village has submitted the 2008/2009 audit for certificate review. 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 2009/2010 Fiscal Year. The Fiscal Year 2010/2011 Budget is prepared in the appropriate format for the Award and the Village expects to receive it again. 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. This is an ongoing objective.*

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. 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 (formerly William F. Gurrie & Co., LTD) for the Fiscal Year 2008/2009 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 Municipal Software, Inc. (MSI) Users' Group in order to enhance the Village's financial software.

*In 2005, the Park Forest finance department was instrumental in the creation of the new MSI South Suburban Users' Group. Currently, the Accounting Supervisor is serving on the Advisory Board for the group. Finance Department staff attend the two yearly meetings of the MSI Users' Group. Recommendations for improvements to the software have been offered frequently. 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. A progress report of internal control reviews*

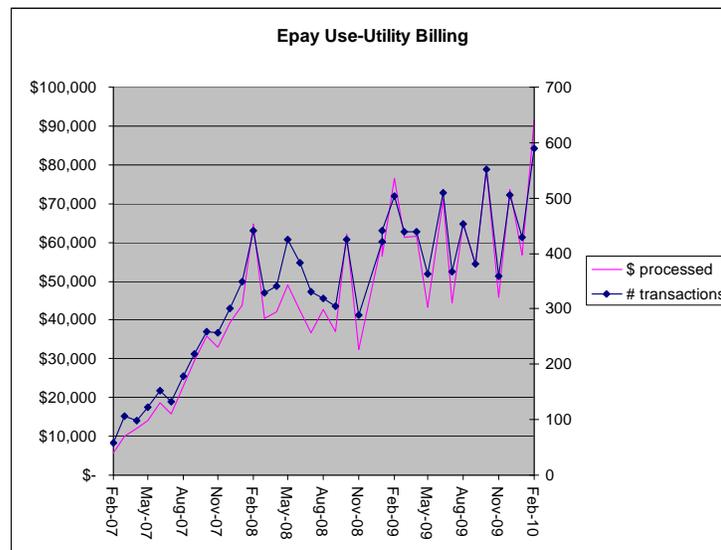
and audits completed is presented to the Board each February. This is a continuing objective.

- 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.*

- 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 550 transactions per month. Recreation and Parks is collecting Freedom Hall ticket revenue and Scenic 5 race revenue via web based collection methods. Check verification/guarantee services, E-billing and other types of internet payments are currently under review.*



- Specifically assist departments in providing information for Economic Stimulus funding requests.

*Support was provided by Finance staff to departments completing applications and information requests for various granting opportunities.*

Information Technology:

- Continue to maintain all systems currently in place.

*This was accomplished and is an ongoing effort.*

2. Continue the improvement/replacement schedule for all equipment, particularly older units.

*A computer system replacement schedule has been incorporated into the capital plan and budget and continues to be carried out.*

3. Maintain a current level of network operating systems computer server upgrades.

*Both software and hardware have been upgraded on the Village Hall and Public Safety servers.*

4. Maintain an oversight committee to review Park Forest Home Page content.

*The oversight committee was disbanded as of January 1<sup>st</sup>, 2010 as home page content will be maintained by the Director of Public Relations and the IT Department.*

5. Continue to assist departments in installing departmental software upgrades.

*Upgrades to various software packages have been installed.*

6. Review policies and procedures for computer and network use.

*Policies have been developed and distributed to the entire Village staff.*

7. Utilize the Technology Committee for input on technology upgrades.

*The committee was involved with maintaining a training schedule and computer employee purchase program. The committee continues to share ideas and expertise.*

8. Continue to make recommendations for technology improvements.

*Improvements in both hardware and software were implemented throughout the network.*

9. Document system procedures and configurations.

*Information Technology continues to document procedures and configurations.*

10. Maintain local origination broadcasting equipment implemented in the boardroom.

*Maintenance and improvements continue on a regular basis.*

11. Offer Village staff training on new technologies.

*Village staff was trained on new software implementations along with ongoing training of existing software packages.*

12. Evaluate if Vista will be implemented or skipped, begin rollout and training of Microsoft Office 2007.

*Microsoft Vista Operating System will not be implemented throughout the Village. Microsoft Office 2007 has been installed and users received formal training on how to use the new Office suite.*

## **2010/2011 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. Reconcile balance sheet accounts monthly.
11. Continue to take an active role in the MSI Users' Group in order to enhance the Village's financial software.
12. Continue to analyze the Vehicle Services Fund to ensure adequate funding levels for all participating Village departments.
13. Continue to implement the internal audit function.

14. Continue to work with SouthCom Board to oversee expenditures and monitor Park Forest contributions.
15. Investigate methods to enhance collection of village funds.
16. Specifically assist departments in providing information for Economic Stimulus funding requests.

Finance Performance Measures:

	<u>2004/05</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>
Payroll checks processed	8,731	8,679	8,743	8,644	8,163
W-2s issued (calendar)	485	482	462	459	431
1099-Rs issued (calendar)	43	45	50	52	52
Accounts Payable checks processed	7,909	7,920	8,009	7,889	7,718
1099-Misc issued (calendar)	446	444	420	410	399
Accounts Receivable invoices processed*	1,035	701	824	668	630
Water Bills issued	55,047	55,118	54,796	54,354	54,113
Late Notices issued	19,242	20,090	20,683	21,117	21,201
Shut Off Notices issued	11,329	11,098	13,183	13,674	13,870
Utility Billing E-payments**	n/a	n/a	538	3,614	4,782
Vehicle Sticker Sales	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Passenger	12,922	12,359	12,401	11,277	11,938
Truck	810	874	753	722	526
RV	33	25	32	32	197
Motorcycle	223	250	248	257	281

\* Beginning in FY2006 the DownTown Management office took over their invoicing. 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. Migrate desktops and laptops from Windows XP to Windows 7 operating system.
2. Continue to evaluate the expansion of accepting online payments.
3. Continue to evaluate IT policies and procedures.
4. Expand coverage of video surveillance equipment for public safety.
5. Maintain a five year replacement schedule to replace aging equipment.
6. Continue to further the computer skills of the entire Village staff.

### Long Term Initiatives

7. Begin the process of moving toward a virtualized desktop/server environment.
8. Increase web development to enhance resident interaction with our website.

## 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 is a 24 hour operation, system stability can be calculated on a 24 hour x 365 day per year basis.

The Village had no network outages outside general system maintenance, which equates to 99.9% network stability.

**STAFFING:**

<b><u>Manager's Office</u></b>	<b><u>2006/07</u></b>	<b><u>2007/08</u></b>	<b><u>2008/09</u></b>	<b><u>2009/10</u></b>	<b><u>2010/11</u></b>
Village Manager	1	1	1	1	1
Director of Personnel/ Assistant to the Village Manager	1	1	1	1	1
Director of Public Relations/ Assistant to the Village Manager	0	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>
	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

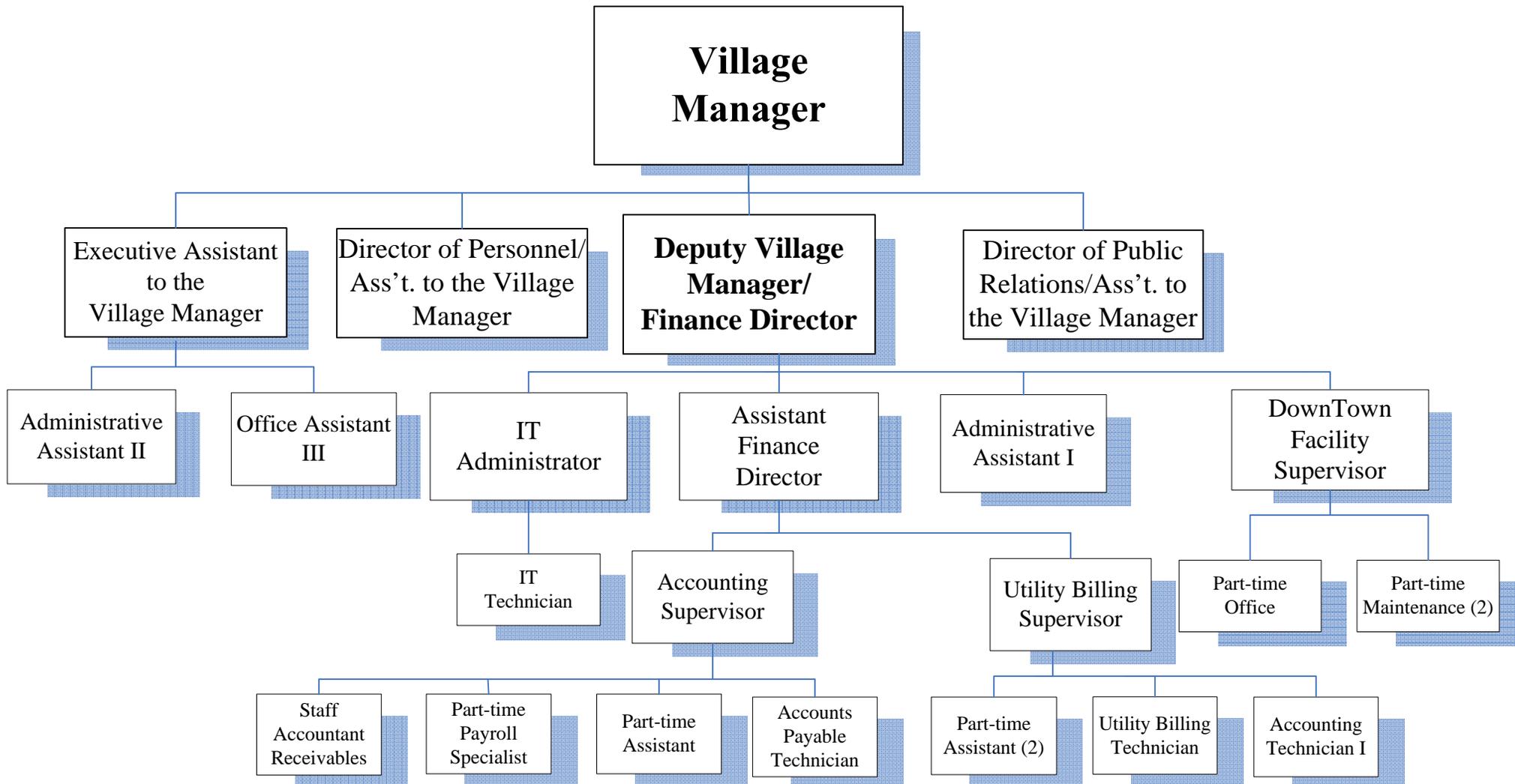
<b><u>Finance</u></b>	<b><u>2006/07</u></b>	<b><u>2007/08</u></b>	<b><u>2008/09</u></b>	<b><u>2009/10</u></b>	<b><u>2010/11</u></b>
Deputy Village Manager/ Director of Finance	1	1	1	1	1
Assistant Finance Director	1	1	1	1	1
IT Administrator	1	1	1	1	1
IT Technician	1	1	1	1	1
Accounting Supervisor	1	1	1	1	1
Payroll Specialist Part-time	1	1	1	1	0.5
Accounts Payable Technician	1	1	1	1	1
Staff Accountant	1	1	1	1	1
Administrative Assistant I	1	1	1	1	1
Part-time (as full-time equivalents)	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>9.5</b>
<b>Subtotal Administration/Finance</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>15.5</b>

**Billing Personnel (report to Assistant Finance Dir. - Charged to the Water Dept.)**

	<b><u>2006/07</u></b>	<b><u>2007/08</u></b>	<b><u>2008/09</u></b>	<b><u>2009/10</u></b>	<b><u>2010/11</u></b>
Utility Billing Supervisor	1	1	1	1	1
Utility Billing Technician	1	1	1	1	1
Accounting Technician 1	1	1	1	1	1
Part-time	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>
<b>Total Positions:</b>	<b>18.5</b>	<b>19.5</b>	<b>19.5</b>	<b>19.5</b>	<b>19</b>

# Village of Park Forest Administration Department

## Organizational Chart



**Village of Park Forest  
2010/2011 Budget**

**ADMINISTRATION  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	946,879	982,610	962,989	977,627	-1%
Overtime Salaries	4,819	6,137	2,000	2,137	-65%
Temporary/Part-time Salaries	<u>84,755</u>	<u>92,352</u>	<u>101,050</u>	<u>117,796</u>	28%
<b>Total Personnel Services</b>	<b>1,036,453</b>	<b>1,081,099</b>	<b>1,066,039</b>	<b>1,097,560</b>	<b>2%</b>
<b><u>Insurance Benefits</u></b>	142,552	144,990	145,590	158,817	10%
<b><u>IRMA</u></b>	827,942	934,678	924,151	980,554	5%
<b><u>Employee Support</u></b>	251,966	319,894	289,471	308,265	-4%
<b><u>Professional Services</u></b>	109,598	189,071	200,323	114,666	-39%
<b><u>Legal Services</u></b>	218,517	246,499	228,800	199,865	-19%
<b><u>Operating Supplies</u></b>	102,139	130,907	114,836	138,607	6%
<b><u>Maintenance</u></b>	79,273	85,168	73,410	78,825	-7%
<b><u>Capital Outlays</u></b>	51,893	76,100	54,600	74,000	-3%
<b><u>Miscellaneous</u></b>	123,279	163,245	153,662	145,545	-11%
<b><u>Leases and Rentals</u></b>	13,000	11,000	11,000	8,500	-23%
<b><u>Utilities</u></b>	<u>107,844</u>	<u>112,500</u>	<u>108,000</u>	<u>112,500</u>	0%
<b>Subtotal</b>	<b>3,064,456</b>	<b>3,495,151</b>	<b>3,369,882</b>	<b>3,417,704</b>	<b>-2%</b>
Transfer to Aqua Center	140,000	760,000	760,000	120,000	-84%
Transfer to Tennis and Health Club	81,900	75,000	75,000	95,000	27%
Transfer to Vehicle Services	0	49,000	49,000	0	-100%
Transfer to DownTown	324,527	224,527	224,527	224,527	0%
Transfer to Retirement Funds (PPRT)	22,000	22,000	22,000	22,000	0%
Transfer to Library	10,000	10,000	10,000	10,000	0%
Transfer to Capital Projects	<u>955,000</u>	<u>345,000</u>	<u>345,000</u>	<u>0</u>	-100%
<b>TOTAL</b>	<b><u>4,597,883</u></b>	<b><u>4,980,678</u></b>	<b><u>4,855,409</u></b>	<b><u>3,889,231</u></b>	<b>-22%</b>

**Village of Park Forest  
2010/2011  
Budget**

**ADMINISTRATION  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Increase Salary 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
<b><u>Manager's Office</u></b>									
Thomas Mick Village Manager	127,530	129,443		129,443	12,375	9,902	16,802	1,170	120
Denyse Carreras Director of Personnel / ATVM	74,746	76,241	17,8	77,125	7,373	5,900	6,475	376	120
Jason Miller Director of Public Relations / ATVM	67,416	68,764	17,5	69,562	6,650	5,321	6,475	376	120
Sandi Black Exec. Asst. to Village Manager	56,612	57,744	10,9	57,744	5,520	4,417	11,316	730	120
Judith Lancaster Administrative Assistant II	53,917	54,995	9,9	54,995	5,258	4,207	5,659	376	120
Janet Brown Office Assistant III	42,245	43,090	4,9	43,090	4,119	3,296	4,777	171	103
Part-time Help	1,030	1,061		1,446		111			
<b>Subtotal Manager's Office</b>	<b>423,496</b>	<b>431,338</b>		<b>433,405</b>	<b>41,295</b>	<b>33,154</b>	<b>51,504</b>	<b>3,199</b>	<b>703</b>
<b><u>Board of Trustees / Elected Officials</u></b>									
Mayor	7,550			7,550	722	578			
Trustees (6 @ \$5,100)	30,600			30,600	2,925	2,341			
Village Clerk (\$100 per week)	5,200			5,200		398			

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011  
Budget**

**ADMINISTRATION  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Increase Salary 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Deputy Village Clerk (\$125 per week)	6,500			6,500	621	497			
Village Clerk - Election Services 20 @ \$40 per hour	800			800		61			
Part-Time - Board Mtg Minutes 12 @ \$75 per hour	900			900	86	69			
<b>Subtotal Board of Trustees / Elected Officials</b>	<b>51,550</b>			<b>51,550</b>	<b>4,354</b>	<b>3,944</b>			
<b><u>Boards / Commissions</u></b>									
Temp/Part-time(Recorder of Minutes)	4,000			4,000	382	306			
<b>Subtotal Boards / Commissions</b>	<b>4,000</b>			<b>4,000</b>	<b>382</b>	<b>306</b>			
<b><u>Finance Department</u></b>									
Mary G. Dankowski Deputy Village Manager/Finance Dir	108,855	110,488	24,9	110,488	10,563	8,452	16,802	1,170	120
Craig Kaufman IT Administrator	85,291	86,997	19,9	86,997	8,317	6,655	19,351	1,170	120
Stephanie Rodas Assistant Finance Director	77,362	78,909	17,9	78,909	7,544	6,037	16,802	1,170	120
Theresa McAvoy Accounting Supervisor	59,145	60,328	12,8	61,028	5,834	4,669	0	0	120

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011  
Budget**

**ADMINISTRATION  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Increase Salary 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Jonathan Brown IT Technician I	46,985	47,925	9,5	48,481	4,635	3,709	10,363	1,170	115
Sandra Salmen Staff Accountant	51,350	52,377	8,9	52,377	5,007	4,007	6,475	730	120
Colette Sulej Administrative Assistant I	48,904	49,882	7,9	49,882	4,769	3,816	11,316	730	120
Vickie Wassell Accounts Payable Technician	42,617	43,469	7,5	43,973	4,204	3,364	13,033	730	106
Anna Johnson Payroll Specialist - 52.5%	20,887	21,304	7,3	21,770	2,081	1,665	0	0	0
Elizabeth Garza Part-time Office Assistant - 52.5%	19,436	19,825	2,8	20,055	1,917	1,534	0	0	0
Valerie Fisher Part-time Office Assistant - 57%	18,389	18,757	2,4	18,975	1,814	1,452	0	0	0
Overtime	5,335	5,442		2,137	204	163			
Adjustment	0	17,238		13,533	0	132	0	0	0
Retiree Health Insurance Stipend							1,458		
<b>Subtotal Finance Department</b>	<b>584,556</b>	<b>612,941</b>		<b>608,605</b>	<b>56,889</b>	<b>45,655</b>	<b>95,600</b>	<b>6,870</b>	<b>941</b>
<b>ADMINISTRATION TOTAL</b>	<b>1,063,602</b>	<b>1,099,829</b>		<b>1,097,560</b>	<b>102,920</b>	<b>83,059</b>	<b>147,104</b>	<b>10,069</b>	<b>1,644</b>

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011 Budget**

**ADMINISTRATIVE  
MANAGER'S OFFICE/PERSONNEL  
DETAIL  
01-01-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	431,959
500200	Temporary/Part-time	<u>1,446</u>
<b>Total Personnel Services</b>		<b>433,405</b>

**INSURANCE**

510100	Medical Insurance	51,504
	Dental Insurance	3,199
	Life Insurance	<u>703</u>
		55,406
510300	IRMA Premium Payment (This includes the premium for all Village departments, excluding enterprise funds.)	884,202
	Volunteer Accident Coverage	575
	Other Insurance and Wellness Program	<u>24,250</u>
		909,027
510400	IRMA Deductible (This includes the projected deductible payments @ \$2,500 each for all Village Departments, excluding enterprise funds.)	50,000
510500	Other Insurance	
	Employee Assistance Program	5,370
	Medical liability coverage for Health Department	13,157
	Dram Shop Insurance for the Tennis/Health Club, and Dining on the Green.	<u>3,000</u>
		<u>21,527</u>
<b>Total Health, IRMA and Other Insurance</b>		<b>1,035,960</b>

**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	680	
	Matteson Chamber Commerce membership	1400	
	Notary Association (National & State)	40	
	ICMA (1)	990	
	ILCMA (1)	315	
	Public Relations Society of America	225	
	IL Public Employer Labor Relations Assoc (IPELRA)	190	
	National Assoc. of Executive Secretaries	25	
	Personnel Journals	100	
	Miscellaneous Dues/Subscriptions	380	
	Rotary	<u>840</u>	
			5,510
520300	Training Expenses (tuition reimbursement, ILCMA, IPELRA, NPELRA, in-service training, education reimbursement and seminars.)	1,300	
	Leadership Development Training - All Village Depts	8,000	
	College Courses	4,000	
	Computer Training - All Village Departments	10,500	
	Employee Computer Purchase Loan Program*	30,000	
	Safety Training - All Village Departments	<u>3,500</u>	
			27,300
*-Not included in expense calculation, designated in Fiscal 2003 to be reserved for program.			
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.)		17,000
520600	Annual Annuity (Pierce)		2,700

520610	FICA		33,154
520620	IMRF		<u>41,295</u>
<b>Total Employee Support</b>			<b>133,759</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services (Hiring processes, polygraphs, psychological testing credit backgrounds, investigations, name plates and engraving.)	4,000	
	Discover Layout/Design (3)	3,000	
	Technical support for Channel 4 broadcasts	4,000	
	Cable television (Channel 4) equipment maintenance	2,500	
	Marketing & Promotions	<u>10,100</u>	
			23,600
531500	Physical Examinations (Ongoing and new hire physical exams and drug screenings for all required Village positions.)		<u>20,000</u>
<b>Total Professional Services</b>			<b>43,600</b>

**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.)		60,500
541100	Public Access Cable Purchases (Paid by PEG fees)		10,000
540200	Printing/Copying Supplies		
	Central supply purchasing for all Village departments	24,000	
	Discover Magazine Photo Processing (3)	<u>300</u>	
			24,300
540300	Stationery/Envelopes/Forms		4,000
540350	Office Equipment/Furnishings		1,000
540400	Meeting Supplies		5,000

542100	Municipal Code Supplements (Adopted ordinances added to the code book.)	<u>2,000</u>
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<b>Total Operating Supplies</b>		<b>106,800</b>
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**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)	32,855
	Digital Copier Maintenance & Repair	2,060
	Fax Maintenance (Recreation and Parks)	<u>180</u>
		39,415

550200	Equipment Maintenance and Repair	<u>1,400</u>
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<b>Total Maintenance</b>		<b>40,815</b>
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**CAPITAL OUTLAYS**

560100	Capital Outlays Computer Replacement	<u>3,700</u>
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<b>Total Capital Outlays</b>		<b>3,700</b>
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**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.)	59,575
	Discover Magazine (3)	<u>5,100</u>
		64,675

590800	Printing/Reproduction/Graphics Discover Magazine (3)		18,000
590900	Advertising		
	Help Wanted Advertising	6,000	
	Sponsorships of Village-wide Organizations (PF Baseball, Tall Grass Events, etc.)	<u>14,000</u>	20,000
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	
	Summer picnic	3,800	
	Farmers Market	1,740	
	Art Fair Sponsorship	1,200	
	Art Fair	200	
	Safe Halloween	200	
	Holiday Tree Lighting	<u>1,375</u>	
			<u>25,115</u>
	<b>Total Miscellaneous Expenditures</b>		<b>128,490</b>

**LEASES AND RENTALS**

600400	Vehicle Interfund		<u>8,500</u>
	<b>Total Leases and Rentals</b>		<b>8,500</b>

**UTILITIES**

610000	Telephone		
	Centralized billing for Village	100,000	
	Internet connection (T-1 & Broadband)	<u>12,500</u>	
	<b>Total Utilities</b>		<b><u>112,500</u></b>

**TOTAL MANAGER'S OFFICE** **2,047,529**

**Village of Park Forest  
2010/2011 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>	
	<b>Total Personnel Services</b>		<b>51,550</b>

**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.)		4,200
520100	Mileage Reimbursement		700
520200	Dues/Subscriptions		
	SSMMA - Membership	7,690	
	Will County Center for Economic Development	2,500	
	SSMMA - Meeting Assessments	400	
	Metropolitan Mayors Caucus	812	
	Chicago Metropolitan Agency for Planning	4,239	
	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	1,350	
	Chicago Southland Economic Development Corporation	2,500	
	National League of Cities	1,720	
	Miscellaneous	<u>350</u>	
			23,576
520300	Training Expense (IL Municipal League Conference, Municipal Clerks of Illinois Seminar, International Institute of Municipal Clerks Conference and miscellaneous other trainings)		6,000
520400	Books/Pamphlets		250
520610	FICA		3,944
520620	IMRF		<u>4,354</u>
	<b>Total Employee Support</b>		<b>43,024</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services	200	
	Deputy Village Clerk attendance at meetings (\$100/mtg)	1,000	
	Strategic Planning	<u>4,500</u>	
	<b>Total Professional Services</b>		<b>5,700</b>

**OPERATING SUPPLIES**

540400	Special Events/Meetings at Village Hall (for Intergovernmental meetings, special Board meetings and strategic planning)		<u>6,500</u>
	<b>Total Operating Supplies</b>		<b>6,500</b>

**CAPITAL OUTLAYS**

560100	Trustee Laptops (3)	6,000
	File Cabinets	<u>500</u>
	<b>Total Capital Outlays</b>	<b>6,500</b>

**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>
	<b>Total Miscellaneous Expenditures</b>	<b><u>1,875</u></b>

**TOTAL BOARD OF TRUSTEES/ELECTED OFFICIALS** **115,149**

**Village of Park Forest  
2010/2011 Budget**

**ADMINISTRATIVE  
BOARDS AND COMMISSIONS  
DETAIL  
01-01-02**

**PERSONNEL SERVICES**

**Salaries and Wages**

500200	Temporary/Part-time (Recorder of minutes)	4,000
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	<b>Total Personnel Services</b>	<b>4,000</b>
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**EMPLOYEE SUPPORT**

520300	Training Expense (Human Relation Commission, Plan Commission and Board of Fire and Police Commissioners)	2,350
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520610	FICA	306
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520620	IMRF	382
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	<b>Total Employee Support</b>	<b>3,038</b>
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**PROFESSIONAL SERVICES**

530000	Other Professional Services (Calligraphy for beautification awards)	750
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	<b>Total Professional Services</b>	<b>750</b>
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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>
	<b>Total Operating Supplies</b>		<b><u>8,031</u></b>
	<b>TOTAL BOARDS AND COMMISSIONS</b>		<b>15,819</b>

**Village of Park Forest  
2010/2011 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 - \$750/month)		9,000
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)		122,000
530140	Billable Services/Personnel Attorney		
	(Litigation, contract negotiations with Fire and Police Unions, grievances arising from personnel and labor contract)		<u>15,000</u>
	<b>Total Professional Services</b>		<b><u>199,865</u></b>
	<b>TOTAL LEGAL SERVICES</b>		<b>199,865</b>

**Village of Park Forest  
2010/2011 Budget**

**ADMINISTRATIVE - FINANCE  
DETAIL  
01-01-04**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries		545,668
500100	Overtime Salaries		2,137
500200	Temporary/Part-time		<u>60,800</u>
<b>Total Personnel Services</b>			<b>608,605</b>

**INSURANCE**

510100	Medical Insurance	94,142	
	Dental Insurance	6,870	
	Life Insurance	<u>941</u>	
			101,953
510120	Health Insurance Stipend		<u>1,458</u>
<b>Total Insurance</b>			<b>103,411</b>

**EMPLOYEE SUPPORT**

520000	Travel Expenses		
	Local	500	
	Out of Town	<u>3,150</u>	
			3,650
520100	Car/Mileage Allowance		1,800
520200	Dues/Subscriptions		
	AICPA (3)	600	
	GFOA - State (4) and National (2)	1,150	
	IL CPA Society (3)	765	
	GFOA Publications	95	
	APA	195	
	Payroll Managers Newsletter	331	
	Public Pensions Newsletter	95	
	Kiplinger Letter	90	
	Accounts Payable Newsletter	300	
	GMIS	100	
	Municipal Treasurers	<u>100</u>	
			3,821

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		150
520610	FICA		45,655
520620	IMRF		<u>56,889</u>
	<b>Total Employee Support</b>		<b>128,444</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services		
	Payroll Service/Time & Attendance (1/1 Implementation)	16,000	
	Bond Fees	1,100	
	Audit Schedules (Statistical & GASB 45)	3,342	
	Distinguished Budget Presentation	300	
	GFOA Certificate of Achievement	415	
	ADT-Front Counter Security	1,000	
	Secretary of State Registration (Vehicle Stickers)	500	
	Document Destruction	600	
	Bank Fees	<u>675</u>	
			23,932
530300	Audit Services		
	External	13,684	
	Internal	<u>3,000</u>	
			16,684
531400	Computer Programming Services		<u>24,000</u>
	<b>Total Professional Services</b>		<b>64,616</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies		
	Register Tape - Front Counter	700	
	Miscellaneous	<u>800</u>	1,500
540100	Computer Supplies		15,476
540350	Office Equipment/Furnishing		<u>300</u>
	<b>Total Operating Supplies</b>		<b>17,276</b>

**MAINTENANCE**

550000	Contractual Equipment Maintenance - Other		
	Computer Maintenance	23,600	
	Printer Maintenance	750	
	Software Contracts (Financial & Vehicle Stickers)	11,624	
	Burster Maintenance	575	
	Check Signer Maintenance	325	
	Other Maintenance	<u>1,136</u>	
	<b>Total Maintenance</b>		<b>38,010</b>

**CAPITAL OUTLAYS**

560000	Capital Outlays		
	Network Upgrades: Village-wide		
	Network Upgrades	10,000	
	Windows 7 Upgrade	25,000	
	Virus Software	<u>5,000</u>	
			40,000
	Other Software Upgrades	15,000	
	Computer Replacement	3,800	
	MSI Software Upgrades	<u>5,000</u>	
			<u>63,800</u>
	<b>Total Capital Outlays</b>		<b>63,800</b>

**MISCELLANEOUS EXPENDITURES**

590100	Postage (Vehicle Stickers 1st & 2nd notices)		5,300
590800	Printing/Reproduction/Graphics		
	W-2's, 1099's and 1099-R's	300	
	Payroll and Accounts Payable Checks	1,355	
	Vehicle Stickers & Animal Licenses	4,800	
	Preprinted Deposit Slips	200	
	Vehicle Sticker Applications	<u>1,200</u>	
			7,855
591000	Legal Notices		
	Treasurer's Report	1,100	
	Tax Levy Notice	625	
	Budget Public Hearing Notice	100	
	Required Publications	<u>200</u>	
			<u>2,025</u>
	<b>Total Miscellaneous Expenditures</b>		<b><u>15,180</u></b>
	<b>TOTAL FINANCE DEPARTMENT</b>		<b><u>1,039,342</u></b>
	<b>TOTAL ADMINISTRATION</b>		<b>3,417,704</b>

## Village of Park Forest 2010/2011 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 Police Department continually seeks citizen input in order to set department goals and objectives. The Park Forest Police Department believes that its mission direction is set by the community. Professional policing mandates that as society grows and changes, 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-two sworn officers and ten civilian full time employees. Part time and seasonal employees are utilized to perform crossing guard duties and PAAC youth programs/counseling services.

The Police Department is divided into two divisions: **Administrative Division**, which includes Community Policing/Youth Services, Crime Free Housing, Community Supervision/Counseling, Crossing Guards, Animal Control, Prosecution Services & Administrative Hearings and Records and Field **Operations**, which includes Patrol Operations and Criminal Investigations.

The **Administrative Division** consists of the Chief of Police, a Deputy Chief of Administrative Services, a Records Supervisor, the Administrative Corporal, one Crime Free Housing Police Officer, one Administrative Assistant/ Crime Free Housing Analyst and Records section staff.

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. Records section is responsible for complying with any Freedom of Information Act requests made for Police documents. The Records Section makes use of both full and part-time staff.

Senior Administrative Staff Officers are active in the South Suburban Association of Chief's of Police (SSACOP), SouthCom combined dispatch center and the South Suburban Emergency Response Team (SSERT) holding executive board and committee positions.

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.

Animal Control duties are performed by the **Community Service Officer (CSO)** assigned to the Community Policing Division. The CSO provides response to citizen complaints, impoundment of stray domesticated 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, transporting evidence to the State Police and assisting with traffic control and parking enforcement.

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, 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 vehicle and a fine of up to \$500. The program was recently expanded to include vehicle seizures for suspended/revoked drivers licenses, noise amplification violators and drunk driving. Under the present program, the Village of Park Forest will realize approximately \$100,000 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.

The Department's **Community Policing/Youth Services** division works to form partnerships with citizens and organizations to address community issues. The Department has evolved this position by transferring the full time Police Officer from Community Policing to Crime Free Housing duties. Part time, civilian employees have been assigned leadership roles in providing the Police Athletic and Activity Center (PAAC) youth services, year round.

In 2007, the Police Department was instrumental in implementing a Troubled Building and Property Task Force. The Community Police Unit initiated an interdepartmental study group that brought together the Police, Fire, Health, Building, Information Technology, Administration and the Housing Authority to evaluate and take action in reference to the Village's housing and quality of life issues. The result of this work

brought about the Village Board adopting a **Crime Free Housing Ordinance (CFH)**. 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 over two thousand rental properties in the Village. More than 450 landlords are part of this community policing project. The Crime Free Housing unit has taken action against 13 properties during the last eighteen months demanding that landlords remove the tenant for criminally violating the ordinance. 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.

**Youth Services** efforts include the Saturday morning “**Community Supervision**” program. For the past fifteen 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 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, they complete 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 good acts for the community. Those acts include landscaping and cleaning local parks, schools, public buildings and parkways. This year there is an opportunity to work with the Habitat for Humanity group.

**The current focus of the Community Service program is in developing resources and partnerships which help the Park Forest Police Department provide “at risk” youth, a social intervention/counseling/public service program.**

In 2008 and 2009, Command staff officers, two Governor’s State University, School Counseling Professors and several School Counseling graduate school interns, worked together to produce a developing model called the “Vision” program. The program uses volunteer, graduate students from GSU’s School Guidance Counselor program. Interns involve the assigned youth into small and large discussion groups that concentrate on issues such as self respect, respect of others, consequences of choices and loss. Federal narcotics seizure funds are used where appropriate to help fund this program. Federal and State grant submittals are being sought in the law enforcement/juvenile justice and mental health funding areas.

The **Police Athletic and Activity Center (PAAC), Youth Services** program provides positive structured youth activities year round. The PAAC Summer Program provides service to more than two hundred and fifty children for seven weeks, every summer evening. This year the late afternoon, Eastside Sports Club will evolve into the Central Park Sports Club. In the fall and winter PAAC operates a Senior High School age open gym on Saturday evenings called “Saturday Nite Live.” SNL season ends with Park Forest’s own March Madness, at the annual “five on five” basketball tournament.

The department provides Police Liaison Officers at Rich East High School and Forest Trail Junior High. SouthCom, a 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 and a share of Vehicle Seizure Fines support the Community Policing and Youth Services programs.

The **Field Operations Division** staffed by 39 sworn Police Officers including the Deputy Chief of Field Operations, five Commanders, six Corporals and 27 Police Officers.

The **Patrol Division** 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 three 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 and the Suburban Major Accident Reconstruction Team (SMART), a multi-jurisdictional major accident unit.

The **Investigations/Detective Division** consists of a Detective Commander, a Detective Corporal and three Investigative Detectives, plus four Narcotics/Tactical Detectives who are members of the Department’s **STAND-UP** unit.

The **Investigations Division** is responsible for 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, recover stolen property and perform employment background checks for other Village departments. These Detectives collaborate with the LaRabida Child Advocacy Center (CAC) and Advocate South Suburban Hospital, Sexual Assault Nurse Examiner (SANE) in all adult and child sexual assault cases.

The Detective Commander and Detective Corporal conduct Police Department Internal Affairs investigations as assigned by the Deputy Chief of Field Operations. All Investigations Detectives are assigned to the South Suburban Major Crimes Task Force, a multi-jurisdictional homicide unit. They are deployed on a rotating basis, as needed, throughout the South Suburbs.

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 Federal 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 federal drug asset seizure funds 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. In the past year, the Park Forest/DEA partnership has been very beneficial for Park Forest.

### **MISSION STATEMENT**

*We, the members of the Park Forest Police Department are “Proud to Serve” our community by maintaining order, preserving the peace and improving public safety. The Park Forest Police Department is committed to provide ethical, professional and compassionate police services to all citizens. These goals are accomplished through strong Police/Community partnerships that maintain a high quality of life.*

*To accomplish our mission, Park Forest Police Officers are guided by these core values:*

**INTEGRITY:** *Our professional actions and decisions will never be based on personal gain. The use of discretion is a highly regarded action and we are personally responsible when it is applied while using police powers. We understand that integrity is our bond to public trust.*

***JUSTICE:*** *The quest for justice begins with fairness, with the belief that everyone will receive equal treatment and equal protection regardless of his or her skin color or religion or social position. We are honor bound to assist all who seek our protection.*

***RESPECT:*** *The high value of human life and personal dignity will never be degraded in our dealings with the public or with each other. We believe that diversity is the strength of our community.*

***ACCOUNTABILITY:*** *As Park Forest Police Officers, we are personally responsible to our community for our official actions. We are collectively responsible to each other as Park Forest Police Department members to put our personal needs second to the needs of our department, our fellow officers and our support staff.*

***PROFESSIONALISM:*** *A Park Forest Police Officer is expected to possess the highest level of training and technology. This is achieved with sound basic law enforcement training and continual advanced education. We strive for professional excellence, dedication to duty and service to the public.*

#### **ACCOMPLISHMENT OF 2009/2010 POLICE DEPARTMENT OBJECTIVES:**

##### **1. Municipal Court/Administrative Adjudication Update**

During the next fiscal year, the Police Department will bring before the Village board requests to make updates to the ordinances effecting Parking enforcement, Municipal citations, Village sticker enforcement, Alarm permits and vehicle seizures.

*Police Administration has consulted with the Village Prosecutor and the Village Attorney to facilitate updates for several local ordinances. The changes are put before the Village Board consideration. Ordinances updated include; Crime Free Housing, handicap parking fines, Administrative Municipal Court forms, Vehicle Sticker violation enforcement and the Administrative Seizure ordinance.*

##### **2. Police Station House Remodeling**

Work is still to be completed on the north side Police Station entrance involving the parking lot and sidewalks. The Village Board has identified the need to update and preserve Village infrastructure. The Police Station will seek alternative funding sources to build a detention/processing pod addition to ease the Department's prisoner space issues. Within the next twelve months a preliminary conceptual plan will be secured.

*Architects have toured the Police Station and will submit a preliminary conceptual plan for a Detention Pod addition. Due to rust and structural failure the main lobby exterior north side doors were replaced. Cement work including some sidewalk and*

*parking lot work was completed due to structural failure of the parking lot. The old evidence room was converted to a temporary detention room by retro fitting the door, adding a surveillance camera, detention benches and shackles. Homewood Flossmoor High School donated seven used weight lifting machines to the Police Department gym.*

3. Crime Free Housing

The final step to implement Crime Free Housing will be to seek out and cite all landlords who have failed to obtain a Crime Free Housing License. All Village residential properties will be “tax bill” cross referenced in order to identify non-owner occupied homes. The Police Department will be partnering with other Village Departments, such as the Building Department and the Housing Authority, to ensure the safety of Village residents and also to address “quality of life” issues in their neighborhoods.

*We continue to complete Crime Free Housing inspections on the rental properties and conduct a quarterly landlord class. Since the start of the fiscal year, 304 landlords have complied with registering and have paid \$38,500 in CFH license fees. There are 570 property owners on file, of which 450 hold current licenses. Non-compliant landlords total 120 as of February 1, 2010. The projected revenue generated from fines issued to landlords failing to comply with the ordinance is approximately \$75,000. The projected revenue for those same landlords purchasing current Business license is \$22,500. The Village Prosecutor has assisted in updating the M-ticket format. The change allows the Crime Free Housing Unit to mail delinquent landlords notice that a citation has been issued. Instructions to correct the problem are also issued.*

CALLS FOR SERVICE HISTORY

**South Com Police Calls for Service Reduction**

2005	2006	2007	2008	2009
23,552	19,674	20,191	19,413	16,440

Park Forest joined South Com Joint Dispatching in September of 2005. The calls for that year are a combination of the two systems. The 2006-2008 calls are all from the streamlined South Com system. There was little fluctuation between those years with the average calls for service being 19,759. With the Crime Free Housing incorporation the calls dropped by nearly 17% to 16,440. Most area towns saw a reduction in calls but none as dramatic as this figure.

4. Community Supervision

The Saturday morning restorative justice program will institute a counseling component. This will mandate all court ordered juvenile participants and parents attend small group and individual meetings with professional counselors to learn

about the concepts of self respect, self control and parenting skills. The Community Policing Unit will supervise and conduct community work projects involving participants.

*Administrative Hearing Officers, Community Policing staff and Administrative staff worked to institute the "Vision" program, a four week, sixteen hour counseling curriculum as part of the Department's juvenile court diversion, Municipal ticket program. Governors State University has approved PFPD as an advanced internship site. Currently the "Vision" counseling program utilizes graduate students from the School Counselor and Social Work programs. Narcotic seizure funds were used to purchase five laptop computers and a printer to use with a career/college web based training software. Curriculum has been developed to assist students to realize alternatives to how they deal with personal and family challenges.*

#### 5. IRMA General Order and Procedural Policy Update/Lexipol

The Park Forest Police Department has partnered with Intergovernmental Risk Management Agency (IRMA) to institute the Lexipol Law Enforcement Approach to Risk Management. Final implementation involving adoption and issuing the new General Orders to the Department will take place. The Police Department is undertaking this endeavor in order to reduce or lower the Department's risk exposure as part of IRMA.

*Review and adoption of IRMA/Lexipol General Orders system took place in early 2010. All Department members are mandated to review and sign receipt of the new general orders. Senior Command staff members attend the IRMA Police Chief's Steering Committee meetings.*

### **2010/2011 POLICE DEPARTMENT OBJECTIVES:**

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

The Police Department's Crime Free Housing Unit and Detective Division tactical officers will staff all Neighborhood Meetings. Officers will be available to present needed material and will meet privately with any interested citizens.

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 partner with area colleges and universities to utilize social work and school counseling interns to staff the restorative justice, counseling, Vision Program.

The Police Department in cooperation with La Rabida Child Advocacy Center will once again host a school mental health providers meeting for local school districts.

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

The Police Department's Crime Free Housing Program will conduct landlord training classes to assist local landlords on growing their business by utilizing CFH solutions to problem properties.

4. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.
5. Increase awareness of the quality of life in the Village of Park Forest.

The Police Department will move the early afternoon PAAC youth program activities from Algonquin Park to Central Park and Somonauk Park in order to bring Police Department youth services to a greater part of the Park Forest Community.

**PERFORMANCE MEASURES:**

During the years 2006, 2007 and 2008 and 2009 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**

	<b>2006</b>	<b>Clearance</b>	<b>2007</b>	<b>Clearance</b>	<b>2008</b>	<b>Clearance</b>	<b>2009</b>	<b>Clearance</b>
Criminal Homicide	1	1	1	1	2	1	1	0
Attempted Homicide	0	0	0	0	0	0	0	0
Concealing Homicide	0	0	0	0	0	0	0	0
Criminal Sexual Assault	6	2	11	10	19	12	12	4
Robbery	45	28	53	39	40	25	16	10
Aggravated Battery	21	17	27	26	27	25	15	14
Assault	27	26	21	21	25	23	23	21
Burglary	137	58	204	110	187	56	178	67
Burglary to Motor Vehicle	142	38	136	40	93	17	87	18
Theft	259	112	285	132	286	121	213	100
Motor Vehicle Theft	61	11	65	17	39	19	22	10
Arson	<u>9</u>	<u>1</u>	<u>4</u>	<u>0</u>	<u>9</u>	<u>1</u>	<u>7</u>	<u>2</u>
<b>Total Index</b>	<b>708</b>	<b>294</b>	<b>807</b>	<b>396</b>	<b>727</b>	<b>300</b>	<b>574</b>	<b>246</b>

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**

<b>Year</b>	<b>Offenses</b>	<b>Offenses Cleared</b>
2009	2,656	2,290
2008	3,071	2,444
2007	3,154	2,528

**Police Department Crime Clearance Rate**

<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 2006, 2007, 2008 and 2009 Traffic/Parking statistics are as follows:

**Tickets**

	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>
Traffic	3,768	3,138	3,287	3,089
Parking	5,181	4,979	5,131	4,414

The following is a breakdown of the charges heard in Municipal Court in 2006, 2007, 2008 and 2009:

**Municipal Court**

	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>
Alarms	94	94	108	142
Alcohol	35	29	19	12
Animal	70	56	55	69
Assault	2	3	3	0
Battery	25	41	34	18
Curfew	9	20	14	9
Criminal Damage	15	26	9	9
Discharge Air Gun	2	3	0	3
Disorderly Conduct	84	84	62	59
Disorderly House	4	3	4	2
Vehicle Sticker, License, Registration	881	623	619	416
Junk Vehicles	8	1	5	23
Obstruct/Resist Police	25	21	9	10
Possession of Cannabis	30	44	23	57
Possession of Drug Paraphernalia	2	4	2	3

Possession of Tobacco	23	14	2	8
Theft	10	10	13	12
Trespass	29	19	11	13
Truancy	1	12	6	0
Housing Code Violations	79	186	54	81
Miscellaneous*	<u>65</u>	<u>63</u>	<u>63</u>	<u>40</u>
<b>Total</b>	<b>1,495</b>	<b>1,356</b>	<b>1,115</b>	<b>986</b>

* Miscellaneous - noise violations, fireworks, violate park rules, disturbing the peace
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**STAFFING:**

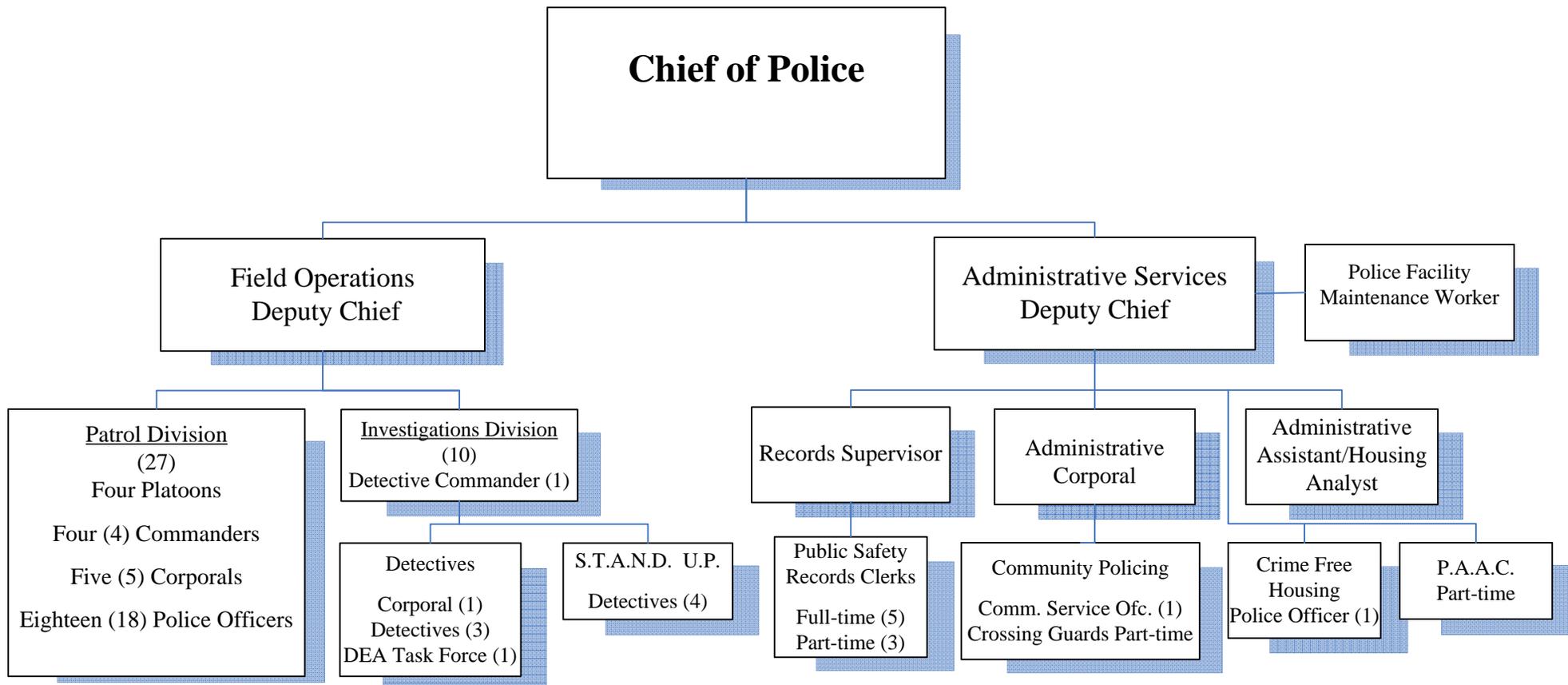
<b><u>Position*</u></b>	<b><u>2006/07</u></b>	<b><u>2007/08</u></b>	<b><u>2008/09</u></b>	<b><u>2009/10</u></b>	<b><u>2010/11</u></b>
Chief of Police	1	1	1	1	1
Deputy Chief	2	2	2	2	2
Police Commander	5	5	5	5	5
Police Corporal	7	7	7	7	7
Police Officer	26	26	27 <sup>1</sup>	27	27
Records Supervisor	1	1	1	1	1
Records Clerk/Desk Attendant (FT)	3	3	2	2	2
Records Clerk/Desk Attendant(PT) FTE	1.9	1.9	1.9	1.9	1.9
Admin. Assistant/Housing Analyst	0	0	1	1	1
Senior Records Clerk	3	3	3	3	3
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>
<b>Total Positions</b>	<b>54.1</b>	<b>54.1</b>	<b>55.1</b>	<b>55.1</b>	<b>55.1</b>

<sup>1</sup> 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.)

FT-Full-time      PT-Part-time      FTE-Full-time equivalent

# Village of Park Forest Police Department

## Organizational Chart



**Village of Park Forest  
2010/2011 Budget**

**POLICE DEPARTMENT  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	3,109,544	3,493,245	3,453,245	3,537,571	1%
Overtime Salaries	408,314	369,179	369,179	345,962	-6%
Temporary/Part-time Salaries	237,553	221,741	221,741	185,271	-16%
IRMA Workers Comp Reimb.	<u>(9,415)</u>	<u>0</u>	<u>(4,057)</u>	<u>0</u>	0%
<b>Total Personnel Services</b>	<b>3,745,996</b>	<b>4,084,165</b>	<b>4,040,108</b>	<b>4,068,804</b>	<b>0%</b>
<b><u>Insurance</u></b>	560,094	644,674	644,674	643,860	0%
<b><u>Employee Support</u></b>	954,403	1,032,166	1,032,166	1,197,556	16%
<b><u>Professional Services</u></b>	453,131	484,242	486,170	504,809	4%
<b><u>Operating Supplies</u></b>	112,516	96,069	92,365	92,365	-4%
<b><u>Maintenance</u></b>	10,818	31,748	31,748	31,748	0%
<b><u>Capital Outlays</u></b>	178,577	60,700	60,700	10,700	-82%
<b><u>Miscellaneous</u></b>	9,104	21,358	21,358	21,358	0%
<b><u>Leases and Rentals</u></b>	209,600	272,230	272,230	240,000	-12%
<b><u>Utilities</u></b>	<u>12,162</u>	<u>9,500</u>	<u>9,500</u>	<u>9,500</u>	0%
<b>TOTAL</b>	<b><u>6,246,401</u></b>	<b><u>6,736,852</u></b>	<b><u>6,691,019</u></b>	<b><u>6,820,700</u></b>	<b>1%</b>

**Village of Park Forest  
2010/2011  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Increase 1.5-2% Non-Union* 3% Union</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
<b><u>NON UNION</u></b>									
Thomas W. Fleming Chief of Police	108,855	110,488	24,9	110,488			13,033	730	120
Clifford R. Butz Deputy Chief of Police***	94,033	95,914	21,9	100,014			11,316	730	120
Michael McNamara Deputy Chief of Police***	94,033	95,914	21,9	100,014			6,475	376	120
Steven Coe Commander***	85,291	86,997	19,9	91,097		1,321	10,860	1,170	120
Brian M. Tas Commander***	85,291	86,997	19,9	91,097			16,033	1,170	120
Peter J. Green Commander***	85,291	86,997	19,9	91,097		1,321	16,033	1,170	120
Paul A. Winfrey Commander***	85,291	86,997	19,9	91,097		1,321	16,802	1,170	120
Christopher Mannino Commander***	85,291	86,997	19,9	91,097		1,321	16,802	1,170	120

\*Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\*Gross includes 4 months of a 3.5% step increase for those employees eligible

\*\*\*Commanders Deputy Chiefs receive \$4,100 annually for CST pay

\*\*\*\*Gross salary at 6 months

**Village of Park Forest  
2010/2011  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	6/30/2010 Base	Increase 1.5-2% Non-Union* 3% Union	7/1/2010 Grade & Step	Gross**	IMRF 9.56%	FICA 7.65%	Health	Dental	Life
Jane Troescher Records Supervisor	61,214	62,438	12,9	62,438	5,969	4,777	5,659	376	120
Carol Sterrett Senior Records Clerk	48,904	49,882	7,9	49,882	4,769	3,816	11,316	730	120
Pam Jones Senior Records Clerk	48,904	49,882	7,9	49,882	4,769	3,816	11,316	730	120
Yolanda Martinez Senior Records Clerk	47,250	48,195	7,8	48,754	4,661	3,730	4,777	376	118
Natasha McElroy Admin Assistant I	47,250	48,195	7,8	48,754	4,661	3,730	4,777	171	118
Darrell L. Bewsey Police Facility Maintenance Worker	45,652	46,565	7,7	47,105	4,503	3,604	10,798	730	113
Eshe McGee Police Records Clerk	44,357	45,244	5,9	45,244	4,325	3,461	16,033	457	108
Christy Coyle Police Records Clerk	38,655	39,428	5,5	39,885	3,813	3,051	10,860	376	96
James Jachymiak Community Service Officer	32,915	33,573	1,6	33,962	3,247	2,598	6,475	376	82
<b>Subtotal Non-Union</b>	<b>1,138,477</b>	<b>1,160,703</b>		<b>1,191,907</b>	<b>40,717</b>	<b>37,867</b>	<b>189,365</b>	<b>12,008</b>	<b>1,955</b>

\*Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\*Gross includes 4 months of a 3.5% step increase for those employees eligible

\*\*\*Commanders Deputy Chiefs receive \$4,100 annually for CST pay

\*\*\*\*Gross salary at 6 months

**Village of Park Forest  
2010/2011  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Increase 1.5-2% Non-Union* 3% Union</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
						<b>Medicare 1.45%</b>			
<b><u>UNION</u></b>									
Richard G. Oldenburg Corporal	81,749	84,202	Step C+	84,202			19,351	1,170	120
Scott A. Sheets Corporal	81,749	84,202	Step C+	84,202		1,221	16,033	1,170	120
Mel S. Dunnagan Corporal	78,607	80,966	Step B+	80,966		1,174	16,033	0	120
Devin R. Strahla Corporal	76,318	78,607	Step B	78,607		1,140	0	0	120
Michael D LoSchiavo Corporal	76,318	78,607	Step B	78,607		1,140	16,802	1,170	120
Tellous J. Boulden Corporal - Step B+ 9/24/10	75,582	77,850	Step A+	80,127		1,162	4,777	0	120
Michael Baugh Corporal	73,381	75,583	Step A	75,583		1,096	16,802	1,170	120
Thomas J. Naughton Police Officer	69,659	71,749	Step G	71,749		1,040	5,659	0	120

\*Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\*Gross includes 4 months of a 3.5% step increase for those employees eligible

\*\*\*Commanders Deputy Chiefs receive \$4,100 annually for CST pay

\*\*\*\*Gross salary at 6 months

**Village of Park Forest  
2010/2011  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Increase 1.5-2% Non-Union* 3% Union</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Latara Chaney Police Officer	69,659	71,749	Step G	71,749		1,040	16,802	1,170	120
James J. Varga Police Officer	69,659	71,749	Step G	71,749		1,040	16,033	1,170	120
Lloyd E. Elliot Police Officer	69,659	71,749	Step G	71,749		1,040	16,802	1,170	120
Brian H. Rzyski Police Officer	69,659	71,749	Step G	71,749		1,040	16,033	334	120
Mitchell G. Greer Police Officer	69,659	71,749	Step G	71,749		1,040	19,351	1,170	120
Darin Studer Police Officer	69,659	71,749	Step G	71,749		1,040	16,802	1,170	120
Todd Beilke Police Officer	69,659	71,749	Step G	71,749		1,040	16,802	1,170	120
John Sweitzer Police Officer	69,659	71,749	Step G	71,749		1,040	16,033	457	120
Brian Obremski Police Officer - Step G 4/4/11	66,982	68,992	Step F	69,522		1,008	4,777	171	120

\*Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\*Gross includes 4 months of a 3.5% step increase for those employees eligible

\*\*\*Commanders Deputy Chiefs receive \$4,100 annually for CST pay

\*\*\*\*Gross salary at 6 months

**Village of Park Forest  
2010/2011  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Increase 1.5-2% Non-Union* 3% Union</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Craig Taylor Police Officer	66,982	68,992	Step F	68,992		1,000	0	1,170	120
James W. Kessler Police Officer	66,982	68,992	Step F	68,992		1,000	16,802	1,170	120
David Habecker II Police Officer - Step F 10/20/10	63,107	65,000	Step E	67,610		980	6,475	376	120
Paul Morache Police Officer - Step F 10/20/10	63,107	65,000	Step E	67,610		980	0	730	120
Justin Rimovsky Police Officer - Step F 10/20/10	63,107	65,000	Step E	67,610		980	6,475	376	120
Thomas Piszczor Police Officer - Step F 9/6/10	63,107	65,000	Step E	68,071		987	4,777	376	120
Julius Moore Police Officer - Step F 4/12/11	63,107	65,000	Step E	65,614		951	0	1,170	120
Charlie Hoskins Police Officer - Step F 1/2/11	63,107	65,000	Step E	66,689		967	16,033	376	120
Paul Shulman Police Officer - Step F 1/2/11	63,107	65,000	Step E	66,689		967	16,033	730	120

\*Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\*Gross includes 4 months of a 3.5% step increase for those employees eligible

\*\*\*Commanders Deputy Chiefs receive \$4,100 annually for CST pay

\*\*\*\*Gross salary at 6 months

**Village of Park Forest  
2010/2011  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	6/30/2010 Base	Increase 1.5-2% Non-Union* 3% Union	7/1/2010 Grade & Step	Gross**	IMRF 9.56%	FICA 7.65%	Health	Dental	Life
Jonathan Mannino Police Officer - Step F 5/8/11	63,107	65,000	Step E	65,307		947	4,777	171	120
Kristopher Vallow Police Officer - Step F 5/18/11	63,107	65,000	Step E	65,307		947	5,659	376	120
William Busse III Police Officer - Step E 1/10/11	58,770	60,533	Step D	62,423		905	6,475	376	120
Kristopher Kush Police Officer - Step E 1/10/11	58,770	60,533	Step D	62,423		905	4,777	376	120
Timothy Hoskins Police Officer - Step E 4/30/11	58,770	60,533	Step D	61,048		885	16,802	730	120
Erin Lara Police Officer - Step D 8/20/10	55,463	57,127	Step C	59,878		868	4,777	171	120
John Deceault Police Officer - Step D 10/2/10	55,463	57,127	Step C	59,485		863	10,798	730	120
Vacant***** Police Officer	47,299	48,718	Step A	24,359		353	9,676	585	58
<b>Subtotal Union</b>	<b>2,274,079</b>	<b>2,342,305</b>		<b>2,345,664</b>	<b>0</b>	<b>32,786</b>	<b>365,228</b>	<b>22,651</b>	<b>4,018</b>
<b>Total Non-Union and Union</b>	<b>3,412,556</b>	<b>3,503,008</b>		<b>3,537,571</b>	<b>40,717</b>	<b>70,653</b>	<b>554,593</b>	<b>34,659</b>	<b>5,973</b>

\*Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\*Gross includes 4 months of a 3.5% step increase for those employees eligible

\*\*\*Commanders Deputy Chiefs receive \$4,100 annually for CST pay

\*\*\*\*Gross salary at 6 months

**Village of Park Forest  
2010/2011  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	6/30/2010 Base	Increase 1.5-2% Non-Union* 3% Union	7/1/2010 Grade & Step	Gross**	IMRF 9.56%	FICA 7.65%	Health	Dental	Life
Part-Time									
Records/Crime Free Housing	11,281			11,555	1,105	884			
Janet Martin									
Police Records Clerk	44,224		5,9	45,108	4,312	3,451	0	0	0
Kathleen Wellington-Nassios									
Police Records Clerk	25,543		5,8	26,356	2,520	2,016	0	0	0
Crossing Guards	38,681			38,681		2,959			
Police Athletic Activities Center	63,571			63,571		4,863			
<b>Subtotal Part-Time</b>	<b>183,300</b>	<b>184,920</b>		<b>185,271</b>	<b>7,937</b>	<b>14,173</b>			
Overtime									
Administration/Records	46,462			47,391	4,531	3,625			
Field Operations	292,717			298,571		4,364			
<b>Subtotal Overtime</b>	<b>339,179</b>	<b>345,962</b>		<b>345,962</b>	<b>4,531</b>	<b>7,989</b>			
Disability Pension Health Insurance							44,352		
Retiree Health Insurance Stipend							4,283		
<b>POLICE DEPT. TOTAL</b>	<b>3,935,035</b>	<b>4,033,890</b>		<b>4,068,804</b>	<b>53,185</b>	<b>92,815</b>	<b>603,228</b>	<b>34,659</b>	<b>5,973</b>

NOTE: Budget for Crossing Guards represents 100% of Salary. A portion of Crossing Guards salary is reimbursed by School Districts 162, 163 and 201U.

\*Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\*Gross includes 4 months of a 3.5% step increase for those employees eligible

\*\*\*Commanders Deputy Chiefs receive \$4,100 annually for CST pay

\*\*\*\*Gross salary at 6 months

**Village of Park Forest  
2010/2011 Budget**

**POLICE DEPARTMENT  
DETAIL  
01-07-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

Regular Salaries			
500010	Administration/Records	1,191,907	
500020	Field Operations	<u>2,345,664</u>	3,537,571
Overtime Wages			
500110	Administration/Records	47,391	
500120	Field Operations	<u>298,571</u>	345,962
Part-time Salaries			
500210	Records	83,019	
	Crossing Guards	38,681	
	Police Athletic Activities Center	<u>63,571</u>	<u>185,271</u>
<b>Total Personnel Services</b>			<b>4,068,804</b>

**INSURANCE**

510100	Medical Insurance	554,593	
	Dental Insurance	34,659	
	Life Insurance	<u>5,973</u>	595,225
510110	Health Insurance - Disability		44,352
510120	Health Insurance - Stipend		<u>4,283</u>
<b>Total Insurance</b>			<b>643,860</b>

**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 2 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 - 5 Commanders	1,000	
	Misc seminars for Staff/Clerical Staff	<u>658</u>	
			6,058
	<u>Crime Prevention and Control</u>		
	NEMRT fee - (42 Officers @ \$90)	3,780	
	Intoxilyzer Technician	800	
	ERT Training	1,000	
	ERT Basic Training	700	
	Police Strategy/Tactics	900	
	Police Supervisor School	1,000	
	Defensive Driving	860	
	Recruit Training	3,000	
	Use of Force Seminar	1,150	

	FTO Training	800	
	Evidence Tech Training	300	
	Homeland Security	900	
	Hostage Negotiation Seminar	650	
	Career Development	<u>5,000</u>	
			20,840
	<u>Crime Investigations</u>		
	Juvenile Officers Training - 2 Officers	600	
	Investigators School - 2 Officers	1,000	
	Crime Scene Specialists Training	500	
	Miscellaneous seminars/tuition reimbursement	<u>1,700</u>	
			<u>3,800</u>
			30,698
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		92,815
520620	IMRF		53,185
520621	Police Pension Contributions		<u>1,013,683</u>
	<b>Total Employee Support</b>		<b>1,197,556</b>

### **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 4 hrs x 26 hrs.)	8,840
	DUI Hearings (\$85 per hour)	1,000
	<u>Vehicle Seizure Hearings</u>	
	300 Hearings @ \$25 per hearing	<u>7,500</u>
		21,550
530500	Veterinary/Impounding Fees	4,080
535700	SouthCom contribution - Police share	<u>479,179</u>
	<b>Total Professional Services</b>	<b>504,809</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies	
	<u>Administration</u>	
	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
	<u>Patrol Operations</u>	
	Practice Ammunition	4,800
	Film	1,500
	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
	Distraction Devices for ERT	600
	Range Maintenance	1,000

	<u>Crime Investigation</u>		
	Line-Up Fees/Informant Fees	1,300	
	Film and Film Processing	1,500	
	Miscellaneous: Fingerprint supplies, camera supplies, etc.	1,000	
	S.T.A.N.D. U.P. Equipment	1,000	
	<u>Crossing Guards</u>		
	Miscellaneous equipment	100	
	<u>Community Service Officer</u>		
	Miscellaneous: Tranquilizer darts, animal cages, K-9 food, etc.	500	
	<u>Crime Free Housing/Municipal/Vehicle Seizure Hearings</u>		
	Miscellaneous office supplies, envelopes, tapes for hearings, suspension fees, recording fees	<u>2,450</u>	
			31,560
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. \$508/month		6,100
540900	Uniforms		
	42 Regular Officers @ approx. \$450 each	17,055	
	11 Clerical Employees @ approx. \$275 each	2,750	
	Detective Clothing Allowance	2,500	
	Community Service Officer Uniforms	250	
	Miscellaneous - Special Operations Group	450	
	Basic Training Recruit Uniform	500	
	Crossing Guard Uniforms	<u>200</u>	
			23,705
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, Saturday Night Live, etc.		
			<u>6,000</u>
			<u>9,500</u>
	<b>Total Operating Supplies</b>		<b>92,365</b>

**MAINTENANCE**

550200	Equipment Maintenance and Repair - Other		
	LiveScan (Level II 5x8)	8,738	
	Radar repairs	1,500	
	Microfilm Reader/Printer non contract maintenance	100	
	FAX maintenance (estimated service call/parts)	200	
	Camera/Typewriter repairs	990	
	Imaging System	1,600	

Laptop Repairs	5,000
In Car Video Maintenance	3,375
In Car Video Repairs outside of contract	1,600
Truck Scale Certification	1,200
Evidence Management Storage system	3,900
CCTV Maintenance	<u>3,545</u>

**Total Maintenance** **31,748**

**CAPITAL OUTLAYS**

560000	Other Capital Outlays	
	Computer Upgrades & Associated Hardware	<u>10,700</u>

**Total Capital Outlays** **10,700**

**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	1,380
	Network II contract	2,940
	Non Contract Parts Maintenance	<u>2,300</u>
		6,620

590300	Emergency Communications Expense		
	Portable radios maintenance	5,328	
	Miscellaneous radio repairs	<u>1,250</u>	
			<u>6,578</u>
	<b>Total Miscellaneous Expenditures</b>		<b>21,358</b>

**LEASES AND RENTALS**

600400	Vehicle Rentals - Interfund		
	3 Squads @ \$27,500 each	82,500	
	Vehicle Maintenance	62,500	
	Vehicle Fuel	<u>95,000</u>	
	<b>Total Leases and Rentals</b>		<b>240,000</b>

**UTILITIES**

610000	Telephone		
	Cellular phones	<u>9,500</u>	
	<b>Total Utilities</b>		<b><u>9,500</u></b>

**TOTAL POLICE DEPARTMENT** **6,820,700**

**Village of Park Forest  
2010/2011 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.

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 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.

**Fire Department Responses**

<b><u>Calendar Year</u></b>	<b><u>Ambulance</u></b>	<b><u>Fire</u></b>	<b><u>Total</u></b>	<b><u>% Change</u></b>
<b>2005</b>	2,072	698	2,770	<b>+2.7%</b>
<b>2006</b>	2,144	821	2,965	<b>+6.6%</b>
<b>2007</b>	2,163	1,105	3,268	<b>+10.2%</b>
<b>2008</b>	2,304	961	3,265	<b>-.09%</b>
<b>2009</b>	2,222	801	3,023	<b>-8.0%</b>

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 building and 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 2009/2010 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) Continuance of our customer satisfaction survey instrument to measure satisfaction with our emergent and non-emergent responses to our customers.

*Responses received to-date continues to support our belief that our customers are very satisfied with the service provided to them by the department. The Fire Department is currently meeting this benchmark.*

- b) Continue to maintain a strong fire prevention presence in commercial properties Village-wide to safeguard current businesses from the threat of fire.

*The Fire Prevention Bureau continues to inspect each property at least once each year. High hazard and Assembly Occupancies continue to be inspected twice each year. To date, inspection frequency is on-target to meet this performance benchmark. Additionally, the department has identified and worked in collaboration with Ludeman Center and the Police Department on eliminating dangerous fire lane parking violations at this property. As a result of these efforts*

*all access roads in Ludeman Center are now posted as designated fire lanes and enforcement is being carried out by both departments.*

- c) Provide professional development opportunities to all Village personnel so they have the requisite training to better serve the community.

*At the end of the second quarter the Fire Department has sent all of the Shift Lieutenants to the National Fire Academy for instruction in strategic and tactical considerations at large scale events. A number of members attended advanced NIM's training or other classes designed to either maintain their current skill sets but in most cases the instruction is suited to enhance their professional standing. The department continues to provide in-service training for Paramedics, EMT's and Fire Investigators in order to maintain their certifications. On-going training is also provided in other disciplines to equip fire personnel with the requisite knowledge to perform our mission safely and efficiently. The Fire Department is currently meeting this benchmark.*

- d) Continue the development of an action plan to reinstate or improve the Fire Department's ISO rating to a class four.

*As part of the planning process Deputy Chief Ziegler recently attended a two-day class outlining what fire departments need to know and what tools are available to assist them in modifying their community's ISO rating.*

- 2. Become a change agent for amending the state school funding mechanism.

*Assist the Board in any other programs or policies developed to meet this objective.*

- 3. Develop methods for improving Board and Staff relations with School District 163.

- a) Continue to engage School District 163 officials with regard to fire prevention programs that would benefit the lives of students under their charge.

*The Fire Department continues to engage District #163 however to-date Blackhawk and 21<sup>st</sup> Century are the only schools that have indicated an interest in implementing the fire safety school education program. To the extent we can the department has satisfied this benchmark.*

- b) Work with School District 163 on their required inspections and to support their life safety initiatives.

*The Fire Department continues to provide the required State of Illinois (Office of the State Fire Marshal) school inspection program at all District #163 schools. In the last quarter the department also identified a significant problem with the District's telephone system and worked with them to remedy the issue. Our*

*quarterly newsletter “Firestopper” was delivered to all District #163 Schools. The Fire Department is currently meeting this benchmark.*

4. 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.

*The Fire Department is actively involved in this area and is currently meeting the turn-around benchmarks established by the development team last year. We have also provided technical support in terms of code clarification to several prospective developers. The Fire Department is currently satisfying this benchmark.*

- b) Continue to participate in staff committees and groups related to economic development and development issues.

*The Fire Department continues to attend all meetings and support efforts by economic development associated with development issues. The department, after reviewing the 2009 Edition of the Fire Prevention Code, presented a recommendation to the Board to adopt the new Code with revisions. Our recommendation was approved by the Board and the Code is now officially adopted effective January 1, 2010. The Fire Department is currently satisfying this benchmark.*

5. Improve Village services and infrastructure.

- a) Continue department involvement with programs with younger members of the community (youth day, earth day, fire prevention week, silent parade, open house).

*The fire department recently completed another successful fire prevention week program including the dedication of the new Fire and Police Memorial. Parts of the week’s activity include the silent parade and an open house. The department has satisfied this objective.*

- b) Continue to seek grants to expand staffing within the career division as well as looking into other opportunities to increase the fire department’s daily minimum staffing level to six firefighters.

*Because of the current economic environment the department had to withdraw its application, removing us from further consideration. The department has satisfied the benchmark to the extent possible prior to withdrawal of our grant application.*

6. Increase citizen involvement in, and awareness of, the life of the Village.

- a) Police and Fire Departments will continue the Citizen's Fire and Police Academy designed to increasing citizen's knowledge of Police and Fire Department operations.

*The fire department recently completed another successful fire prevention week program including the dedication of the new Fire and Police Memorial. Parts of the week's activity include the silent parade and an open house. The department has satisfied this objective.*

- b) Explore the development of a cable show designed to alert residents to fire safety information.

*Conceptual planning continues on the benchmark however as of this update no real progress has been achieved to satisfy it.*

- c) 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.)

*The Fire and Police Departments have participated in the "Meals on Wheels" program by delivering meals to residents at Juniper Towers. As of the writing of this update the Fire Prevention Bureau has also initiated fire-drill training at both Juniper Towers and Victory Center. We have also sent our Bureau staff to a seminar on Alzheimer's and elderly abuse so we can have a more holistic approach in our outreach programs to seniors. Further, our outreach programs have reached 3,287 attendees an increase of over 300 from last year. The department has satisfied this objective.*

## **2010/2011 FIRE DEPARTMENT OBJECTIVES:**

1. Maintain excellence in governing and create a more participatory government.
  - a) Maintenance of the existing customer satisfaction survey instrument designed to measure satisfaction with Fire Department emergent and non-emergent responses to our customers.
  - b) Enhance our department's Web Site by providing more timely information to our customers and provide an electronic version of the customer satisfaction survey allowing additional citizen feedback.
  - c) Preserve our investment in the professional development of personnel through continuing education and seek out additional opportunities for enhanced training to better serve our residents.

- d) Continue the development of an action plan to reinstate or improve the Fire Department's ISO rating to a class four.
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.
  - b) 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) 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 our limited tax base.
  - b) 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.
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.
  - b) 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.
  - c) Develop and implement where possible "Green Initiatives" into the fire departments physical plant, vehicles and operations.
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 our 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, Scenic 5-mile Run, Youth Day, Earth Day, Fire Prevention Week, Silent Parade, and Open House).
- c) Maintain and expand the school educational programs instituted in Fiscal Year 2007/2008.
- d) In conjunction with the Police Department, conduct a third class for the Citizen's Fire and Police Academy.

### **PERFORMANCE MEASURES:**

There are four department objectives listed under goal number one. Our first two initiatives will be satisfied by maintaining the existing customer satisfaction survey program and by adding the ability to provide feedback electronically through our department web site. Additional Hazardous Material, NIM's and Incident Command (Blue Card) training will satisfy initiative three. Initiative four will be met when the Fire Department completes a financial assessment of identified deficiencies needed to achieve reinstatement of our ISO rating.

With regard to goal number two, the Fire Department has identified two objectives to support this goal. The first initiative will be satisfied when the fire prevention staff is authorized to engage in fire prevention programs in School District #163. The second initiative will be met after conducting the state inspection of all School District #163 buildings and provide commentary on the school crisis plan.

We have identified two initiatives which will support goal number three. The first in this category will be met by the continuation of rigorist Code enforcement throughout the Village. The second initiative will be satisfied as the Fire Department continues to support the community development department on development issues by attending development meetings designed to completely inform potential new businesses of Code requirements prior to leasing or purchasing space and providing technical advice on Code issues.

There are three objectives that will work in collaboration with goal number four. The first initiative will be satisfied by applying for as many grant opportunities as present themselves in support of Fire and EMS operations. The second initiative will be met when we meet the benchmark outlined in the enabling objective and finally, to the extent possible implement "Green Initiatives" into all aspects of the fire department.

With regard to the final board goal, the Fire Department has listed four initiatives. The first initiative will be satisfied through continued outreach to our seniors and school age children. Our goal is to attempt to meet or exceed our attendee record established in 2008. The remaining three initiatives will be satisfied when we meet the established benchmarks.

Performance Measure	Benchmark	MET	
		08/09	09/10
<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%	N/A	✓
	40 Seconds/99%	N/A	✓
<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%	N/A	✓
	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	N/A	75%
<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	N/A	82%
<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	N/A	86%
<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 our mission objectives.	Public Ed contacts ≥ 3,000 contacts a year.	✓	✓
<u>Fire Suppression:</u> Keep the number of structure fires at 50% below the average for communities between 10,000 and 24,999 in the Northcentral Region.	49 structure fires (2.1 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 Northcentral Region.	2 or fewer civilian fire injuries (.0874 per 1,000 population served).	✓	✓
<u>Fire Suppression</u> : Have no civilian or firefighter fire fatalities.	0 fire fatalities.	✓	✓
<u>Survey Responses</u> : Respondents to our survey rate the services above average.	90% of respondents.	✓	✓
<u>Collection</u> : Exceed the industry average for ambulance billing collection.	> 65% collection	✓	✓

\*Met Standard within Control of Department

### 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, however the most often applied standard when considering what on-duty staffing levels should be is to define what you expect the crew to place in operation and what critical tasks they are expected to perform when they arrive at the scene.

Currently our minimum staffing level is fire (5) Fire-Medics a day shown below in the “Current Allocation” column of the Table. Remember, it’s our internal capacity to immediately intervene that plays the largest factor in the determination of the outcome of a fire and the safety of our firefighters. Given the nature of the community’s risk, frequency of multiple requests for assistance and the size and complexity of our residential properties it is imperative that the Village move forward with more optimal staffing on first responding units.

<b>National Fire Protection Association</b>	
<b>NFPA 1710 Standard</b>	
<b>Initial Full-Alarm Assignment Capability Deployed Within Eight Minutes</b>	
<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.

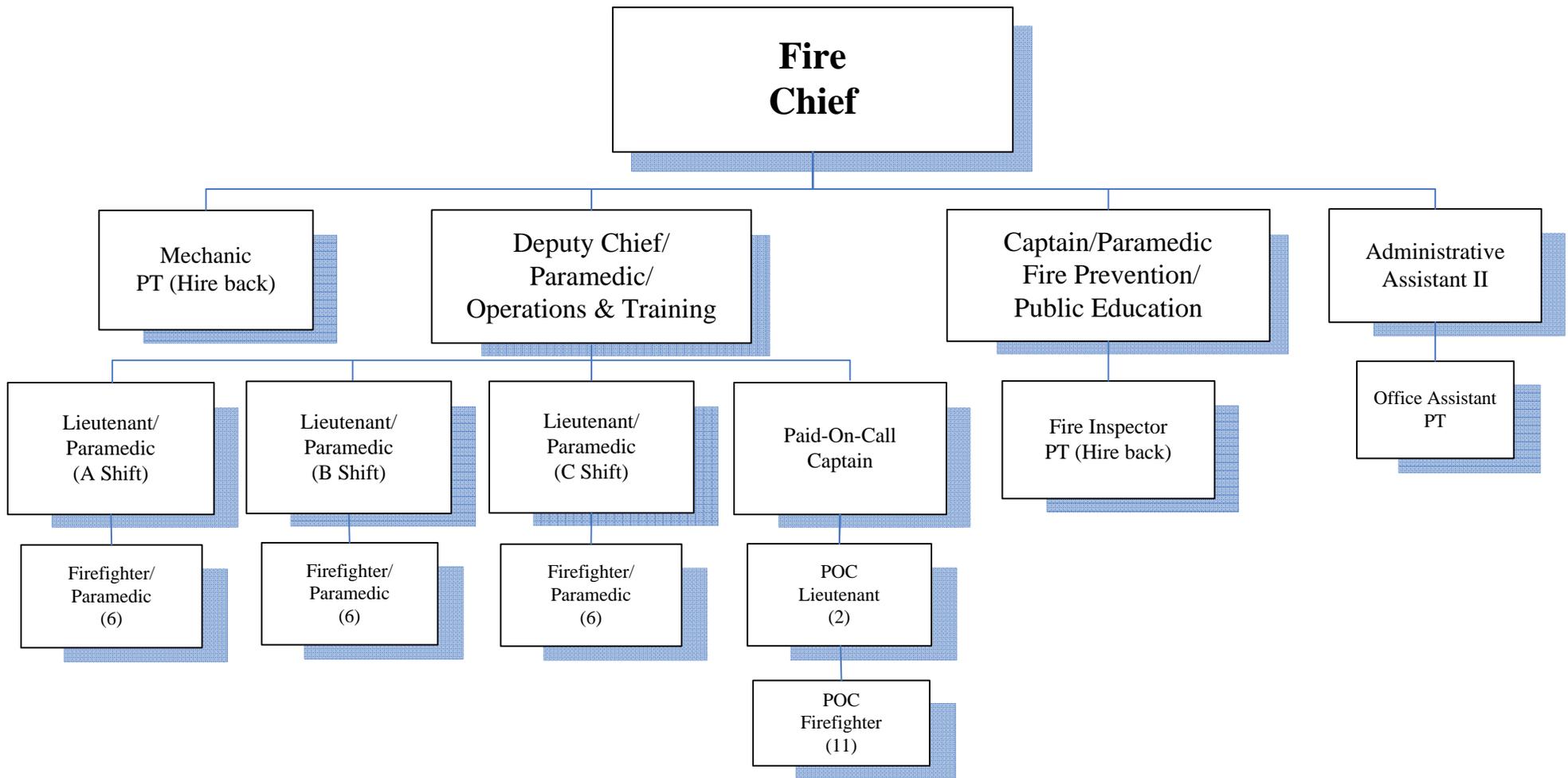
It should be noted the actual staffing levels on each of the three shifts has not been increased since 1993 even though emergency responses have increased by 160 percent through 2009.

The current staffing complement is depicted below:

<b><u>Position</u></b>	<b><u>2006/07</u></b>	<b><u>2007/08</u></b>	<b><u>2008/09</u></b>	<b><u>2009/10</u></b>	<b><u>2010/11</u></b>
Fire Administrator/Chief	1	1	1	1	1
Deputy Fire Chief	0	1	1	1	1
Fire Captain	1	1	1	1	1
Fire Lieutenant	4	3	3	3	3
Firefighter/Paramedic	18	18	18	18	18
Administrative Assistant II	1	1	1	1	1
Office Assistant-Part Time	<u>0</u>	<u>0</u>	<u>0</u>	<u>.4</u>	<u>.4</u>
<b>Total</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25.4</b>	<b>25.4</b>

# Village of Park Forest Fire Department

## Organizational Chart



**Village of Park Forest  
2010/2011 Budget**

**FIRE DEPARTMENT  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	1,818,719	1,858,325	1,858,892	1,927,518	4%
Overtime Salaries	172,769	208,421	180,329	212,589	2%
Temporary/Part time Salaries	35,297	71,255	71,255	73,178	3%
IRMA Workers Comp Reimb.	<u>(43,124)</u>	<u>0</u>	<u>(39,841)</u>	<u>0</u>	0%
<b>Total Personnel Services</b>	<b>1,983,661</b>	<b>2,138,001</b>	<b>2,070,635</b>	<b>2,213,285</b>	<b>4%</b>
<b><u>Insurance</u></b>	236,680	252,135	252,060	281,993	12%
<b><u>Employee Support</u></b>	634,063	681,362	681,362	796,366	17%
<b><u>Professional Services</u></b>	48,542	74,658	74,658	84,561	13%
<b><u>Operating Supplies</u></b>	61,923	58,814	58,814	45,264	-23%
<b><u>Maintenance</u></b>	16,755	17,300	17,300	17,300	0%
<b><u>Capital Outlays</u></b>	71,486	51,043	50,280	68,300	34%
<b><u>Miscellaneous</u></b>	1,766	1,800	2,125	1,800	0%
<b><u>Leases and Rentals</u></b>	179,200	188,160	188,160	168,160	-11%
<b><u>Utilities</u></b>	<u>5,214</u>	<u>6,420</u>	<u>3,520</u>	<u>3,300</u>	-49%
<b>TOTAL</b>	<b><u>3,239,290</u></b>	<b><u>3,469,693</u></b>	<b><u>3,398,914</u></b>	<b><u>3,680,329</u></b>	<b>6%</b>

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>
<b><u>Foreign Fire Insurance Fund</u></b>				
Revenue	10,576	17,239	17,239	17,000
Expenditures	<u>7,072</u>	<u>17,239</u>	<u>17,239</u>	<u>17,000</u>
Change in Fund Balance	3,504	0	0	0
Ending Fund Balance	<b><u>6,262</u></b>	<b><u>6,262</u></b>	<b><u>6,262</u></b>	<b><u>6,262</u></b>

**Village of Park Forest  
2010/2011  
Budget**

**FIRE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Increase 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
<b><u>NON UNION*</u></b>									
Bob Wilcox Fire Chief	108,855	110,488	24,9	110,488		1,602	0	0	120
Bruce Ziegle (Gross incl \$2,877 paramedic) Deputy Fire Chief	94,033	95,914	21,9	98,791			16,033	1,170	120
Michael J Wheeler (Gross incl \$2,877 paramedic) Fire Captain	89,556	91,347	20,9	94,224			10,798	730	120
Traci Apt Administrative Assistant II	53,917	54,995	9,9	54,995	5,258	4,207	0	0	120
<b>Subtotal Non-Union</b>	<b>346,361</b>	<b>352,744</b>		<b>358,498</b>	<b>5,258</b>	<b>5,809</b>	<b>26,831</b>	<b>1,900</b>	<b>480</b>
<b><u>UNION</u></b>									
Steve J. Bobzin Lieutenant/Paramedic			039,C				12,508	1,170	120
Paul Hodges Lieutenant/Paramedic			039,C				16,033	1,170	120
Phillip Myers Lieutenant/Paramedic			039,C			1,233	16,033	1,170	120

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011  
Budget**

**FIRE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Increase 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Christopher P. Apt Firefighter/Paramedic			040,F			1,035	16,033	1,170	120
William C. Brei Firefighter/Paramedic			040,F			1,035	16,033	1,170	120
Edward T. Dionne Firefighter/Paramedic			040,F				13,033	0	120
Joseph A. Gray Firefighter/Paramedic			040,F			1,035	16,033	1,170	120
Patrick Hisel Firefighter/Paramedic			040,F			1,035	4,777	1,170	120
James Lustig Firefighter/Paramedic			040,F				0	0	120
Albert Martinez Firefighter/Paramedic			040,F				10,798	376	120
Ryan D. Roberts Firefighter/Paramedic			040,F			1,035	19,351	1,170	120
William F. Toberman Firefighter/Paramedic			040,F			1,035	16,033	1,170	120

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011  
Budget**

**FIRE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Increase 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Tracy Natyshok Firefighter/Paramedic			040,F			1,035	0	1,170	120
Edward A Wright Firefighter/Paramedic			040,F			1,035	4,777	171	120
Carolyn Gray Firefighter/Paramedic			040,E			988	0	1,170	120
Cory Murdoch Firefighter/Paramedic 040,E 01/15/11			040,D			959	16,033	457	120
Taylor J Bordewyk Firefighter/Paramedic 040,E 02/05/11			040,D			954	10,798	730	120
Mark Cotrano Firefighter/Paramedic 040,D 08/27/10			040,C			918	6,475	730	120
Neil Grove Firefighter/Paramedic 040,D 08/27/10			040,C			918	6,475	376	120
Robert Pillman Firefighter/Paramedic 040,D 08/27/10			040,C			918	13,033	0	120
Nathan Marconi Firefighter/Paramedic 040,C 08/25/10			040,B			851	4,777	376	120

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011  
Budget**

**FIRE DEPARTMENT  
SALARY DETAIL**

7/1/2010

	6/30/2010 Base	Increase 1.5 - 2%*	7/1/2010 Grade & Step	Gross**	IMRF 9.56%	FICA 7.65%	Health	Dental	Life
<b>Total Union</b>	1,438,313	1,467,085		1,488,937		16,019	219,033	16,086	2,520
<b>Total Non-Union and Union</b>	1,784,674	1,819,829		1,847,435	5,258	21,828	245,864	17,986	3,000
Holiday Pay	77,366	78,907		80,083		863			
<b>Total Regular Salaries</b>	1,862,040	1,898,736		1,927,518	5,258	22,691	245,864	17,986	3,000
Paid On Call	60,865	62,082		62,082		4,749			
Part-time Help	10,392	10,600		11,096		849			
Hire Back Mechanic				14,000		203			
Overtime	208,421	212,589		212,589		3,083			
Disability Pension Health Insurance							11,943		
Retiree Health Insurance Stipend							3,200		
<b>FIRE DEPT. TOTAL</b>	2,141,717	2,184,007		2,227,285	5,258	31,575	261,007	17,986	3,000
<b>ALLOCATIONS:</b>									
Vehicle Services				-14,000		-203			
<b>FIRE DEPARTMENT TOTAL</b>	2,141,717	2,184,007		2,213,285	5,258	31,372	261,007	17,986	3,000

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011 Budget**

**FIRE DEPARTMENT  
DETAIL  
01-08-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	1,927,518
500100	Overtime Wages	212,589
500200	Temporary/Part-time	<u>73,178</u>

**Total Personnel Services** **2,213,285**

**INSURANCE**

510100	Health Insurance	245,864	
	Dental Insurance	17,986	
	Life Insurance	<u>3,000</u>	

266,850

510110	Health Insurance - Disability	11,943
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510120	Health Insurance - Stipend	<u>3,200</u>
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**Total Insurance** **281,993**

**EMPLOYEE SUPPORT**

520000	Travel Expenses		
	National Conferences	2,000	
	Outside Training Classes	2,250	
	State/Local Conferences	<u>2,000</u>	

6,250

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)	3,000	
	State/Local Conferences and Seminars (IFCA, Univ. of Illinois, Metro-Chiefs, IFIA, IFSAP)	3,000	
	College Tuition	1,500	
	Fire Prevention Bureau	1,000	
	Paramedic/EMT/EMS Training	5,820	
	Firefighter II Academy	1,500	
	Outside Training Programs (firefighting related) (FAE, HazMat, Confined Space)	<u>3,260</u>	
			19,080
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		31,372
520620	IMRF		5,258
520622	Fire Pension Contributions		<u>727,406</u>
	<b>Total Employee Support</b>		<b>796,366</b>

**PROFESSIONAL SERVICES**

535700	SouthCom contribution - Fire share		<u>84,561</u>
	<b>Total Professional Services</b>		<b>84,561</b>

**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)	2,000 3,000	

	<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>	12,000
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>750</u>	1,000
540350	Office Equipment/Furnishings Replacement of chairs, file cabinets		2,000
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	14,000	
	<u>Firefighting/Protective Clothing</u> New Hires/Replacements	<u>3,000</u>	17,000

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	500 950 900 <u>900</u>	3,250
541900	Audio/Visual Materials Fire Related Public Education/Fire Safety	600 <u>614</u>	1,214
542400	Medical Supplies <u>EMS</u> Oxygen, Exam Gloves, Trauma Gloves, Batteries, Jump Bags, Chemstrips, B/P Cuffs		<u>5,000</u>
	<b>Total Operating Supplies</b>		<b>45,264</b>

### MAINTENANCE

550000	Contractual/Equipment Maintenance <u>EMS</u> Defibrillators Miscellaneous Equipment Maintenance	450 <u>2,250</u>	2,700
550200	Equipment Maintenance and Repair Maintenance Contract - Radios/Pagers Maintenance Contract - Weather Sirens Radio Replacement/Reprogramming Extinguisher Recharging Air Quality Testing Station Equipment Repairs Hydrostatic Testing Cellular Repairs	5,000 2,800 2,200 1,000 500 2,500 400 <u>200</u>	<u>14,600</u>
	<b>Total Maintenance</b>		<b>17,300</b>

**CAPITAL OUTLAYS**

560000	Computer System Upgrade	9,500
	Protective Clothing	8,738
	SCBA Air Bottles	3,240
	Training Site Maintenance/Upgrades (CN)	12,000
	Hazardous Materials Equipment (CN)	5,000
	Firefighting Equipment	822
	Training Room Enhancement (CN)	10,500
	Incident Management/Command - Training (CN)	8,000
	Training Manual Update (CN)	7,500
	HazMat Reference Materials (CN)	<u>3,000</u>
	<b>Total Capital Outlays</b>	<b>68,300</b>

**MISCELLANEOUS EXPENDITURES**

590200	Radio/Communications	
	Radio Batteries	300
	Knox Box Program	1,000
	Opticom/Repairs	<u>500</u>
	<b>Total Miscellaneous Expenditures</b>	<b>1,800</b>

**LEASES AND RENTALS**

600400	Vehicle Service Fund - interfund	<u>168,160</u>
	<b>Total Leases and Rentals</b>	<b>168,160</b>

**UTILITIES**

610000	Telephone	
	<u>Administration/EMS</u>	
	Cellular Service	2,232
	Wireless Internet Connection Charges	<u>1,068</u>
	<b>Total Utilities</b>	<b><u>3,300</u></b>

**TOTAL FIRE DEPARTMENT** **3,680,329**

## Village of Park Forest 2010/2011 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 2009/2010

It was a year of staff transition for the Health Department in 2008/2009. On January 8, 2010, after 15 years of community service, Christine Blue retired as Director of Park Forest Health Department. Christine still remains an active member of the Friends of the Health Department to continue her support of the Health Department.

In 2008, new Illinois legislation resulted in the requirement for additional licensure for the Health Department for in-home community health nursing services. The Health Department was approved for the additional license in late 2009.

The Health Department staff provided an outstanding level of community health nursing services during 2009: During calendar year 2009, the Department recorded 12,303 client contacts, including in-home, in-office and community delivered, fee and prepaid services, a decrease of 2,520 from 2008. Of those contacts, 9,381 (76%) were delivered to people with Park Forest addresses, 657 (5%) to Richton Park addresses, 493(4%) to Matteson addresses, and 221 (2%) to Chicago Heights addresses. All client contacts for the year had an address reported. The remaining 13% of services were delivered to people from 64 other communities. The following table highlights major source communities for all client contacts from 2003 through 2009.

	2003	2004	2005	2006	2007	2008	2009
<b>Total annual contacts</b>	14,469	12,408	12,625	11,687	12,894	14,823	12,303
<b># municipalities</b>	63	58	60	54	58	53	68
<b>Park Forest</b>	9,617	8,606	8,334	8,999	9,504	10,859	9,381
<b>Richton Park</b>	740	825	593	531	684	781	657
<b>University Park</b>	84	96	131	59	60	117	128
<b>Olympia Fields</b>	221	200	245	78	141	137	134
<b>Matteson</b>	358	776	799	281	353	599	493

The Health Department is an intake site for the Access To Care Program. During 2009, forty-seven new clients applied for Access to Care through this location and many others completed the renewal process. Eighteen people completed the application process for eyeglasses and hearing aids and more than 774 people stopped in or called for free referral information.

In 2009, the former Health Department Director continued to participate in the Place Matters Design Lab until her retirement in January 2010. Now, staff RN, Vicki Green will serve as the Health Department's liaison for the Place Matters Program. The project designer is Dr. Gail Christopher of the Office of Health, Women and Families of the Joint

Center for Political and Economic Studies in Washington, D.C. Place Matters is primarily funded by the Kellogg Foundation and seeks to promote understanding of the social determinants of health. Place Matters sponsors teams from all over the country to learn and exchange experiences in Design Labs. Members of the team were invited because of demonstrated interest in the topic of minority health and because south Cook County, Illinois has some of the worst county health incidence and outcome statistics in the nation. The Place Matters team mission is to change good intentions to good ideas to good programs with good outcomes for people of color. The current problem being addressed by the south Cook County team is the unfair distribution of food. The Place Matters team leader is Jennifer Artis from St. James Hospital. Other members include Apostle Carl White, Margaret Davis, Salim Al Nurradin, Robin Kelly, Senator Mattie Hunter and James Bloyd. The Nursing Supervisor also continues to network with the team leader and associates through email and attends locally scheduled South Suburban Cook County Meetings.

The ten-member Professional Advisory Group (PAG) met twice during 2009. PAG provided oversight 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 on the 2008/2009 findings to the PAG Board members. A report derived from the home health patient satisfaction surveys was also given. The group was also notified of a charitable donation of \$10,000 given to Nurses Plus in the form of a trust from a previous home health client who was pleased with the nursing care she received. This year, the Health Department's previous nursing supervisor (Judy Sopiartz) was invited to become a PAG Board Member and accepted.

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 dial-up telephone for these purposes. The problems with reimbursement created by the move from 400 Forest Boulevard to 350 Victory have been resolved and the outstanding delayed reimbursement of \$127,000 was received August 2008.

The Health Department continues a liaison relationship with the Park Forest Nurses Club (PFNC). All of the Health Department nurses have become active members as of 2009. 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 still serves as the Secretary of this organization. The Friends of the Park Forest Health Department was created to raise money to promote and support the Health Department.

The Health Department has assigned staff nurse Juanita McGuire to serve as the new staff liaison to the Senior Citizen Advisory Commission which meets at the Health Department. The Commissioners donated 323 hours of time during 2009 and recorded an additional 350 guest hours through its various activities. Trustee Ken Kramer served as Board Liaison.

Finally, the department is involved in managing the Park Forest Farmers' Market. The administrative functions include 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 2009 Market season were the addition of three additional professional locator signs, an addition of an organic meat vendor and the increase in grant dollars for the Senior Farmers Market Nutrition Program from \$17,000 in 2008 to \$18,000 in 2009. Of the 660 seniors who participated in this program in 2009, 311 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 Nursing Supervisor and the Administrative Assistant attended the Illinois Department of Public Health’s Food Sanitation Certification training. Therefore, upon the retirement of the previous Health Officer, Christine Blue, the Health Department would still maintain a State certified food sanitarian.*

*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.*

<b>FOOD SAFETY INSPECTIONS</b>					
<b>Year</b>	2005	2006	2007	2008	2009
<b>Number</b>	73	161	133	114	119

## Home Health

2. Increase utilization of Medicare-covered home health services over calendar year 2008.

*The number of home health visits in 2009 decreased from 2008. The decline could be a result of lower visibility, staff turnover or continued high competition/low marketing presence of Nurses Plus.*

*Considerable effort was put into increasing visibility through the updating of the Nurses Plus logo, purchasing signage for the Health Department front desk to display its presence from the elevator, developing marketing posters for health fair displays demonstrating care from the current staff, recreating a mailer friendly brochure and strategically planning the distribution of flyers and brochures at all community health fairs, local nursing homes and assisted living facilities and at the various flu clinic outings. Staff also ordered Nurses Plus badges to be placed on the staffs nursing bags and uniform lab coats while conducting visits in the field. A tablecloth with the Nurses Plus logo was ordered and used on departmental vendor tables at neighborhood health screenings and health fairs. In addition, new Nurses Plus Name Badges were ordered for all staff. And lastly, the village hall ordered a building directory to assist all local residents in locating the various village departments in the village hall building. This directory shows constituents that Nurses Plus is located on the lower level. From January to March 2010, census has increased to as high as 27 patients from a prior average of 17.*

### HOME HEALTH VISITS

<b>Year</b>	2005	2006	2007	2008	2009
<b>Number</b>	1,700	2,523	2,825	2,015	1,939

3. Write expanded procedures for Home Nursing license-covered services.

*The procedure manual for home nursing license-covered services was updated and reviewed by each employee in the department.*

4. Increase utilization of Bath Service over 2008 utilization.

*2008 utilization of bath service was 992 baths. A total of 668 baths were provided in 2009.*

## Mother, Child and Family Health

5. Implement inventory system for all vaccines, complying with the IDPH regulations for vaccines.

*Inventory system was established. The responsibility is rotated for maximum internal controls.*

6. Increase number of adult and child immunization to surpass 2008 utilization.

*Child immunizations did surpass 2008 utilization although adult immunizations did not but the decline was not significant.*

*The demand for the Shingles and Twinrix (combination Hep A & Hep B vaccine) was minimal in 2009. Only 3 doses of Shingles were given and 8 doses of Twinrix. The Shingles vaccine is costly at \$202.50, and may have led to the poor demand. Even though few clients requested the combination Hep A & Hep B Vaccine, 40 adult patients received the Hepatitis B vaccine alone.*

*In 2009, the health industry across the nation experienced a great increase in demand for the seasonal influenza vaccine along with a nationwide influenza shortage, as a result of the epidemic of H1N1. The Health Department, along with many other providers in the area experienced a great delay in the delivery of seasonal influenza vaccine as pharmaceutical companies were sold out and refused to accept new orders until their manufacturers could replenish their supply. As a result, the Adult influenza utilization decreased by 8.5%, while the Child influenza utilization rate increased by 30%. The Adult Pneumonia vaccine usage continued to have a low demand.*

*In December 2009, the Health Department also collaborated with the Cook County Department of Public Health and signed a Memorandum of Understanding to assist with the South Suburban Cook County's administration of H1N1 vaccine to infants, children and adults to help control the epidemic in the community around Park Forest.*

**IMMUNIZATIONS**

	<b>Adult</b>	<b>Child</b>	<b>Adult Flu</b>	<b>Child Flu</b>	<b>Total</b>
<b>2004</b>	298	278	71	37	<b>684</b>
<b>2005</b>	347	287	1,101	21	<b>1,756</b>
<b>2006</b>	226	270	915	34	<b>1,445</b>
<b>2007</b>	126	224	1,042	38	<b>1,430</b>
<b>2008</b>	194	250	705	17	<b>1,166</b>
<b>2009</b>	111	312	645	58	<b>1,126</b>

7. Plan and implement the monthly screening clinic in advance of school physicals clinic season.

*The Health Department 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 addition, in 2009 staff created a patient*

satisfaction survey to be distributed to all parents to rate their experiences with Health Department services. The majority of parents completed their surveys and responded very favorably. The Health Department also offered free school physical clinics at the early part of the summer to encourage compliance with getting their physicals done before the start of the school year. Later, the Department continued to keep its school physical screenings at the lowest most affordable cost for local parents. Implementation of the monthly physicals clinics program was delayed until July 2010 due to the unexpected change in the department's Medical Advisor. Overall, there was an increase in the number of school physicals completed from 2008 to 2009.

**SCHOOL PHYSICALS**

	2004	2005	2006	2007	2008	2009
# Clinics	9	9	7	8	8	8
#School Physicals	328	254	252	197	102	145

**Senior Health**

- Continue Nursing offices at Victory Centre, Garden House, Juniper Tower and Cedar Ridge Apartments.

*Nursing office services, which include blood pressure monitoring, glucose testing and medication management at all senior living facilities combined increased from 1,866 in 2008 to 1,886 in 2009*

**SENIOR BUILDING NURSING OFFICE VISITS**

2006	2007	2008	2009
2,369	1,925	1,866	1,886

- Expand hospital visit program at Garden House.

*The Hospital Visit Program was suspended in September 2009 as the Health Department decided to implement new strategies by having staff market in other ways. Networking was started with representatives of hospitals, skilled nursing facilities and assisted living facilities in the area to make known the services provided by Nurses Plus.*

**Adult Health**

- Increase glucose screening by 100 clients over 2008 client visits.

*A total of 170 glucose screenings were administered in 2008 compared to 159 in 2009.*

11. Increase Blood Pressure screening visits by 150 over 2009 client visits.

*Blood pressure screenings in the office during 2008 were 283 client visits. During 2009, 188 clients were screened. This goal was therefore not achieved.*

12. Implement individual staff member daily statistics monitoring.

*New 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**

13. 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.*

14. 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.*

## **2010/2011 HEALTH DEPARTMENT OBJECTIVES**

### **Environmental Health**

1. Maintain level of food safety inspections for food vendors within the Village.

### **Home Health**

2. Increase utilization of Medicare-covered home health services over calendar year 2009.
3. Write expanded procedures for Home Nursing license-covered services.
4. Increase utilization of Bath Service over 2009 utilization.

## **Mother, Child and Family Health**

5. Implement inventory system for all vaccines, complying with the IDPH regulations for vaccines.
6. Update all immunization policy and procedures to be in compliance with current ACIP (the Advisory Committee on Immunization Practices) and implement upon review and approval of new medical advisor.
7. Increase number of adult and child immunization to surpass 2009 utilization.
8. Develop a formally written collaborative agreement to detail the working relationship terms between the medical advisor and the advanced practice nursing contract staff.
9. 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**

10. Continue Nursing Offices at Victory Centre, Garden House, and Cedar Ridge Apartments. Resume Nursing Office services at Juniper Towers.

## **Adult Health**

11. Increase glucose screening by 100 clients over 2009 client visits.
12. Increase Blood Pressure Screening visits by 150 over 2009 client visits.
13. Implement consistent individual staff member daily statistics monitoring.

## **Administration**

14. Develop a more accurate tracking method to document staff time/visits submitted from independent contractors.
15. 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.
16. Continue to focus on teamwork stressing the importance of redundancy, organization, collaboration and communication.
17. Revise statistical spreadsheets to enable up to date reporting on all functions reported for statistical analysis.

**PERFORMANCE MEASURES FOR 2010/2011:**

Objective 1 will be monitored on a monthly basis in the departmental statistical report. Objectives 2, 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 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 tracked on a monthly basis in the departmental statistical report, the monthly departmental revenue report and by the Nursing Supervisor during departmental meeting. A special coverage rate report is prepared and distributed by the Illinois Department of Public Aid as part of the Vaccines For Kids program. Results of this survey will be included in the weekly staff meeting when the report is made available. Objectives 8 and 9 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 nurses practitioners. Objectives 10 through 17 will be measured on a monthly basis in the departmental statistical report, 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.

<b><u>STAFFING:</u></b>	<b><u>2006/07</u></b>	<b><u>2007/08</u></b>	<b><u>2008/09</u></b>	<b><u>2009/10</u></b>	<b><u>2010/11</u></b>
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
<b>Total full time equivalents</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>

Matthew Johnson, M.D., resigned as the department's medical advisor in August of 2009 after 5 years of service to the Health Department. The Health Department searched the medical community via networking and was successful in finding a new Medical Advisor in November 2009. The new medical director, Dr. Javette Orgain, specializes in Family Practice Medicine and teaches Family Practice residency at the University of Illinois. In this capacity, she reviews procedures and protocols but provides no clinical services.

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 continue 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, supervision-intensive and cannot be viewed as a viable source of productivity enhancement.

### **VOLUNTEERS:**

Volunteers donated a total of 2,430 hours during 2009, an increase of 181 hours over 2008. These hours are from the Health Department's volunteers and the Nursing Offices in the senior buildings. A Volunteer Appreciation Reception will be held at Dining on the Green, Downtown Park Forest on April 21, 2010 to express gratitude for the generous gift of time and talent toward the health of the community and the endeavors of the department during 2008 and 2009. The volunteers were Theora Allen, Gwenevere Browder, Louis Dix, Norma Duddy, Gayles Evans, T'Keyah Ford, Jennifer Herrmann, Selita Jackson, Valarie Jones, Linda Marron, Gary Marron, Ruth Michel, Kathy Murphy, Johnathan Newman, Sandra Nick, Ikeia Peals, Helen Peele, Deloris Rankin, Linda Sharkey, Sandra Turner, Fatima Yamout and Evelyn Zawadzki.

The Professional Advisory Board for Nurses Plus Home Healthcare met meeting in May and October of 2009. Members of this appointed body are: Aaron Gerber, MD; Abel Pereyra, MD; Christine Blue, RN; Carol Wentz, OTR/L; Calvin Singer, resident; Mae Brandon, Board Liaison; Monica Koehn, RN; Vivian Purnell, OT; Judy Sopiartz, RN, and Susan Provost, PT. Jenise Ervin, Nursing Supervisor assumed leadership and coordinated and chaired these meetings in 2009.

### **CONTRACT SERVICES:**

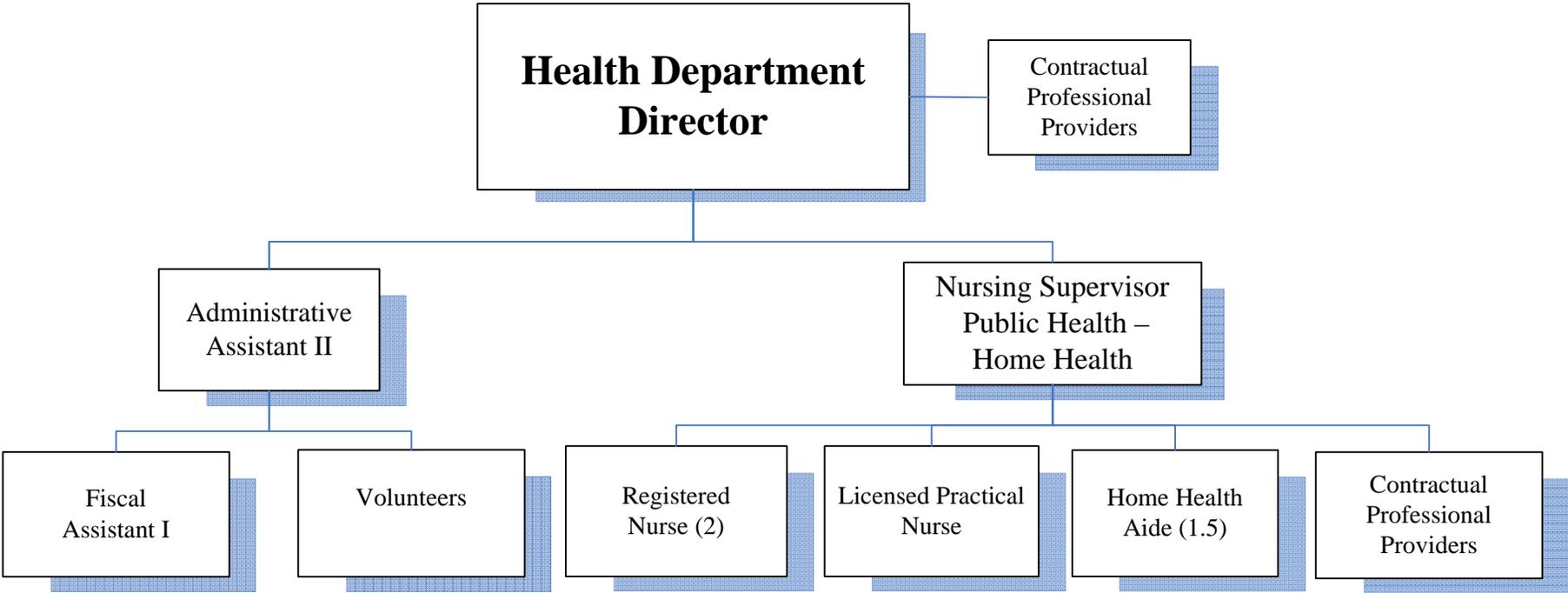
The Health Department maintained contracts or letters of understanding for services with the following individuals and agencies:

Lynn Farmer, Occupational Therapy  
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  
Helen Bachelder-Peele, Registered Professional Nurse  
Maritas Williams, Registered Professional Nurse  
Mary Jane Chew, Licensed Practical 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  
Ola Perkins, RN  
Demetris Jantuah, RN  
Keyoma Jamerson, RN  
Darla Johnson, RN  
Catherine Chandler, RN  
Rosa Ross HHA  
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  
Illinois Wesleyan University, College of Nursing  
Indiana Wesleyan University 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  
2010/2011 Budget**

**HEALTH DEPARTMENT  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	423,893	465,284	430,000	430,445	-7%
Overtime Salaries	3,957	2,097	4,100	2,144	2%
Temporary/Part-time Salaries	<u>26,548</u>	<u>22,095</u>	<u>21,000</u>	<u>23,059</u>	4%
<b>Total Personnel Services</b>	<b>454,398</b>	<b>489,476</b>	<b>455,100</b>	<b>455,648</b>	<b>-7%</b>
<b><u>Insurance</u></b>	58,716	65,964	70,000	92,580	40%
<b><u>Employee Support</u></b>	83,443	96,685	93,040	92,692	-4%
<b><u>Professional Services</u></b>	84,333	116,300	107,200	112,500	-3%
<b><u>Operating Supplies</u></b>	46,200	54,270	51,670	53,670	-1%
<b><u>Maintenance</u></b>	12,216	11,160	11,160	11,160	0%
<b><u>Capital Outlays</u></b>	5,010	5,000	6,500	0	-100%
<b><u>Miscellaneous</u></b>	5,492	5,600	6,000	6,200	11%
<b><u>Utilities</u></b>	<u>3,720</u>	<u>3,600</u>	<u>5,600</u>	<u>5,000</u>	39%
<b>TOTAL</b>	<b><u>753,528</u></b>	<b><u>848,055</u></b>	<b><u>806,270</u></b>	<b><u>829,450</u></b>	<b>-2%</b>

**Village of Park Forest  
2010/2011  
Budget**

**HEALTH DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Increase Salary 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Vacant Director of Health***	74,980	76,105	22,1	51,325	4,907	3,926	12,901	780	80
Jenise Ervin Nursing Supervisor	67,416	68,764	17,5	69,562	6,650	5,321	19,351	1,170	120
Vicki Green RN	61,214	62,438	12,9	62,438	5,969	4,777	10,363	1,170	120
Sherrie Robertson RN	49,798	50,794	12,3	51,383	4,912	3,931	19,351	1,170	120
Brenda L Walker Administrative Assistant II	53,917	54,995	9,9	54,995	5,258	4,207	6,475	376	120
Marcia Dees Fiscal Assistant	48,904	49,882	7,9	49,882	4,769	3,816	0	1,170	120
Juanita McGuire LPN	45,652	46,565	7,7	47,105	4,503	3,604	0	730	113

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

\*\*\* \*Gross salary reflects eight months

**Village of Park Forest  
2010/2011  
Budget**

**HEALTH DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Increase Salary 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Kimberly Rodriguez HHA	38,317	39,083	2,9	39,083	3,736	2,990	10,363	1,170	94
Stipend -- Department Oversight*				4,672	447	357			
<b>Subtotal</b>	<b>440,198</b>	<b>448,626</b>		<b>430,445</b>	<b>41,151</b>	<b>32,929</b>	<b>78,804</b>	<b>7,736</b>	<b>887</b>
<b>PART-TIME</b>									
Brenda Floyd HHA - 59%	22,607	23,059	2,9	23,059	2,204	1,764	4,777	376	0
Overtime	2,077	2,119		2,144	205	164			
<b>HEALTH DEPT. TOTAL</b>	<b>464,882</b>	<b>473,804</b>		<b>455,648</b>	<b>43,560</b>	<b>34,857</b>	<b>83,581</b>	<b>8,112</b>	<b>887</b>

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

\*\* \*Gross salary reflects eight months

**Village of Park Forest  
2010/2011 Budget**

**HEALTH DEPARTMENT  
DETAIL  
01-09-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	430,445
500100	Overtime Wages	2,144
500200	Part-time Salaries	<u>23,059</u>
<b>Total Personnel Services</b>		<b>455,648</b>

**INSURANCE**

510100	Medical Insurance	83,581
	Dental Insurance	8,112
	Life Insurance	<u>887</u>
<b>Total Insurance</b>		<b>92,580</b>

**EMPLOYEE SUPPORT**

520000	Travel Expenses (Tolls, train tickets, and parking fees)	200
520100	Car/Mileage Allowance	5,300
520200	Dues/Subscriptions	4,525
520300	Training	3,500
520400	Books/Pamphlets	750
520610	FICA	34,857

520620	IMRF	<u>43,560</u>
<b>Total Employee Support</b>		<b>92,692</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services	
	Medical/Physician Advisor	2,000
	Advanced Nurse Practitioners	9,000
	Sanitarian	8,325
	Contract RN, LPN, HHA	9,675
	Medicare Consultant	5,000
	Marketing and Outreach	<u>4,500</u>
		38,500
530600	Medical Social Worker	3,400
530900	Physical Therapy	49,100
531000	Occupational Therapy	8,000
531100	Speech and Language Therapy	6,000
531400	Computer/Programming Services	<u>7,500</u>
<b>Total Professional Services</b>		<b>112,500</b>

**OPERATING SUPPLIES**

540000	Operating/office supplies	4,200
540100	Computer Supplies	500
540200	Printing/copying supplies	500
540300	Stationery and Forms	3,000
540400	Meeting Expenses	2,000

540900	Uniforms/PPE		
	Uniform allowances	2,475	
	Cleaning supplies	125	
	Biohazard Waste Removal	<u>1,370</u>	
			3,970
542400	Medical Supplies		10,000
542500	Laboratory tests and CLIA testing supplies		2,500
542600	Pharmacy and vaccines		<u>27,000</u>
	<b>Total Operating Supplies</b>		<b>53,670</b>

**MAINTENANCE**

550000	Contract Equipment		
	Nextel		500
550200	Equipment Maintenance		2,160
550400	Maintenance and Housekeeping		<u>8,500</u>
	<b>Total Maintenance</b>		<b>11,160</b>

**CAPITAL OUTLAYS**

560000	Capital Outlays		
	Office Furnishings	1,500	
	Clinical Laboratory Equipment	2,000	
	Office Equipment	<u>1,000</u>	
	<b>Total Capital Outlays*</b>		<b>0</b>

\* Capital to be purchased using accumulated Contribution Funds

**MISCELLANEOUS EXPENDITURES**

590100	Postage		2,600
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590800	Printing and Graphic Design	2,000
590900	Advertising/speakers fees	1,100
591200	Special Events	<u>500</u>
<b>Total Miscellaneous Expenditures</b>		<b>6,200</b>

**UTILITIES**

610000	Telephone	<u>5,000</u>
<b>Total Utilities</b>		<b><u>5,000</u></b>

**TOTAL HEALTH DEPARTMENT** **829,450**

## **Village of Park Forest 2010/2011 Budget**

### **RECREATION and PARKS**

#### **DEPARTMENT FUNCTION:**

The Recreation and Parks Department operates under a comprehensive Recreation and Parks Plan updated by 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 / park districts of Olympia Fields, Richton Park, Matteson and Homewood-Flossmoor. The department is comprised of 16 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, 13 playgrounds, four major picnic pavilions, two skate parks 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 Recreation and Parks Department operates the Park Forest Aqua Center, an award winning four-pool outdoor aquatics complex. The facility serves 50,000 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 2009/2010 the department implemented an Open Space Land Acquisition and Development Grant (OSLAD) to begin implementation of portions of a Master Plan developed for the complex in 2007.

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 is responsible for the operation of 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 Chicago land region. In recent years, numerous municipalities, park districts, and educational institutions have developed similar facilities. The result is increasing competition for room, 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 our tax payers.

Urban forestry operations are also an important responsibility of the Recreation & Parks Department. The Village is recognized as a Tree City USA by the National Arbor Day Foundation. This designation recognizes communities with effective urban forestry management programs. There are an estimated 6,000 to 8,000 trees on 65 miles of parkways throughout the Village and another several thousand in the parks. The Village's urban forest is growing older and larger and many need to be removed. Older trees require more maintenance. Larger trees cost more to maintain and remove. Removed trees need to be replaced. For the last ten years the Village has placed more emphasis on the systematic maintenance of public trees and for the first time in 2008 all of the public parkway trees have been pruned. The current issue in urban forestry is the Emerald Ash Borer which has ravaged Ash trees in the upper Midwest. Positive identification in Homewood and other surrounding communities indicates the problem exists in the Village. In 2008 the Village adopted the practice of removing all Ash trees showing signs of stress. A total of 67 of such trees were removed this past year. Another 86 Elm and Misc. Trees were removed. This includes removal of several trees along 26<sup>th</sup> St and the property lines along the "cut-through" between Sauk Trail and Willow St. These actions are often a result of resident requests and it should be realized that there are nearly 55 of these cross walk "cut-throughs" in the Park Forest plan.

**URBAN FORESTRY SUMMARY**

<i>Year</i>	<i>2005</i>	<i>2006</i>	<i>2007</i>	<i>2008</i>	<i>2009</i>
<i>Trees Pruned</i>	<i>795</i>	<i>894</i>	<i>925</i>	<i>900</i>	<i>440</i>

The Central Park Wetlands is a nationally recognized project and has become a major facility for various school districts in the area. In 2008 partnerships with area students and teachers provided educational and volunteer opportunities for some 1,500 students and we anticipate 2,000 for the coming year. Last year installation of a major educational deck and six interpretive sign panels added to the educational program of this site. Most recently in conjunction with the Aqua Center Bathhouse remodeling (discussed elsewhere), the “Wetlands Discovery Center” came on board which will support environmental education activities and classes beginning in the Spring of 2010.

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, which offers 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 2009/2010 RECREATION and PARKS OBJECTIVES:**

1. Complete on time and within budget the capital improvement projects included in this budget.

*The following projects were funded in the 2009/2010 Budget:*

<i>Project</i>	<i>Status</i>
<i>Freedom Hall theater seats (including painting, carpet and ADA projects)</i>	<i>Completed</i>
<i>Freedom Hall Replace Blinds / paint sills</i>	<i>Deferred</i>
<i>Computer Replacement Various Sites</i>	<i>Completed</i>
<i>Replace outfield poles / net at Central Park Fields A &amp; /B</i>	<i>Completed</i>
<i>Aqua Center major bathhouse remodeling</i>	<i>Completed</i>
<i>Tennis Club building repair / tuck pointing</i>	<i>Completed</i>
<i>Resurface Asphalt walkways in parks</i>	<i>Completed</i>
<i>Re-roof Thorn Creek Nature Center</i>	<i>To be completed by Spring 2010</i>
<i>Forest Trail Rec Center Coop Projects (w/ S.D. # 163</i>	<i>Deferred</i>
<i>Municipal Building / Grounds Emergency Repairs</i>	<i>Unneeded to-date</i>

2. Continue to increase the number of public trees pruned annually with the goal of reaching a seven-year cycle.

*Since 1997, more than 5,800 parkway trees have been pruned and 600 diseased trees have been removed. The anticipated total for 2008/2009 was 900 trees pruned. A total of 67 Ash trees and 86 Elm and miscellaneous trees were removed as discussed earlier which reduced the actual expenditure for pruning for the season.*

**2010/2011 RECREATION and PARKS OBJECTIVES:**

1. Complete on time and within budget the capital improvement projects included in this budget.

<i>Computer Replacements Various Sites</i>	<i>Complete building exterior lighting replacement at the Tennis &amp; Health Club</i>
<i>Work with Various parties to bring about realization of the Rail Fan Park at the CN intersection at North St. &amp; Homan Ave.</i>	<i>Work with SD #162 to replace the playground recently removed from Illinois Park.</i>
<i>Work with SD #163 to resolve issues involving the Forest Trail Recreation Center.</i>	

2. Many of the objectives developed in the 2008 Park & Recreation Plan Update 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***

<b><u>Program Title</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>
Youth Basketball	130	137	75	167	190
Flag Football	59	58	35	59	50
Camp Complay (All day camp)	30	29	33	28	40
“1/2 day” Camps	74	72	80	73	82
Students Served @ Central Park Wetlands	240	240	1,211	1,205	1,284

***FREEDOM HALL SERIES ATTENDANCE \****

	<b><u>2004/05</u></b>	<b><u>2005/06</u></b>	<b><u>2006/07</u></b>	<b><u>2007/08</u></b>	<b><u>2008/09**</u></b>	<b><u>2009/10</u></b>
Main	1,454 (6)	1,129 (6)	982 (5)	1,382 (7)	960 (6)	900 (6)
Senior	1,079 (4)	1,071 (4)	1,839 (6)	1,708 (6)	1,629 (6)	1,660 (6)
Children’s	2,001 (9)	846 (6)	1,618 (6)	1,429 (7)	736 (6)	600 (3)

\* The number of performances is in parentheses.

\*\* Projected (three shows remaining)

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:

Grants

410150 The Presenters Grant from the Illinois Arts Council \$ 2,000  
(This represents a continued decrease due to a conservative Estimate of available State funding.)

Permits and Licenses

440600 Park Permits for picnic facilities and lighted fields \$ 12,500

Current Charges

450100 Reimbursements Tree Remove/Replace \$ 4,250  
 450700 Freedom Hall room and theater rentals 23,000  
 450800 Freedom Hall ticket sales for misc. events 5,000  
 451000 Freedom Hall Series ticket sales and sponsorships 39,000  
 456400 “Scenic 5 and more...” Labor Day Event 12,500  
 452000 Recreation Program fees and team entries 154,000  
 452200 Recreation Center and facility rental fees 12,500

460300	Food and Beverage sales at Central Park and Recreation Centers	0 *
457100	Thorn Creek Management Commission reimbursement for Naturalist	64,000

\* Operation of this stand is being contracted out to Park Forest Baseball Inc. for a fund raiser in return for a generous donation to install eight dugouts at Central Park fields in 2008.

**STAFFING:**

<b><u>Position</u></b>	<b><u>2006/07</u></b>	<b><u>2007/08</u></b>	<b><u>2008/09</u></b>	<b><u>2009/10</u></b>	<b><u>2010/11</u></b>
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	3	3*	1	1	1
Recreation Supervisor I	1	0.2*	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	1	1
Park Maintenance Worker I	4	4	5	4	4
Park Maintenance Worker II	1	1	1	1	0
Office Assistant (PT-FTE)	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>
<b>Total Positions</b>	<b>20.6</b>	<b>19.8</b>	<b>20.6</b>	<b>19.6</b>	<b>18.6**</b>

\* In 2008 the facility supervisor previously in charge of Golf was redistributed to the General Fund, Aqua Center Fund and Tennis Fund. The Recreation Supervisor/Volunteer Coordinator retired in mid-September 2007.

\*\* In 2009/2010 two Park Maintenance Workers retired. One was replaced by a transfer from the closed Hidden Meadows Golf facility and one was not replaced, but will return for seasonal part-time work in the summer months only.

**Village of Park Forest  
2010/2011 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 the Municipal Garage facility at 75 Park Street, Public Safety Building (old Village Hall), Park Forest Library, Fire Training Site and the new Fire Station on Indianwood. Responsibilities include grounds and landscaping maintenance, as well as interior building maintenance and upkeep of all 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.

Interior custodial maintenance is handled as a separate function at each facility and is coordinated closely with the individual departments involved. The Recreation and Parks staff also coordinates the central purchasing of all custodial needs such as cleaning supplies, paper products, small tools, fertilizers and chemicals and other buildings and grounds maintenance materials. These products are warehoused in the east one-third of the bathhouse building at the Park Forest Aqua Center.

**ACCOMPLISHMENT OF 2009/2010 BUDGET OBJECTIVES:**

1. Continue the long-term upkeep of the Village's municipal buildings and facilities.

*The following projects were funded in recent budgets:*

<i>Re-roof Thorn Creek Nature Center</i>	<i>Completed except for steeple (spring of 2010)</i>
<i>Emergency Repairs</i>	<i>Not used as of 3/15/2010</i>

2. Continue to explore and implement "green" building initiatives and LEED compliant design in maintenance and building improvements. This could include such items as permeable pavement, rain gardens, green roofs, energy efficient lighting and alternative

energy sources to supplement the village's traditional energy consumption. The department already deals with a licensed recycler to dispose of fluorescent lighting and other electrical components and has implemented several of the objectives listed.

*Implemented in Aqua Center Bathhouse improvements.*

#### **2010/2011 BUILDINGS and GROUNDS OBJECTIVES:**

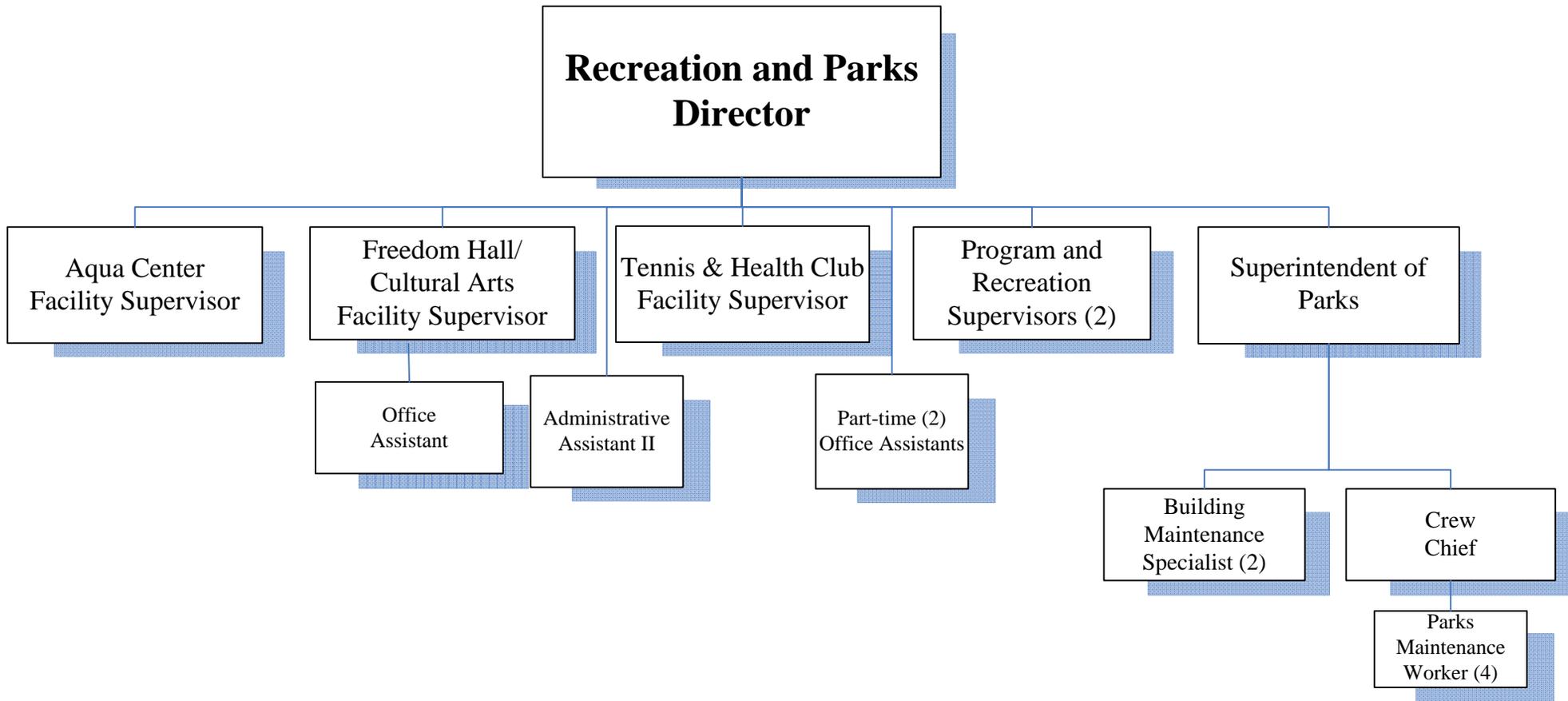
1. Continue the long-term upkeep of the Village's municipal buildings and facilities.
2. Continue to explore and implement "green" building initiatives and LEED compliant design in maintenance and building improvements. This could include such items as permeable pavement, rain gardens, green roofs, energy efficient lighting and alternative energy sources to supplement the village's traditional energy consumption. The department already deals with a licensed recycler to dispose of fluorescent lighting and other electrical components and has implemented several of the objectives listed.

#### **STAFFING:**

Staffing for all Buildings and Grounds operations comes from an allocation of Parks Department labor. Custodial work at Village Hall is done by an outside contractor and at the Public Safety Building by an employee of the Police Department.

# Village of Park Forest Recreation and Parks Department

## Organizational Chart



**Village of Park Forest  
2010/2011 Budget**

**RECREATION and PARKS  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	820,239	813,744	788,785	783,971	-4%
Overtime Salaries	24,668	20,480	18,000	17,200	-16%
Temporary/Part-time Salaries	<u>171,844</u>	<u>158,753</u>	<u>164,500</u>	<u>184,071</u>	16%
<b>Total Personnel Services</b>	<b>1,016,751</b>	<b>992,977</b>	<b>971,285</b>	<b>985,242</b>	<b>-1%</b>
<b><u>Insurance</u></b>	138,913	150,039	140,000	147,754	-2%
<b><u>Employee Support</u></b>	162,375	168,380	167,643	168,445	0%
<b><u>Professional Services</u></b>	229,869	224,482	223,640	224,472	0%
<b><u>Operating Supplies</u></b>	162,316	126,310	115,575	115,850	-8%
<b><u>Maintenance</u></b>	170,412	181,500	180,220	155,500	-14%
<b><u>Capital Outlays</u></b>	107,782	165,500	165,500	90,000	-46%
<b><u>Miscellaneous</u></b>	81,271	75,750	74,200	74,200	-2%
<b><u>Leases and Rentals</u></b>	118,000	104,363	104,363	80,000	-23%
<b><u>Utilities</u></b>	<u>84,220</u>	<u>90,450</u>	<u>84,750</u>	<u>83,750</u>	-7%
<b>TOTAL</b>	<b><u>2,271,909</u></b>	<b><u>2,279,751</u></b>	<b><u>2,227,176</u></b>	<b><u>2,125,213</u></b>	<b>-7%</b>

**Village of Park Forest  
2010/2011  
Budget**

**RECREATION and PARKS  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Salary Increase 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
John Joyce Director of Recreation & Parks	103,672	105,227	23,9	105,227	10,060	8,050	13,033	730	120
Robert Gunther Parks Superintendent	77,362	78,909	17,9	78,909	7,544	6,037	10,798	730	120
Hernan Maldonado Parks Crew Chief	67,490	68,840	14,9	68,840	6,581	5,266	10,363	376	120
Lee Irvin (Gross Incl \$13,000 for Racquets + Commission for Lessons) Tennis & Health Club Manager	67,490	68,840	14,9	81,840	7,824	6,261	0	0	120
Charles Sabey Facility/Program Supervisor	61,214	62,438	12,9	62,438	5,969	4,777	0	1,170	120
David Richardson Building Maintenance Specialist	56,612	57,744	10,9	57,744	5,520	4,417	4,777	730	120
Bert Weaver Building Maintenance Specialist	56,612	57,744	10,9	57,744	5,520	4,417	10,798	730	120
Carolyn Hoff Administrative Assistant II	53,917	54,995	9,9	54,995	5,258	4,207	16,802	1,170	120
Kevin Adams Recreation Supervisor I	41,774	42,609	8,3	43,103	4,121	3,297	4,777	376	103

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011  
Budget**

**RECREATION and PARKS  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Salary Increase 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Anna Soloff Recreation Supervisor I	41,774	42,609	8,3	43,103	4,121	3,297	5,659	376	103
Robert Kunkel Parks Maintenance Worker I	48,904	49,882	7,9	49,882	4,769	3,816	4,777	376	120
Elizabeth Schell Parks Maintenance Worker I	48,904	49,882	7,9	49,882	4,769	3,816	16,033	1,170	120
Richard Lee Parks Maintenance Worker I	44,108	44,990	7,6	45,512	4,351	3,482	4,777	376	110
Felipe Alvarez Parks Maintenance Worker I	41,176	42,000	7,4	42,487	4,062	3,250	4,777	0	74
Naomi Fell Administrative Assistant I	48,904	49,882	7,9	49,882	4,769	3,816	4,777	0	120

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011  
Budget**

**RECREATION and PARKS  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Salary Increase 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Tara Janisch Naturalist	34,115	34,115		34,115	3,261	2,610	19,351	0	82
<b>Sub-Total</b>	<b>894,028</b>	<b>910,706</b>		<b>925,703</b>	<b>88,499</b>	<b>70,816</b>	<b>131,499</b>	<b>8,310</b>	<b>1,792</b>
Part-time Help	438,628	433,139		433,139	16,221	33,136	4,777	376	
Overtime	25,400	19,400		19,400	1,855	1,484			
Retiree Health Insurance Stipend							1,000		
<b>Sub-Total</b>	<b>1,358,056</b>	<b>1,363,245</b>		<b>1,378,242</b>	<b>106,575</b>	<b>105,436</b>	<b>137,276</b>	<b>8,686</b>	<b>1,792</b>
<b>ALLOCATIONS</b>									
Tennis				-202,925	-15,691	-15,524			
Aqua Center				-147,096	-2,608	-11,253			
Library				-10,455	-1,022	-800			
Vehicle Services				-20,669	-2,021	-1,581			
Downtown P. F.				<u>-11,855</u>	<u>-1,159</u>	<u>-907</u>			
<b>Subtotal</b>				<b>-393,000</b>	<b>-22,501</b>	<b>-30,065</b>			
<b>RECREATION/PARKS TOTAL</b>	<b>965,056</b>	<b>970,245</b>		<b>985,242</b>	<b>84,074</b>	<b>75,371</b>	<b>137,276</b>	<b>8,686</b>	<b>1,792</b>

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011 Budget**

**RECREATION and PARKS GENERAL SUPPORT  
DETAIL  
01-11-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries		
	Full-time administrative and supervisory staff	373,477	
	Parks Department staff	50,795	
	Naturalist at Thorn Creek (reimbursed)	<u>34,115</u>	
			458,387
500100	Overtime Salaries		500
500200	Temporary/Part-time		<u>51,915</u>
	<b>Total Personnel Services</b>		<b>510,802</b>

**INSURANCE**

510100	Medical Insurance	137,276	
	Dental Insurance	8,686	
	Life Insurance	<u>1,792</u>	
	<b>Total Insurance</b>		<b>147,754</b>

**EMPLOYEE SUPPORT**

520000	Travel Expenses (Personal vehicle usage reimbursements)		1,700
520200	Dues/Subscriptions		400
520300	Training Expenses		2,750

520610	FICA		39,076
520620	IMRF		<u>48,785</u>
<b>Total Employee Support</b>			<b>92,711</b>

**PROFESSIONAL SERVICES**

530000	Computer support and other professional services		4,240
531600	Community Event Support for Fireworks	10,000	
	Thorn Creek Woods Management Commission	12,000	
	July 4th Event Support	10,000	
	Stage & Equipment		
	Inflatables		
	Entertainment		
	Clowns/Face painter		
	Transportation for Parade Grand Marshall, etc.		
	Other event support	<u>1,000</u>	
			33,000
532600	Credit Card Service Charges		<u>1,200</u>
<b>Total Professional Services</b>			<b>38,440</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies		<u>7,000</u>
<b>Total Operating Supplies</b>			<b>7,000</b>

**CAPITAL OUTLAYS**

560000	Computer Replacements		<u>6,800</u>
<b>Total Capital Outlays</b>			<b>6,800</b>

**MISCELLANEOUS EXPENDITURES**

590100	Postage for Recreation and Parks Brochure		4,000
590900	Advertising and Marketing (Print three brochures)		13,000
591200	Other Special Events		
	Concert Series Village Green	20,750	
	Shakespeare on the Green	2,000	
	Holiday Tree Lighting	<u>750</u>	
			<u>23,500</u>
	<b>Total Miscellaneous Expenditures</b>		<b>40,500</b>

**LEASES and RENTALS**

600400	Interfund Equipment		<u>0</u>
	<b>Total Leases and Rentals</b>		<b>0</b>

**UTILITIES**

610000	Telephone		<u>2,100</u>
	<b>Total Utilities</b>		<b><u>2,100</u></b>

**TOTAL RECREATION and PARKS GENERAL SUPPORT 846,107**

**Village of Park Forest  
2010/2011 Budget**

**RECREATION and PARKS - FREEDOM HALL  
DETAIL  
01-11-04**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	99,297
500100	Overtime Salaries	4,500
500200	Temporary/Part-time	<u>9,000</u>
<b>Total Personnel Services</b>		<b>112,797</b>

**EMPLOYEE SUPPORT**

520000	Travel Expenses (Personal vehicle usage reimbursements)	1,000
520200	Dues/Subscriptions (Publications and professional organizations)	650
520300	Training Expenses	0
520610	FICA	8,629
520620	IMRF	<u>10,364</u>
<b>Total Employee Support</b>		<b>20,643</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services (Piano tuning, sound tech and other miscellaneous services)	7,500
531800	Freedom Hall Events Artists Contracts	55,500

532600	Credit Card Service Charges	<u>0</u>
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<b>Total Professional Services</b>		<b>63,000</b>
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**OPERATING SUPPLIES**

540000	Other Operating Supplies	5,500
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540500	Beverage purchases for resale	<u>350</u>
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<b>Total Operating Supplies</b>		<b>5,850</b>
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**MAINTENANCE**

550200	Equipment Repairs (HVAC, plumbing and electrical)	3,500
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550400	Contractual Maintenance (Contract custodial, trash disposal, security system)	<u>11,000</u>
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<b>Total Maintenance</b>		<b>14,500</b>
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**CAPITAL OUTLAYS**

560000	Freedom Hall Replace Blinds / Paint Steel Window Frames	<u>0</u>
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<b>Total Capital Outlays</b>		<b>0</b>
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**MISCELLANEOUS EXPENDITURES**

590100	Postage for series brochures	1,200
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590900	Advertising and Marketing	29,500
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591100	Freedom Hall events expenses	<u>3,000</u>
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	<b>Total Miscellaneous Expenditures</b>	<b>33,700</b>
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**LEASES and RENTALS**

600400	Interfund Equipment (Park maintenance equipment charges)	<u>1,492</u>
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	<b>Total Leases and Rentals</b>	<b>1,492</b>
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**UTILITIES**

610000	Telephone Utilities Service	2,500
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610600	Public Utilities (Electric, gas and telephone)	<u>31,000</u>
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	<b>Total Utilities</b>	<b><u>33,500</u></b>
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	<b>TOTAL RECREATION and PARKS - FREEDOM HALL</b>	<b>285,482</b>
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**Village of Park Forest  
2010/2011 Budget**

**RECREATION and PARKS - FACILITIES MAINTENANCE  
DETAIL  
01-11-22**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	126,214
500100	Overtime Salaries	9,500
500200	Temporary/Part-time	<u>44,086</u>
<b>Total Personnel Services</b>		<b>179,800</b>

**EMPLOYEE SUPPORT**

520300	Training Expenses	2,500
520610	FICA	13,755
520620	IMRF	<u>16,959</u>
<b>Total Employee Support</b>		<b>33,214</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services	<u>0</u>
<b>Total Professional Services</b>		<b>0</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies (Paints, hardware, small tools, horticultural supplies and repair parts for park maintenance)	<u>37,000</u>
<b>Total Operating Supplies</b>		<b>37,000</b>

**MAINTENANCE**

550200	Equipment Repairs Replace Park Equipment & Facilities		0
550500	Contractual Grounds Maintenance		
	Contract mowing	20,000	
	Tree Trimming & Removals	80,000	
	CP Wetlands Management	0	
			<u>100,000</u>
	<b>Total Maintenance</b>		<b>100,000</b>

**CAPITAL OUTLAYS**

560000	Capital Outlays Replace Illinois Park Playground	43,200	
	<b>Total Capital Outlays</b>		<b>43,200</b>

**LEASES and RENTALS**

600400	Interfund Equipment Park maintenance equipment charges		58,000
600500	Other Rentals of small tools and equipment		<u>0</u>
	<b>Total Leases and Rentals</b>		<b>58,000</b>

**UTILITIES**

610600	Public Utilities (Electric, natural gas and telephone)		<u>32,000</u>
	<b>Total Utilities</b>		<b><u>32,000</u></b>

**TOTAL RECREATION and PARKS - FACILITIES MAINT. 483,214**

**Village of Park Forest  
2010/2011 Budget**

**RECREATION and PARKS - PROGRAM SERVICES  
DETAIL  
01-11-25**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	0
500100	Overtime Salaries	1,200
500200	Temporary/Part-time Program leaders / Facility Supervisors	33,000
	P.T. Naturalist (Reimbursed)	10,000
	Summer program staff	<u>32,000</u>
		<u>75,000</u>
	<b>Total Personnel Services</b>	<b>76,200</b>

**EMPLOYEE SUPPORT**

520610	FICA	5,829
520620	IMRF	<u>1,219</u>
	<b>Total Employee Support</b>	<b>7,048</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services	
	Softball umpire fees	7,000
	Scenic 5 and more... expenses	12,380
	Trip related expenses	9,300
	South Suburban Special Recreation Association	55,372
	Other service related expense	<u>5,500</u>
		89,552

530800	Instructional Services - Contractual		<u>33,480</u>
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	<b>Total Professional Services</b>		<b>123,032</b>
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**OPERATING SUPPLIES**

540000	Other Operating Supplies		
	Program equipment, T-shirts, and supplies	16,000	
	Scenic 5 and more... equipment and supplies	15,000	
	Summer Softball supplies	2,000	
	Miscellaneous	<u>2,000</u>	
			35,000

540400	Meeting Expense		<u>0</u>
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	<b>Total Operating Supplies</b>		<b>35,000</b>
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**CAPITAL OUTLAYS**

560000	Recreation Center Equipment / School Dist. Cooperative Projects		<u>0</u>
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	<b>Total Capital Outlays</b>		<b>0</b>
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**MISCELLANEOUS EXPENDITURES**

590100	Postage for Scenic 5		0
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590900	Advertising and Marketing (Scenic 5 email blasts)		<u>0</u>
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	<b>Total Miscellaneous Expenditures</b>		<b>0</b>
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**UTILITIES**

610600	Telephone		<u>1,150</u>
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	<b>Total Utilities</b>		<b><u>1,150</u></b>
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	<b>TOTAL RECREATION and PARKS - PROGRAM SERVICES</b>		<b>242,430</b>
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**Village of Park Forest  
2010/2011 Budget**

**BUILDINGS and GROUNDS  
DETAIL  
01-11-07**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	100,073
500100	Overtime Salaries	1,500
500200	Temporary/Part-time	<u>4,070</u>
<b>Total Personnel Services</b>		<b>105,643</b>

**EMPLOYEE SUPPORT**

520610	FICA	8,082
520620	IMRF	<u>6,747</u>
<b>Total Employee Support</b>		<b>14,829</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services	<u>0</u>
<b>Total Professional Services</b>		<b>0</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies (Paints, hardware, small tools, cleaning supplies and chemicals and paper products/towels)	31,000
540500	Beverage purchase for vending machine	<u>0</u>
<b>Total Operating Supplies</b>		<b>31,000</b>

**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>31,000</u>
<b>Total Maintenance</b>		<b>41,000</b>

**CAPITAL OUTLAYS**

560000	Capital Outlays	
	Village Hall Repairs / Repaint	20,000
	Emergency Repairs	<u>20,000</u>
		40,000
560015	Capital Outlays - Library	<u>0</u>
<b>Total Capital Outlays</b>		<b>40,000</b>

**LEASES and RENTALS**

600400	Interfund equipment charges for maintenance activities performed by Parks Staff	<u>20,508</u>
<b>Total Leases and Rentals</b>		<b>20,508</b>

**UTILITIES**

610600	Public Utilities (Electric, gas and telephone)	<u>15,000</u>
<b>Total Utilities</b>		<b><u>15,000</u></b>

**TOTAL BUILDINGS and GROUNDS** **267,980**

**TOTAL RECREATION AND PARKS** **2,125,213**

**Village of Park Forest  
2010/2011 Budget**

**PUBLIC WORKS DEPARTMENT**

**DEPARTMENT FUNCTION:**

The Public Works Department is responsible for the design, installation, maintenance, repair and replacement of the Village's roadway system, sanitary sewer system, storm sewer system and water purification and distribution system. In addition, the department operates 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 matches the Village fiscal year budget. 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 are supported by the general fund to allow funding for larger MFT projects and to meet the Village fund match for related grants.

**ACCOMPLISHMENT OF 2009/2010 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, 2009.

*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. This interagency agreement expired December 31, 2009. The Village was able to renew this agreement with Rich Township. It will now expire December 31, 2012.*

*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.*

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.*

*The Village corrected flaws in the base and surfaced the roads in the Legacy Square and School House Manner sub-divisions.*

*Repairs were made to the Corrugated Metal Storm Sewer pipe that carries the Village Drainage-way under Forest Avenue. At the time of repairs the pipe was evaluated and provisions are addressed in the Village Capital Plan.*

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 phase II of the Orchard Drive design. Also, the Village has received ARRA funding for the resurfacing of Orchard Drive from Sauk Trail to Lakewood Blvd. Three water/sewer projects are waiting for loan funding from the Illinois Environmental Protection Agency. Another Sanitary Sewer project has received a 55% Federal USEPA Grant capped at \$485,000.*

**2010/2011 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>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Jolly Trolley Passengers	18,202	22,609	21,053	20,003	19,116
Taxi Tickets Sold	1,586	1,929	2,316	2,300	2,336

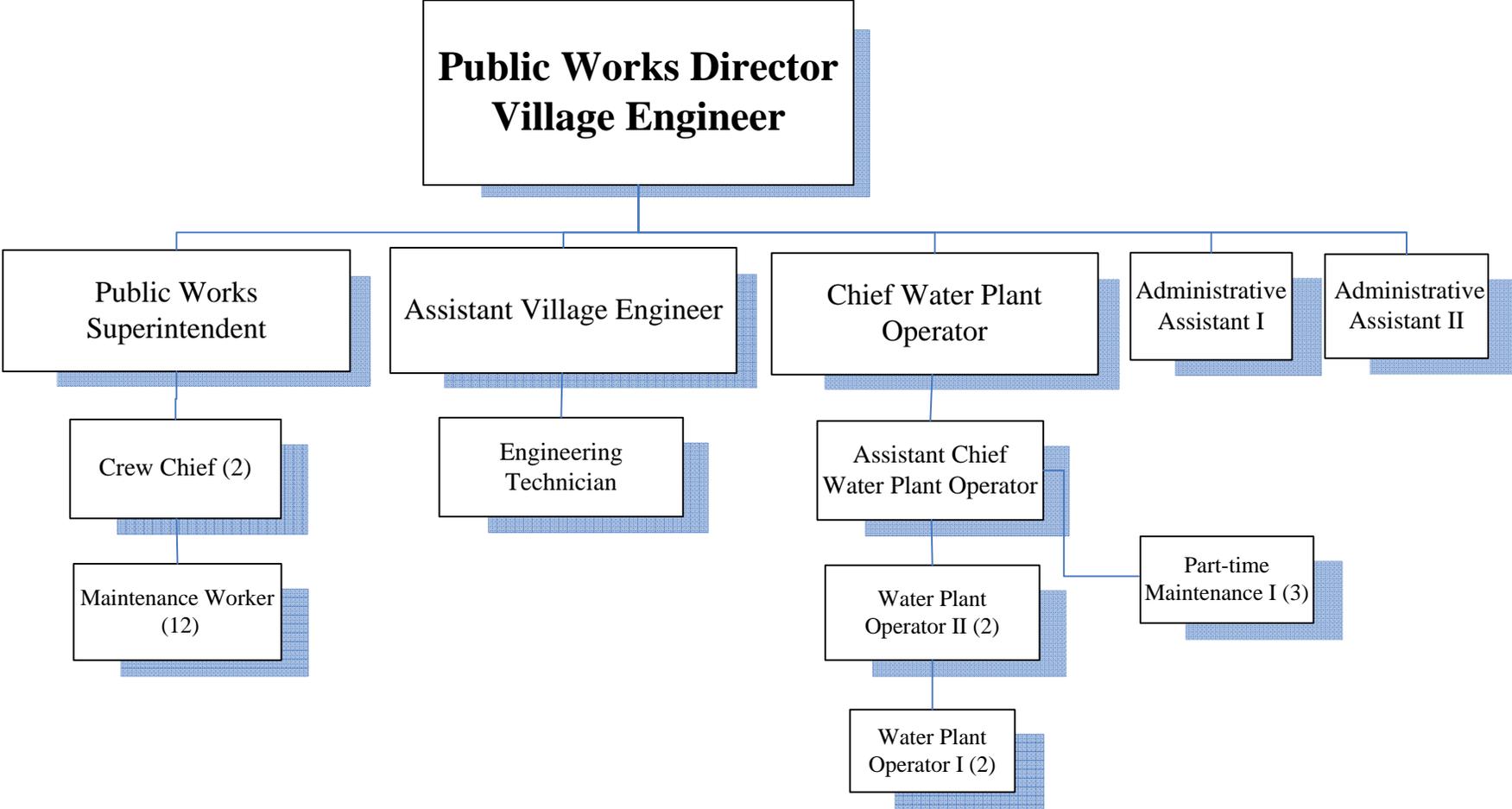
Performance measures for street maintenance and street construction are identified in the Motor Fuel Tax Fund. Performance measures for the Public Works Enterprise Funds are identified in the Enterprise Funds section of the Budget.

**STAFFING:**

<u>Position</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</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
Administrative Assistant I	0	1	1	1	1
Office Assistant III	1	1	0	0	0
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>
<b>Sub-Total Positions – DPW</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Sub-Total Positions – Water</b>	<b><u>9.8</u></b>	<b><u>9.8</u></b>	<b><u>10.3</u></b>	<b><u>11</u></b>	<b><u>11</u></b>
<b>TOTAL DPW/Water</b>	<b>29.8</b>	<b>29.8</b>	<b>30.3</b>	<b>31</b>	<b>31</b>

# Village of Park Forest Public Works Department

## Organizational Chart



**Village of Park Forest  
2010/2011 Budget**

**PUBLIC WORKS DEPARTMENT  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	319,855	346,840	357,532	332,268	-4%
Overtime Salaries	40,131	38,757	43,462	39,532	2%
Temporary/Part-time Salaries	<u>0</u>	<u>0</u>	<u>465</u>	<u>0</u>	0%
<b>Total Personnel Services</b>	<b>359,986</b>	<b>385,597</b>	<b>401,459</b>	<b>371,800</b>	<b>-4%</b>
<b><u>Insurance</u></b>	63,662	71,574	71,647	78,424	10%
<b><u>Employee Support</u></b>	63,360	72,870	68,273	71,815	-1%
<b><u>Professional Services</u></b>	159,179	230,500	200,780	185,000	-20%
<b><u>Operating Supplies</u></b>	224,384	33,400	31,893	33,400	0%
<b><u>Maintenance</u></b>	57,219	18,200	67,931	91,200	401%
<b><u>Capital Outlays</u></b>	103,836	228,900	187,485	1,900	-99%
<b><u>Miscellaneous</u></b>	1,024	1,250	1,232	1,250	0%
<b><u>Leases and Rentals</u></b>	25,698	31,000	26,763	20,734	-33%
<b><u>Utilities</u></b>	<u>8,529</u>	<u>9,800</u>	<u>7,150</u>	<u>9,800</u>	0%
<b>TOTAL</b>	<b><u>1,066,877</u></b>	<b><u>1,083,091</u></b>	<b><u>1,064,613</u></b>	<b><u>865,323</u></b>	<b>-20%</b>

**Village of Park Forest  
2010/2011  
Budget**

**PUBLIC WORKS DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Salary Increase 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Kenneth A. Eyer Director of Public Works	108,855	110,488	24,9	110,488	10,563	8,452	13,033	730	120
Roderick Ysaguirre Assistant Village Engineer	77,362	78,909	17,9	78,909	7,544	6,037	5,659	376	120
Brett Millsap Eng Tech/Admin Assistant	47,666	48,619	10,4	50,534	4,831	3,866	16,033	1,170	120
Debra Levesque Administrative Assistant II	53,917	54,995	9,9	54,995	5,258	4,207	6,475	376	120
Deborah Camilli Administrative Assistant I	44,108	44,990	7,6	45,512	4,351	3,482	0	0	110
Charles Alexander Superintendent	72,218	73,662	17,7	76,761	7,338	5,872	10,798	0	120
Levester Husband Crew Chief	60,872	62,089	14,6	62,809	6,005	4,805	10,798	730	120
Todd Cann Crew Chief	56,824	57,960	14,4	60,398	5,774	4,620	16,802	1,170	120
Larry Davis Maintenance Worker	51,350	52,377	8,9	52,377	5,007	4,007	0	0	120

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

\*\*\* Gross salary reflects six months

**Village of Park Forest  
2010/2011  
Budget**

**PUBLIC WORKS DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Salary Increase 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Kennety Hall Maintenance Worker	51,350	52,377	8,9	52,377	5,007	4,007	16,802	1,170	120
David Budimir Maintenance Worker	51,350	52,377	8,9	52,377	5,007	4,007	6,475	376	120
Marcel D Lanier Maintenance Worker	51,350	52,377	8,9	52,377	5,007	4,007	4,777	376	120
Larry Stilts Maintenance Worker	51,350	52,377	8,9	52,377	5,007	4,007	10,798	730	120
James Apps Maintenance Worker	47,936	48,895	8,7	49,462	4,729	3,784	4,777	376	118
Lance Krout Maintenance Worker	46,314	47,240	8,6	47,788	4,569	3,656	16,802	1,170	115
Jeremiah Conley Maintenance Worker	46,314	47,240	8,6	47,788	4,569	3,656	10,363	376	115
Gerritt Van Der Bilt Maintenance Worker	46,314	47,240	8,6	47,788	4,569	3,656	6,475	376	115
Robert Bruns Maintenance Worker	44,748	45,643	8,5	46,172	4,414	3,532	16,802	1,170	110

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

\*\*\* Gross salary reflects six months

**Village of Park Forest  
2010/2011  
Budget**

**PUBLIC WORKS DEPARTMENT  
SALARY DETAIL**

	6/30/2010 Base	Salary Increase 1.5 - 2%*	7/1/2010 Grade & Step	Gross**	IMRF 9.56%	FICA 7.65%	Health	Dental	Life
Timothy Thoms Maintenance Worker	38,996	39,776	8,1	40,967	3,916	3,134	5,659	171	98
Vacant*** Maintenance Worker	38,996	39,776	8,1	20,119	1,923	1,539	9,676	585	48
Part-time Help	12,000	12,240		12,382	1,184	947			
Overtime	160,248	163,453		163,453	15,626	12,504			
Retiree Health Insurance Stipend							2,500		
<b>Subtotal</b>	<b>1,260,438</b>	<b>1,285,100</b>		<b>1,278,210</b>	<b>122,198</b>	<b>97,784</b>	<b>191,504</b>	<b>11,428</b>	<b>2,269</b>
<b>ALLOCATIONS</b>									
Municipal Parking				-100,410	-9,599	-7,681	-6,874	-355	-116
Public Works Vehicle Service				-23,417	-2,239	-1,791	0	0	0
Refuse Collection				-22,098	-2,113	-1,690	-2,607	-146	-24
Water General				-276,566	-26,440	-21,157	-75,751	-4,593	-892
Water Supply and Purification				-5,622	-537	-430	0	0	0
Water Distribution				-237,459	-22,701	-18,166	0	0	0
Sanitary Sewer				-227,748	-21,773	-17,423	-32,979	-2,016	-424
Downtown Park Forest				<u>-13,090</u>	<u>-1,251</u>	<u>-1,001</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal				-906,410	-86,653	-69,339	-118,211	-7,110	-1,456
<b>PUBLIC WORKS TOTAL</b>	<b>354,028</b>	<b>378,690</b>		<b>371,800</b>	<b>35,545</b>	<b>28,445</b>	<b>73,293</b>	<b>4,318</b>	<b>813</b>

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

\*\*\* Gross salary reflects six months

**Village of Park Forest  
2010/2011 Budget**

**PUBLIC WORKS DEPARTMENT  
DETAIL  
01-17-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

Regular Salaries			
500000	Regular Salaries	231,113	
500040	Regular Salaries - MFT Eligible	<u>101,155</u>	332,268
Overtime Wages			
500100	Overtime Wages	3,964	
500140	Overtime Wages - MFT Eligible	<u>35,568</u>	39,532
Temporary/Part-time Salaries			
500200	Temporary/Part-time	0	
500240	Temporary/Part-time - MFT Eligible	<u>0</u>	<u>0</u>
<b>Total Personnel Services</b>			<b>371,800</b>

**INSURANCE**

510100	Medical Insurance	70,793	
	Dental Insurance	4,318	
	Life Insurance	<u>813</u>	75,924
510120	Health Insurance Stipend		<u>2,500</u>
<b>Total Insurance</b>			<b>78,424</b>

**EMPLOYEE SUPPORT**

520000	Travel Expenses (Reimbursement for lodging and travel expenses for conferences and seminars)	2,500
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	28,445
520620	IMRF	<u>35,545</u>
<b>Total Employee Support</b>		<b>71,815</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services (JULIE charges, CAD software support, concrete and asphalt testing)	10,000
530200	Architectural/Engineering Services	
	Permit & New Subdivision Reviews	8,000
	NPDES implementation	20,000
	Other Architectural/Engineering	<u>10,000</u>
		38,000
530700	Environmental Permit Fees	1,000

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>14,500</u>
	<b>Total Professional Services</b>	<b>185,000</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies (Materials for streetlight knockdown repairs, drafting supplies, office supplies, first aid supplies)	9,000
540200	Printing/Copying Supplies (Blueprints)	500
540350	Office Equipment/Furnishings	500
540800	Cleaning Supplies/Paper Products (Cleaning supplies, paper towels, shop towel rental)	400
540900	Uniforms/Protective Clothing (Uniform rental, safety shoe allowance, safety supplies)	8,000
541100	Public Info/Education Supplies	500
541200	Plant Mtrls/Fertlizr/Chem/Soil	500
541400	Paint/Hardware/Small Tools (Tools, hardware, marking paint, welding supplies)	<u>14,000</u>
	<b>Total Operating Supplies</b>	<b>33,400</b>

**MAINTENANCE**

550000	Contractual Equipment Maintenance - Other (Contractual traffic signal and streetlight knockdown repairs, tool repairs, etc.)	25,000
550200	Equipment Maintenance and Repair - Other (Parts for tool maintenance and repairs)	700
550400	Contractual Building and Facility Maintenance	3,000
550500	Contractual Grounds Maintenance	3,000
550700	Street Maintenance Supplies	1,000
550800	Contractual Sidewalk Maintenance (Contractual sidewalk replacement 50% billed to homeowners)	4,000
550900	Driveway Sign Maintenance (Driveway traffic control signs)	0
551600	Sewer Maintenance Supplies (Pipe, castings, precast, etc. for storm sewer maintenance)	50,000
552300	Street Name Sign Maint Supply	500
552400	Traffic Signs Maint Supplies	<u>4,000</u>
	<b>Total Maintenance</b>	<b>91,200</b>

**CAPITAL OUTLAYS**

560000	Other Capital Outlays Computer Replacement	<u>1,900</u>
	<b>Total Capital Outlays</b>	<b>1,900</b>

**MISCELLANEOUS EXPENDITURES**

590200	Radio/Communication System (Radio and base station maintenance)	500
590800	Printing Reproduction and Graphics	250
591000	Legal Notices	<u>500</u>
<b>Total Miscellaneous Expenditures</b>		<b>1,250</b>

**LEASES and RENTALS**

600400	Vehicle Rental - Interfund (Internal vehicle rental rate charges)	18,734
600500	Other Equipment Rental (Oxygen, acetylene cylinder charges, 50% of tub grinder rental, miscellaneous equipment rental)	<u>2,000</u>
<b>Total Leases and Rentals</b>		<b>20,734</b>

**UTILITIES**

610000	Telephone	7,000
610600	Public Utilities	2,500
610700	Public Utility Service - Security Lighting	<u>300</u>
<b>Total Utilities</b>		<b><u>9,800</u></b>

**TOTAL PUBLIC WORKS** **865,323**

# **Village of Park Forest 2010/2011 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, Norwood Square Shopping Plaza and other Western Avenue businesses, and the shopping centers and businesses along Sauk Trail and 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 211<sup>th</sup> Street Metra Station Transit-Oriented Development (TOD) Plan and the Strategic Plan for Land Use and Economic

Development (Strategic Plan). The TOD Plan is completed and 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.

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, Diversity, Inc. 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 and the Park Forest Mediation Task Force.

### **ACCOMPLISHMENT OF 2009/2010 BUDGET OBJECTIVES:**

The Economic Development and Planning Department has had primary responsibility for implementing the following goals of the Board of Trustees. They are as follows:

#### Board Goals:

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

*Participants at all events sponsored by Community Relations were asked to complete a survey at each event. A web based survey is also posted on-line on the Community Relations tab. The same survey was distributed in Discover Magazine. The survey guides the Department in its decisions about new and/or continuing programs, and allows Staff to build its address data base for notification of future events.*

*Four Plan Commissioners attended the Planning Leadership workshop sponsored by the Chicago Metropolitan Agency for Planning. One Plan Commissioner attended a workshop on Building Sustainable Communities sponsored by the Sustainable Watershed Action Team of McHenry County.*

*The Center for Conflict Resolution provided mediation training for the Mediation Task Force, the Commission on Human Relations, the Ambassadors, and interested Staff persons. The training served as a refresher for the existing mediators.*

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

*The Village partnered with Matanky Realty to co-fund an up-to-date market analysis for a grocery store at Orchard Park Plaza.*

*Staff has supported Nassimi Realty's efforts to secure retail tenants in the Norwood Plaza, and is currently working with their new retail broker on this effort.*

*Economic Development and Planning Staff continues to actively recruit for a restaurant and an owner/operator for an Ace Hardware store.*

*Staff worked with School District 162 to assist in their evaluation of the Marshall Fields building for a possible charter high school. In addition, Staff conducted an evaluation of the merits and concerns of this proposal from the Village's perspective.*

*Village Staff is working with the Villages of Olympia Fields, Matteson, and Richton Park on a federally funded study designed to increase economic development in the four communities.*

*Staff mailed the Park Forest shopping bag to two dozen contacts from ICSC to promote existing retail space available for lease and the 3.5 acres for new construction.*

*Five hundred new business recruitment folders have been distributed at various ICSC events, other business promotion events, through direct mailings, and to all new and prospective businesses.*

### 3. Improve Village services and infrastructure.

*Staff has submitted a formal request to the Illinois Department of Transportation (IDOT) for installation of way-finding signs in conformance with their design guidelines so the Village can continue installation of these signs along Western Avenue and US30 and local streets from Western Avenue/US30 into the DownTown.*

*Staff solicited design proposals and bids for a new pylon sign on US30 (Lincoln Highway) at Orchard Drive to promote the anchor businesses in the DownTown. Staff has also negotiated an easement with Calvary United Protestant Church to locate this sign on their property. Construction of the sign will be completed in March 2010. Four permanent sign panels are committed/purchased, and 18 of the possible 24 LED slots are rented, for terms varying from one month to a full year, and six are reserved for public service announcements.*

*The second DownTown mural has been designed and is expected to be installed by the end of the fiscal year. The project included a silent auction and raffle to offer over 30 positions in the mural to the public and to create a public art fund. More than \$6,000 was raised by the silent auction.*

*Staff works closely with the Department of Public Works to coordinate the CN Railroad's construction at Commuter Lot #2 and to ensure that the commuting public is fully aware of the construction.*

*Staff assisted the Department of Public Works to obtain a parcel of property needed to reconstruct the Thorn Creek Bridge. This property was obtained through Will County's tax delinquency process.*

*The Business Registration Application was made available online for the 2010 renewal season to streamline the renewal process for businesses. New businesses are also directed to the web site to use this form. This web page contains numerous business resource links to further assist new and established businesses during this process.*

*With the assistance of the IT Department, an interactive Intranet business application spreadsheet was developed during last year's renewal cycle to ensure all departments' requirements are met and are available for all to see. This has streamlined communication within Village departments as well as expedited business renewals and new business openings. The Water Department was recently added to the spreadsheet to ensure they are aware of new business in the Village and also assist in collecting past due business accounts.*

*In an effort to support the Village's "green campaign," the option was made available to all businesses that have an e-mail address to receive their Business Registration renewal package via e-mail. Fifty-six businesses, including Village owned locations, took advantage of this option, which saved all time and money.*

4. Increase citizen involvement in, and awareness of, the life of the Village.

*Staff has worked with the U.S. Census Bureau to ensure that they have correct address data in order to conduct a complete count of the Park Forest population in 2010.*

*The U.S. Census Bureau information and raffle paraphernalia were provided to participants at several Community Relations events, and an informational packet provided to the Park Forest Ambassadors so they could help to spread the word about the importance of participation in the Census.*

*Staff attended a Job Fair at Prairie State College to promote Park Forest as a place to live. Staff collected more than 70 resumes for four Park Forest businesses with available positions.*

*In conjunction with the South Suburban Housing Center, the Department co-sponsored a First Time Homebuyers Workshop.*

*Staff has developed new and creative ways to work with Park Forest businesses to promote public awareness of their goods and services and to promote a "Shop Park Forest" theme. Some of the implementation measures have included a coupon for Orchard Fresh Market in the semi-annual calendar of events, and a postcard insert in the thank you to all attendees of the Wine and Chocolate Tasting that provided information on Tall Grass Gallery and Illinois Theatre Center (the venues for the event) along with their upcoming events. Park Forest businesses are promoted at area job fairs and business expos. Staff worked with several businesses on direct e-mail campaigns for specials, discount, and announcements. Businesses are also recognized through New Resident and Community Relations events by way of*

*sponsorships, food tasters, and raffle prizes. Each Park Forest visitor is also provided the Park Forest Business Resource guide.*

*The Discover Magazine included a “how well do you know Park Forest” photo contest and awarded a \$25 gift certificate from a Park Forest business as the prize.*

*The fall/winter edition of the semi-annual Community Calendar included new venues, an increased mailing list, and a larger format. The calendar is advertised at job fairs, chamber functions, children’s expos, senior fairs, and business expos. It is mailed to all Park Forest addresses and post office boxes, and distributed through the Illinois Lincoln Highway Coalition, at Tourist Information Centers (rest stops) on the State highways, and at Village venues and functions. A hot key is on the homepage of the Village’s website.*

*The 2009/2010 Business Resource Guide contains over 250 business listings, 26 business ads, and a map of the DownTown area that identifies all Downtown businesses and eight Village events and destinations. The Guide is also available on-line, at all Village events, and at Village Hall. It is a valuable resource to use within the community.*

#### 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 DownTown Park Forest and the search for an owner/operator for an Ace Hardware store.*

*The Village continues to subscribe to CoStar, the leading provider of information about commercial properties and the preferred communication tool for realtors, brokers, and tenant representatives. Information for all available properties in Park Forest is continually updated in their database. CoStar is used to provide a comprehensive list of all available sites that meet client needs.*

*STDB Online replaced Retail Lease Trac and is used for up to date demographics, mapping, and identifying independent, Mom n Pop and one of a kind retailers for direct phone contact and direct mail outreach.*

*In response to an EDAG recommendation to encourage Park Forest business owners to advertise, a new marketing tool was initiated this year. The Village has partnered with local businesses to create a coupon mailer that was sent to all Park Forest addresses. Two coupons were produced and mailed this fiscal year and a total of 20 businesses participated. A third mailer for this fiscal year is planned.*

*On at least ten occasions during the fiscal year, direct e-mails announcing new businesses, business specials, and Village events were sent to approximately 600 e-mail addresses, including Park Forest residents and people familiar with Park Forest*

*at least 10 times so far. This information is also produced in a paper format that can be distributed at Village events.*

*A spreadsheet listing all of the available properties in Park Forest is maintained and available on the website.*

*Installed for-sale signs on four vacant, Village-owned properties in order to generate interest. These sites include the 3.5 acres on Main Street, the former Plaza Flowers site, 3200 Lincoln Highway, and the corner of Holly Street and North Street in the Business Park.*

*Staff has been an active participant in economic development organizations such as the Will Economic Network, the Matteson Area Chamber of Commerce, and the Chicago Southland Economic Development Corporation.*

*Department Staff works with the Director of Public Relations to draft press releases about new business openings and property sales.*

*The Village staffed a booth at the Chicago Deal-Making meeting (October 2009) and the Illinois Alliance Program (February 2010) of the International Council of Shopping Centers and made many contacts with potential retailers and developers.*

*Village representatives will attend the International Council of Shopping Centers Spring Convention in Las Vegas in May 2010 to promote DownTown Park Forest, the 211<sup>th</sup> Street Metra Station Transit Oriented Development, Orchard Park Plaza, and Norwood Square Shopping Center. Village Representatives will assist private property owners in their appointments with retailers.*

*The Department continues to purchase and research new products to promote the Village logo to residents and for business events. One of the new promotional items introduced this year is the custom designed lapel pin of the Village logo to focus on Village pride and to promote our brand. These pins are given out at Village events and Staff is encouraged to display this pin on a daily basis.*

*Staff sent the Shop Park Forest grocery bag to retailers and restaurant representatives with whom they had previously met at ICSC events or had identified using STDB Online.*

*A direct e-mail blast was sent to nearly 60,000 members of ICSC informing them of the Village development opportunities, including the transit oriented development, the 3.5 acres in DownTown, 2330 Western Avenue, and DownTown leasing opportunities.*

*Economic Development and Planning Staff coordinated a 30-second commercial that features diverse populations and a broad range of Park Forest amenities and events. The commercial was produced by Lakeshore Public Television. Community Ambassadors and Recreation and Parks Staff contributed to the commercial. The commercial encouraged viewers to request a community calendar.*

2. Continue the business retention program to support existing businesses and market their services.

*The 2010 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, which gives businesses an additional marketing venue.*

*The Department assists with the monthly promotion of Village-subsidized advertising in the SouthtownStar newspaper for each Park Forest business. Fourteen businesses have participated, with five to eight regular monthly advertisers. The Village has a full page to a 1½ page ad that promotes our active business community.*

*Three Business Connection meetings will be conducted during the year. With two of the three already produced, over 125 business professionals have attended. Three Business News newsletters were published and mailed to all Park Forest businesses, and e-mailed to over 500 interested non-Park Forest businesses, during Fiscal Year 2009/2010.*

*The Department maintains a database of the number of businesses each year in order to track the change in the number of active businesses, the mix of businesses (retail, service, home based, manufacturing and non-profit) and the amount of business fees collected.*

*The EDAG has devised an annual recognition program to highlight community service initiatives supported and/or undertaken by business owners. The first annual Park Forest Business Person of the Year Award was given in 2009 to Janet Fiorenzo, owner of Town Cleaners. EDAG hosted a ceremony to present the award in conjunction with a Village Board meeting.*

*The Village's contract economic development consultant continues to meet with Park Forest businesses to conduct business retention visits. Information obtained from these visits has assisted the businesses to obtain a variety of services, including awareness of cooperative marketing.*

*The 2010 Business Registration process is 89 percent complete, with renewal notices sent to 356 businesses, 309 completed or in process, 40 delinquent, and 7 determined to be inactive. Fifty-six businesses initiated their business registration renewal on-line.*

*Two economic incentive applications were reviewed and submitted to the EDAG and Board of Trustees for consideration. These applications were from Imageworks and the owner of the Superior Cabinets property.*

# License Revenue Summary

## Revenue Posted November 1, 2006 - October 31, 2007

Quick Code	Description	Total
*130	Liquor Licenses	\$ 11,745.00
132	Other Business Licenses	\$ 33,235.50
363	Raffle Licenses	\$ -
*137	Multi-Family Licenses	\$ 10,600.00
*270	Commercial Driveways	\$ 210.00
<b>Total Licenses Fees</b>		<b>\$ 55,790.50</b>

261	Business Directory Advertising	\$ 1,100.00
155	DOTG DRAM	\$ 727.00
323	Store Products	\$ 1,288.50
<b>Total Other</b>		<b>\$ 3,115.50</b>

**Grand Total \$ 58,906.00**

## Revenue Posted November 1, 2007 - October 31, 2008

Quick Code	Description	Total
130	Liquor Licenses	\$ 8,603.33
*132	Other Business Licenses	\$ 30,420.00
363	Raffle Licenses	\$ -
*137	Multi-Family Licenses	\$ 500.00
*270	Commercial Driveways	\$ 2,410.00
<b>Total License Fees</b>		<b>\$ 41,933.33</b>

261	Business Directory Advertising	\$ 1,100.00
155	DOTG DRAM	\$ 375.00
323	Store Products	\$ 767.47
<b>Total Other</b>		<b>\$ 2,242.47</b>

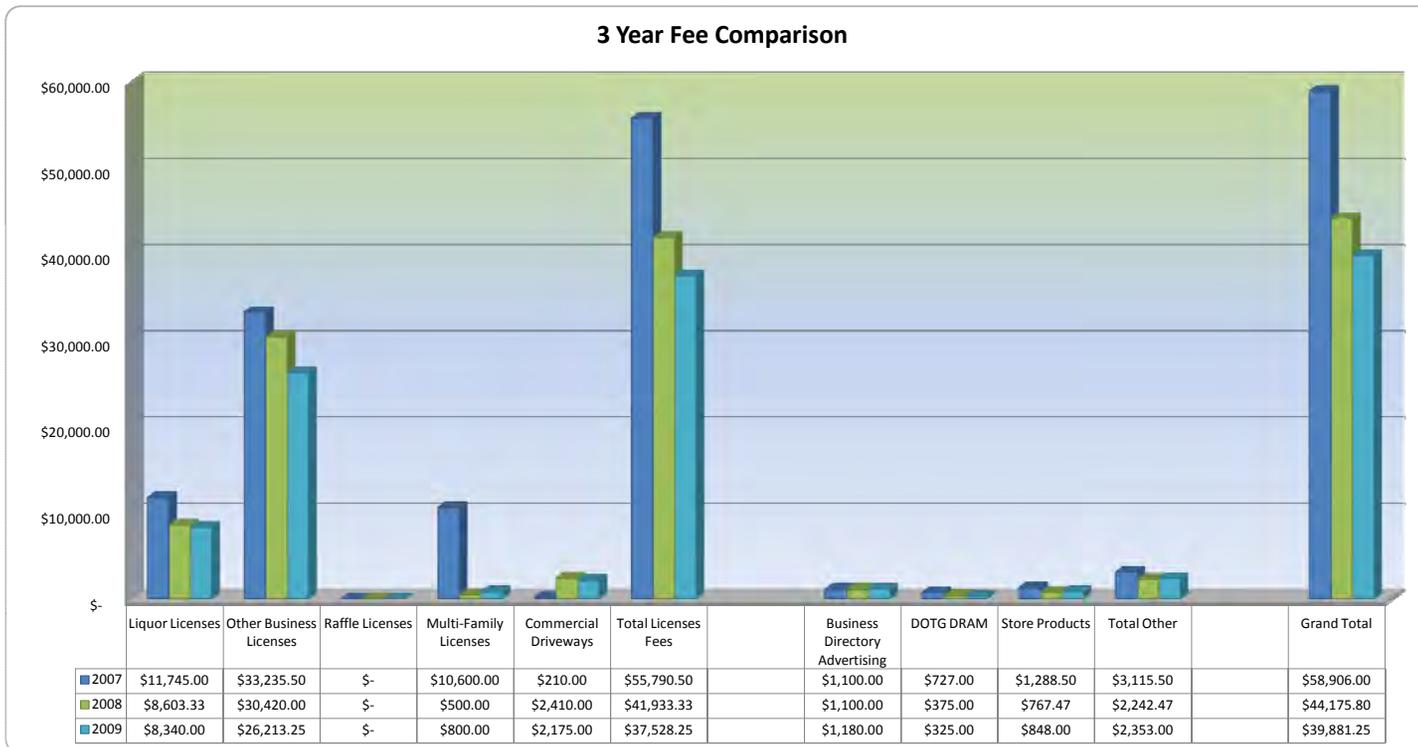
**Grand Total \$ 44,175.80**

## Revenue Posted November 1, 2009 - October 31, 2009

Quick Code	Description	Total
*130	Liquor Licenses	\$ 8,340.00
*132	Other Business Licenses	\$ 26,213.25
363	Raffle Licenses	\$ -
137	Multi-Family Licenses	\$ 800.00
270	Commercial Driveways	\$ 2,175.00
<b>Total License Fees</b>		<b>\$ 37,528.25</b>

261	Business Directory Advertising	\$ 1,180.00
155	DOTG DRAM	\$ 325.00
323	Store Products	\$ 848.00
<b>Total Other</b>		<b>\$ 2,353.00</b>

**Grand Total \$ 39,881.25**



### 2007

\*130 - Liquor Licenses - Park Forest Convenience Store active  
 \*137 - Multi-Family Licenses - Thorn Creek Townhomes  
 \*270 - Commercial Driveways - Quick Code not used correctly; rectified during 2008 collection

### 2008

\*132 - Other Business Licenses Commercial Driveways correctly identified via Quick Code  
 Several businesses were classified as Non-Profits  
 Minor billing changes made; some businesses were being overcharged/undercharged for commercial driveways, square footage of location(CVS), etc.  
 \*137 - Multi-Family Licenses - Thorn Creek Townhomes sold; \$7K in individual invoices not billed in 2008

### 2009

\*130 - Liquor Licenses - Bixby's final payment never received  
 \*132 - Other Business Licenses - Fewer Commercial business and NEW Home based business

# Active Park Forest Businesses - 4 Year Comparison

**2007**

Business Types	Number of Businesses
Churches	2
Commerical Businesses	144
Home Based Businesses	131
Multi Family Cooperatives	4
Multi Family Apartments	5
Outside Businesses	12
Village Owned	0
<b>*Total</b>	<b>298</b>

**2008**

Business Types	Number of Businesses
Churches	17
Commerical Businesses	142
**Home Based Businesses	163
Multi Family Cooperatives	5
***Multi Family Apartments	8
Outside Businesses	10
Village Owned	5
<b>Total</b>	<b>350</b>

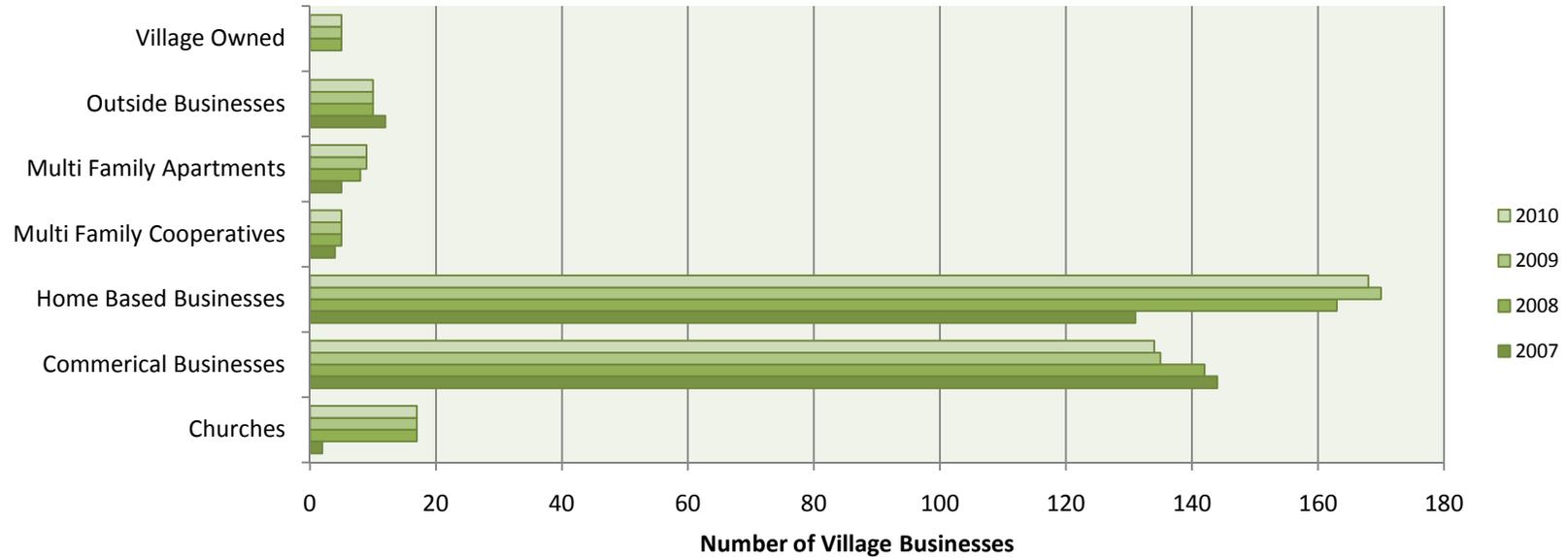
**2009**

Business Types	Number of Businesses
Churches	17
Commerical Businesses	135
*Home Based Businesses	170
Multi Family Cooperatives	5
Multi Family Apartments	9
Outside Businesses	10
Village Owned	5
<b>Total</b>	<b>351</b>

**2010 (As of 3/15/10)**

Business Types	Number of Businesses
Churches	17
Commerical Businesses	134
Home Based Businesses	168
Multi Family Cooperatives	5
Multi Family Apartments	9
Outside Businesses	10
Village Owned	5
<b>Total</b>	<b>348</b>

## Business Classifications



\* Before Re-Engineering; inconsistent reporting. i.e. Not all churches listed, Non-profits not properly identified, etc.

\*\*6 Home based businesses on open balance report; not included in active list

\*\*\*1 Multi-Family business on open balance report; not included in active list (Lofts of Thorncreek)

3. Assist new businesses to develop and open their facilities.

*Assistance was provided to the following new commercial businesses: The Image of, Inc., Shrimp Max, Last Minute Printing and Copy Shop, Park Forest Automotive Repair, Stateline Wireless 2, and Cricket.*

*Village Staff has completed review of plans for a new entertainment center/night club at 23450 S. Western Avenue (the former Ricketts medical office building).*

*Staff has coordinated the efforts of multiple departments to obtain the deed to 80/90 North Street and has worked closely with an interested new business owner.*

*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.*

4. Continue to promote DownTown Park Forest as an attractive business location.

*The Village-owned buildings in DownTown Park Forest are 79 percent occupied. Overall, the occupancy level in DownTown Park Forest is 75 percent (excluding Building #3 which is not available for occupancy due to the condition of the property). The overall occupancy level in DownTown Park Forest has increased from 70 percent in the spring of 2009.*

*Another successful Business After Hours event with the Matteson Area Chamber of Commerce was conducted in July 2009. Over 90 people attended the event and visited 21 DownTown businesses that participated in the “progressive” event. Home based businesses were invited to participate in the 2009 event.*

*The Village renewed the representation agreement with the broker and relisted the property at 202 Forest Boulevard (“the Chase Bank building”) to identify an appropriate buyer for the property. Staff is currently working on a sales agreement with the preferred buyer.*

5. Implement the priority goals of the Strategic Plan for Land Use and Economic Development.

*Staff is working closely with the Chicago Southland Economic Development Corporation on their TOD study which is intended to seek developers for multiple TOD developments along the Metra lines in the southland.*

*Staff is working with the Regional Transportation Authority on their grant funded efforts to identify developers for three targeted TOD areas. Park Forest is one of*

*three municipalities selected to participate in this program because the Village owns property within the TOD area.*

*The Village submitted a request through the SouthCom lobbyist for \$1.2 million to support the streetscape improvements that are part of the 211<sup>th</sup> Street TOD Plan. This request was 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, which includes the Metropolitan Planning Council, the Metropolitan Mayors Caucus, the South Suburban Mayors and Managers Association and approximately 21 other South Suburban communities. The Village was successful in obtaining \$500,000 in Neighborhood Stabilization Program funds through Cook County. The Village will partner with Habitat for Humanity Chicago South Suburbs to acquire and rehabilitate as many homes as these funds will allow. These homes will be sold to income qualified homeowners. The Collaborative will continue to seek housing funds to address the foreclosure problem in Park Forest and other south suburban communities.*

*Utilizing the lien foreclosure process, the Village initiated the process to obtain a deed in lieu of foreclosure on 15 residential properties and two commercial properties. To date the Village has successfully obtained deeds for two of the residential properties and one commercial property (350 Main Street). The vacant residential properties are located in redevelopment areas identified in the Strategic Plan for Land Use and Economic Development.*

*The Cook County Tax Reactivation Project is working on the Village's behalf to acquire the tax deed to 36 Apache Street.*

*The Village submitted a petition for Cook County to bid on eight tax delinquent parcels through the No Cash Bid process. The County was successful in obtaining a tax certificate on all eight parcels. Village Staff will work with the Attorney to complete the public notice process required to obtain a tax deed on these strategically located parcels.*

*The Village continues to work with Star Disposal, the new owner of 30 South Street (formerly Creative Cabinets) to assist them in the renovation of the property for their vehicle maintenance facility. Their construction work is now expected to occur in the spring of 2010.*

### 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.*

*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, Inc.*

*The Village financially supported initiatives and special events of the South Suburban Housing Center and Diversity Inc.*

*In February 2010, the Community Relations Coordinator sent out a mailer to 27 local Villages to gauge interest in working together of future programs. Ten Municipalities responded including: Buffalo Grove, Orland Park, Homewood, Richton Park, Tinley Park, Flossmoor, University Park, Crete, Country Club Hills, and Calumet Park. Two meetings have been conducted at this time and a potential collaboration in Country Club Hills is in the making.*

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 2009/2010 Reception was held at the Aqua Center (summer) and at the Illinois Theatre Center (winter). Together, these Receptions included over 230 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 Community Relations Coordinator, Recreation and Parks Staff, and the Commission on Human Relations facilitated an annual Good Neighbor Day event that was hosted by Calvary United Protestant Church. The Park Forest Ambassadors co-sponsored and participated in Good Neighbor Day.*

*Staff and the Commission on Human Relations (CHR) conducted the Good Egg Award ceremony and recognized two people for their ongoing efforts in the South suburbs which went beyond the call of duty. The Good Egg Award ceremony was held September 14, 2009.*

*The February 2010 Black History Month event focused on Michael Jackson's humanitarian efforts and his musical genius. The event included musical and dance interpretations by youth from our local school districts, a Michael Jackson impersonator, and poetry readings. Two Humanitarian Awards were given to an individual and a business, and a Striving for Excellence Award was given to a college student.*

3. Generate a positive residential experience for increased resident retention.

*Community information packets are distributed to new residents in durable green totes with the Village logo, which can be re-used by residents to continue the Village logo promotion. New totes were purchased that can be used for grocery shopping and contain interesting Park Forest facts.*

*Over 14,000 copies of the Fall 2009/Winter 2010 Community Calendar were distributed to local hotels, restaurants, convention and visitor's bureau facilities, and other locations. A new calendar will be prepared to reflect Summer 2010 activities. The Community Calendar is advertised in the Family Times Magazine and mailed to every household in Park Forest.*

*The Community Relations Coordinator completed the launching of the Park Forest Ambassadors Program. Twelve Ambassadors were selected out of 17 applications. The Ambassadors rotated assisting with all Community Relations events, along with other Village Departments and Commissions. The Ambassadors also participated in the creation of a Park Forest commercial which first aired on a Chicago and northwest Indiana based cable station. The commercial is now posted on the Village website and will become a future insert in New Resident packets to showcase different venues in the community.*

*The Ambassadors and Village Staff implemented the Park Forest Idols event on January 16, 2010. There was a full house at Freedom Hall for the event. Pre-show ticket revenue was donated to Tall Grass Arts Association and the Illinois Theatre Center. Each organization received \$640. This event was created to get Park Forest residents more active and to potentially get more visitors from surrounding areas.*

*The Ambassadors and Village Staff also held two Wine and Chocolate Tasting events at local venues: Illinois Theatre Center/Tall Grass Gallery and Dining on the Green. More than 130 people attended these two events, including visitors from Chicago and northwest Indiana. Surveys showed that attendees want to see this event continued.*

*The winter New Resident event was a comedy show featuring talented local comedians. The event was held at the Illinois Theatre Center on January 9. In an effort to increase awareness of local restaurants, four Park Forest restaurants provided refreshments. Seven Park Forest civic organizations hosted informational tables at the event. To increase awareness and utilization of Park Forest amenities and retailers, gift certificates from local businesses were raffled.*

*The Community Relations Coordinator is collaborating with Forest Trail staff to develop creative ways to promote Village activities to the school community.*

*Due to the unforeseen earthquake in Haiti that left hundreds of thousands of people in distress, the Community Relations Coordinator was asked to collaborate with several Village Departments and outside sources to create a two-day fundraising event. All*

*proceeds were donated to the American Red Cross (\$1,275) and all expenses were covered by sponsorship dollars, local businesses, and a newly acquired corporate business partner (Prudential).*

4. Promote the Village of Park Forest as a residential option to individuals and families.

*The Community Relations Coordinator continually updates the special event listings of 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.*

### **2010/2011 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 2010/2011.

#### Board Goals:

1. Maintain excellence in governing and create a more participatory government.
2. Increase commercial, business and residential development in the Village.
3. Establish policies that 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.

#### 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, 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.
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. Conduct a third year of a business retention survey, to include a minimum of 25 additional businesses.
  - e. Conducting a minimum of 125 one-on-one meetings with Park Forest merchants.
  - f. Assist Star Disposal in the renovation of 20 South Street for upgraded offices and 30 South for an upgraded vehicle maintenance facility.
  - g. Offering a capacity training program 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. A minimum of two direct mailings promoting Dining on the Green.
  - b. The sale of at least one DownTown building or out-lot.

- c. Participating in at least one event to promote all the shopping districts as opportunities for retailers and restaurants
  - d. The implementation of the third phase of the DownTown mural project. Expanding the promotion of DownTown Murals to the Internet and print publications.
  - e. The implementation of the second phase of the way-finding signage project (US30/Lincoln Highway and Western Avenue).
  - f. Continue marketing the opportunity for business to advertise on the new pylon sign at US30/Lincoln Highway and Orchard Drive.
  - g. Construct a new sign at Indianwood Boulevard and Sauk Trail.
  - h. Increasing the occupancy in Village-owned buildings from 80 percent (current) to 83 percent.
  - i. Identify a buyer for the 3.5 acre vacant parcel on Main Street in DownTown Park Forest.
5. The implementation of priority goals of the Strategic Plan for Land Use and Economic Development will be measured by:
- a. The approval of a contract for sale and plans for development of Hidden Meadows.
  - b. The initiation of infill development/redevelopment on scattered residential lots.
  - c. The analysis of future use for the former Wildwood School and, if appropriate, the issuance of a request for proposals for redevelopment of this site.
  - d. Seek a grant to conduct the next phase of studies for the TOD Plan.
  - e. Negotiate boundary agreements with the Villages of University Park, Crete, and Steger related to annexation along South Western Avenue.
  - f. 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.).

### 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.
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. Activation 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.

5. Collaborations created with the Community Relations Coordinator 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.

**STAFFING:**

<u>Position</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
Director	1	1	1	1	1
Assistant Director	0	0	1	1	1
Economic Development Coordinator	1	1	0	0	0
Community Relations Coordinator	1	1	1	1	1
Public Information Officer*	0.5	0	0	0	0
Administrative Assistant I	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	4.5	4	4	4	4

\*The Public Information Officer was reclassified during Fiscal Year 2007/08 to a Director of Public Relations and is now located in Administration.

# Village of Park Forest Economic Development Department

## Organizational Chart



**Village of Park Forest  
2010/2011 Budget**

**ECONOMIC DEVELOPMENT  
and PLANNING SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	243,438	257,473	257,473	270,925	5%
Overtime Salaries	<u>0</u>	<u>631</u>	<u>631</u>	<u>619</u>	-2%
<b>Total Personnel Services</b>	<b>243,438</b>	<b>258,104</b>	<b>258,104</b>	<b>271,544</b>	5%
<b><u>Insurance</u></b>	16,504	31,097	31,097	23,539	-24%
<b><u>Employee Support</u></b>	55,294	67,178	64,728	69,343	3%
<b><u>Professional Services</u></b>	24,818	44,060	32,000	73,100	66%
<b><u>Operating Supplies</u></b>	2,588	6,800	4,700	6,800	0%
<b><u>Capital Outlays</u></b>	0	2,500	218	1,900	-24%
<b><u>Miscellaneous</u></b>	<u>56,710</u>	<u>98,400</u>	<u>75,900</u>	<u>106,050</u>	8%
<b>TOTAL</b>	<b><u>399,352</u></b>	<b><u>508,139</u></b>	<b><u>466,747</u></b>	<b><u>552,276</u></b>	9%

**Village of Park Forest  
2010/2011  
Budget**

**ECONOMIC DEVELOPMENT AND PLANNING  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Increase Salary 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Hildy Kingma Director of Economic Development & Planning	103,672	105,227	23,9	105,227	10,060	8,050	10,363	1,170	120
Sandra Zoellner Assistant Dir of Economic Development	65,136	66,439	17,4	67,210	6,425	5,142	0	0	120
Evelyn Sterling Community Relations Coordinator	49,798	50,794	12,3	51,383	4,912	3,931	10,363	1,170	120
Monica DeLord Administrative Assistant I	45,652	46,565	7,7	47,105	4,503	3,604	0	0	113
Overtime	600	612		619	59	47			
<b>ECONOMIC DEVELOPMENT &amp; PLANNING TOTAL</b>	<b>264,858</b>	<b>269,637</b>		<b>271,544</b>	<b>25,959</b>	<b>20,774</b>	<b>20,726</b>	<b>2,340</b>	<b>473</b>

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011 Budget**

**ECONOMIC DEVELOPMENT & PLANNING  
DETAIL  
01-19-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	270,925
500100	Overtime Salaries	619
500200	Part-time Salaries	<u>0</u>
<b>Total Personnel Services</b>		<b>271,544</b>

**INSURANCE**

510100	Medical Insurance	20,726
	Dental Insurance	2,340
	Life Insurance	<u>473</u>
<b>Total Insurance</b>		<b>23,539</b>

**EMPLOYEE SUPPORT**

520000	Other Travel Expense (Commuter train downtown, meetings, transportation parking, meals, tools, attendance at meetings of Will Cty. Econ. Network, Southland Chamber, Matteson 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 Conferences)	5,500
520100	Car/Mileage Reimbursement	1,000

520200	Membership Dues/Subscriptions		
	Illinois Lincoln Highway Coalition	450	
	Rotary International	950	
	Diversity, Inc.	3,800	
	South Suburban Housing Center	500	
	Chicago Area Fair Housing Alliance	200	
	Illinois Municipal Human Rights Association	50	
	Center Point - GSU Business Growth Corp.	100	
	American Planning Association	585	
	American Planning Association - Plan Commission	550	
	International Downtown Association	425	
	International Council of Shopping Centers (3)	200	
	Illinois Development Council (2)	500	
	International Economic Development Council (2)	490	
	3CMA - Associate Membership	375	
	American Marketing Association - IL Chapter	265	
	Illinois Real Estate Journal	30	
	Downtown Idea Exchange	210	
	Chicagoland Restaurant Brokers Association	350	
	STDB Online	<u>1,095</u>	
			11,125
520300	Training Staff Development		
	Attendance at workshops and conferences		4,500
520400	Books/Pamphlets		485
520610	FICA		20,774
520620	IMRF		<u>25,959</u>
	<b>Total Employee Support</b>		<b>69,343</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services		
	Marketing Plan Implementation	7,000	
	Design of Community Calendar	1,200	
	Design of Resident Guide	550	
	Design Mural Brochure	250	
	South Suburban Housing Center	4,500	
	CoStar	5,600	

Residential relocation websites	2,000	
Park Forest Business - Capacity Building Course (CN)	15,000	
Additional Projects (CN)	25,000	
Econ Development Consulting Staff	<u>12,000</u>	
		<u>73,100</u>

**Total Professional Services** **73,100**

**OPERATING SUPPLIES**

540000	Other Operating Supplies		
	Office Supplies	1,500	
	Miscellaneous Copies	<u>200</u>	
			1,700

540400	Department Sponsored Meetings (Business Connection events, Realtor events, mediation task force business person of the year, cultural enrichment events, etc)		<u>5,100</u>
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**Total Operating Supplies** **6,800**

**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	
	Coupon Mailer (4)	7,200	
	Park Forest Idol/Young Professionals Activities	3,600	
	Special events	<u>1,000</u>	
			17,400

590800	Printing/Reproduction/Graphics		
	Economic Development Material	3,500	
	Business Resource Guide	9,000	
	Mural Brochure	1,000	
	Resident Guide	4,000	
	Park Forest Idol/Young Professionals Activities	1,200	
	Community Calendar	<u>5,000</u>	
			23,700
590900	Advertising		
	Ads for Cultural Events	3,000	
	Business/Industry attraction	7,000	
	Visitor/New Resident attraction and retention	5,000	
	Business Plan Competition for Restaurant	3,000	
	Other Promotions/Sponsorships	<u>500</u>	
			18,500
591000	Public Notices		
	(Zoning Variances/Appeals)		800
591200	Other Special Events Expense		
	Annual House Tour	1,000	
	Home Make-Over Incentive	500	
	Park Forest Idol Event	3,000	
	Cultural and Diversity Celebrations (Black History Month, Wine & Chocolate, Young Professionals, Father/Son, Mother/Daughter, Youth)	15,500	
	Chamber of Commerce Business After Hours	800	
	Good Neighbor/Good Egg events	900	
	Ambassadors Program	500	
	Diversity, Inc. Annual Dinner/Meeting	600	
	South Suburban Housing Center Annual Meeting	550	
	EDAG Business Person of the Year Award	300	
	New Business Open and Business Retention Events	2,000	
	New Resident Events (2)	3,000	
	Response to Current Events (e.g., Haiti Relief)	2,000	
	Promotional items (for new logo implementation)	10,000	
	Attendance at trade shows/job fairs (Business Expos, Career Fairs)	<u>5,000</u>	
			<u>45,650</u>

**Total Miscellaneous Expenditures**

**106,050**

**TOTAL ECONOMIC DEVELOPMENT  
& PLANNING DEPARTMENT**

**552,276**

## **Village of Park Forest 2010/2011 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. Three 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 an Illinois State 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 and 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 2009/2010 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 facilitated the Village Board's annual strategic planning process with oversight of the annual community survey. The Director also coordinated all materials for the Board's review as the elected body established goals for Fiscal Year 2010/2011.*

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 initiated the process to obtain a deed in lieu of foreclosure on 15 residential properties and two commercial properties. To date the Village has successfully obtained deeds for two of the residential properties and one commercial property (350 Main Street). 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 obtaining \$500,000 in Neighborhood Stabilization Program funds through Cook County. The Village will partner with Habitat for Humanity Chicago South Suburbs to acquire and rehabilitate as many homes as these funds will allow. These homes will be 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 has continued 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. To date, the Village has secured in excess of \$930,000 in CDBG funding for this demolition project.*

*Work to increase residents' awareness of and access to home improvement technology that improves the quality of their homes through green technology.*

### 3. Improve Village Services and infrastructure.

*The Director of Community Development continued to co-chair the Village's Grant 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 Grant Seeking Task Force. In 2009 the Grants Seeking Task Force has applied for 26 grants. 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 either approved or in the process of seeking approval include the following:*

- *\$930,000 in CDBG funding for the demolition of Marshal Fields.*
- *\$400,000 OSLAD grant for demolition and renovation work at the Park Forest Aqua Center. This grant requires a local match of \$400,000 and the total project cost is estimated at \$1.02M.*
- *\$660,000 in federal funding for the reconstruction of the Thorn Creek Bridge. This project includes a \$165,000 match in local funds for a total project value of \$825,000.*
- *\$409,000 in federal stimulus funding for the resurfacing of Orchard Drive from Sauk Trail to north to Lakewood.*
- *\$500,000 in federal NSP funding to be used for housing rehab projects throughout the community.*
- *\$500,000 federal earmark for sewer improvements. This grant requires an approximate \$396,000 match in Village funds for a total project value of \$896,000.*
- *\$117,000 grant from the IDOT Transportation Enhancement Program (ITEP) for the removal of deteriorated wood fencing along the south side of Lincoln Highway/Route 30 from Indiana Street east to the Village's corporate limits. Removed wood fencing would be replaced by a natural vegetation barrier. This grant requires a \$30,000 match in local funds for a total project value of \$147,000.*
- *A trio of grant applications has been submitted to the IEPA for water main replacements (\$3.4M), sewer repairs (\$880,000) and an overhaul to the sanitary sewer system overflow facility (\$657,000).*

- *The Village has received confirmation that the Orchard Drive reconstruction project (Route 30 north to Lakewood Boulevard) is being included on the yet-to-be-approved 5-Year Federal Transportation Bill. Inclusion of Orchard Drive on this bill would result in 80% of all costs being grant funding. A currently estimated project of \$10.76M would mean a grant of approximately \$8.6M.*

4. Increase citizen involvement in and awareness of the life of the Village.

*The Director of Community Development, and other departmental staff as needed, attended all Neighborhood Meetings in the community and 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 2009/2010 as AT&T began to offer cable services to the community.*

*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, computer editing software are being explored.*

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 to administer the annual licensing of building contractors.

*This program is ongoing and operating very smoothly.*

2. Continue to promote the architectural design program.

*The department revised the brochure for the architectural design program.*

3. Continue the change in the software format for the administration of the annual licensing of building contractors.

*The Blackbear data base system is now 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.*

4. 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.*

5. Oversee the commercial development and expansion in Business Park.

*Staff provided assistance in discussions with potential new businesses interested in locating within Park Forest. In March, the building permit for Homewood Disposal's one million dollar new office and truck repair building was approved.*

6. 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 and another 3 slated for demolition in 2010.*

*As part of efforts with the Task Force, the newly adopted Vacant Building Registration Ordinance was fully implemented January 1, 2010.*

#### Community Development:

1. Expand technology in computerization with new software enabling the department to create the Village's data base 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 now 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 2009/2010. 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.

*Work continued with the reimplementation of Local Origination Programming for the Village. The new state of the art equipment was installed and has enhanced programming. PEG (Public Education and Governmental Access Programming) Fees will continue to be collected for capital improvements such as portable cameras and computer editing software toward Local Origination Programming.*

4. Continue to promote the Architectural Design Program to encourage residential upgrades and improvements.

*A revised brochure for the design program was designed and advertised.*

5. Coordinate Annual Strategic Planning including recommendation of facilitator.

*In 2009/2010, Dr. Paul Craig facilitated the planning process as the Village Board followed up on its efforts from 2008/2009. The goals established for the coming fiscal year were adjusted slightly as the Village Board moves toward setting goals that can be worked toward over a five-year period.*

#### 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. Update the Rent Reasonableness Handbook.

*The Housing Authority continued to promote its programs to potential homebuyers. Updating the Rent Reasonableness Handbook is an ongoing project.*

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.*

#### Housing - Garden House:

1. Maintain Updated Garden House files

*This effort is ongoing.*

## **2010/2011 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 2009/2010.

### Board Goals:

1. Maintain excellence in governing and create a more participatory government.
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.
3. Increase commercial, business and residential development in the Village.
4. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.
5. 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 in the software format for the administration of the annual licensing of building contractors.
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>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
<b>Number of Building Permits Issued</b>	707	611	649	675
<b>Amount Collected in Permit Fees</b>	\$141,521	\$103,565	\$58,675	\$95,300
<b>Total Valuation of Work</b>	\$9,783,771	\$8,765,881	\$5,640,384	\$7,582,020
<b>Contractor's License Fees</b>	\$23,700	\$29,900	\$28,900	\$27,150
<b>Residential Inspection Fees</b>	\$76,000	\$71,640	\$66,775	\$53,600
<b>Real Estate Transfer Tax Stamps</b>	\$381,517	\$399,547	\$148,460	\$240,730
<b>Housing Court/Adjudication Fines</b>	(1) N/A	\$34,475	\$22,740	\$19,680
<b>Civil Court/Liens</b>	(1) N/A	(1) N/A	\$38,317	\$51,514
<b>Building &amp; Grounds Maintenance Income</b>	\$36,094	\$22,516	\$24,441	\$60,883
<b>Elevator/Escalator Inspection Fees</b>	\$2,400	\$2,585	\$2,310	\$2,350
<b>Vacant Building Registration Program</b>	(1)N/A	(1)N/A	(1)N/A	\$9,000
<b><u>Inspections</u></b>				
<b>No Access</b>	30	29	32	30
<b>Inspector Initiated</b>	5,195	5,300	5,274	4,997
<b>Call-in/Referral Complaints</b>	1,004	936	1,219	1,067
<b>Single Family Inspections</b>	656	545	513	474
<b>Multifamily Inspections</b>	574	567	566	451
<b>New Construction</b>	3,139	2,709	2,307	2,087
<b>Violations</b>	7,878	6,783	6,332	5,884
<b><u>Abatement</u></b>				
<b>No Access</b>	5	4	7	2
<b>Inspector Initiated</b>	2,266	2,050	2,525	2,256
<b>Call-in/Referral Complaints</b>	478	486	678	453
<b>Single Family Inspections</b>	587	435	505	467
<b>Multi-family Inspections</b>	323	302	332	246
<b>Violations</b>	5,510	5,071	4,285	4,853
<b><u>Overall Inspection Totals</u></b>	<b>14,222</b>	<b>13,330</b>	<b>13,909</b>	<b>12,498</b>
<b>Number of Citations Issued</b>	126	228	154	139

Explanation of Performance Measures:

\* 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 data based 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 promote the Architectural Design Program to encourage residential upgrades and improvements.
5. Coordinate 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 room additions. 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.

**HOUSING - GARDEN HOUSE OBJECTIVE:**

1. Maintain updated Garden House files.

**HOUSING - GARDEN HOUSE PERFORMANCE MEASURE:**

Objective 1 will be measured by the number of certificates processed and the number of meetings held.

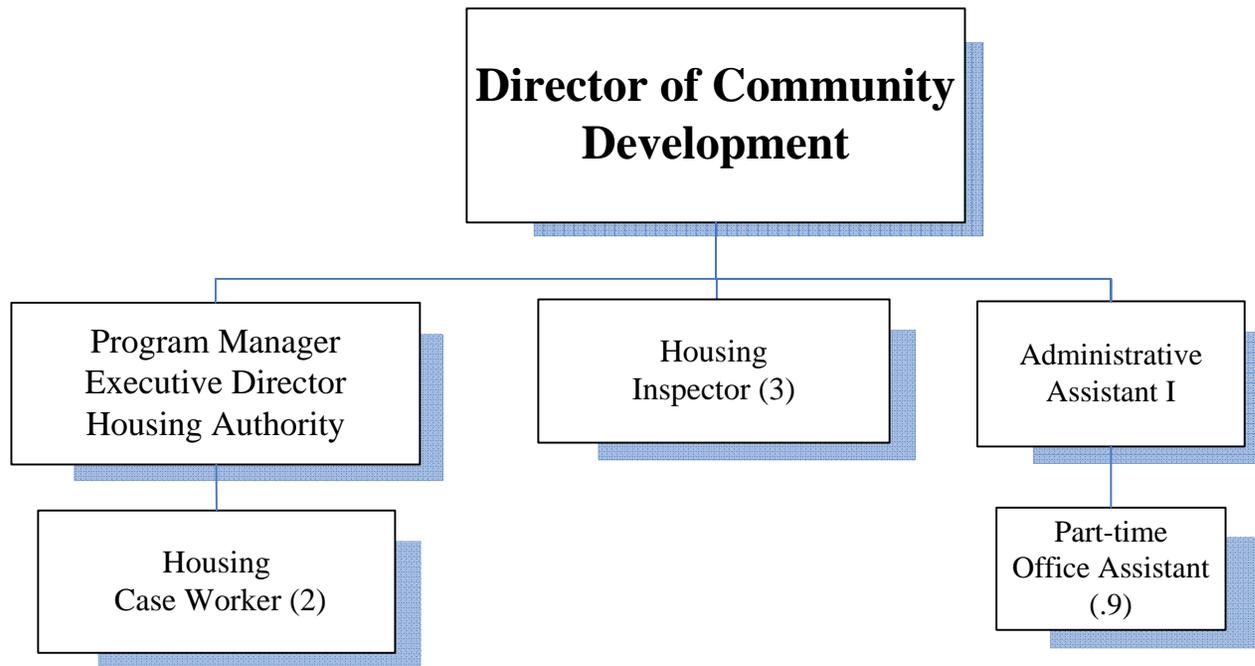
**STAFFING:**

The Community Development Department budget remains constant with last year's in staffing.

<b><u>Position</u></b>	<b><u>2006/07</u></b>	<b><u>2007/08</u></b>	<b><u>2008/09</u></b>	<b><u>2009/10</u></b>	<b><u>2010/11</u></b>
Director	1	1	1	1	1
Senior Building Inspector	1	1	1	0	0
Housing Inspector	3	3	3	3	3
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>.4</u>	<u>.4</u>	<u>.6</u>	<u>.9</u>	<u>.9</u>
Total	9.4	9.4	9.6	8.9	8.9

# Village of Park Forest Community Development Department

## Organizational Chart



**Village of Park Forest  
2010/2011 Budget**

**COMMUNITY DEVELOPMENT  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	322,657	280,441	288,390	285,612	2%
Temporary/Part-time Salaries	<u>21,200</u>	<u>33,648</u>	<u>27,392</u>	<u>34,321</u>	2%
<b>Total Personnel Services</b>	<b>343,857</b>	<b>314,089</b>	<b>315,782</b>	<b>319,933</b>	<b>2%</b>
<b><u>Insurance</u></b>	52,142	46,532	44,626	48,861	5%
<b><u>Employee Support</u></b>	65,058	69,075	60,955	69,744	1%
<b><u>Professional Services</u></b>	9,870	27,005	12,500	15,300	-43%
<b><u>Operating Supplies</u></b>	1,519	2,000	1,449	2,000	0%
<b><u>Maintenance</u></b>	49,632	43,050	49,471	35,000	-19%
<b><u>Capital Outlays</u></b>	0	79,400	79,400	12,500	-84%
<b><u>Miscellaneous</u></b>	69	400	996	400	0%
<b><u>Leases and Rentals</u></b>	8,200	8,610	8,610	7,000	-19%
<b><u>Utilities</u></b>	<u>2,522</u>	<u>3,000</u>	<u>1,720</u>	<u>3,000</u>	0%
<b>TOTAL</b>	<b><u>532,869</u></b>	<b><u>593,161</u></b>	<b><u>575,509</u></b>	<b><u>513,738</u></b>	<b>-13%</b>

**Village of Park Forest  
2010/2011  
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Salary Increase 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Lawrence Kerestes Director of Community Development	103,672	105,227	23,9	105,227	10,060	8,050	10,798	730	120
Ernestine Y. Watson Housing Program Manager	67,490	68,840	14,9	68,840	6,581	5,266	6,475	375	120
Janet L. Timm Housing Inspector	48,904	49,882	7,9	49,882	4,769	3,816	0	730	120
Kathleen E. Fisher Housing Inspector	48,904	49,882	7,9	49,882	4,769	3,816	16,033	1,170	120
Jerry C. Martin Housing Inspector	48,904	49,882	7,9	49,882	4,769	3,816	13,034	730	120

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011  
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Salary Increase 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Pauline Hawkins Housing Case Worker	48,904	49,882	7,9	49,882	4,769	3,816	4,777	171	120
Dolores Dubois Admin. Assistant I	48,904	49,882	7,9	49,882	4,769	3,816	11,316	730	120
Mattie Tyson Housing Case Worker	45,652	46,565	7,7	47,105	4,503	3,604	5,659	375	113
Part-time	33,648	34,321		34,321	3,281	2,626			
<b>Subtotal</b>	<b>494,982</b>	<b>504,362</b>		<b>504,903</b>	<b>48,270</b>	<b>38,626</b>	<b>68,092</b>	<b>5,011</b>	<b>953</b>
<b>ALLOCATIONS</b>									
Housing (Housing Case Worker @ 100%)				-49,882	-4,769	-3,816	-4,777	-171	-120
Housing (Housing Inspector @ 5%)				-2,494	-238	-191	-652	-36	-6
Housing (Housing Inspector @ 5%)				-2,494	-238	-191	0	-36	-6
Housing (Housing Inspector @ 40%)				-19,953	-1,907	-1,526	-6,413	-468	-48
Housing ( Program Manager @ 95%)				-65,398	-6,252	-5,003	-6,151	-357	-114
Housing (Office Assistant III / HCW @ 95%)				-44,749	-4,278	-3,423	-5,376	-357	-107
<b>Subtotal</b>				<b>-184,970</b>	<b>-17,682</b>	<b>-14,150</b>	<b>-23,369</b>	<b>-1,425</b>	<b>-401</b>
<b>COMMUNITY DEVELOPMENT DEPARTMENT TOTAL</b>									
	<b>494,982</b>	<b>504,362</b>		<b>319,933</b>	<b>30,588</b>	<b>24,476</b>	<b>44,723</b>	<b>3,586</b>	<b>552</b>

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011 Budget**

**COMMUNITY DEVELOPMENT  
DETAIL  
01-20-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	285,612
500200	Temporary/Part-time	<u>34,321</u>
<b>Total Personnel Services</b>		<b>319,933</b>

**INSURANCE**

510100	Medical Insurance	44,723
	Dental Insurance	3,586
	Life Insurance	<u>552</u>
<b>Total Insurance</b>		<b>48,861</b>

**EMPLOYEE SUPPORT**

520000	Other Travel Expense (Commuter train downtown, meetings, transportation, parking, meals, tools, attendance at meetings such as the Matteson Area Chamber and for conferences)	4,600
520100	Car/Mileage Reimbursement	2,000

520200	Membership Dues/Subscriptions		
	International City/County Management Assoc.	450	
	International Code Council	100	
	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>380</u>	
			1,510
520300	Training Staff Development (BOCA Certification Program)		
	Housing Inspectors	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		24,476
520620	IMRF		<u>30,588</u>
	<b>Total Employee Support</b>		<b>69,744</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services		
	Electrical & Plumbing Inspectors *	2,500	
	Thompson Elevator Inspection Services **	2,300	
	Title Searches, Paralegal Costs, etc.	500	
	B&F Technical Inspection Services	<u>10,000</u>	
			<u>15,300</u>
	<b>Total Professional Services</b>		<b>15,300</b>

**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	105	
	House File Address Folders	225	
	Photograph Development	120	
	Real Estate Transfer Tax Forms	200	
	Office Supplies	<u>350</u>	
			<u>2,000</u>
	<b>Total Operating Supplies</b>		<b>2,000</b>

**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.)	25,000	
	House Demolition	<u>10,000</u>	
	<b>Total Maintenance</b>		<b>35,000</b>

\* 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.

**CAPITAL OUTLAYS**

560000	Capital Outlays	
	Computer Replacement	2,500
	IntraGov Pen System*	<u>10,000</u>
	<b>Total Capital Outlays</b>	<b>12,500</b>

\*to be combined with funds in the amount of \$75,000 to be encumbered from Fiscal 2010

**MISCELLANEOUS EXPENDITURES**

591000	Public Notices (CDBG Application, Zoning Variances/Appeals)	<u>400</u>
	<b>Total Miscellaneous Expenditures</b>	<b>400</b>

**LEASES AND RENTALS**

600400	Vehicle Interfund	<u>7,000</u>
	<b>Total Leases and Rentals</b>	<b>7,000</b>

**UTILITIES**

610000	Telephone Cell Phone Charges (5)	<u>3,000</u>
	<b>Total Utilities</b>	<b><u>3,000</u></b>

**TOTAL COMMUNITY DEVELOPMENT DEPARTMENT** **513,738**

**Village of Park Forest  
2010/2011 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  
2010/2011 Budget**

**RECREATION AND PARKS  
COMBINED ENTERPRISE FUNDS  
(Aqua Center and Tennis and Health Club)**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Property Taxes	33,268	33,472	33,472	34,336	3%
Grants	0	400,000	400,000	0	-100%
Services	438,461	425,750	414,750	434,750	2%
Sales	43,290	50,250	45,400	45,400	-10%
Interest	1,312	1,500	0	0	-100%
Transfer from General Fund	<u>221,900</u>	<u>835,000</u>	<u>835,000</u>	<u>215,000</u>	-74%
<b>TOTAL REVENUE</b>	<b><u>738,231</u></b>	<b><u>1,745,972</u></b>	<b><u>1,728,622</u></b>	<b><u>729,486</u></b>	<b>-58%</b>
<b><u>Net Income(Loss)</u></b>	<b>942</b>	<b>(1,420)</b>	<b>1,041,459</b>	<b>25,836</b>	<b>1919%</b>
Major Capital Outlays	0	0	(1,020,000)	0	0%
Debt Principal Repayment	(17,556)	(23,550)	(23,550)	(25,120)	7%
Depreciation	<u>11,628</u>	<u>11,628</u>	<u>11,628</u>	<u>36,628</u>	215%
Cash Flow	(4,986)	(13,342)	9,537	37,344	380%
<b><u>Beginning Net Cash</u></b>			<b>79,175</b>	<b>88,712</b>	
<b><u>Ending Net Cash</u></b>			<b>88,712</b>	<b>126,056</b>	

**Village of Park Forest  
2010/2011 Budget**

**RECREATION AND PARKS  
COMBINED ENTERPRISE FUNDS  
(Aqua Center and Tennis and Health Club)**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	113,288	96,050	105,440	102,006	6%
Overtime Salaries	3,272	3,700	3,700	2,000	-46%
Temporary/Part-time Salaries	<u>240,712</u>	<u>276,900</u>	<u>235,900</u>	<u>246,015</u>	-11%
<b>Total Personnel Services</b>	<b>357,272</b>	<b>376,650</b>	<b>345,040</b>	<b>350,021</b>	<b>-7%</b>
<b><u>IRMA</u></b>	23,466	25,813	25,813	25,490	-1%
<b><u>Employee Support</u></b>	44,006	49,504	48,504	46,576	-6%
<b><u>Professional Services</u></b>	13,113	80,080	9,080	8,948	-89%
<b><u>Operating Supplies</u></b>	91,731	81,500	78,300	81,500	0%
<b><u>Maintenance</u></b>	15,111	10,300	9,800	10,300	0%
<b><u>Capital Outlays</u></b>	17,214	971,500	21,500	7,500	-99%
<b><u>Depreciation</u></b>	11,628	11,628	11,628	36,628	215%
<b><u>Interest Expense</u></b>	12,974	9,569	6,569	8,839	-8%
<b><u>Transfers to Other Funds</u></b>	38,640	38,640	38,640	38,840	1%
<b><u>Miscellaneous</u></b>	1,374	1,700	1,500	1,500	-12%
<b><u>Leases and Rentals</u></b>	4,400	3,508	2,789	3,508	0%
<b><u>Utilities</u></b>	<u>106,360</u>	<u>87,000</u>	<u>88,000</u>	<u>84,000</u>	-3%
<b>TOTAL EXPENSES</b>	<b><u>737,289</u></b>	<b><u>1,747,392</u></b>	<b><u>687,163</u></b>	<b><u>703,650</u></b>	<b>-60%</b>

**Village of Park Forest  
2010/2011 Budget**

**PUBLIC WORKS  
COMBINED ENTERPRISE FUNDS  
(Municipal Parking, Refuse Collection, Water and Sanitary Sewer)**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Parking Lot Fees	168,041	170,000	135,834	140,000	-18%
Charges for Service	1,178,134	1,215,600	1,200,330	1,269,800	4%
Water Sales					
Residential	3,755,380	4,060,000	3,841,472	3,956,716	-3%
Commercial	772,436	865,500	788,991	812,661	-6%
Infrastructure Fee	300,462	290,000	305,820	305,820	5%
Sanitary District Fees	83,361	83,500	83,000	83,500	0%
Water Tap Fees	5,396	2,000	1,760	2,000	0%
Sewer User Fees					
Residential	938,716	1,082,088	982,082	1,080,290	0%
Commercial	206,806	246,472	226,426	249,069	1%
Sewer Tap Fees	3,790	4,000	3,660	4,000	0%
Interest	4,270	26,400	811	300	-99%
Contributions & Donations	9,170	0	0	0	0%
State Grants	0	0	0	485,000	100%
Merchandising & Jobbing	25,469	0	0	0	0%
Miscellaneous Income	<u>27,463</u>	<u>2,000</u>	<u>8,358</u>	<u>2,000</u>	0%
<b>TOTAL REVENUE</b>	<b><u>7,478,894</u></b>	<b><u>8,047,560</u></b>	<b><u>7,578,544</u></b>	<b><u>8,391,156</u></b>	<b>4%</b>
<b><u>Net Income(Loss)</u></b>	<b><u>73,792</u></b>	<b><u>(467,747)</u></b>	<b><u>81,260</u></b>	<b><u>372,540</u></b>	<b>180%</b>
Major Capital Outlays	(978,415)	(4,781,000)	(520,683)	(5,807,000)	21%
Cook County Payable	(100,000)	(29,087)	(29,087)	0	-100%
Debt Principal Repayment	(709,660)	(840,531)	(740,531)	(812,243)	-3%
Loan Proceeds	0	3,000,000	0	4,837,000	61%
Depreciation	<u>722,881</u>	<u>824,894</u>	<u>764,894</u>	<u>757,170</u>	-8%
Cash Flow	(991,402)	(2,293,471)	(444,147)	(652,533)	72%
<b><u>Beginning Net Cash</u></b>			<b><u>3,203,422</u></b>	<b><u>2,759,275</u></b>	
<b><u>Ending Net Cash</u></b>			<b><u>2,759,275</u></b>	<b><u>2,106,741</u></b>	

**Village of Park Forest  
2010/2011 Budget**

**PUBLIC WORKS  
COMBINED ENTERPRISE FUNDS  
(Municipal Parking, Refuse Collection, Water and Sanitary Sewer)**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	1,222,157	1,250,056	1,254,929	1,235,397	-1%
Overtime Salaries	133,665	159,810	96,616	163,007	2%
Temporary/Part-time Salaries	<u>82,815</u>	<u>99,158</u>	<u>94,934</u>	<u>103,095</u>	4%
<b>Total Personnel Services</b>	<b>1,438,637</b>	<b>1,509,024</b>	<b>1,446,479</b>	<b>1,501,499</b>	<b>0%</b>
<b><u>Insurance</u></b>	170,793	194,133	178,974	210,952	9%
<b><u>IRMA</u></b>	330,243	363,267	359,015	394,917	9%
<b><u>Employee Support</u></b>	229,494	260,981	245,230	261,055	0%
<b><u>Professional Services</u></b>	1,535,968	1,656,657	1,567,897	1,715,441	4%
<b><u>Operating Supplies</u></b>	642,486	639,700	633,945	655,300	2%
<b><u>Maintenance</u></b>	594,634	611,203	598,454	581,100	-5%
<b><u>Capital Outlays</u></b>	81,980	641,800	94,900	246,300	-62%
<b><u>Depreciation</u></b>	722,881	824,894	764,894	757,170	-8%
<b><u>Interest Expense</u></b>	397,807	581,776	372,665	459,946	-21%
<b><u>Transfer to Other Funds</u></b>	768,276	813,802	813,802	866,180	6%
<b><u>Miscellaneous</u></b>	31,742	32,870	29,138	34,500	5%
<b><u>Leases &amp; Rentals</u></b>	177,869	148,000	154,890	97,556	-34%
<b><u>Utilities</u></b>	<u>282,292</u>	<u>237,200</u>	<u>237,001</u>	<u>236,700</u>	0%
<b>TOTAL EXPENSES</b>	<b><u>7,405,102</u></b>	<b><u>8,515,307</u></b>	<b><u>7,497,284</u></b>	<b><u>8,018,616</u></b>	<b>-6%</b>

## **Village of Park Forest 2010/2011 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 70,000 – 90,000 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 which totaled almost \$1.1M will be completed prior to the 2010 opening day. Projects included a complete renovation of all aspects of the bathhouse, including plumbing, electrical, finishes, in addition to moving the concession function into the main building and adding a classroom “The Wetland Discovery Center” to be utilized by children and adults visiting Central Park Wetlands. The original concession stand was demolished. Several “green initiatives” were incorporated in this project including solar hot water heating, ten skylights in the roof, energy efficient light and plumbing fixtures, a rain garden and more.

For many years the Aqua Center staff has been awarded “National Aquatic Safety Awards” by the aquatic safety and risk management firm of Jeff Ellis & Associates. The facility received the “Platinum” (highest) Award again for the 2008 season. These awards are based upon the scores attained at three, unannounced, video taped safety audits conducted during the season. Auditors tape three or more guards selected at random and, after announcing their presence, ask guards, also selected at random, to demonstrate critical rescue techniques and CPR.

#### **ACCOMPLISHMENT OF 2009/2010 BUDGET OBJECTIVES:**

Several of the Budget Objectives related to capital improvements at the Aqua Center were completed early in advance of the 2010 season:

1. Continue the systematic replacement of the extensive wood timber retaining walls and planter boxes at the site originally installed in 1989/1990.

*Sections of wood retaining walls and planter boxes were replaced especially in the vicinity of the new concession area.*

2. Replace an additional two liquid chlorinators installed in 1989 with a safer more efficient tablet system.

*Completed.*

3. Replace the ice machine in the concession stand.

*Completed.*

4. Monitor Federal regulations related to pool drains referred to as the Virginia Graeme Baker Pool and Safety Act.

*New grates were purchased which meet regulatory requirements for all four pools and will be installed before the 2010 opening.*

**2010/2011 AQUA CENTER OBJECTIVES:**

1. Complete the major renovation of 2009-2010 within budget and in time for opening day.
2. Develop procedures and schedule systems for use of the new “Wetland Discovery Center.”

**PERFORMANCE MEASURES:**

Unfortunately the 2009 season is one of the poorest for weather over the last five. For a 93 day season the facility was closed due to weather on 9 full days (9.67%). Daily turn-in reports noted weather conditions as “cool-chilly-rain-cloudy or overcast” on 37 days (42% of the season). Attendance, pass sales and daily fees were all accordingly down.

Park Forest Aqua Center passes sold by year:

<u>Season</u>	<u>Passes Sold*</u>	<u>Individuals**</u>	<u>Total Attendance</u>
2009	1,491	1,491	48,859
2008	1,837	1,837	60,000
2007	1,975	1,975	76,770
2006	2,336	2,336	79,226

2005	2,411	2,411	70,391
2004	880	2,726	84,394

Pass sales for 2008 consisted of 57.5% Park Forest residents and 42.5% non-residents.

\* Passes sold equates to the total of Family and Individual Passes.

\*\* Beginning with the 2005 Season, only Individual Passes will be sold. The new Performance Measure will be individual passes sold. The 2004 numbers equate total passes to the individuals represented.

**Village of Park Forest  
2010/2011 Budget**

**AQUA CENTER  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Property Taxes	33,268	33,472	33,472	34,336	3%
State Grants	0	400,000	400,000	0	-100%
Services	184,598	172,500	167,000	187,000	8%
Sales	2,675	2,250	2,400	2,400	7%
Interest	1,144	1,500	0	0	-100%
Transfer from General Fund	<u>140,000</u>	<u>760,000</u>	<u>760,000</u>	<u>120,000</u>	-84%
<b>TOTAL REVENUE</b>	<b><u>361,685</u></b>	<b><u>1,369,722</u></b>	<b><u>1,362,872</u></b>	<b><u>343,736</u></b>	<b>-75%</b>
<b><u>Net Income(Loss)</u></b>	<b>3,348</b>	<b>9,714</b>	<b>1,058,393</b>	<b>29,546</b>	<b>204%</b>
Major Capital Outlay	0	0	(1,020,000)	0	0%
Debt Principal Repayment	(17,556)	(23,550)	(23,550)	(25,120)	7%
Depreciation	<u>8,638</u>	<u>8,638</u>	<u>8,638</u>	<u>33,638</u>	289%
Cash Flow	(5,570)	(5,198)	23,481	38,064	-832%
<b><u>Beginning Net Cash</u></b>			<b>63,631</b>	<b>87,112</b>	
<b><u>Ending Net Cash*</u></b>			<b>87,112</b>	<b>125,176</b>	

\* Ending net cash reserved for capital items.

**Village of Park Forest  
2010/2011 Budget**

**AQUA CENTER  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	23,892	8,610	18,000	7,581	-12%
Overtime Salaries	2,324	3,200	3,200	1,500	-53%
Temporary/Part-time Salaries	<u>136,775</u>	<u>163,000</u>	<u>122,000</u>	<u>138,015</u>	-15%
<b>Total Personnel Services</b>	<b>162,991</b>	<b>174,810</b>	<b>143,200</b>	<b>147,096</b>	<b>-16%</b>
<b><u>Insurance(IRMA)</u></b>	9,045	9,950	9,950	9,907	0%
<b><u>Employee Support</u></b>	16,444	18,643	17,643	14,361	-23%
<b><u>Professional Services</u></b>	6,958	75,120	4,120	4,071	-95%
<b><u>Operating Supplies</u></b>	38,718	27,000	27,000	27,000	0%
<b><u>Maintenance</u></b>	11,877	5,500	5,500	5,500	0%
<b><u>Capital Outlays</u></b>	12,500	964,000	15,000	0	-100%
<b><u>Depreciation</u></b>	8,638	8,638	8,638	33,638	289%
<b><u>Interest Expense</u></b>	12,974	9,569	6,569	8,839	-8%
<b><u>Transfers to Other Funds</u></b>	18,640	18,640	18,640	18,840	1%
<b><u>Miscellaneous</u></b>	450	700	500	500	-29%
<b><u>Leases and Rentals</u></b>	2,000	1,438	719	1,438	0%
<b><u>Utilities</u></b>	<u>57,102</u>	<u>46,000</u>	<u>47,000</u>	<u>43,000</u>	-7%
<b>TOTAL EXPENSES</b>	<b><u>358,337</u></b>	<b><u>1,360,008</u></b>	<b><u>304,479</u></b>	<b><u>314,190</u></b>	<b>-77%</b>

**Village of Park Forest  
2010/2011 Budget**

**AQUA CENTER  
DETAIL  
53-11-33**

**PERSONNEL SALARIES**

**Salaries and Wages**

500000	Regular Salaries	7,581
500100	Overtime Salaries	1,500
500200	Temporary/Part-time	<u>138,015</u>
<b>Total Salaries</b>		<b>147,096</b>

**INSURANCE**

510400	IRMA Premium	<u>9,907</u>
<b>Total Insurance</b>		<b>9,907</b>

**EMPLOYEE SUPPORT**

520300	Training (Manuals, Pool Rental, Licenses)	500
520610	FICA	11,253
520620	IMRF	<u>2,608</u>
<b>Total Employee Support</b>		<b>14,361</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services (Ellis Retainer, Three Audits, Instructor Class)	2,800
530300	Audit Services (annual)	271
532600	Credit Card Service Charge	<u>1,000</u>
<b>Total Professional Services</b>		<b>4,071</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies (Paints and hardware, small tools, cleaning supplies, paper products, towels and office supplies)	17,000
541600	Lime and Chemicals	<u>10,000</u>
<b>Total Operating Supplies</b>		<b>27,000</b>

**MAINTENANCE**

550200	Equipment Repairs (Mechanical systems, plumbing, electrical, upkeep of building and equipment)	2,500
550500	Contractual Grounds Maintenance	<u>3,000</u>
<b>Total Maintenance</b>		<b>5,500</b>

**CAPITAL OUTLAYS**

560000	Capital Outlay	0
560700	Depreciation	<u>33,638</u>
<b>Total Capital Outlays</b>		<b>33,638</b>

**DEBT SERVICE**

570000	Debt Service*	25,120
570100	Interest on Debt Service	<u>8,839</u>
*Not included in income calculation		<u>8,839</u>
<b>Total Debt Service</b>		<b>8,839</b>

**TRANSFER TO OTHER FUNDS**

581000	Indirect Transfer to General Fund	<u>18,840</u>
	<b>Total Transfer to Other Funds</b>	<b>18,840</b>

**MISCELLANEOUS EXPENDITURES**

590900	Advertising and Marketing Expense	<u>500</u>
	<b>Total Miscellaneous Expenditures</b>	<b>500</b>

**LEASES and RENTALS**

600400	Interfund Equipment (Charges for maintenance activities performed by Parks staff)	<u>1,438</u>
	<b>Total Leases and Rentals</b>	<b>1,438</b>

**UTILITIES**

610000	Telephone	1,000
610600	Public Utilities (Electric, natural gas and telephone)	<u>42,000</u>
	<b>Total Utilities</b>	<b><u>43,000</u></b>

	<b>TOTAL AQUA CENTER</b>	<b>314,190</b>
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**Village of Park Forest  
2010/2011 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. 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. Eleven 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 two seasons, both indoors and out.

The proposed Adult Membership rates for 2010/2011 reflect no change as rates were increased in 2008/09. Prime Time Court Fees were raised \$1.00/hour for 2009/2010 and will not be raised again for the 2010/2011 season.

The proposed rates are as follows:

<u>Membership</u>	<u>Resident</u>	<u>Non-Resident</u>
1st - 5th Grade	\$ 30.00	\$ 40.00
6th - 12th Grade	50.00	65.00
Adult Members	200.00	225.00
Senior Membership	140.00	160.00
Family Membership	280.00	310.00

<u>Court Fees</u>	<u>Members</u>	<u>Non-Members</u>
Early Bird and Weekday Special	\$14.00/hour	\$22.00/hour
Junior and Senior Rate	14.00/hour	22.00/hour
Non-Prime Time	16.00/hour	24.00/hour
Prime Time	25.00/hour	33.00/hour

**ACCOMPLISHMENT OF 2009/2010 BUDGET OBJECTIVES:**

1. Complete tuck pointing and building repairs to prevent water infiltration into the building.

*Completed in the spring of 2010.*

2. Continue to upgrade the facility where needed to increase membership and lesson base.

*Purchased a new stair climber for the fitness area and an AED device for the facility.*

**2010/2011 TENNIS and HEALTH CLUB OBJECTIVES:**

1. Continue to upgrade the facility where needed to increase membership and lesson base.

**PERFORMANCE MEASURES:**

Park Forest Tennis and Health Club membership sales by year:

<u>Season</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Total Sales</u>
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
2006*	140 (27%)	380 (73%)	520
2005	194 (35%)	356 (65%)	550
2004	123 (33%)	253 (67%)	376
2003	138 (37%)	235 (63%)	373
2002	131 (34%)	258 (66%)	389
2001	155 (37%)	265 (63%)	420
2000	165 (40%)	246 (60%)	411
1999	150 (35%)	276 (65%)	426

\* Starting with the 2005/2006 season the club converted to a “rolling annual” membership system (on the member’s anniversary date).

**Village of Park Forest  
2010/2011 Budget**

**TENNIS and HEALTH CLUB  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Services	253,863	253,250	247,750	247,750	-2%
Sales	40,615	48,000	43,000	43,000	-10%
Interest	168	0	0	0	0%
Transfer from General Fund	<u>81,900</u>	<u>75,000</u>	<u>75,000</u>	<u>95,000</u>	27%
<b>TOTAL REVENUE</b>	<b><u>376,546</u></b>	<b><u>376,250</u></b>	<b><u>365,750</u></b>	<b><u>385,750</u></b>	<b>3%</b>
<b><u>Net Income (Loss)</u></b>	<b>(2,406)</b>	<b>(11,134)</b>	<b>(16,934)</b>	<b>(3,710)</b>	<b>-67%</b>
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	585	(8,144)	(13,944)	(720)	-91%
<b><u>Beginning Net Cash</u></b>			<b>15,544</b>	<b>1,600</b>	
<b><u>Ending Net Cash</u></b>			<b>1,600</b>	<b>880</b>	

**Village of Park Forest  
2010/2011 Budget**

**TENNIS and HEALTH CLUB  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	89,396	87,440	87,440	94,425	8%
Overtime Salaries	948	500	500	500	0%
Temporary/Part-time Salaries	<u>103,937</u>	<u>113,900</u>	<u>113,900</u>	<u>108,000</u>	-5%
<b>Total Personnel Services</b>	<b>194,281</b>	<b>201,840</b>	<b>201,840</b>	<b>202,925</b>	<b>1%</b>
<b><u>Insurance(IRMA)</u></b>	14,421	15,863	15,863	15,583	-2%
<b><u>Employee Support</u></b>	27,562	30,861	30,861	32,215	4%
<b><u>Professional Services</u></b>	6,155	4,960	4,960	4,877	-2%
<b><u>Operating Supplies</u></b>	53,013	54,500	51,300	54,500	0%
<b><u>Maintenance</u></b>	3,234	4,800	4,300	4,800	0%
<b><u>Capital Outlays</u></b>	4,714	7,500	6,500	7,500	0%
<b><u>Depreciation</u></b>	2,990	2,990	2,990	2,990	0%
<b><u>Transfer to Other Funds</u></b>	20,000	20,000	20,000	20,000	0%
<b><u>Miscellaneous</u></b>	924	1,000	1,000	1,000	0%
<b><u>Leases and Rentals</u></b>	2,400	2,070	2,070	2,070	0%
<b><u>Utilities</u></b>	<u>49,258</u>	<u>41,000</u>	<u>41,000</u>	<u>41,000</u>	0%
<b>TOTAL EXPENSES</b>	<b><u>378,952</u></b>	<b><u>387,384</u></b>	<b><u>382,684</u></b>	<b><u>389,460</u></b>	<b>1%</b>

**Village of Park Forest  
2010/2011 Budget**

**TENNIS and HEALTH CLUB  
DETAIL  
54-11-59**

**PERSONNEL SALARIES**

**Salaries and Wages**

500000	Regular Salaries	94,425
500100	Overtime Salaries	500
500200	Temporary/Part-time	<u>108,000</u>
<b>Total Salaries</b>		<b>202,925</b>

**INSURANCE**

510300	IRMA Premium	<u>15,583</u>
<b>Total Insurance</b>		<b>15,583</b>

**EMPLOYEE SUPPORT**

520200	Dues/Subscriptions (Tennis team entry fees)	1,000
520610	FICA	15,524
520620	IMRF	<u>15,691</u>
<b>Total Employee Support</b>		<b>32,215</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services (Exterminator, equipment servicing)	1,250
530300	Audit Services (annual)	427
532600	Credit Card Service Charge	<u>3,200</u>
<b>Total Professional Services</b>		<b>4,877</b>

### **OPERATING SUPPLIES**

540000	Operating Supplies (Paints and hardware, small tools, cleaning supplies, paper products, towels and office supplies)	11,500
540400	Food purchases for resale	4,000
540500	Beverage purchases for resale	15,000
540600	Accessories purchases for resale (Pro Shop)	<u>24,000</u>
<b>Total Operating Supplies</b>		<b>54,500</b>

### **MAINTENANCE**

550200	Equipment Repairs (HVAC, plumbing, electrical, upkeep of building and equipment)	2,000
550400	Contractual Maintenance (Security system, etc.)	1,000
550500	Contractual Grounds Maintenance	<u>1,800</u>
<b>Total Maintenance</b>		<b>4,800</b>

### **CAPITAL OUTLAYS**

560000	Capital Outlays Tuckpointing and Lighting Repairs	<u>7,500</u>
		7,500
560700	Depreciation	<u>2,990</u>
<b>Total Capital Outlays</b>		<b>10,490</b>

**TRANSFER TO OTHER FUNDS**

581000 Indirect Cost Transfer to General Fund 20,000

**Total Transfer to Other Funds 20,000**

**MISCELLANEOUS EXPENDITURES**

590100 Postage 0

590900 Advertising and Marketing Expense 1,000

**Total Miscellaneous Expenditures 1,000**

**LEASES and RENTALS**

600400 Interfund Equipment  
(Maintenance activities performed by Parks staff) 2,070

**Total Leases and Rentals 2,070**

**UTILITIES**

610000 Telephone 1,000

610600 Public Utilities  
(Electric, gas and telephone) 40,000

**Total Utilities 41,000**

**TOTAL TENNIS and HEALTH CLUB 389,460**

**Village of Park Forest  
2010/2011 Budget**

**MUNICIPAL PARKING FUND**

**DEPARTMENT FUNCTION:**

The Village owns and maintains two commuter parking lots. Lot #1 is located at the 211<sup>th</sup> Street METRA Station. Lot #2 is located at the Matteson METRA Station. Lot #1 contains 459 paid spaces and averages a 60.7% occupancy rate by commuters on weekdays. This occupancy rate reflects a 25% decrease in use over last year for Lot #1.

A portion of Lot #2 was sold to Canadian National Railroad, in 2009, to be used to build a connection from the old Illinois Central line to the EJ&E line. As part of this sale Lot #2 was reconfigured from 734 paid parking spaces to 576 spaces in November 2009. The work for the connection and the completion of work to Lot #2 will continue in fiscal 2011. Lot #2 had a drop in occupancy of 27.5% from the previous year.

**ACCOMPLISHMENT OF 2009/2010 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.
  - Provide snow and ice removal operations at the lots.
  - Remove debris.

*The department provided safe and convenient parking to commuter customers, maintained the pavement, lighting and landscaping, removed snow and ice and maintained coin gates.*

*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 211<sup>th</sup> Street Metra Station. Village Staff has begun implementation by seeking out state and federal funding sources for public infrastructure improvements. The Village submitted a request through the SouthCom lobbyist for \$1.2 million to support the streetscape improvements that are part of the 211<sup>th</sup> Street TOD Plan. This request was made jointly with the Villages of Matteson and Olympia Fields.*

*In November 2009, the Canadian National (CN) railroad resurfaced Lot #2 as part of the construction project to connect the EJ&E to the old Illinois Central line. Their plan also includes rerouting the Kiss and Ride and adding additional lighting.*

**2010/2011 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 2010/2011 pending further work on the 211<sup>th</sup> Street TOD.

**PERFORMANCE MEASURES:**

The following quantities of work were accomplished in previous budget years:

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Commuter customers served 211 <sup>th</sup> Street Lot	114,376	98,584	94,412	70,502
Commuter customers served Matteson Lot*	116,742	86,539	88,398	64,159
Monthly pass cards held	101	91	85	78

\* Customer calculation is based on revenue received.

**Village of Park Forest  
2010/2011 Budget**

**MUNICIPAL PARKING FUND  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Parking Lot Fees	168,041	170,000	135,834	140,000	-18%
Interest	<u>687</u>	<u>900</u>	<u>100</u>	<u>100</u>	-89%
<b>TOTAL REVENUE</b>	<b><u>168,728</u></b>	<b><u>170,900</u></b>	<b><u>135,934</u></b>	<b><u>140,100</u></b>	<b>-18%</b>
<b><u>Net Income(Loss)</u></b>	<b>(35,264)</b>	<b>(55,688)</b>	<b>(40,317)</b>	<b>(86,539)</b>	<b>-55%</b>
Depreciation	<u>16,950</u>	<u>16,950</u>	<u>16,950</u>	<u>16,950</u>	0%
Cash Flow	(18,314)	(38,738)	(23,367)	(69,589)	<b>-80%</b>
<b><u>Beginning Net Cash</u></b>			<b>361,647</b>	<b>338,280</b>	
<b><u>Ending Net Cash</u></b>			<b>338,280</b>	<b>268,691</b>	

**Village of Park Forest  
2010/2011 Budget**

**MUNICIPAL PARKING FUND  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	83,523	57,689	52,217	58,051	1%
Overtime Salaries	6,537	29,389	10,677	29,977	2%
Temporary/Part-time Salaries	<u>10,407</u>	<u>12,625</u>	<u>9,211</u>	<u>12,382</u>	-2%
<b>Total Personnel Services</b>	<b>100,467</b>	<b>99,703</b>	<b>72,105</b>	<b>100,410</b>	<b>1%</b>
<b><u>Insurance</u></b>	9,194	7,404	7,439	7,345	-1%
<b><u>IRMA</u></b>	8,820	9,702	8,081	8,889	-8%
<b><u>Employee Support</u></b>	15,332	17,049	13,500	17,380	2%
<b><u>Professional Services</u></b>	0	312	312	243	-22%
<b><u>Operating Supplies</u></b>	211	2,200	2,100	2,200	0%
<b><u>Maintenance</u></b>	6,493	9,000	11,336	9,100	1%
<b><u>Capital Outlays</u></b>	0	20,000	0	25,000	25%
<b><u>Depreciation</u></b>	16,950	16,950	16,950	16,950	0%
<b><u>Transfer to Other Funds</u></b>	21,953	22,268	22,268	20,307	-9%
<b><u>Leases &amp; Rentals</u></b>	11,047	9,000	9,160	5,815	-35%
<b><u>Utilities</u></b>	<u>13,525</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>	0%
<b>TOTAL EXPENSES</b>	<b><u>203,992</u></b>	<b><u>226,588</u></b>	<b><u>176,251</u></b>	<b><u>226,639</u></b>	<b>0%</b>

**Village of Park Forest  
2010/2011 Budget**

**MUNICIPAL PARKING FUND  
DETAIL  
51-17-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salary	58,051
500100	Overtime Wages	29,977
500200	Temporary/Part-time	<u>12,382</u>

**Total Personnel Services** **100,410**

**INSURANCE**

510100	Health Insurance	6,874
	Dental Insurance	355
	Life Insurance	<u>116</u>
		7,345

510300	IRMA Premium	<u>8,889</u>
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**Total Insurance** **16,234**

**EMPLOYEE SUPPORT**

520100	Car/Mileage Allowance (Portion of Director's mileage reimbursement)	100
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520610	FICA	7,681
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520620	IMRF	<u>9,599</u>
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**Total Employee Support** **17,380**

**PROFESSIONAL SERVICES**

530300	Audit Services	<u>243</u>
<b>Total Professional Services</b>		<b>243</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies (Materials for parking lot pavement patching, etc.)	2,000
540200	Printing/Copying Supplies (Notices, public information)	100
541400	Paint/Hardware	<u>100</u>
<b>Total Operating Supplies</b>		<b>2,200</b>

**MAINTENANCE**

550000	Contractual Equipment Maintenance - Other (Repair of coin gates, etc.)	4,000
550500	Contractual Grounds Maintenance	3,100
551000	Parking Lot Maintenance (Repair parts)	<u>2,000</u>
<b>Total Maintenance</b>		<b>9,100</b>

**CAPITAL OUTLAYS**

560000	Other Capital Outlays Replace Card Reader	25,000
560700	Depreciation	<u>16,950</u>
<b>Total Capital Outlays</b>		<b>41,950</b>

**TRANSFER TO OTHER FUNDS**

581000	Indirect Cost to General Fund	<u>20,307</u>
<b>Total Transfer To Other Funds</b>		<b>20,307</b>

**LEASES and RENTALS**

600400	Vehicle Rental - Interfund	<u>5,815</u>
<b>Total Leases and Rentals</b>		<b>5,815</b>

**UTILITIES**

610000	Telephone (Leased lines for emergency phones)	0
610600	Public Utilities (Electricity for parking lot lighting)	<u>13,000</u>
<b>Total Utilities</b>		<b><u>13,000</u></b>

**TOTAL MUNICIPAL PARKING FUND** **226,639**

**Village of Park Forest  
2010/2011 Budget**

**REFUSE COLLECTION FUND**

**DEPARTMENT FUNCTION:**

Garbage, recycling and yard waste collection in single-family residential areas are funded through the Refuse Collection Fund (multi-family areas of the Village contract privately for refuse pickup services). Collection is accomplished by contract with Star Disposal. Effective January 1, 2001, the Village established a flat-rate garbage pick-up program. The contract was renewed on January 1, 2004 as the Village entered into a ten-year agreement with Star Disposal. The program in place for this agreement allows single-family residences to place an unlimited amount of refuse curbside every week and an unlimited amount of recyclables curbside every other week. Effective January 1, 2009, the Village Board established refuse rates through December 31, 2013. For calendar year 2009, the refuse rates remained the same as 2008. This was due to a clause in the agreement with Star Disposal which compared the consumer price index to rate increases over the first five years.

Each customer pays a \$2.53 charge for overhead, bill processing and mailing. These costs are built in to the monthly 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

The Village collected 9,439 tons of solid waste last year from single-family residences.

The recycling program in the current agreement with Star Disposal provides single-family residences with a 64-gallon wheeled toter. 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-#5 and # 7 plastic containers
- Telephone books
- Chipboard and corrugated cardboard

The Village receives an annual rebate of \$2,000 from the refuse hauling service provider for the sale of recyclable materials collected in Park Forest. Single-family residences in Park Forest generated 1,439 tons in recycled materials in 2009.

The Village switched to a one day pickup for single family residential units in 2006. The official garbage pickup day is Tuesday. This will end any confusion with pickup days and enable for a cleaner Village.

Star Disposal began delivering 95-gallon brown garbage carts to residents that live north of Sauk Trail at no additional cost on March 1, 2010. Star plans to supply half the Village in 2010 and complete the south half of the Village in 2011. This cart has an attached lid that will prevent garbage from blowing around and the cart will not be rolling in the street after being emptied. These carts will be mechanically emptied and placed back by the garbage truck. The new carts will replace resident owned garbage cans.

#### **ACCOMPLISHMENT OF 2009/2010 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.*

#### **2010/2011 REFUSE COLLECTION FUND OBJECTIVES:**

1. Continue to promote recycling.

**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>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Garbage collected (tons)	6,449	7,686	7,996	7,436	7,000
Recyclables (tons)	1,718	1,726	1,481	1,487	1,439
Yard waste (tons)	<u>1,190</u>	<u>1,036</u>	<u>995</u>	<u>921</u>	<u>1,000</u>
Total (tons)	9,357	10,448	10,472	9,844	9,439
Revenue from sale of recyclables	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

**Village of Park Forest  
2010/2011 Budget**

**REFUSE COLLECTION FUND  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Charges for Service	1,178,134	1,215,600	1,200,330	1,269,800	4%
Recycling Rebate	2,000	2,000	2,000	2,000	0%
Interest	<u>1,741</u>	<u>1,500</u>	<u>211</u>	<u>200</u>	-87%
<b>TOTAL REVENUE</b>	<b><u>1,181,875</u></b>	<b><u>1,219,100</u></b>	<b><u>1,202,541</u></b>	<b><u>1,272,000</u></b>	<b>4%</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>	21,640	21,771	22,715	22,098	2%
<b><u>Insurance</u></b>	2,252	2,661	2,487	2,777	4%
<b><u>IRMA</u></b>	53,457	58,803	56,753	62,428	6%
<b><u>Employee Support</u></b>	3,448	3,701	3,772	3,803	3%
<b><u>Professional Services</u></b>	1,043,888	1,085,306	1,052,473	1,127,443	4%
<b><u>Transfer to Other Funds</u></b>	122,327	114,970	114,970	106,616	-7%
<b><u>Miscellaneous</u></b>	<u>4,608</u>	<u>5,000</u>	<u>3,358</u>	<u>5,000</u>	0%
<b>TOTAL EXPENSES</b>	<b><u>1,251,620</u></b>	<b><u>1,292,212</u></b>	<b><u>1,256,528</u></b>	<b><u>1,330,165</u></b>	<b>3%</b>
<b><u>Net Income (Loss)</u></b>	<b>(69,745)</b>	<b>(73,112)</b>	<b>(53,987)</b>	<b>(58,165)</b>	<b>20%</b>
<b><u>Beginning Net Cash</u></b>			<b>117,272</b>	<b>63,285</b>	
<b><u>Ending Net Cash</u></b>			<b>63,285</b>	<b>5,120</b>	

**Village of Park Forest  
2010/2011 Budget**

**REFUSE COLLECTION FUND  
DETAIL  
56-17-53**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	<u>22,098</u>
<b>Total Personnel Services</b>		<b>22,098</b>

**INSURANCE**

510100	Health Insurance	2,607	
	Dental Insurance	146	
	Life Insurance	<u>24</u>	
			2,777
510300	IRMA Premium		<u>62,428</u>
<b>Total Insurance</b>			<b>65,205</b>

**EMPLOYEE SUPPORT**

520300	Training		0
520610	FICA		1,690
520620	IMRF		<u>2,113</u>
<b>Total Employee Support</b>			<b>3,803</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services (Contractual garbage collection)	1,105,734	
	Street Sweeping	<u>20,000</u>	
			1,125,734
530300	Audit Services		<u>1,709</u>
	<b>Total Professional Services</b>		<b>1,127,443</b>

**TRANSFER TO OTHER FUNDS**

581000	Indirect Cost to General Fund (Excludes \$30,000 for municipal pick-up)		<u>106,616</u>
	<b>Total Transfer To Other Funds</b>		<b>106,616</b>

**MISCELLANEOUS EXPENDITURES**

590100	Postage (Garbage bill mailing)		5,000
590800	Printing Reproduction and Graphics (Garbage bill form printing)		<u>0</u>
	<b>Total Miscellaneous Expenditures</b>		<b><u>5,000</u></b>

**TOTAL REFUSE COLLECTION FUND** **1,330,165**

## Village of Park Forest 2010/2011 Budget

### WATER FUND

#### DEPARTMENT FUNCTION:

This fund is responsible for the operation and maintenance of seven wells, the water filtration and softening plant and the water distribution system. The distribution system includes 72 miles of water mains along with four and one-half million gallons of water storage. A new water tower was constructed in 2007/2008 which increased the water system storage capacity to a total of five million gallons.

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 existing 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. Work was started in March, 2007 on water main improvements to correct fire flow issues. This budget includes funding to continue with water main replacement. This is accomplished by the implementation of a Water Main Infrastructure Replacement Fee. This fee of \$3 per month will be in addition to regular usage charges already in place and used to help repay a \$3,300,000 water main replacement loan projected in this budget.

#### ACCOMPLISHMENT OF 2009/2010 BUDGET OBJECTIVES:

1. Continue to work on reducing fire flow deficiencies within the Village.

*A water main project to correct fire flow issues was completed in the 2007 construction season. Construction of a new water tower, located on the southeast side of the community, was completed during the summer of 2008.*

*As part of the proposed \$3 million water main replacement project booster stations will be 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 2009/2010 the annual Consumer Confidence Report relating to the drinking water supplied to Park Forest residents. In early 2010 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 2009/2010 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 2009/2010.*

4. Repair water main breaks quickly and efficiently.

*A total of 82 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.*

*This budget provides for a 3.3 Million dollar water main replacement project. This project is currently with the Illinois Environmental Protection Agency waiting for low interest loan approval.*

**2010/2011 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>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Water main breaks repaired	69	70	154	82
Water main valves replaced	0	36	2	2
Water services repaired	2	3	3	38
Multi-Family Looped service requests (New category for 2009)				71
Hydrants replaced	4	31	2	7
Water main replaced (linear ft)	0	11,450	856	2,008
Water main installed (linear ft )	0	0	0	0
Water pumped (gallons)	708,761,000	677,237,333	596,582,000	506,611,000
Water billed (gallons)	527,563,520	529,189,315	500,748,436	468,599,391

**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.

<b><u>Position</u></b>	<b><u>2006/07</u></b>	<b><u>2007/08</u></b>	<b><u>2008/09</u></b>	<b><u>2009/10</u></b>	<b><u>2010/11</u></b>
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	3	3	2
Water Plant Operator I	1	1	1	1	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	0.3	0.3	0.8	1.5	1.5
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>
<b>Total Positions – Water Fund</b>	<b>9.8</b>	<b>9.8</b>	<b>10.3</b>	<b>11</b>	<b>11</b>

Note: Staffing schedules does not include Meter Readers whom are paid on a per-read basis.

**Village of Park Forest  
2010/2011 Budget**

**WATER FUND  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Water Sales					
Residential	3,755,380	4,060,000	3,841,472	3,956,716	-3%
Commercial	772,436	865,500	788,991	812,661	-6%
Infrastructure Fee	300,462	290,000	305,820	305,820	5%
Sanitary District Fees	83,361	83,500	83,000	83,500	0%
Merchandising & Jobbing	25,469	0	0	0	0%
Tap on Fees	5,396	2,000	1,760	2,000	0%
Contributions & Donations	9,170	0	0	0	0%
Interest Income	488	20,000	0	0	-100%
Miscellaneous Income	<u>12,854</u>	<u>0</u>	<u>6,358</u>	<u>0</u>	0%
<b>TOTAL REVENUE</b>	<b><u>4,965,016</u></b>	<b><u>5,321,000</u></b>	<b><u>5,027,401</u></b>	<b><u>5,160,697</u></b>	<b>-3%</b>
<b><u>Net Income(Loss)</u></b>	<b>(278,711)</b>	<b>(373,015)</b>	<b>(249,957)</b>	<b>(393,193)</b>	<b>-5%</b>
Debt Principal Repayment	(674,552)	(803,660)	(703,660)	(773,497)	-4%
Cook County Payable	(80,000)	(21,507)	(21,507)	0	-100%
Major Capital Outlays	(621,691)	(3,674,000)	(520,683)	(3,370,000)	-8%
Loan Proceeds	0	3,000,000	0	3,300,000	10%
Depreciation	<u>631,070</u>	<u>692,639</u>	<u>632,639</u>	<u>647,832</u>	-6%
Cash Flow	(1,023,884)	(1,179,543)	(863,168)	(588,858)	50%
<b><u>Beginning Net Cash</u></b>			<b>1,777,299</b>	<b>914,131</b>	
<b><u>Ending Net Cash</u></b>			<b>914,131</b>	<b>325,273</b>	

**Village of Park Forest  
2010/2011 Budget**

**WATER FUND  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	962,483	952,742	985,165	941,423	-1%
Overtime Salaries	118,781	116,771	78,508	119,107	2%
Temporary/Part-time Salaries	<u>72,123</u>	<u>86,533</u>	<u>85,334</u>	<u>90,713</u>	5%
<b>Total Personnel Services</b>	<b>1,153,387</b>	<b>1,156,046</b>	<b>1,149,007</b>	<b>1,151,243</b>	<b>0%</b>
<b><u>Insurance</u></b>	139,903	153,065	144,048	165,411	8%
<b><u>IRMA</u></b>	217,911	239,702	238,304	262,135	9%
<b><u>Employee Support</u></b>	184,947	200,875	193,510	200,676	0%
<b><u>Professional Services</u></b>	406,450	403,678	403,051	414,276	3%
<b><u>Operating Supplies</u></b>	641,745	627,500	630,645	650,100	4%
<b><u>Maintenance</u></b>	489,992	551,203	547,998	519,000	-6%
<b><u>Capital Outlays</u></b>	81,938	221,800	94,900	196,300	-11%
<b><u>Depreciation</u></b>	631,070	692,639	632,639	647,832	-6%
<b><u>Interest Expense</u></b>	391,978	568,622	368,622	450,620	-21%
<b><u>Transfer to Other Funds</u></b>	517,979	550,185	550,185	598,842	9%
<b><u>Miscellaneous</u></b>	24,211	24,500	23,620	26,500	8%
<b><u>Leases &amp; Rentals</u></b>	117,437	98,000	94,828	65,255	-33%
<b><u>Utilities</u></b>	<u>244,779</u>	<u>206,200</u>	<u>206,001</u>	<u>205,700</u>	0%
<b>TOTAL EXPENSES</b>	<b><u>5,243,727</u></b>	<b><u>5,694,015</u></b>	<b><u>5,277,358</u></b>	<b><u>5,553,890</u></b>	<b>-2%</b>

**Village of Park Forest  
2010/2011  
Budget**

**WATER DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2010 Base</b>	<b>Salary Increase 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Ronald Erickson Chief Water Plant Operator	77,362	78,909	17,9	78,909	7,544	6,037	13,033	730	120
Michael Gasser Assistant Chief Water Plant Opr	67,490	68,840	14,9	68,840	6,581	5,266	16,802	1,170	120
Drew Williams Water Plant Operator II	56,612	57,744	10,9	57,744	5,520	4,417	4,777	376	120
Paul Narcisi Water Plant Operator II	56,612	57,744	10,9	57,744	5,520	4,417	4,777	171	120
Marcy Gott Utility Billing Supervisor	56,612	57,744	10,9	57,744	5,520	4,417	16,033	1,170	120
William Gott Water Plant Operator I	43,862	44,739	9,3	45,258	4,327	3,462	0	0	108
Dave Vavrek Water Plant Operator I	42,377	43,225	9,2	44,171	4,223	3,379	6,475	376	106
Lorri Bailey Utility Billing Technician	44,108	44,990	7,6	45,512	4,351	3,482	0	0	105
Kimberley Brown Accounting Technician I	42,245	43,090	4,9	43,090	4,119	3,296	13,033	730	103

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\*Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011  
Budget**

**WATER DEPARTMENT  
SALARY DETAIL**

	6/30/2010 Base	Salary Increase 1.5 - 2%*	7/1/2010 Grade & Step	Gross**	IMRF 9.56%	FICA 7.65%	Health	Dental	Life
Michelle Davis Part Time Office Assistant II	25,039	25,540	2,7	25,835	2,470	1,976	0	0	0
Maintenance Worker (900 hrs/year @ avg hrly rate of 14.27/hr)	12,843	13,100	1,3	13,252	0	1,014	0	0	0
Maintenance Worker (900 hrs/year @ avg hrly rate of 14.27/hr)	12,843	13,100	1,3	13,252	0	1,014	0	0	0
Maintenance Worker (900 hrs/year @ avg hrly rate of 14.27/hr)	12,843	13,100	1,3	13,252	0	1,014	0	0	0
Meter Readers (2)	25,122	25,122		25,122	0	1,922	0	0	0
Overtime	41,050	41,871		41,871	4,003	3,204			
Retiree Health Insurance Stipend							3,500		
<b>Subtotal</b>	<b>617,020</b>	<b>628,858</b>		<b>631,596</b>	<b>54,178</b>	<b>48,317</b>	<b>78,430</b>	<b>4,723</b>	<b>1,022</b>
<b>ALLOCATIONS</b>									
<b>Water General</b>				276,566	26,440	21,157	75,751	4,593	892
<b>Water Supply and Purification</b>				5,622	537	430	0	0	0
<b>Water Distribution</b>				<u>237,459</u>	<u>22,701</u>	<u>18,166</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Subtotal</b>				<b>519,647</b>	<b>49,678</b>	<b>39,753</b>	<b>75,751</b>	<b>4,593</b>	<b>892</b>
<b>WATER DEPT. TOTAL</b>				<b>1,151,243</b>	<b>103,856</b>	<b>88,070</b>	<b>154,181</b>	<b>9,316</b>	<b>1,914</b>

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\*Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011 Budget**

**WATER FUND - GENERAL SUPPORT  
DETAIL  
60-19-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	405,428
500100	Overtime Wages	11,919
500200	Temporary/Part-time	<u>50,957</u>
<b>Total Personnel Services</b>		<b>468,304</b>

**INSURANCE**

510100	Health Insurance	150,681	
	Dental Insurance	9,316	
	Life Insurance	<u>1,914</u>	
			161,911
510120	Health Insurance Stipend		3,500
510300	IRMA Premium		<u>262,135</u>
<b>Total Insurance</b>			<b>427,546</b>

**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 Assoc., etc.)	2,000
520300	Training (Seminars, conferences, tuition reimbursement)	2,000
520400	Books and Pamphlets (Reference books)	750
520610	FICA	35,825
520620	IMRF	<u>38,567</u>
<b>Total Employee Support</b>		<b>83,142</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services (JULIE charges, software support, material testing, bank fees)	25,000
530300	Audit Services	7,178
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)	335,598
532600	Credit Card Service Charges	<u>28,000</u>
<b>Total Professional Service</b>		<b>395,776</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies	1,500
540100	Computer Supplies	100

540200	Printing/Copying Supplies	100
540300	Stationery/Forms (Water bill forms)	3,500
540350	Office Equipment/Furnishings	500
540800	Cleaning Supplies/Paper Products (Cleaning supplies, towel rental)	100
540900	Uniform and Protective Clothing (Uniform rental)	500
541400	Paint/Hardware	<u>100</u>
<b>Total Operating Supplies</b>		<b>6,400</b>

**MAINTENANCE**

550000	Contractual Equipment Maintenance - Other (Meter interrogator repairs, other equipment repairs)	1,500
550200	Equip Maint & Repair-Other	<u>1,000</u>
<b>Total Maintenance</b>		<b>2,500</b>

**CAPITAL OUTLAYS**

560000	Other Capital Outlay		
	Computer Replacement	1,900	
	New Copy Machine	2,000	
	Service Request Software & equipment	<u>5,000</u>	
			8,900
560700	Depreciation		<u>647,832</u>
<b>Total Capital Outlays</b>			<b>656,732</b>

**DEBT SERVICE**

570000	Debt Service*		
	Infrastructure Improvement Loan	50,000	
	2008B	54,880	
	IEPA Loan	<u>668,617</u>	

\*Not included in income calculation

0

570100	Interest Expense	<u>450,620</u>
<b>Total Debt Service</b>		<b>450,620</b>

**TRANSFER TO OTHER FUNDS**

581000	Indirect Cost to General Fund	<u>598,842</u>
<b>Total Transfer to Other Funds</b>		<b>598,842</b>

**MISCELLANEOUS EXPENDITURES**

590100	Postage (Water bill mailing, consumer confidence report mailing)	24,500
590200	Radio/Communication System (Radio and base station maintenance)	0
590800	Printing Reproduction and Graphics (Blueprints)	1,500
591000	Legal Notices (Notices to bidders)	500
591200	Other Special Events Expense	<u>0</u>
<b>Total Miscellaneous Expenditures</b>		<b>26,500</b>

**LEASES and RENTALS**

600400	Vehicle Rental - Interfund (Internal vehicle and equipment rental charges)	<u>969</u>
<b>Total Leases and Rentals</b>		<b>969</b>

**UTILITIES**

610000	Telephone	<u>1,700</u>
<b>Total Utilities</b>		<b><u>1,700</u></b>

**TOTAL WATER FUND - GENERAL SUPPORT** **3,119,031**

**Village of Park Forest  
2010/2011 Budget**

**WATER FUND - SUPPLY AND PURIFICATION  
DETAIL  
60-19-51**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	370,774
500100	Overtime Wages	34,950
500200	Temporary/Part-time	<u>39,756</u>
<b>Total Personnel Services</b>		<b>445,480</b>

**EMPLOYEE SUPPORT**

520610	FICA	34,079
520620	IMRF	<u>42,588</u>
<b>Total Employee Support</b>		<b>76,667</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services	
	Laboratory Testing	<u>8,000</u>
		8,000
530200	Construction Engineering Services	10,000
530700	Environmental Permit Fees	<u>500</u>
<b>Total Professional Services</b>		<b>18,500</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies (Repair parts, supplies, lab equipment, etc.)	37,000
540800	Cleaning Supplies/Paper Products (Cleaning supplies, towel rental)	1,600
540900	Uniform and Protective Clothing (Uniform rental & safety supplies)	4,600
541400	Paint/Hardware	4,500
541500	Salt (Water softening salt and sodium hypochloride)	17,000
541600	Lime/Chemicals (Lime, carbon dioxide, soda ash, and hydrofluosilicic acid)	<u>555,000</u>
<b>Total Operating Supplies</b>		<b>619,700</b>

**MAINTENANCE**

550000	Contractual Equipment Maintenance - Other (Contractual repairs of pumps, motors, etc.)	30,000
550200	Equipment Maintenance and Repair - Other (Equipment repair parts)	32,000
550400	Contractual Building/Facility Maintenance (Water Plant building maintenance)	12,000
551500	Lime Residuals Disposal (Lime sludge removal contract)	300,000
551800	Well Maintenance Supplies (Parts for well repairs)	1,500

551900	Contractual Well Maintenance (Contractual well repairs, motor rebuilding)		<u>10,000</u>
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<b>Total Maintenance</b>			<b>385,500</b>
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**CAPITAL OUTLAYS**

560000	<u>Other Capital Outlay</u>		
	Interim Remediation (Lime Lagoon 2), #ILG640194	100,000	
	Water Plant SCADA System Improvements*	20,000	
	Computer Upgrades	1,900	
	Install Lime Residuals Mixing Equipment**/*	50,000	
	Standby Air Operated Diaphragm Pumps	<u>7,500</u>	

\* - Not included in income calculation

\*\* - Rebudgeted from last year

109,400

<b>Total Capital Outlays</b>			<b>109,400</b>
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**LEASES and RENTALS**

600400	Vehicle Rental - Interfund (Internal vehicle and equipment rental charges)		500
600500	Other Equipment Rental (Rental of pumps, generators, tools, etc.)		<u>3,500</u>

<b>Total Leases and Rentals</b>			<b>4,000</b>
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**UTILITIES**

610000	Telephone		4,000
610600	Public Utilities (Electricity and natural gas)		<u>200,000</u>

<b>Total Utilities</b>			<b><u>204,000</u></b>
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<b>TOTAL WATER FUND - SUPPLY AND PURIFICATION</b>			<b>1,863,247</b>
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**Village of Park Forest  
2010/2011 Budget**

**WATER FUND - DISTRIBUTION  
DETAIL  
60-19-52**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	165,221
500100	Overtime Wages	72,238
500200	Temporary/Part-time	<u>0</u>
<b>Total Personnel Services</b>		<b>237,459</b>

**EMPLOYEE SUPPORT**

520610	FICA	18,166
520620	IMRF	<u>22,701</u>
<b>Total Employee Support</b>		<b>40,867</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies	12,000
540900	Uniform and Protective Clothing (Uniform rental)	6,000
541200	Plants, Chemicals and Fertilizers (Materials for main break restoration)	3,000
541400	Paint/Hardware	<u>3,000</u>
<b>Total Operating Supplies</b>		<b>24,000</b>

**MAINTENANCE**

550000	Contractual Equipment Maintenance - Other (Equipment maintenance, large meter testing)	500
550200	Equipment Maintenance and Repair - Other (Equipment repair parts)	20,000
550400	Contractual Bldg/Facil Maintenance	500
552000	Main Maintenance Supplies (Watermain repair clamps, pipe, fittings, hydrants, valves, stone, asphalt)	30,000
552100	Main Maintenance - Contractual (Contract watermain repair, contract landscape restoration hauling, disposal from spoils stockpile and surge protectors(6))	<u>80,000</u>
<b>Total Maintenance</b>		<b>131,000</b>

**CAPITAL OUTLAYS**

560000	Other Capital Outlay	
	Water Main Replacement*	3,300,000
	Water Valve Exercise & Evaluation	18,000
	Replace Fire Hydrants	<u>60,000</u>
	* Not included in income calculation.	<u>78,000</u>
<b>Total Capital Outlays</b>		<b>78,000</b>

**LEASES and RENTALS**

600100	Ground Lease	1,000
600400	Vehicle Rental - Interfund (Internal vehicle and equipment rental charges)	58,786

600500	Other Equipment Rental (Rental of pumps, generators, tools, etc.)	<u>500</u>
	<b>Total Leases and Rentals</b>	<b><u>60,286</u></b>
	<b>TOTAL WATER FUND - DISTRIBUTION</b>	<b><u>571,612</u></b>
	<b>TOTAL WATER DEPARTMENT</b>	<b>5,553,890</b>

**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>
<b><u>SALARIES:</u></b>				
500000 Regular	405,428	370,774	165,221	941,423
500100 Overtime	11,919	34,950	72,238	119,107
500200 Temporary/Part-time	<u>50,957</u>	<u>39,756</u>	<u>0</u>	<u>90,713</u>
<b>Total Salaries</b>	<b>468,304</b>	<b>445,480</b>	<b>237,459</b>	<b>1,151,243</b>
<b><u>INSURANCE:</u></b>				
510100 Insurance Premium	161,911	0	0	161,911
510120 Insurance Stipend	3,500			3,500
510300 IRMA Premium	<u>262,135</u>	<u>0</u>	<u>0</u>	<u>262,135</u>
<b>Total Insurance</b>	<b>427,546</b>	<b>0</b>	<b>0</b>	<b>427,546</b>
<b><u>EMPLOYEE SUPPORT:</u></b>				
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	2,000	0	0	2,000
520400 Books and Pamphlets	750	0	0	750
520610 FICA	35,825	34,079	18,166	88,070
520620 IMRF	<u>38,567</u>	<u>42,588</u>	<u>22,701</u>	<u>103,856</u>
<b>Total Employee Support</b>	<b>83,142</b>	<b>76,667</b>	<b>40,867</b>	<b>200,676</b>
<b><u>PROFESSIONAL SERVICES:</u></b>				
530000 Other Professional Services	25,000	8,000	0	33,000
530200 Engineering/Architectural Services	0	10,000	0	10,000
530300 Audit Services	7,178	0	0	7,178
530700 Permit Fees	0	500	0	500
531700 Payment in Lieu of Taxes	335,598	0	0	335,598
532600 Credit Card Service Charges	<u>28,000</u>	<u>0</u>	<u>0</u>	<u>28,000</u>
<b>Total Professional Services</b>	<b>395,776</b>	<b>18,500</b>	<b>0</b>	<b>414,276</b>
<b><u>OPERATING SUPPLIES:</u></b>				
540000 Other Operating Supplies	1,500	37,000	12,000	50,500
540100 Computer Supplies	100	0	0	100
540200 Printing/Copying Supplies	100	0	0	100
540300 Stationery/Forms	3,500	0	0	3,500
540350 Office Equipment/Furnishings	500	0	0	500
540800 Cleaning Supplies/Paper Products	100	1,600	0	1,700
540900 Uniforms and Protective Clothing	500	4,600	6,000	11,100
541200 Plants, Chemicals and Fertilizers	0	0	3,000	3,000
541400 Paint/Hardware	100	4,500	3,000	7,600
541500 Salt	0	17,000	0	17,000
541600 Lime/Chemicals	<u>0</u>	<u>555,000</u>	<u>0</u>	<u>555,000</u>
<b>Total Operating Supplies</b>	<b>6,400</b>	<b>619,700</b>	<b>24,000</b>	<b>650,100</b>

**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>
<b><u>MAINTENANCE:</u></b>				
550000	1,500	30,000	500	32,000
550200	0	32,000	20,000	52,000
550400	0	12,000	500	12,500
551500	0	300,000	0	300,000
551800	0	1,500	0	1,500
551900	0	10,000	0	10,000
552000	1,000	0	30,000	31,000
552100	<u>0</u>	<u>0</u>	<u>80,000</u>	<u>80,000</u>
<b>Total Maintenance</b>	<b>2,500</b>	<b>385,500</b>	<b>131,000</b>	<b>519,000</b>
<b><u>CAPITAL OUTLAYS:</u></b>				
560000	8,900	109,400	78,000	196,300
560700	<u>647,832</u>	<u>0</u>	<u>0</u>	<u>647,832</u>
<b>Total Capital Outlays</b>	<b>656,732</b>	<b>109,400</b>	<b>78,000</b>	<b>844,132</b>
<b><u>DEBT SERVICE:</u></b>				
570000	0	0	0	0
570100	<u>450,620</u>	<u>0</u>	<u>0</u>	<u>450,620</u>
<b>Total Debt Service</b>	<b>450,620</b>	<b>0</b>	<b>0</b>	<b>450,620</b>
<b><u>TRANSFER TO OTHER FUNDS:</u></b>				
581000	<u>598,842</u>	<u>0</u>	<u>0</u>	<u>598,842</u>
<b>Total Transfers to Other Funds</b>	<b>598,842</b>	<b>0</b>	<b>0</b>	<b>598,842</b>
<b><u>MISCELLANEOUS:</u></b>				
590100	24,500	0	0	24,500
590200	0	0	0	0
590800	1,500	0	0	1,500
591000	500	0	0	500
591200	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Miscellaneous</b>	<b>26,500</b>	<b>0</b>	<b>0</b>	<b>26,500</b>
<b><u>LEASES AND RENTALS:</u></b>				
600199	0	0	1,000	1,000
600400	969	500	58,786	60,255
600500	<u>0</u>	<u>3,500</u>	<u>500</u>	<u>4,000</u>
<b>Total Leases and Rentals</b>	<b>969</b>	<b>4,000</b>	<b>60,286</b>	<b>65,255</b>
<b><u>UTILITIES:</u></b>				
610000	1,700	4,000	0	5,700
610600	<u>0</u>	<u>200,000</u>	<u>0</u>	<u>200,000</u>
<b>Total Utilities</b>	<b>1,700</b>	<b>204,000</b>	<b>0</b>	<b>205,700</b>
<b><u>FUND TOTAL</u></b>	<b><u>3,119,031</u></b>	<b><u>1,863,247</u></b>	<b><u>571,612</u></b>	<b><u>5,553,890</u></b>

**Village of Park Forest  
2010/2011 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 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 and released.

The Sewer Fund is an enterprise fund which means that, user fees are collected which in turn are used to fund costs associated with its operation and maintenance. Routine operation and maintenance are performed by village staff (Day Labor) and/or hired contractors. In addition to routine maintenance and operation, the user fees fund 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 Thorn Creek'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 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 with the last increase beginning July 1, 2010 with a rate of \$2.86 per one thousand gallons. These increases in rates are necessary to meet the financial compliance requirements set by the Thorn Creek Basin Sanitary District.

## ACCOMPLISHMENT OF 2009/2010 BUDGET OBJECTIVES:

The following objectives were included in the 2009/2010 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 consulting engineers of Baxter & Woodman were hired to conduct flood testing of the south portion and to smoke test the north portion of the village sanitary sewer system. The purpose of the flood testing is to better quantify the amount of inflow and/or infiltration of storm water into the sanitary system. This data will be used to focus on eliminating the worst areas contributing excessive storm water into the sanitary system. The purpose of the smoke testing is to identify the sources of inflow and infiltration. Smoke testing helps to determine illegal connections, cross connections of storm sewers to sanitary sewers, deteriorated sewer, deteriorated manholes, and any other inflow and infiltration sources that contribute to those basins.*

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 15 miles of sanitary sewer were cleaned.*

- Provide inspection services for sewer lateral/building drain repairs and outdoor cleanout installations.

*Inspections were provided for approximately 39 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 new inflow and infiltration limits.

*Sunset Sewer and Water performed sanitary sewer point repairs during the fiscal year. Reid and Pederson performed sewer lining during the fiscal year.*

*The Public Works Staff continued to work with consulting engineers Baxter & Woodman to design the rehabilitation of the Sanitary Sewer Overflow Facility at the Public Works yard and the rehabilitation of sewers and manholes village wide. Construction funding for the Overflow facility project (estimated at \$657,000), and the Rehab of Sewers and Manholes project (estimated at \$880,000) are currently being sought from the IEPA as part of funds made available with the federal stimulus initiative. Public Works is a recipient of a \$500,000 USEPA grant for sanitary system improvements. Staff will begin the grant application process and seek full utilization of the funds granted.*

**2010/2011 SANITARY SEWER FUND OBJECTIVES:**

Due to the ongoing nature of the work involved, most, if not all, of the objectives are repeated in the 2010/2011 Budget.

1. Strive to meet compliance of the new 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 maintain and improve the structural and functional integrity of the sanitary sewer system.

**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>2006*</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Sanitary sewer replaced (linear feet)	0	285	245	0
Sanitary sewer televised (linear feet)	0	18,497	12,756	16,504
Sanitary sewer cleaned (miles)	25	27	6	12
Sanitary sewer lined (linear feet)	0	4,455	280	0

\* Work was delayed on the sanitary sewer system until the flow monitoring findings were reported. Also, the Village needed to catch up on the lining projects.

**Village of Park Forest  
2010/2011 Budget**

**SANITARY SEWER FUND  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Sewer User Fees					
Residential	938,716	1,082,088	982,082	1,080,290	0%
Commercial	206,806	246,472	226,426	249,069	1%
Federal Grants	0	0	0	485,000	100%
Sewer Tap Fees	3,790	4,000	3,660	4,000	0%
Interest Income	1,354	4,000	500	0	-100%
Miscellaneous Income	<u>12,609</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>TOTAL REVENUE</b>	<b><u>1,163,275</u></b>	<b><u>1,336,560</u></b>	<b><u>1,212,668</u></b>	<b><u>1,818,359</u></b>	<b>36%</b>
<b><u>Net Income(Loss)</u></b>	<b>457,512</b>	<b>34,068</b>	<b>425,521</b>	<b>910,437</b>	<b>2572%</b>
Debt Principal Repayment	(35,108)	(36,871)	(36,871)	(38,746)	5%
Cook County Payable	(20,000)	(7,580)	(7,580)	0	-100%
Major Capital Outlay	(356,724)	(1,107,000)	0	(2,437,000)	120%
Loan Proceeds	0	0	0	1,537,000	100%
Depreciation	<u>74,861</u>	<u>115,305</u>	<u>115,305</u>	<u>92,388</u>	-20%
Cash Flow	120,541	(1,002,078)	496,375	64,079	106%
<b><u>Beginning Net Cash</u></b>			<b>947,204</b>	<b>1,443,579</b>	
<b><u>Ending Net Cash</u></b>			<b>1,443,579</b>	<b>1,507,658</b>	

**Village of Park Forest  
2010/2011 Budget**

**SANITARY SEWER FUND  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	154,511	217,854	194,832	213,825	-2%
Overtime Salaries	8,347	13,650	7,431	13,923	2%
Temporary/Part-time Salaries	<u>285</u>	<u>0</u>	<u>389</u>	<u>0</u>	0%
<b>Total Personnel Services</b>	<b>163,143</b>	<b>231,504</b>	<b>202,652</b>	<b>227,748</b>	<b>-2%</b>
<b><u>Insurance</u></b>	19,444	31,003	25,000	35,419	14%
<b><u>IRMA</u></b>	50,055	55,060	55,877	61,465	12%
<b><u>Employee Support</u></b>	25,767	39,356	34,448	39,196	0%
<b><u>Professional Services</u></b>	85,630	167,361	112,061	173,479	4%
<b><u>Operating Supplies</u></b>	530	10,000	1,200	3,000	-70%
<b><u>Maintenance</u></b>	98,149	51,000	39,120	53,000	4%
<b><u>Capital Outlays</u></b>	42	400,000	0	25,000	-94%
<b><u>Depreciation</u></b>	74,861	115,305	115,305	92,388	-20%
<b><u>Interest Expense</u></b>	5,829	13,154	4,043	9,326	-29%
<b><u>Transfer to Other Funds</u></b>	106,017	126,379	126,379	140,415	11%
<b><u>Miscellaneous</u></b>	2,923	3,370	2,160	3,000	-11%
<b><u>Leases &amp; Rentals</u></b>	49,385	41,000	50,902	26,486	-35%
<b><u>Utilities</u></b>	<u>23,988</u>	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>	0%
<b>TOTAL EXPENSES</b>	<b><u>705,763</u></b>	<b><u>1,302,492</u></b>	<b><u>787,147</u></b>	<b><u>907,922</u></b>	<b>-30%</b>

**Village of Park Forest  
2010/2011 Budget**

**SANITARY SEWER FUND  
DETAIL  
70-19-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	213,825
500100	Overtime Wages	13,923
500200	Temporary/Part-time wages	<u>0</u>
<b>Total Personnel Services</b>		<b>227,748</b>

**INSURANCE**

510100	Health Insurance Premium	32,979
	Dental Insurance	2,016
	Life Insurance	<u>424</u>
		35,419
510300	IRMA Premium	<u>61,465</u>
<b>Total Insurance</b>		<b>96,884</b>

**EMPLOYEE SUPPORT**

520610	FICA	17,423
520620	IMRF	<u>21,773</u>
<b>Total Employee Support</b>		<b>39,196</b>

**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	1,683
530700	Environmental Permit Fees	500
531700	Payment in Lieu of Taxes	<u>21,296</u>
<b>Total Professional Services</b>		<b>173,479</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies	2,000
541400	Paint/Hardware/Small tools	<u>1,000</u>
<b>Total Operating Supplies</b>		<b>3,000</b>

**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)	5,000
551700	Contractual Sewer Maintenance (Point Repairs and small TV jobs)	<u>40,000</u>
<b>Total Maintenance</b>		<b>53,000</b>

**CAPITAL OUTLAYS**

560000	Sewer Reconstruction and Manhole Rehab.*	880,000
	Sewer Improvements**	900,000
	Correct Cross Connections found in Flood Testing	25,000
	Sanitary Overflow Facility Construction*	<u>657,000</u>
		25,000

\* Not included in income calculation, Awaiting ARRA loan funding approval

\*\* USEPA grant, \$485k earmarked, \$415K Village portion, Not included in income calculation

560700	Depreciation	92,388
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<b>Total Capital Outlays</b>		<b>117,388</b>
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**DEBT SERVICE**

570000	Debt Service - Series 1993 Bonds*	38,746
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* Not included in income calculation		0
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570100	Interest Expense	9,326
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<b>Total Debt Service</b>		<b>9,326</b>
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**TRANSFERS TO OTHER FUNDS**

581000	Indirect Cost to General Fund	140,415
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<b>Total Transfer to Other Funds</b>		<b>140,415</b>
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**MISCELLANEOUS EXPENDITURES**

590100	Postage (Mailing of bills, shut off notices, and miscellaneous)	3,000
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<b>Total Miscellaneous Expenditures</b>		<b>3,000</b>
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**LEASES and RENTALS**

600400	Vehicle Rental - Interfund (Internal vehicle rental charges)	26,486
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600500	Other Equipment Rental (Pump and generator rental, miscellaneous)	0
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<b>Total Leases and Rentals</b>		<b>26,486</b>
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**UTILITIES**

610000	Telephone (lift stations alarm lines)	0
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610600	Public Utilities (Electricity for lift stations)	<u>18,000</u>
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	<b>Total Utilities</b>	<b><u>18,000</u></b>
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	<b>TOTAL SANITARY SEWER FUND</b>	<b>907,922</b>
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**Village of Park Forest  
2010/2011 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 was planned that the borrowing indicated in the budget would become necessary in August or September 1998. The borrowing anticipated in August 1998 was held off until May 1999. Two factors delayed the borrowing. First, the Village applied for tax-exempt status for the parking lots. Cook County took a full year to assign pin numbers to the re-subdivided lots in DownTown and failed to issue a tax bill in a timely manner. Second, as previously noted, construction of Main Street was delayed from the fall of 1998 to the spring of 1999. The borrowing took place in May 1999. Thus, revenues from the borrowing were received in Fiscal Year 1998/1999. 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 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.

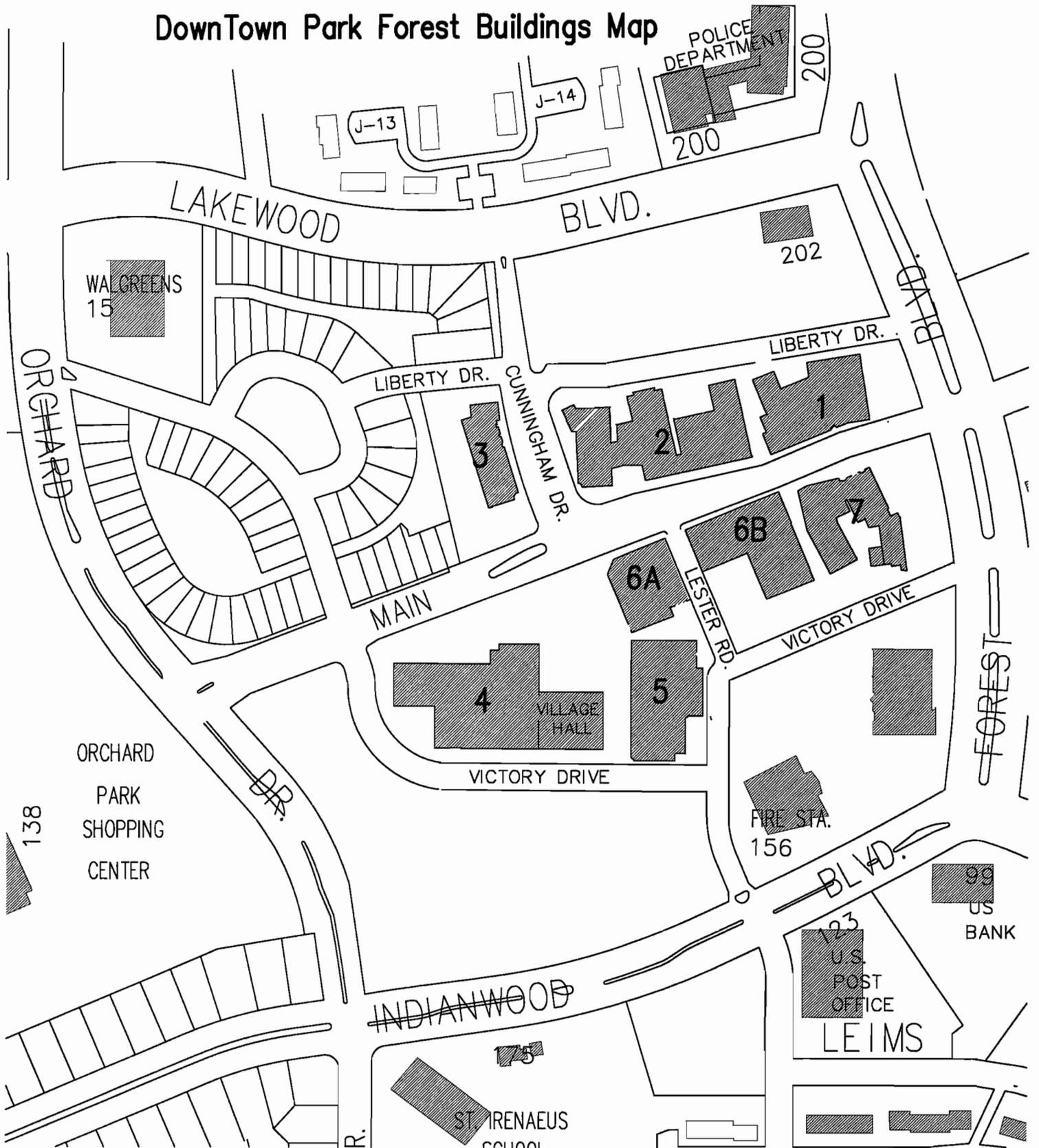
Several of the Phase III projects were completed during Fiscal Year 2000/2001. During Fiscal Year 2000/2001, the sale of a parcel located on the north side of Main Street at Western Avenue was culminated. Bank Calumet (now First Midwest) was constructed at the site. It opened in late 2001. Construction 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.

# DownTown Park Forest Buildings Map



**DownTown Funding History**  
**December 1995 through June 30, 2009**

**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	757,000
Sale of Property *	1,210,420
Fourteen years' operating income and interest	<u>7,580,421</u>
Total Outside Sources of Funds	14,620,689

**Village Funds**

Motor Fuel Tax	\$ 850,000
Transfers from the General Fund:	
Identified as CAM Beginning Fiscal 2001	2,020,743
Other Transfers	<u>2,946,720</u>
	5,817,463

**Borrowing**

1999 Borrowing to be paid by Tax Increment	\$ 1,640,000
 COSTS INCURRED THROUGH JUNE 30, 2009	 \$22,078,152

\* 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 \$4,967,463, represents only 22% of the total cost of the project as of June 30, 2009.

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 DownTown have been completed. One of the last major projects approved by the Board was to replace the HVAC system in two

DownTown buildings. The 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, in 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.

In Fiscal Year 2006/2007 five new leases were signed, which included Matteson Area Chamber of Commerce and Design'd to go Florist. Cathy Shears opened her Florist shop in April 2007. 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 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 re-newed their leases in 2007/2008. Three ground level businesses also renewed their leases. Earl Stanley is the new owner of our barber shop and the new name is A Gentlemen Place. Cathy Shears, owner of Design'd to go Florist, expanded and relocated to 323 Main Street on April 1, 2008. Earl & Alice Davis signed a lease for a Health Club at 295 Main (part of 299 Main) June 2008. The name of the health club is Quality Classic Health & Fitness.

In Fiscal Year 2008/2009 there were four ground level and twelve second floor businesses that have renewed their Lease.

In Fiscal Year 2009/2010 there are six ground level and sixteen second floor businesses that have renewed their Lease. Oasis Hair Salon will be expanding into a new space, 261 Founders Way spring 2010. Miracle Transport, a transportation carrier / broker & administrative office, have signed a two year lease for 361 Founders Way.

Matanky Realty Group, the owner of Building #2, has brought in two new businesses to the DownTown. They are Last Minute Copy Shop and Shrimp Max. The theater in this building now has a new owner / manager February 2010. The theater has been renamed to its original name - Holiday Star Theater.

The following tenancy information for Village-owned buildings is presented as of January 1, 2010.

	<u>Square Feet</u>		<u>Percent</u>
	<u>Vacant</u>	<u>Occupied</u>	<u>Occupied</u>
Building #1			
Main Floor	10,503	9,911	49%
2nd Floor Office	<u>1,340</u>	<u>13,228</u>	<u>91%</u>
Total Building #1	11,843	23,139	66%
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	3,300	18,873	85%
Building #7			
Main Floor	5,767	12,258	68%
2nd Floor Office	<u>1,564</u>	<u>4,284</u>	<u>73%</u>
Total Building #7	7,331	16,542	69%
Bank One Building	<u>2,730</u>	<u>4,785</u>	<u>64%</u>
<b>TOTAL BEFORE FIELDS BUILDING:</b>	<u>28,294</u>	<u>114,453</u>	<u>80%</u>
Building #4A	116,817		

### History of Occupancy

<u>Year</u>	2004	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
%	71%	63%	69%	71%	77%	82%	80%

**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. 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:

<b><u>Village-owned Properties</u></b>	<b><u>Square Feet</u></b>
Building #1	35,246
Building #4A	86,817
Building #4B	18,528
Building #5	23,986
Building #6A	14,650
Building #6B	20,969
Building #7	<u>24,331</u>
Sub-total Village-owned	224,527
<b><u>Non Village-owned Buildings</u></b>	
Theatre Bldg. (CAM \$36,600)	36,904
Building #3	<u>10,928</u>
Sub-total Outside Owned	47,832
<b><u>TOTAL SQUARE FOOTAGE</u></b>	<b><u>272,359</u></b>

Currently, common area costs have been identified as \$1.00 per square foot. The budget for these costs is as follows:

<b><u>Common Area Costs</u></b>	<b><u>Estimated 2009/2010</u></b>	<b><u>Projected 2010/2011</u></b>
Salaries		
Management (25%)	\$ 26,766	\$ 27,931
Grounds (80%)	<u>38,954</u>	<u>38,894</u>
	\$ 65,720	\$ 66,825
Benefits	\$ 19,716	\$ 20,048
Liability Insurance (IRMA)	5,000	5,000
Common Utilities	67,000	67,000
Operating Supplies	4,339	3,000
Maintenance		
General Maintenance	85,000	88,500
Parking Lot Maintenance	4,775	6,000
Snow Plowing	15,900	15,000
Landscaping	<u>18,000</u>	<u>18,000</u>
	\$123,675	\$127,500
Garage Rental	\$ 8,000	\$ 8,000
Marketing & Events	<u>45,500</u>	<u>45,500</u>
	\$ 53,500	\$ 53,500
<b>Total Common Area Costs</b>	<b>\$338,950</b>	<b>\$342,873</b>

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)
Estimated	
2009/2010 CAM Revenue	272,359
2009/2010 CAM Expense	<u>338,950</u>
	(1,075,621)

Projected	
2010/2011 CAM Revenue	272,359
2010/2011 CAM Expense	<u>342,873</u>
<b>CAM Balance as of June 30, 2010</b>	<b>(1,146,135)</b>

\* 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 13 year period of \$538,659 (\$3,452.94 each month).

The Village is the major contributor to Common Area Costs since it owns 82% of the buildings included in the calculation of CAM costs. A separate transfer is reflected in the Fiscal Year 2010/2011 for the Village's share of CAM of \$224,527. 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 future 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.

Emphasis in Fiscal Year 2003/2004 was on marketing the DownTown. At this time, 22,830 square feet of main floor space is vacant. Tenanting these spaces will cost the Village between \$25 and \$50 per square foot to build out. Marketing efforts are targeted to potential shoppers, tenants, brokers and purchasers.

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. They also signed new leases for their building with Primerica, Remedy Hair Salon and Bumper to Bumper.

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. In Fiscal 2001/2002, a \$20,000 sign grant program was instituted. 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 Chamber of Commerce.

For Fiscal Year 2006/2007 the Norwood Square shopping center was brokered by Baum and NAI Hiffman and was sold to Nassimi Reality Corporation March 2008.

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 will begin spring 2009. Phase II signs will be installed on Western Ave., and Route 30/Lincoln Highway. There will be three on Route 30 and seven on Western Ave. Six Recognition Plaques were hung on Founders Way and Artists Walk fall 2008.

For Fiscal Year 2009/2010 Marcus & Millichap Real Estate Investment Services are the Brokers for the Chase Bank Building. It is anticipated that the Chase Bank Building will be sold spring 2010. 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 will be completed April 2010. This sign has six panels on the top portion and an LED sign below the panels. Park Forest businesses will have the opportunity to advertise on the LED sign with a monthly charge.

The second Mural will be completed spring of 2010. The mural will be on the north exterior wall of Building # 1, second floor where the white bricks are located. The focus for this mural is on the activities that have been held in the DownTown for many years. There is the Tall Grass Art Fair, Kiwanis Pancake Day, Farmer's Market, Main Street Nights #1, Scenic Run, and Main Street Nights #2. The mural will be completed by two brothers Alan and Aaron Hicks.

The revenues for Fiscal Year 2010/2011 for DownTown include rent in the amount of \$580,000 based on current leases and Village transfer of \$224,527 for Common Area Maintenance. The Village support was reduced by \$100,000 for 2009/2010 and 2010/2011. Common area revenue in the amount of \$78,035 represents Aunt Martha's and Matanky owned buildings. Also included in revenue is interest in the amount of \$1,000. Total revenue is projected at \$901,562.

Expenses for the DownTown are anticipated to be \$999,073. The net loss is projected at (\$97,511). The Ending Net Cash is \$1,254,432.

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
Reconstruction of Lester Roadway	<u>320,000</u>
	\$1,190,128

**STAFFING:**

<b><u>Position</u></b>	<b><u>2006/07</u></b>	<b><u>2007/08</u></b>	<b><u>2008/09</u></b>	<b><u>2009/10</u></b>	<b><u>2010/11</u></b>
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>
<b>Total Positions</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

**Village of Park Forest  
2010/2011 Budget**

**DOWNTOWN PARK FOREST  
REVENUES**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUES</b>					
DownTown Rent	643,335	574,387	574,387	580,000	1%
Farmers Market	4,035	4,500	4,000	4,000	-11%
Common Area Revenue	79,813	78,035	70,000	78,035	0%
Transfer from General Fund (CAM)	224,527	224,527	224,527	224,527	0%
Transfer from General Fund (Support)	100,000	0	0	0	0%
Transfer from Capital Projects	0	100,000	0	0	-100%
Interest	8,106	15,000	1,000	1,000	-93%
Miscellaneous	<u>89,090</u>	<u>8,000</u>	<u>14,000</u>	<u>14,000</u>	75%
<b>TOTAL REVENUE</b>	<b><u>1,148,906</u></b>	<b><u>1,004,449</u></b>	<b><u>887,914</u></b>	<b><u>901,562</u></b>	-10%
<b><u>Net Income(Loss)</u></b>	<b>324,728</b>	<b>(5,929)</b>	<b>(3,738)</b>	<b>(97,511)</b>	-1545%
Major Capital Outlay	(31,754)	0	0	0	0%
Depreciation	<u>135,709</u>	<u>129,601</u>	<u>129,601</u>	<u>133,801</u>	3%
Cash Flow	428,683	123,672	125,863	36,290	-71%
<b><u>Beginning Net Cash</u></b>			<b>1,092,279</b>	<b>1,218,142</b>	
<b><u>Ending Net Cash</u></b>			<b>1,218,142</b>	<b>1,254,432</b>	

**SALE OF PROPERTY**

<b>1998/99</b>	<b><u>Gain on Sale</u></b>	<b><u>Sales Price</u></b>
Theatre	\$172,339	\$300,000
Residential	<u>230,198</u>	300,000
	\$402,537	
<b>1999/00</b>		
Building 3	\$ 30,354	\$80,000
Associated Ventures	292,358	292,358
American Stores	<u>180,664</u>	375,000
	\$505,376	
<b>2000/01</b>		
Western Avenue	\$302,507	\$302,507

**Village of Park Forest  
2010/2011 Budget**

**DOWNTOWN PARK FOREST  
EXPENSES**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	74,957	83,687	83,687	83,838	0%
Overtime Salaries	2,701	2,533	2,000	1,849	-27%
Temporary/Part time Salaries	<u>58,569</u>	<u>71,794</u>	<u>71,794</u>	<u>74,652</u>	4%
<b>Total Personnel Services</b>	<b>136,227</b>	<b>158,014</b>	<b>157,481</b>	<b>160,339</b>	<b>1%</b>
<b><u>Insurance</u></b>	17,877	19,723	19,723	20,641	5%
<b><u>IRMA</u></b>	30,000	30,000	30,000	30,000	0%
<b><u>Employee Support</u></b>	21,114	26,640	26,640	27,392	3%
<b><u>Professional Services</u></b>	3,707	19,500	12,000	17,500	-10%
<b><u>Operating Supplies</u></b>	25,220	20,300	21,550	21,300	5%
<b><u>Maintenance</u></b>	238,160	238,000	200,000	214,000	-10%
<b><u>Capital Outlays</u></b>	12,882	147,000	75,000	152,000	3%
<b><u>Depreciation</u></b>	135,709	129,601	129,601	133,801	3%
<b><u>Miscellaneous</u></b>	5,962	11,000	9,057	11,500	5%
<b><u>Rentals</u></b>	9,000	9,000	9,000	9,000	0%
<b><u>Utilities</u></b>	<u>188,320</u>	<u>201,600</u>	<u>201,600</u>	<u>201,600</u>	0%
<b>TOTAL EXPENSES</b>	<b><u>824,178</u></b>	<b><u>1,010,378</u></b>	<b><u>891,652</u></b>	<b><u>999,073</u></b>	<b>-1%</b>

**Village of Park Forest  
2010/2011  
Budget**

**DOWNTOWN PARK FOREST  
SALARY DETAIL**

	<b>6/30/2010 Current Base</b>	<b>Salary Increase 1.5 - 2%*</b>	<b>7/1/2010 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.56%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Sharon Bellino Facility Supervisor	61,214	62,438	12,9	62,438	5,969	4,777	19,351	1,170	120
Office Staff - 25 hrs/wk = 1300 hrs annually	22,809	23,265	1,9	23,265	2,224	1,780			
Maintenance Workers (2) @ 30 hrs/wk (1560 hrs/year @ avg hrly rate of 15.70/hr) (1560 hrs/year @ avg hrly rate of 13.69/hr)	45,848	46,765		47,307	4,523	3,619			
Summer Help				2,384		182			
<b>ALLOCATIONS</b>									
Public Works				13,090	1,251	1,001			
Recreation and Parks				<u>11,855</u>	<u>1,159</u>	<u>907</u>			
<b>TOTAL DOWNTOWN PARK FOREST</b>	<b>129,871</b>	<b>132,468</b>		<b>160,339</b>	<b>15,126</b>	<b>12,266</b>	<b>19,351</b>	<b>1,170</b>	<b>120</b>

\* Salary increase is as follows: 2% for grades 1-21, 1.5% for grades 22-24

\*\* Gross includes 4 months of a 3.5% step increase for those employees eligible

**Village of Park Forest  
2010/2011 Budget**

**DOWNTOWN PARK FOREST  
DETAIL  
80-00-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries			
	DownTown		62,438	
	Public Works		11,241	
	Recreation and Parks		<u>10,159</u>	83,838
500100	Overtime Wages			
	Public Works		1,849	
	Recreation and Parks		<u>0</u>	1,849
500200	Temporary/Part-time			
	Downtown		72,956	
	Recreation and Parks		<u>1,696</u>	<u>74,652</u>
<b>Total Personnel Services *</b>				<b>160,339</b>

**INSURANCE**

510100	Health Insurance			
	Dental Insurance		1,170	
	Life Insurance		<u>120</u>	20,641
510300	IRMA Premiums			<u>30,000</u>
<b>Total Insurance*</b>				<b>50,641</b>

\* Includes Common Area Costs

**EMPLOYEE SUPPORT**

520610	FICA		12,266
520620	IMRF		<u>15,126</u>
<b>Total Employee Support *</b>			<b>27,392</b>

**PROFESSIONAL SERVICES**

530000	Broker Fee	6,000	
	Marketing - Design and Development	<u>2,500</u>	
			8,500
530100	Legal Review of Leases		5,000
530200	Engineering/Architectural		
	Architectural Bid Specs for Buildout		<u>4,000</u>
<b>Total Professional Services</b>			<b>17,500</b>

**PROPERTY TAXES**

532500	Property Taxes		<u>0</u>
<b>Total Property Taxes</b>			<b>0</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies (Janitorial/Electrical)		18,000
540050	Common Area Supplies / Sign Connection * (Sidewalk and landscaping supplies)		1,200
541400	Paint, hardware and small tools		100
541500	Salt *		<u>2,000</u>
<b>Total Operating Supplies</b>			<b>21,300</b>

\* Includes Common Area Costs

## MAINTENANCE

550300	Equipment Maintenance		2,000
550400	Janitorial Service	12,000	
	Building and Structural Maintenance and Repair (HVAC, electrical, plumbing and sprinkler(s))	68,500	
	Roof Repairs	5,000	
	Tenant Buildout (5 spaces-office)	<u>30,000</u>	
			115,500
550450	Common Area General Maintenance *		
	Canopy Lights (23 @ \$630) *	14,500	
	Gutters / Downspouts	3,000	
	Sidewalk Replacement	5,000	
	Canopy Restaining	10,000	
	Repaint a Building's Exterior Fascia	10,000	
	Parking Lot Stripping	6,000	
	Misc. Maintenance	<u>15,000</u>	
			63,500
550500	Snow Plowing *	15,000	
	Landscaping *	<u>18,000</u>	
			<u>33,000</u>
	<b>Total Maintenance</b>		<b>214,000</b>

## CAPITAL OUTLAYS

560000	Signage - Grant Program	10,000	
	Way Finding	5,000	
	Mural Project	15,000	
	Second Floor Office Windows	20,000	
	Computer Upgrade	2,000	
	Building One - Fire Alarm Upgrade	<u>10,000</u>	
			62,000
564700	Capital Improvement		
	Tenant Buildout		
	3,000 sq. ft. @ \$30		90,000
560700	Depreciation		<u>133,801</u>
	<b>Total Capital Outlays</b>		<b>285,801</b>

**MISCELLANEOUS EXPENDITURES**

590900	Advertising Downtown Star ads, promotional material etc.	10,000
591200	Other Special Events * (Farmer's Market)	<u>1,500</u>
	<b>Total Miscellaneous Expenditures</b>	<b>11,500</b>

**LEASES and RENTALS**

600400	Vehicle Service Charges	<u>9,000</u>
	<b>Total Leases and Rentals</b>	<b>9,000</b>

**UTILITIES**

610000	Telephone	4,600
610600	Gas and Electric (Vacant Spaces and Office)	130,000
610680	Common Area Utilities	<u>67,000</u>
	<b>Total Utilities</b>	<b><u>201,600</u></b>

**TOTAL DOWNTOWN PARK FOREST** **999,073**

## **Village of Park Forest 2010/2011 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

#### **LAND ACQUISITION**

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 it will be necessary for the Village to 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.

In the past several years the Village has been proactively acquiring properties that are vital to achieving its economic development goals. In 2005 the Village petitioned for a number of properties through Cook County's No Cash Bid Program. This process was largely completed during fiscal 2007/2008, as the Village acquired tax deeds to the following properties:

- 2330 Western Avenue (the former Plaza Flowers)
- 30 South Street (Creative Cabinets, consisting of two parcels)
- Lot 59 in Industry Park (on Holly Street, south of the intersection of North and Holly Streets)
- 99 Orchard (adjacent to the water treatment plant)\*
- 3 acres behind Orchard Park Plaza\*
- A sliver of land south of the CVS Drug Store, with frontage on Western Avenue\*
- 263 Rich Road
- 368 Oswego

Three of the properties listed above (identified with \*) will remain in Village ownership to serve public purposes. The property at 30 South Street was sold to Star Investments LLC in July 2008, along with the vacant lot to the west of this property which had been in Village ownership for a number of years. As part of this transaction, the Village obtained the ownership of two vacant parcels on Holly Street (Lots 57 and 58) in the Business Park. The Village will continue to market the remainder of the properties listed above, as well as the two vacant parcels on Holly Street, for residential, commercial, or industrial development/redevelopment purposes.

In addition, in January 2008 the Village obtained a deed in lieu of foreclosure on 3200 Lincoln Highway. This property is a key element in the Village's plans for a transit oriented development at the 211<sup>th</sup> Street Metra Station. In March 2009, the Village obtained a tax deed on the former Wildwood School and is working with staff at Cook County to obtain the tax deed to 36 Apache, located in the Eastgate neighborhood. This project was initiated by the now-defunct Cook County Tax Reactivation Project.

Village Staff has inventoried all the vacant residential properties on which the Village has recorded liens for property maintenance and/or demolition. Subsequent, the Village filed petitions to foreclose on the liens on fifteen (15) residential properties and one (1) commercial property in order to obtain ownership of these properties. Eleven (11) of the residential properties are located in the Eastgate neighborhood, so the Village's acquisition of the deed to these properties will contribute to our ability to implement the redevelopment plans outlined in the Strategic Plan for Land Use and Economic Development. To date we have been successful in obtaining the deed to two (2) of the residential properties and the commercial property (350 Main Street aka "the ByUs Building") because those property owners chose to turn over the deed to the Village rather than go through the foreclosure process. The legal and administrative costs to acquire residential properties through the lien foreclosure process averages \$2,000 to \$3,000. Within the limits of available resources, we 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.

In 2009 the Village petitioned Cook County to acquire additional properties through the No Cash Bid Program. The following properties were included in the Village's petition:

- 214 Indianwood Boulevard (vacant residential parcel)
- 216 Indianwood Boulevard (vacant residential parcel)
- 218 Indianwood Boulevard (vacant residential parcel)
- 220 Indianwood Boulevard (vacant residential parcel)
- 2500 North Street (former Zee One Honda parking lot, four parcels known locally as 60 North Street)

In early January 2010, Cook County was successful in bidding on these properties on the Village's behalf. We will have approximately 18 months of work to complete prior to obtaining the tax deeds for these parcels. The County requires a significant amount of property research and public notice prior to awarding a tax deed to a petitioning entity.

In March 2010, the Village was successful in obtaining the deed to 80/90 North Street (the former Blue Ridge Farms building). In late 2009, the Community Development Department filed 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 a manufacturer who is very interested in acquiring the building in order to move and expand his operations.

The Village incurs the following costs when acquiring property through any of the means described above, with the exception of those being acquired through CCTRP. The CCTRP acquired properties on behalf of the Village at no cost to the Village. However, CCTRP is no longer funded by Cook County, so this option for acquisition of tax delinquent properties is no longer available.

- Legal and administrative costs have ranged from \$1,200 to \$7,200 per parcel, depending on the complications of ownership that have to be addressed. These costs are typically incurred during the No Cash Bid process. The Village can expect to incur similar costs if properties are obtained through a lien foreclosure process. However, if the Village's petition is contested by the property owner, as it was on 316 Wildwood, the costs can be much higher. Village Staff would only recommend incurring these higher costs for truly strategic properties.

- 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. Demolition of a non-residential structure can be much greater.
- If the Village decides to purchase key parcels from willing sellers the costs of acquisition will be based on market value.

Due to the limited amount of funds available for the Capital Projects Fund in FY2010/2011, Staff proposes that land acquisition be limited to the No Cash Bid 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

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) costs about \$1,700. If a Phase II ESA is needed, it could add another \$6,000 to \$8,000 to the study. 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. Funds will need to be budgeted for either demolition or maintenance of properties.

At this time, the Village's Capital Projects Fund is incurring maintenance costs on 15 residential properties and five (5) commercial properties. An additional four (4) residential properties could be added to this inventory before the start of FY2010/2011. Maintenance on these properties is primarily mowing to ensure that tall grass and weeds on Village owned properties do not become a blighting factor. But four (4) of the commercial properties have significant structures on them. There are occasional needs for maintenance on these properties. For example, in the past we have had to replace broken windows, secure doors, and address other problems caused by vandals or weather. Therefore, property maintenance must continue to be a priority for the Capital Projects Fund in FY2010/2011.

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, 80/90 North Street, and the residential properties described above, with the amount that accounts for the Village's expenses applied to this fund.
- The sale of other Village-owned properties is also part of the economic development plan. These include, for example, properties located in Business Park and throughout various residential areas in the Village.

The proceeds from these sources should be added to the Capital Improvements Plan Budget revolving fund to be used, in part, to acquire additional properties that further the economic development goals of the Village.

#### MAJOR SIGN INITIATIVE

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. Most recently, 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 during FY2010/2011 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. We sought this property for the sole purpose of creating a location for a pylon sign to advertise the major anchor stores in the DownTown. We would envision 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.
- 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 and Shrimp Max. 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.

The Village's settlement with the CN Railroad also included a \$40,000 donation for the installation of a new LED sign on the Orchard Drive/EJ&E Viaduct. Currently the Village uses the EJ&E 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 vision for this location is to install an electronic message board that would create a simple and attractive means of conveying information about Village activities. The sign will be purchased and installed after CN paints the viaduct in accordance with the agreement. We expect that these funds will be sufficient to install a sign on both the north and south sides of the viaduct. If additional funds are required, however, they would have to be obtained from the Capital Projects budget.

No new funds are budgeted for the Major Sign Initiative in FY2010/2011, so only the signs funded by the CN settlement can be constructed. To the extent possible, the Village Staff will work with the business and property owners that would be featured any new signs to participate in the cost of these signs. For example, businesses featured on the new US30/Orchard Drive sign will pay for their own panel and an annual maintenance fee. Businesses that advertise on the LED sign will pay a monthly fee. To the extent that we are able to generate private funds to offset the cost of the signs, we may be able to continue implementation of the Major Sign Initiative in the future.

### VILLAGE GREEN SERVICE FACILITY

The Marshall Fields building located in DownTown Park Forest is currently used for storage by several departments including the Recreation and Parks department. While plans continue to demolish the Marshall Fields building, funds have been identified for a Village Green Service facility.

It was determined that a facility located near the Village Green would be beneficial for storage needs and to provide public restrooms. Preliminary plans have been developed

which will allow for a building of approximately 1600 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 chairs, tables, sounds systems, temporary trash receptacles, holiday decorations and the like. The approximate cost of \$350,000 has been reserved in the Capital Projects fund.

### 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 the General Fund.

The Fire Department budget includes \$100,000 for fire safety and emergency response and the Economic Development Department includes \$40,000 for economic development initiatives, plus \$60,000 for signage and informational kiosks in Capital Projects. In addition, the following capital outlays are included in the Capital Projects Fund:

Reader Board - Orchard Overpass	40,000
Parking Lot Capacity Signage	40,000
Platform and Rail Park	75,000
Parking Lot Gate Improvements	<u>25,000</u>
	\$180,000

**Village of Park Forest  
2010/2011 Budget**

**CAPITAL PROJECTS  
SUMMARY**

	FY 08/09 ACTUAL	FY 09/10 BUDGET	FY 09/10 ESTIMATE	FY 10/11 PROPOSED	PERCENT CHANGE
<b>REVENUE</b>					
Transfers from General Fund					
-Land Acquisition	55,000	55,000	55,000	0	-100%
-Marshall Fields Demolition	500,000	0	0	0	0%
-Major Sign Initiative	50,000	50,000	50,000	0	-100%
-Village Green Service Facility	350,000	0	0	0	0%
-CN Projects	<u>0</u>	<u>240,000</u>	<u>240,000</u>	<u>0</u>	-100%
<b>TOTAL REVENUE</b>	<b><u>955,000</u></b>	<b><u>345,000</u></b>	<b><u>345,000</u></b>	<b><u>0</u></b>	<b>-100%</b>
<b>EXPENDITURES</b>					
Professional Services - Health Buildout	350	0	0	0	0%
Capital Outlays - Village Hall	17,894	56,313	49,653	0	-100%
Professional Services - Land Acquisition	61,101	35,000	20,000	25,000	-29%
Maintenance - Land Acquisition	17,338	35,000	19,000	18,000	-49%
Capital Outlays - Sign / Kiosk (CN)	0	25,000	5,000	60,000	140%
Public Utilities - Land Acquisition	3,330	0	4,000	4,000	100%
Capital Outlays - CN Projects	0	0	0	180,000	100%
Transfers to other funds	<u>0</u>	<u>600,000</u>	<u>600,000</u>	<u>0</u>	-100%
<b>TOTAL EXPENDITURES</b>	<b><u>100,013</u></b>	<b><u>751,313</u></b>	<b><u>697,653</u></b>	<b><u>287,000</u></b>	<b>-62%</b>
<b><u>Beginning Fund Balance</u></b>			<b>989,653</b>	<b>637,000</b>	
<b><u>Ending Fund Balance</u></b>			<b>637,000</b>	<b>350,000</b>	
Cash reserved for Village Green Service Facility				<u>(350,000)</u>	
			Balance	0	

**Village of Park Forest  
2010/2011 Budget**

**CAPITAL PROJECTS  
DETAIL  
33-00-00**

**PROFESSIONAL SERVICES**

530000	Other Professional Services (Engineering, Title Searches, Application Costs, Surveys, etc.)	5,000
530130	Billable Services — Legal	<u>20,000</u>
<b>Total Professional Services</b>		<b>25,000</b>

**MAINTENANCE**

550500	Contractual Grounds (Maintenance/Demolition)	<u>18,000</u>
<b>Total Maintenance</b>		<b>18,000</b>

**CAPITAL OUTLAYS**

560000	Monument Sign-Sauk Trail (CN-Econ. Dev)	30,000
	Information Kiosks-Commuter Lots (CN-ED)	<u>30,000</u>
<b>Total Capital Outlays</b>		<b>60,000</b>

**UTILITIES**

610600	Public Utility Service	<u>4,000</u>
<b>Total Utilities</b>		<b><u>4,000</u></b>

**TOTAL CAPITAL PROJECTS 33-00** **107,000**

**Village of Park Forest  
2010/2011 Budget**

**CAPITAL PROJECTS  
DETAIL  
33-04-00**

**CAPITAL OUTLAYS**

560000	Reader Board - Orchard Overpass	40,000
	Parking Lot Capacity Signage	40,000
	Platform and Rail Park	75,000
	Parking Lot Gate Improvements	<u>25,000</u>
	<b>Total Capital Outlays</b>	<b><u>180,000</u></b>
	<b>TOTAL CAPITAL PROJECTS 33-04</b>	<b><u>180,000</u></b>
	<b>TOTAL CAPITAL PROJECTS</b>	<b>287,000</b>

**Village of Park Forest  
2010/2011 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. The Motor Fuel Tax Budget is adopted for work 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 as 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 herbicide spraying, street sweeping and related design and construction engineering as well as, material testing services. The department maintains 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, and herbicide spraying are contractual projects which utilizes contractors and work professionals. Replacement 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 performed/also performed by Day Labor (Village Staff) and 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 2010/2011 fiscal year, salaries charged to be paid to Day Labor (Village staff) that perform any work related to the items outlined in the Motor Fuel Tax Budget, will be charged and funded through the General Fund, for approximately \$150,000, allowing more money to be utilized for Motor Fuel Tax funded projects.

## **ACCOMPLISHMENTS OF 2009/2010 MOTOR FUEL TAX BUDGET OBJECTIVES:**

The following objectives were included in the 2009/2010 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.

*The Village made full depth base repairs and surfaced village streets in Legacy Square as part of the Redevelopment Agreement with Bigelow Homes. Various potholes were patched and are continually being maintained.*

- Maintain, remove and replace substandard curb, curb and gutter, and sidewalks.

*The Village maintained sidewalks and curbs in the Legacy Square subdivision as part of the Redevelopment Agreement with Bigelow Homes. Additional village wide sidewalks and curbs are scheduled to be replaced by the annual MFT Sidewalk and Curb replacement project. These quantities will include sidewalks, curbs, and concrete driveways removed during water main break repairs.*

- Maintain and repair traffic signals and street lights.

*The Village continued the Traffic Signal Maintenance Agreement with Meade Electric. Various street lighting issues were maintained by village department personnel or by a maintenance contractor when necessary. A Federal Aid Grant was used to replace street lighting along Indianwood Boulevard, from Blackhawk Dr. to Monee Road.*

- Remove snow and ice from Village streets.

*Snow and ice were removed from the streets in a timely manner through salting and plowing operations performed by department personnel.*

- Sweep streets and remove debris from Village roadways.

*Maintenance was accomplished by Elgin Sweeping Services, a sweeping contractor, and the use of department personnel on an as-needed basis. All streets are swept five times during the Fiscal Year.*

- Trim parkway trees to maintain clearance for vehicles and pedestrians.

*Trimming has been conducted at various locations on an as-needed basis in response to resident requests or based on department evaluation of adequate clearance over pavement or sidewalks.*

2. Continue sidewalk replacement in order to eliminate tripping hazards and ensure that the sidewalks are ADA compliant.

*Sidewalks that were substandard based on established criteria were replaced. The substandard sidewalk locations were identified through department inspections and calls from residents. 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 standards.

*The Department of Public Works uses MFT funds to support equipment and material costs for maintenance on street and street related items performed by Village employees. This work is supplemented with contract work. IDOT reviews these contracts for compliance to their standards and audits the use of these funds.*

*Phase I, of the reconstruction of Orchard Drive (Route 30 to Sauk Trail) was approved, and continued into Phase II Design. The Village's consultant, Baxter and Woodman, worked with IDOT for Preliminary design approval and storm water issues. 70% of the cost will be funded through the STP Grant Program.*

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.

*Orchard Drive was approved by South Suburban Mayors and Managers Association for 70% Federal funding and 30% Village match funding for the Phase II - Design. This project is currently underway. In late-2008/2009, the Village began seeking construction funding for Orchard Drive through the federal stimulus initiative which would fund the work at an 80/20 split of federal/local dollars.*

*Additionally, as part of federal stimulus funding made available to member communities of the South Suburban Mayors and Managers Association, Park Forest will receive a grant to fund the resurfacing of Orchard Drive from Sauk Trail north to Lakewood Boulevard. Maximum funding support is \$409,000 dollars for this project which will begin construction during 2010/2011. The contract has been awarded to Iroquois Paving at the contract price of \$304,504 dollars. This project is expected to be 100% funded.*

*Funding from the Highway Bridge Program has been identified for the much needed Thorn Creek Bridge replacement project. This project is budgeted for a construction cost of \$620,000 and engineering costs of \$205,000. The funding includes 80% federal participation and 20% local matching. This three-year project will begin in Fiscal 2009/2010. Phase I (Preliminary Engineering) was completed and submitted for approval. Phase II - Design is scheduled to begin in the 2011 fiscal year.*

**VILLAGE OF PARK FOREST, ILLINOIS  
ORCHARD DRIVE IMPROVEMENTS  
ESTIMATE OF COST**

Construction

Erosion Control	\$ 148,000
Tree Pruning/Tree Removal	27,000
Pavement Removal	119,000
Hot-Mix Asphalt Surface Removal	84,000
Temporary Pavement	15,000
Excavation and Grading	476,000
Remove and Replace Unsuitable Material	260,000
Storm Sewer Construction	1,209,000
Utility Construction	212,000
Curb & Gutter Construction	587,000
Concrete Median Construction	32,000
Sidewalk Remove and Replace	389,000
Driveway Remove and Replace	117,000
Aggregate Sub-base Construction	293,000
Hot-Mix Asphalt Binder and Surface	1,311,000
Class D Patching	429,000
Parkway Restoration	356,000
Light Pole Relocation	306,000
Temporary Traffic Signals	135,000
Permanent Traffic Signals	968,000
Traffic Control and Pavement Marking	304,000

Subtotal	\$ 7,777,000
Contingencies	778,000

Construction Total	\$ 8,555,000
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<u>ROW/EASEMENTS</u>	\$300,000
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ENGINEERING

Phase II	\$ 476,000
Phase III	\$ 856,000
Engineering Total	\$ 1,332,000
<b>GRAND TOTAL</b>	<b>\$10,187,000</b>

**VILLAGE OF PARK FOREST, ILLINOIS  
ORCHARD DRIVE IMPROVEMENTS**

The anticipated source of funds is as follows:

	<u>Total Cost</u>	<u>STP Funds</u>	<u>Local Funds</u>
Engineering			
Phase II – Stage I (Westwood Dr to US Rt. 30)	\$ 243,000	\$ 170,100	\$ 72,900
Phase II – Stage II (Sauk Trail to Westwood Dr)	233,000	163,100	69,900
Phase III	<u>856,000</u>	<u>599,200</u>	<u>256,800</u>
Engineering Subtotal:	\$1,332,000	\$ 932,400	\$ 399,600
Construction – Stage I (Westwood Dr to US Rt. 30)	\$4,952,000	\$3,466,400	\$1,485,600
Construction – Stage II (Sauk Trail to Westwood Dr)	<u>3,603,000</u>	<u>2,522,100</u>	<u>1,080,900</u>
Construction Subtotal	\$8,555,000	\$5,988,500	\$2,566,500
ROW/Easements	\$ 300,000	\$0	\$ 300,000
Total	\$10,187,000	\$6,920,900	\$3,266,100

**2010/2011 MOTOR FUEL TAX OBJECTIVES:**

Due to the ongoing nature of the work involved, most, if not all, of the objectives are repeated in the 2010/2011 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, 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.
  - Trim parkway trees to maintain clearance for vehicles and pedestrians.
2. Continue sidewalk replacement to eliminate tripping hazards and ensure that the sidewalks are ADA compliant.
  3. Continue to maintain Village streets to Illinois Department of Transportation 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>
Sidewalks removed and replaced (square feet)	15,773*	14,351	9,350	44**
Curbs and gutters removed and replaced (linear feet)	1,033*	29	314	795**
Street Light Pole Replacement			146	22
Street Light Repairs (service requests)		354	381	353
Snow and ice control (tons of salt)	1,826	2,252	2,500	2,277
Streets patched (square yards)	33,370*	814	0	4,422**
Streets resurfaced (square yards)	0	0	0	12,552**

\* Includes work done by Dawn Companies, the contractor for the Water Main Improvement Project for Autumn Ridge, Forest Brook, Rich St. and Green St.

\*\* Includes work for 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.

Note: Performance measures for the two street light items began in fiscal year 2009.

**Village of Park Forest  
2010/2011 Budget**

**MOTOR FUEL TAX FUND  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
80% of Phase I costs-Thorn Creek Bridge	14,876	64,000	0	64,000	0%
80% of Phase II costs-Thorn Creek Bridge	0	52,000	0	52,000	0%
70% of Phase I costs-Orchard(Rt30toSauk)	19,335	340,200	35,046	0	-100%
70% of Phase II costs-Orchard(Rt30toSauk)	0	0	0	333,200	100%
100% ARRA funded/Orch.-SauktoLakewd	0	409,000	0	304,504	-26%
Indianwood SL Orch.toMonee Grant	0	217,500	217,500	0	-100%
Route 30 Streetscape ITEP	0	0	0	117,840	100%
Motor Fuel Tax Allotments	602,712	650,000	526,337	584,370	-10%
Charge for Services	13,423	0	0	0	0%
Interest Income	<u>11,463</u>	<u>10,000</u>	<u>1,721</u>	<u>2,000</u>	-80%
<b>TOTAL REVENUE</b>	<b><u>661,809</u></b>	<b><u>1,742,700</u></b>	<b><u>780,604</u></b>	<b><u>1,457,914</u></b>	-16%
<b>EXPENDITURES</b>					
<b><u>Professional Services</u></b>	65,466	83,250	38,334	13,000	-84%
<b><u>Operating Supplies</u></b>	127,355	152,210	167,410	166,800	10%
<b><u>Maintenance</u></b>	217,407	229,068	172,570	337,907	48%
<b><u>Capital Outlays</u></b>	427,231	1,389,250	95,924	1,071,104	-23%
<b><u>Leases and Rentals</u></b>	111,334	54,348	85,860	35,233	-35%
<b><u>Utilities</u></b>	<u>92,352</u>	<u>71,004</u>	<u>56,142</u>	<u>71,760</u>	1%
<b>TOTAL EXPENDITURES</b>	<b><u>1,041,145</u></b>	<b><u>1,979,130</u></b>	<b><u>616,240</u></b>	<b><u>1,695,804</u></b>	-14%
<b><u>Revenue Over(Under) Expenditures</u></b>	<b>(379,336)</b>	<b>(236,430)</b>	<b>164,364</b>	<b>(237,890)</b>	-1%
<b><u>Beginning Fund Balance</u></b>			<b>980,977</b>	<b>1,145,341</b>	
<b><u>Ending Fund Balance</u></b>			<b>1,145,341</b>	<b>907,451</b>	

**Village of Park Forest  
2010/2011 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 for MFT maint. & Orchard Resurf. Project	<u>13,000</u>
<b>Total Professional Services</b>		<b>13,000</b>

**OPERATING SUPPLIES**

541500	Salt (\$75.00 / ton)	165,000
541600	Lime/Chemicals	<u>1,800</u>
<b>Total Operating Supplies</b>		<b>166,800</b>

**MAINTENANCE**

550000	Contractual Equipment Maintenance - Other (Contractual traffic signal maint.&repair-IDOT,CookCo.,Meade)	25,052
550400	Contractual Grounds Maintenance (Street sweeping, Herbicide spraying)	32,000
550600	Contractual Street Maintenance (Patching, Striping, Sign contracts)	180,000

550700	Street Maintenance Supplies	8,106
550800	Contractual Sidewalk Maintenance	70,000
552300	Street Name Sign Maintenance Supplies	1,433
552400	Traffic Sign Maintenance Supplies	1,569
552500	Street Light Maintenance Supplies	<u>19,747</u>
<b>Total Maintenance</b>		<b>337,907</b>

**CAPITAL OUTLAYS**

560000	Other Capital Outlays	
	Payment for Indianwood St Lighting (both projects)	75,600
	Thorn Creek Bridge Phase II - Design *	65,000
	Route 30 Street Scape**	150,000
	Orchard Dr. Phase II Design (Rt. 30 to Sauk Trail)***	476,000
	Orchard Dr. Resurfacing Const. - Sauk to Lakewood****	<u>304,504</u>

\*80% of amt. shown will be funded/reimbursed by Highway Bridge Program (HBP)

\*\*Current II Trans. Enhancement Prog. Funding reimbursement commitment is \$117,840

\*\*\*70% of amt shown will be funded/reimbursed through Federal STP Grant Program.

\*\*\*\*100% of amt shown will be funded by Federal grant(amt is contract amt)

<b>Total Capital Outlays</b>		<b>1,071,104</b>
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**LEASES and RENTALS**

600400	Vehicle Rental - Interfund (Internal vehicle rental rate charges)	34,885
600500	Other Equipment Rental (Miscellaneous equipment rental)	<u>348</u>
<b>Total Leases and Rentals</b>		<b>35,233</b>

**UTILITIES**

610600	Public Utility Services (Electricity- Traffic Signals and Street Lighting)	<u>71,760</u>
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	<b>Total Utilities</b>	<b><u>71,760</u></b>
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	<b>TOTAL MOTOR FUEL TAX</b>	<b>1,695,804</b>
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## **Village of Park Forest 2010/2011 Budget**

### **HOUSING**

The Housing section of the Budget is a cost-center for two grant-funded programs. These are the Housing Choice Voucher Program and Cook County Community Development Block Grants (CDBG). 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 and Cook County CDBG 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 143 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 2010, the Housing Authority of Park Forest is administering 222 Portable Housing Choice Vouchers.

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.

The Cook County CDBG residential rehabilitation program has been re-assigned to Regional Redevelopment Corporation, a local consortium that rehabs homes in the southern suburbs. Residents in the Cook County area of Park Forest may apply to the Regional Redevelopment Corporation for rehabilitation of their homes.

Included in the CDBG Budget is \$930,062 from grant awards 2009/10, 2008/09, 2007/08 and 2006/07 toward the demolition of the former Marshall Field's Building.

\* This certificate information does not include the 144 certificates issued through the Garden House Program.

**Village of Park Forest  
2010/2011 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\***

<b>Vouchers</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<b>Park Forest</b>	136	128	165	152	143
<b>Portable</b>	193	212	180	174	222
<b>Garden House</b>	144	144	144	144	144

\* Data for each year is presented for the month of March.

**Village of Park Forest  
2010/2011 Budget**

**COOK COUNTY CDBG**

**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 was 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.

To better serve its residents, the Board re-assigned its Cook County CDBG Residential Rehabilitation Program to a local consortium that administers CDBG-funded single-family rehabilitation on a regional basis. Park Forest residents will apply to this consortium to have their homes rehabbed. The Village will receive updated reports on projects completed in Park Forest.

**Village of Park Forest  
2010/2011 Budget**

**HOUSING CHOICE VOUCHER PROGRAM  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Housing Assistance Payments	3,005,010	3,300,480	3,354,672	3,845,396	17%
Administrative Fees	300,856	225,016	256,407	268,080	19%
Interest	<u>2,703</u>	<u>2,000</u>	<u>340</u>	<u>350</u>	-83%
<b>TOTAL REVENUE</b>	<b><u>3,308,569</u></b>	<b><u>3,527,496</u></b>	<b><u>3,611,419</u></b>	<b><u>4,113,826</u></b>	<b>17%</b>
<b>EXPENDITURES</b>					
<b><u>Personnel Services</u></b>	172,206	179,861	191,450	184,970	3%
<b><u>Insurance</u></b>	20,956	23,590	23,321	25,195	7%
<b><u>IRMA</u></b>	10,599	11,659	16,058	16,058	38%
<b><u>Employee Support</u></b>	28,369	36,427	31,646	36,332	0%
<b><u>Professional Services</u></b>	17,865	10,525	30,578	12,500	19%
<b><u>Operating Supplies</u></b>	666	1,000	2,024	1,100	10%
<b><u>Capital Outlays</u></b>	0	1,900	1,077	0	-100%
<b><u>Housing Assistance Payments</u></b>	3,039,766	3,310,794	3,235,870	3,844,296	16%
<b><u>Transfers to Other Funds</u></b>	30,000	30,000	30,000	30,000	0%
<b><u>Miscellaneous</u></b>	<u>0</u>	<u>1,000</u>	<u>521</u>	<u>1,000</u>	0%
<b>TOTAL EXPENDITURES</b>	<b><u>3,320,427</u></b>	<b><u>3,606,756</u></b>	<b><u>3,562,545</u></b>	<b><u>4,151,451</u></b>	<b>15%</b>
<b>NET INCOME (LOSS)</b>	<b><u>(11,858)</u></b>	<b><u>(79,260)</u></b>	<b><u>48,874</u></b>	<b><u>(37,625)</u></b>	
<b><u>Beginning Net Cash</u></b>			<b>240,072</b>	<b>288,946</b>	
<b><u>Ending Net Cash</u></b>			<b>288,946</b>	<b>251,321</b>	

**Village of Park Forest  
2010/2011 Budget**

**COOK COUNTY CDBG  
SUMMARY  
16-00-00**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Demolition	<u>0</u>	<u>930,062</u>	<u>0</u>	<u>930,062</u>	0%
<b>TOTAL REVENUE</b>	<b>0</b>	<b>930,062</b>	<b>0</b>	<b>930,062</b>	<b>0%</b>
<b>EXPENDITURES</b>					
Capital Outlays	<u>0</u>	<u>930,062</u>	<u>0</u>	<u>930,062</u>	0%
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>930,062</b>	<b>0</b>	<b>930,062</b>	<b>0%</b>
<b>Excess Revenue (Expenditures)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**Village of Park Forest  
2010/2011 Budget**

**HOUSING CHOICE VOUCHER PROGRAM  
DETAIL  
11-18-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	<u>184,970</u>
<b>Total Personnel Services</b>		<b>184,970</b>

**INSURANCE**

510100	Medical Insurance	23,369
	Dental Insurance	1,425
	Life Insurance	<u>401</u>
		25,195
510300	IRMA Premium	<u>16,058</u>
<b>Total Insurance</b>		<b>41,253</b>

**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) Lindsey	2,000 <u>400</u>	2,400
520400	Books/Pamphlets		350
520610	FICA		14,150
520620	IMRF		<u>17,682</u>
<b>Total Employee Support</b>			<b>36,332</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services Lindsey and Co. (accounting/HUD reports)		7,000
530100	Legal Services		1,000
530300	Audit Services Lindsey Sailor Khan Village Audit	260 3,800 <u>440</u>	<u>4,500</u>
<b>Total Professional Services</b>			<b>12,500</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies		500
540100	Computer Supplies		600
540200	Printing/Copy Supplies		<u>0</u>
<b>Total Operating Supplies</b>			<b>1,100</b>

**CAPITAL OUTLAYS**

560000	Computer Replacement		0
561800	HCV Assistance Payments	1,307,136	
561801	HCV Assistance Payments - PF Port Out	250,500	
561802	HCV Admin - PF Port Out	18,900	
561810	HCV Assistance Payments - Portables	<u>2,267,760</u>	
			<u>3,844,296</u>
	<b>Total Capital Outlays</b>		<b>3,844,296</b>

**TRANSFER TO OTHER FUNDS**

581000	Transfer to Other Funds		<u>30,000</u>
	<b>Total Transfer to Other Funds</b>		<b>30,000</b>

**MISCELLANEOUS EXPENDITURES**

591000	Housing Choice Voucher Public Notices		<u>1,000</u>
	<b>Total Miscellaneous Expenditures</b>		<b>1,000</b>

**TOTAL HOUSING CHOICE VOUCHER PROGRAM** **4,151,451**

**Village of Park Forest  
2010/2011 Budget**

**COOK COUNTY CDBG  
DETAIL  
16-00-00**

**CAPITAL OUTLAYS**

560000	Demolition of the former Marshall Field's Building (07-124, 08-121 & 09-024)	<u>930,062</u>
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<b>Total Capital Outlays</b>		<b><u>930,062</u></b>
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<b>TOTAL COOK COUNTY CDBG PROGRAM</b>		<b><u>930,062</u></b>
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**Village of Park Forest  
2010/2011 Budget**

**RETIREMENT FUNDS**

Four funds have been previously included in this cost center. They were the Illinois Municipal Retirement Fund (IMRF), Police and Fire Pension Funds and Federal Insurance Contributions Act (FICA). 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 58.4% for the Police Pension Fund and 51.8% for the Fire Pension Fund for the year ended June 30, 2009.

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 the fire pension costs annually (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).

Even though IMRF will be reflected in the General Fund, it is important to mention that IMRF rates increased significantly from 2003 through 2006. In Fiscal Year 2003/2004, the Village was notified that the decrease in investment returns for the fund would translate into higher future rates. Rates increased in January 2004 from 3.22% to 6.79% of salaries. In January 2005, rates increased again to 8.06%. In January 2006, rates increased to 9.21%. Fortunately rates decreased to 8.79% in 2007 and decreased further to 8.54% in 2008. Rates increased slightly to 8.69% in 2009 and further to 9.56% in 2010. The Illinois Municipal Retirement Fund investment pool lost 25% in 2008. 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.

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**

	<b><u>Rates</u></b>	<b><u>Effective Rates</u></b>	
	<b><u>IMRF</u></b>	<b><u>Police</u></b>	<b><u>Fire</u></b>
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%	not	available
2011	10.52% estimate	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>	
	<u>FY 09/10</u>	<u>FY 10/11</u>	<u>FY 09/10</u>	<u>FY 10/11</u>
<b>Beginning Fund Balance</b>	122,002	127,598	286,200	378,899
Tax Levy	398,560	412,585	456,466	472,342
Personal Property Replacement Tax	<u>0</u>	<u>0</u>	<u>18,000</u>	<u>18,000</u>
<b>TOTAL REVENUE</b>	<b>520,562</b>	<b>540,183</b>	<b>760,666</b>	<b>869,241</b>
<b>EXPENDITURES</b>				
Administrative	82,703	83,059	100,386	102,920
Police	89,176	92,815	52,532	53,185
Fire	30,258	31,372	5,041	5,258
Health	37,443	34,857	45,767	43,560
Recreation & Parks	75,963	75,370	83,417	84,076
Public Works	29,497	28,435	36,048	35,533
Community Development Economic Development & Planning	<u>28,179</u>	<u>24,476</u>	<u>34,443</u>	<u>30,588</u>
<b>TOTAL EXPENDITURES</b>	<b>392,964</b>	<b>391,158</b>	<b>381,767</b>	<b>381,079</b>
Ending Fund Balance	<b>127,598</b>	<b>149,025</b>	<b>378,899</b>	<b>488,162</b>

In 2009 there was no increase in the FICA and IMRF levy. It is anticipated that for 2010 the FICA and IMRF levies can again remain constant. Separate Police and Fire Pension levies will be determined by actuary.

**Village of Park Forest  
2010/2011 Budget**

**POLICE PENSION  
SUMMARY**

**21**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Property Taxes	771,198	802,919	802,919	941,449	17%
Personal Property Replacement Tax	14,000	14,000	14,000	14,000	0%
Contributions	381,224	281,400	332,775	314,534	12%
Interest & Dividends	403,554	410,000	410,854	410,000	0%
Unrealized Gain/Loss	186,643	300,000	300,000	200,000	-33%
Short/Long Term Gain	<u>(996,911)</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>TOTAL REVENUE</b>	<b>759,708</b>	<b>1,808,319</b>	<b>1,860,548</b>	<b>1,879,983</b>	<b>4%</b>
<b>EXPENDITURES</b>					
<b><u>Employee Support</u></b>					
Retirement Benefits	1,331,083	1,334,960	1,334,960	1,420,000	6%
Training Expense	5,160	5,950	5,950	5,950	0%
Professional Services	<u>28,324</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	0%
<b>TOTAL EXPENDITURES</b>	<b><u>1,364,567</u></b>	<b><u>1,390,910</u></b>	<b><u>1,390,910</u></b>	<b><u>1,475,950</u></b>	<b>6%</b>
<b><u>Beginning Fund Balance</u></b>			<b>16,071,969</b>	<b>16,541,607</b>	
<b><u>Ending Fund Balance</u></b>			<b>16,541,607</b>	<b>16,945,640</b>	

**Village of Park Forest  
2010/2011 Budget**

**FIRE PENSION  
SUMMARY**

**22**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Property Taxes	574,967	580,919	580,919	677,498	17%
Personal Property Replacement Tax	8,000	8,000	8,000	8,000	0%
Contributions	166,783	171,500	171,500	176,645	3%
Interest & Dividends	268,941	150,000	150,000	150,000	0%
Unrealized Gain/Loss	(313,711)	200,000	200,000	200,000	0%
Short/Long Term Gain/Loss	<u>(369,499)</u>	<u>0</u>	<u>28,914</u>	<u>30,000</u>	100%
<b>TOTAL REVENUE</b>	<b>335,481</b>	<b>1,110,419</b>	<b>1,139,333</b>	<b>1,242,143</b>	<b>12%</b>
<b>EXPENDITURES</b>					
<b><u>Employee Support</u></b>					
Retirement Benefits	686,471	730,000	730,500	752,379	3%
Training Expense	7,172	6,000	6,000	6,000	0%
Professional Services	<u>72,657</u>	<u>65,000</u>	<u>65,000</u>	<u>70,000</u>	8%
<b>TOTAL EXPENDITURES</b>	<b><u>766,300</u></b>	<b><u>801,000</u></b>	<b><u>801,500</u></b>	<b><u>828,379</u></b>	<b>3%</b>
<b><u>Beginning Fund Balance</u></b>			<b>8,433,290</b>	<b>8,771,123</b>	
<b><u>Ending Fund Balance</u></b>			<b>8,771,123</b>	<b>9,184,887</b>	

**Village of Park Forest  
2010/2011 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 six fiscal years has been as follows:

<u>Fiscal Year Ended:</u>	2004	15,791,800	
	2005	15,465,200	
	2006	15,064,500	
	2007	29,932,526	
	2008	28,731,682	
	2009	27,536,078	
	2010	26,079,471	est.

The 2010 outstanding estimated debt relates to the following funds:

General Fund	\$ 3,107,864
TIF	8,575,916
Aqua	268,470
Water	14,004,998
Sewer	<u>122,223</u>
	<b>\$ 26,079,471</b>

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 final loan balance will be determined after all water plant change orders are evaluated to determine loan eligibility. Also, with the golf course closure 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. There are plans to borrow approximately \$3 million for watermain infrastructure improvements in 2010. At this writing, the debt structure is not known but the debt service will be funded through an additional \$3 per month water main infrastructure replacement fee. Orchard Drive reconstruction will not require the level of 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 2010/2011 debt service:

	<u>FY 08/09</u> <u>Debt Service</u>	<u>FY 09/10</u> <u>Debt Service</u>	<u>FY 10/11</u> <u>Debt Service</u>	<u>Percent Change</u> <u>From Prior Year</u>
General Fund	316,779	316,751	318,494 *	1%
TIF Debt Service	951,832	979,853	997,739 *	2%
Aqua Center Fund	33,930	33,119	33,959 *	3%
Water Fund	1,074,035	1,072,282	1,074,117	0%
Sewer Fund	<u>51,905</u>	<u>50,025</u>	<u>48,072</u>	<u>-4%</u>
<b>TOTAL</b>	<b>2,428,481</b>	<b>2,452,030</b>	<b>2,472,381</b>	<b>1%</b>

\* The following Debt Service was levied for these funds in December, 2009. Funds levied in 2009 will be received in 2010.

<b>General Fund</b>	<b>\$ 315,503</b>
<b>TIF</b>	<b>509,087</b>
<b>Aqua Center Fund</b>	<b><u>34,336</u></b>
	<b>\$ 858,926</b>

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.

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 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 are being reviewed for a low interest loan and have begun engineering. 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 applied for an IEPA loan which may have 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)*	\$12,000,000	\$3,600,000
CN Contribution			(2,450,000)
Thorn Creek Bridge	(80/20)	1,000,000	200,000
Water System Improvements			3,300,000
Excess Flow Facility Rehab			657,000
Sanitary Sewer Rehab			<u>880,000</u>
<b>Total Funding needed</b>			<b>\$6,187,000</b>

The ultimate amount of borrowing will depend on final costs and the Motor Fuel Tax Fund balance.

\* Grant sharing may increase to 80/20 from Federal stimulus.

**DEBT SERVICE REQUIREMENTS**

Fiscal Year Ending June 30	Requirements		
	Principal	Interest	Totals
2011	1,533,317	939,063	2,472,381
2012	1,610,637	878,654	2,489,291
2013	1,738,783	812,923	2,551,707
2014	1,700,357	751,155	2,451,512
2015	1,783,479	688,839	2,472,318
2016	1,857,056	619,372	2,476,428
2017	1,971,101	541,311	2,512,411
2018	2,060,624	458,106	2,518,730
2019	2,065,639	375,130	2,440,769
2020	2,176,158	288,545	2,464,703
2021	1,137,192	223,494	1,360,687
2022	1,178,756	187,140	1,365,896
2023	1,230,862	148,474	1,379,337
2024	1,283,525	107,182	1,390,706
2025	1,336,757	63,699	1,400,456
2026	970,574	29,352	999,926
2027	<u>444,652</u>	<u>5,558</u>	<u>450,210</u>
	<b>26,079,471</b>	<b>7,117,997</b>	<b>33,197,468</b>

<b>FISCAL YEAR ENDING 2010 TOTAL DEBT</b>
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	Principal	Interest	Total
1993 Series	346,003	44,506	390,509
1999 Series	1,130,000	511,934	1,641,934
2001 Series	4,795,000	2,036,749	6,831,749
2008A Series	5,535,000	1,362,047	6,897,047
2008B Series	855,000	132,200	987,200
IEPA Loan*	<u>13,418,468</u>	<u>3,030,561</u>	<u>16,449,029</u>
	<b>26,079,471</b>	<b>7,117,997</b>	<b>33,197,468</b>

\*Final principal amount for the IEPA Loan will include loan eligible change orders.

**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>
<b>SERIES 1993 **</b>	\$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"
<b>SERIES 1999 **</b>	\$1,640,000	36-TIF	\$1,640,000.00	"To partially finance downtown redevelopment projects"
<b>SERIES 2001</b>	\$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.
<b>SERIES 2008A</b>	\$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.
<b>SERIES 2008B</b>	\$930,000	53-AQUA 60-WATER	\$292,020.00 \$637,980.00	This series refinanced the Aqua and Water portion of 1997A & 1997B bonds.
<b>IEPA Loan 2007</b>	\$15,358,126	60-WATER	\$15,358,126.00	New Water Treatment Plant. Construction completed June 1, 2007. Debt service on this 2.5% loan extends 1/1/08 through 6/1/27.
<b>Public Works Projects Loan</b>	\$4,837,000	60-WATER 70-SEWER	\$3,300,000 \$1,537,000	Fund replacement of 2.18 miles of water lines and Excess Flow Facility Rehab and Sanitary Sewer Rehab. Debt service funded thru additional \$3 per month fee charged to each utility billing customer.

\*\* 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 1.42%.

**Village of Park Forest  
2010/2011 Budget**

**BOND  
RETIREMENT**

**31**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Property Tax	311,146	303,740	303,740	306,038	1%
Personal Property Replacement Tax	18,000	18,000	18,000	18,000	0%
Interest Income	<u>1,935</u>	<u>2,000</u>	<u>500</u>	<u>500</u>	-75%
<b>TOTAL REVENUE</b>	<b><u>331,081</u></b>	<b><u>323,740</u></b>	<b><u>322,240</u></b>	<b><u>324,538</u></b>	<b>0%</b>
<b>EXPENDITURES</b>					
Professional Services	279	300	300	300	0%
Debt Service	129,364	141,894	141,894	154,618	9%
Interest Expense	<u>164,831</u>	<u>174,857</u>	<u>174,857</u>	<u>163,876</u>	-6%
<b>TOTAL EXPENDITURES</b>	<b><u>294,474</u></b>	<b><u>317,051</u></b>	<b><u>317,051</u></b>	<b><u>318,794</u></b>	<b>1%</b>
<b><u>Beginning Fund Balance</u></b>			<b>346,523</b>	<b>351,712</b>	
<b><u>Ending Fund Balance</u></b>			<b>351,712</b>	<b>357,456</b>	

**VILLAGE OF PARK FOREST  
DEBT SERVICE PROJECTED**

	<u>Alloc.</u>	<u>FYE 11</u>	<u>FYE 12</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>TOTAL</u>
<b>BOND RETIREMENT FUND 31</b>																			
<b>Principal Payment</b>																			
1993	0.0495	5,430	5,702	6,016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17,148
1993 (Golf)	0.5973	65,524	68,809	72,299	0	0	0	0	0	0	0	0	0	0	0	0	0	0	206,632
2001	0.4648	83,664	95,284	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	2,884,084
A/C 31-01-00-57-0000		154,618	169,795	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	3,107,864
<b>Interest Expense</b>																			
1993	0.0495	1,308	743	158	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,209
1993 (Golf)	0.5973	15,771	8,975	1,833	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26,579
2001	0.4648	146,797	142,210	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	1,387,343
A/C 31-01-00-57-0100		163,876	151,928	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	1,416,131
<b>TOTAL BOND RETIREMENT FUND 31</b>																			
1993	0.6468	88,033	84,229	80,306	0	0	0	0	0	0	0	0	0	0	0	0	0	0	252,568
2001	0.4648	230,461	237,494	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	4,271,427
<b>PRINCIPAL AND INTEREST (31)</b>		318,494	321,723	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	4,523,995
<b>TIF - DEBT SERVICE 36</b>																			
<b>Principal Payment</b>																			
1999	1.0000	80,000	85,000	90,000	100,000	110,000	115,000	125,000	135,000	145,000	145,000	0	0	0	0	0	0	0	1,130,000
2001		96,336	109,716	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	1,910,916
2008A	1.0000	415,000	440,000	485,000	510,000	530,000	550,000	590,000	615,000	675,000	725,000	0	0	0	0	0	0	0	5,535,000
A/C 36-00-00-57-0000		591,336	634,716	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	8,575,916
<b>Interest Expense</b>																			
1999	1.0000	87,733	81,167	74,200	66,667	58,334	49,367	39,833	29,500	18,366	6,767	0	0	0	0	0	0	0	511,934
2001		94,376	89,094	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	649,406
2008A	1.0000	224,294	210,919	195,584	178,475	160,275	137,250	108,750	78,625	49,750	18,125	0	0	0	0	0	0	0	1,362,047
A/C 36-00-00-57-0100		406,403	381,180	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	2,523,387
<b>TIF - DEBT SERVICE 36</b>																			
1999	1.0000	167,733	166,167	164,200	166,667	168,334	164,367	164,833	164,500	163,366	151,767	0	0	0	0	0	0	0	1,641,934
2001		190,712	198,810	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	2,560,322
2008A	1.0000	639,294	650,919	680,584	688,475	690,275	687,250	698,750	693,625	724,750	743,125	0	0	0	0	0	0	0	6,897,047
<b>PRINCIPAL AND INTEREST (36)</b>		997,739	1,015,896	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	11,099,303
<b>AQUA FUND 53</b>																			
<b>Principal Payment</b>																			
2008B - A/C 53-00-00-22-0100	0.3140	25,120	25,120	32,970	34,540	36,110	36,110	39,250	39,250	0	0	0	0	0	0	0	0	0	268,470
<b>Interest Expense</b>																			
2008B - A/C 53-11-33-57-0100	0.3140	8,839	8,086	7,173	6,054	4,840	3,576	2,208	736	0	0	0	0	0	0	0	0	0	41,511
<b>PRINCIPAL AND INTEREST (53)</b>		33,959	33,206	40,143	40,594	40,950	39,686	41,458	39,986	0	0	0	0	0	0	0	0	0	309,981

**VILLAGE OF PARK FOREST  
DEBT SERVICE PROJECTED**

	<u>Alloc.</u>	<u>FYE 11</u>	<u>FYE 12</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>TOTAL</u>	
<b>WATER FUND 60</b>																				
<b>Principal Payment</b>																				
IEPA Loan 2007	1.0000	668,617	685,437	702,680	720,357	738,479	757,056	776,101	795,624	815,639	836,158	857,192	878,756	900,862	923,525	946,757	970,574	444,652	13,418,468	
2008B	0.6860	54,880	54,880	72,030	75,460	78,890	78,890	85,750	85,750	0	0	0	0	0	0	0	0	0	586,530	
		723,497	740,317	774,710	795,817	817,369	835,946	861,851	881,374	815,639	836,158	857,192	878,756	900,862	923,525	946,757	970,574	444,652	14,004,998	
<b>Interest Expense</b>																				
IEPA Loan 2007	1.0000	331,309	314,489	297,246	279,569	261,448	242,870	223,826	204,302	184,287	163,768	142,734	121,170	99,064	76,402	53,169	29,352	5,558	3,030,561	
2008B	0.6860	19,311	17,665	15,671	13,227	10,573	7,812	4,823	1,608	0	0	0	0	0	0	0	0	0	90,689	
A/C 60-19-00-57-0100		350,620	332,153	312,917	292,796	272,021	250,682	228,649	205,910	184,287	163,768	142,734	121,170	99,064	76,402	53,169	29,352	5,558	3,121,251	
<b>TOTAL WATER FUND 60</b>																				
IEPA Loan 2007	1.0000	999,926	999,926	999,926	999,926	999,926	999,926	999,926	999,926	999,926	999,926	999,926	999,926	999,926	999,926	999,926	999,926	999,926	450,210	16,449,029
2008B	0.6860	74,191	72,545	87,701	88,687	89,463	86,702	90,573	87,358	0	0	0	0	0	0	0	0	0	677,219	
<b>PRINCIPAL AND INTEREST (60)</b>		1,074,117	1,072,471	1,087,627	1,088,613	1,089,389	1,086,628	1,090,500	1,087,284	999,926	999,926	999,926	999,926	999,926	999,926	999,926	999,926	999,926	450,210	17,126,248
<b>SEWER FUND 70</b>																				
<b>Principal Payment</b>																				
1993 - A/C 70-00-00-22-0100	0.3532	38,746	40,689	42,788	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	122,223
<b>Interest Expense</b>																				
1993 - A/C 70-19-00-57-0100	0.3532	9,326	5,307	1,085	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,718
<b>PRINCIPAL AND INTEREST (70)</b>		48,072	45,996	43,873	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	137,941
<b>ALL FUNDS</b>																				
GRAND TOTAL - PRINCIPAL		1,533,317	1,610,637	1,738,783	1,700,357	1,783,479	1,857,056	1,971,101	2,060,624	2,065,639	2,176,158	1,137,192	1,178,756	1,230,862	1,283,525	1,336,757	970,574	444,652	26,079,471	
GRAND TOTAL - INTEREST EXPENSE		939,063	878,654	812,923	751,155	688,839	619,372	541,311	458,106	375,130	288,545	223,494	187,140	148,474	107,182	63,699	29,352	5,558	7,117,997	
<b>GRAND TOTAL - DEBT SERVICE PAYMENTS</b>		<u>2,472,381</u>	<u>2,489,291</u>	<u>2,551,707</u>	<u>2,451,512</u>	<u>2,472,318</u>	<u>2,476,428</u>	<u>2,512,411</u>	<u>2,518,730</u>	<u>2,440,769</u>	<u>2,464,703</u>	<u>1,360,687</u>	<u>1,365,896</u>	<u>1,379,337</u>	<u>1,390,706</u>	<u>1,400,456</u>	<u>999,926</u>	<u>450,210</u>	<u>33,197,468</u>	

## **Village of Park Forest 2010/2011 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 \$6,098,566 plus \$4,000,000, which included the \$3,800,000 incentive for Parkside and \$200,000 of issuance costs, for a total 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 2009, 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 \$8,575,916 represents 33% of the Village’s total outstanding debt of \$26,079,471.
- 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 \$373,885. 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 \$1,229,888. After three years of tax delinquency, Building #3 was acquired by the Village in January 2010.
- 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, and in 2009 \$500,000 of taxes were abated.

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>2006 EAV</u>	<u>2007 EAV</u>	<u>2008 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	\$1,893,363	\$1,988,884	\$2,259,596
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	536,115	2,959,343	5,515,839
CVS (formerly Osco).	—	—	—	1,372,682	1,564,501	1,617,105	1,611,144	1,686,769	1,787,985	1,772,016	1,861,219	1,835,363
First Midwest Bank (formerly Bank Calumet)	—	—	—	—	—	582,075	579,930	607,255	685,423	649,569	571,001	598,040
Associated Ventures (Victory Center)	—	—	—	217,995	227,494	2,883,409	2,644,280	2,399,687	3,272,562	2,993,847	2,882,509	2,750,859
Unidentified	—	—	—	131,277	307,725	665	(22,500)	—	(30,000)	200	10,500	(234,786)
Village owned property	660,348	exempt										
	\$3,598,133	\$2,193,334	\$4,660,861	\$5,749,199	\$4,629,678	\$8,778,641	\$8,441,933	\$8,549,639	\$8,181,485	\$7,845,110	\$10,273,456	\$12,724,911

- 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 63 homes built in Legacy Square, with 2008 reflecting full assessment for most of the homes.
- 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 ten years or up to a maximum \$1,000,000.

**Estimated Increase in EAV**

<b>2008 EAV</b>	\$12,724,911
Adjustments – Legacy Square Common Area	(307,522)
– Byus Building	<u>(1,229,888)</u>
Adjusted 2008 EAV	11,187,501
Added Value Chase Bank Sale ½ year	<u>100,000</u>
<b>Projected 2009 Adjusted EAV</b>	11,287,501
Base Value TIF	<u>(3,598,133)</u>
<b>Projected 2009 Incremental EAV</b>	7,689,368
Tax Increment Generated @ 16.805	1,292,198
Tax adjustments *	(200,000)
Refunded to Associated Ventures per Redevelopment Agreement	(280,000)
Refunded per Bigelow Redevelopment Agreement (60% over \$98,697 base)	<u>(220,000)</u>
<b>Tax Incremental Net Revenue 2010</b>	<b>\$ 592,198</b>

\* Tax adjustments represent a combination of tax protests and tax delinquencies.

Beginning with the 2001 tax levy, the Village was 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 2009 tax levy for debt service, which generates revenue for the 2010/2011 Budget, was:

<b><u>General Property Tax</u></b>		
Debt Service		\$1,009,087
Abatement		
1999 Debt	(170,400)	
Other **	<u>(329,600)</u>	<u>500,000</u>
<b>Net Debt Levy</b>		<b>\$ 509,087</b>

\*\* “Other” represents TIF debt associated with 2001 and the 2008A bonds issuances.

Over the remaining life of the TIF debt, annual TIF debt service fluctuates from \$997,739 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. In January 2001, the Village Board established, by resolution, a liability to the TIF fund of 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.

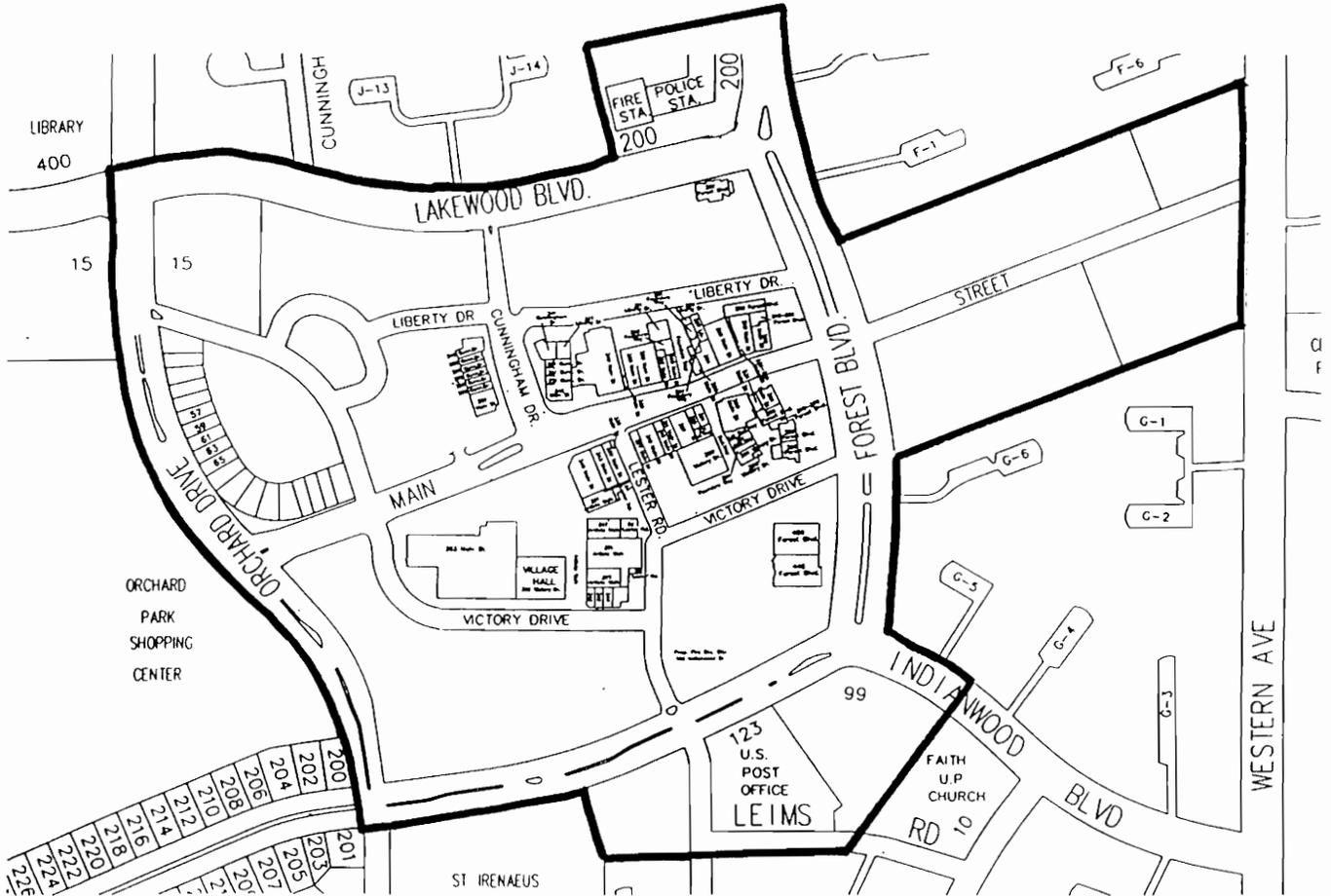
The TIF Budget no longer includes funds for assistance with TIF reporting and analysis. The reports mandated by the State Comptroller are now being prepared in-house.

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, \$4,967,463 of Village Funds has been invested through June 30, 2009. A net tax increment of \$592,198 represents a 12% 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.

With the national downturn in the housing market, Bigelow Homes decided not to proceed with Legacy Square Phase II. The Village has secured a \$930,062 CDBG grant to support demolition of the Marshall Fields building. The total anticipated cost is \$2,030,062. The remaining \$1,100,000 is budgeted in the TIF Fund in the fiscal year 2009/2010 Budget. The sale of the Chase Bank building is in the final stages. This sale will add incremental taxes. Additionally, the 3.5 acre vacant parcel on Main Street across from Victory Center is being evaluated for development. Any further development will increase incremental taxes allowing the Village to shift the tax burden.

On the following page is the DownTown TIF District map:

# Tax Incremental Financing District DownTown (TIF)



## **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. After some negotiation, Dominick’s and Nassimi Realty agreed on a Right of First Offer that allows Nassimi to seek a grocery store operator for the shopping center. If Nassimi Realty negotiates a lease with a grocery store then Dominick’s will have a 15 day period in which to decide whether or not to lease the space under the same terms. If Dominick’s chooses not to exercise their right to the lease, then Nassimi Realty will be free to execute the lease with the alternate grocery store. Nassimi Realty will be required to pay Dominick’s \$6,250 per month for each month from the day the new grocery store opens until December 31, 2011, which is when the Declaration of Use Restriction expires.

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. The Village continues to work with Nassimi to encourage redevelopment efforts.

In 2006 and 2007 the former Credit Union had a leasehold Property Index Number (PIN) which received an extraordinary tax bill. Cook County recalculated taxes owed and the Village was required to refund \$12,908.41 in tax increment.

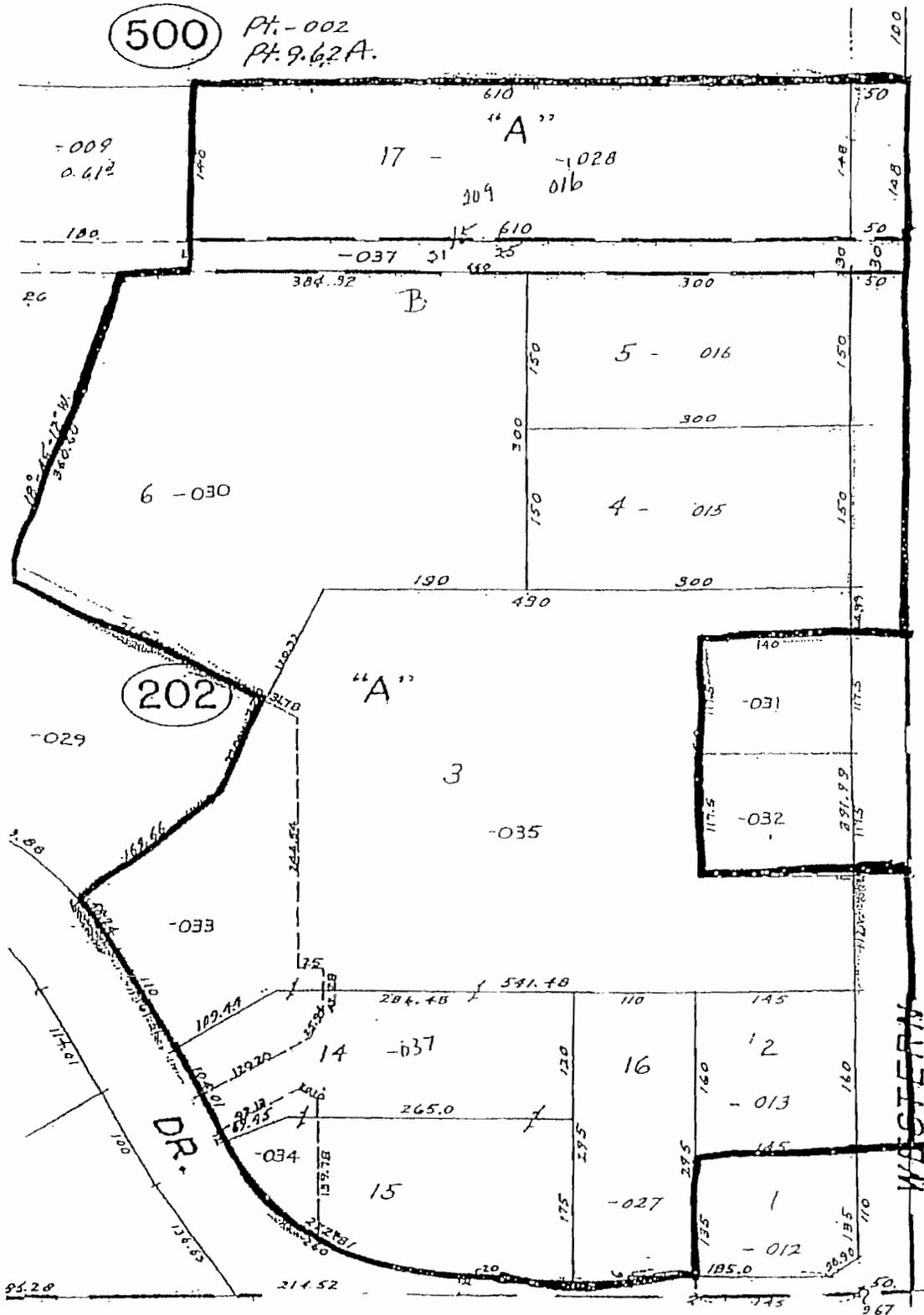
A summary of the history of the TIF value is as follows:

**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>
\$469,344	\$525,538	\$618,531	\$120,261

On the following page is the Norwood TIF District map:

# Tax Incremental Financing District Norwood (TIF)



TIF Boundary Map

**Village of Park Forest  
2010/2011 Budget**

**TIF-DOWNTOWN FUND  
SUMMARY  
36-00-00**

	FY 08/09 ACTUAL	FY 09/10 BUDGET	FY 09/10 ESTIMATE	FY 10/11 PROPOSED	PERCENT CHANGE
<b>REVENUE</b>					
Property Tax - Levy	526,648	524,112	524,112	493,814	-6%
- Increment	1,119,740	1,092,896	1,079,926	1,092,198	0%
Increment Rebate - Victory Center	(361,352)	(280,000)	(280,000)	(280,000)	0%
- Legacy Square	(23,154)	(205,382)	(216,925)	(220,000)	7%
Proceeds of Bond Sales	6,202,581	0	0	0	0%
Interest	<u>17,754</u>	<u>15,000</u>	<u>2,000</u>	<u>2,000</u>	-87%
<b>TOTAL REVENUE</b>	<b><u>7,482,217</u></b>	<b><u>1,146,626</u></b>	<b><u>1,109,113</u></b>	<b><u>1,088,012</u></b>	<b>-5%</b>
<b>EXPENDITURES</b>					
Professional Services	9,948	15,000	300	1,000	-93%
Capital Projects	0	1,298,000	198,000	1,100,000	-15%
Bond Sales Escrow and Issue Cost	6,220,068	0	0	0	0%
Debt Service	<u>833,183</u>	<u>979,853</u>	<u>979,853</u>	<u>997,739</u>	2%
<b>TOTAL EXPENDITURES</b>	<b><u>7,063,199</u></b>	<b><u>2,292,853</u></b>	<b><u>1,178,153</u></b>	<b><u>2,098,739</u></b>	<b>-8%</b>
<b><u>Beginning Fund Balance</u></b>			<b>1,735,199</b>	<b>1,666,159</b>	
<b><u>Ending Fund Balance</u></b>			<b>1,666,159</b>	<b>655,432</b>	

**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  
2010/2011 Budget**

**TIF - NORWOOD FUND  
SUMMARY  
37-00-00**

	FY 08/09 ACTUAL	FY 09/10 BUDGET	FY 09/10 ESTIMATE	FY 10/11 PROPOSED	PERCENT CHANGE
<b>REVENUE</b>					
Property Tax - Increment	12,909	0	(12,908)	0	0%
Interest	<u>11</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>TOTAL REVENUE</b>	<b><u>12,920</u></b>	<b><u>0</u></b>	<b><u>(12,908)</u></b>	<b><u>0</u></b>	<b>0%</b>
<b>EXPENDITURES</b>					
Professional Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>TOTAL EXPENDITURES</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b>0%</b>
<b><u>Beginning Fund Balance</u></b>			<b>11,825</b>	<b>(1,083)</b>	
<b><u>Ending Fund Balance</u></b>			<b>(1,083)</b>	<b>(1,083)</b>	

**Village of Park Forest  
2010/2011 Budget**

**TIF - DOWNTOWN  
DETAIL  
36-00-00**

**PROFESSIONAL SERVICES**

530000	Bond Fees	<u>1,000</u>
<b>Total Professional Services</b>		<b>1,000</b>

**CAPITAL OUTLAYS**

560000	Demolition Marshall Fields	<u>1,100,000</u>
<b>Total Capital Outlays</b>		<b>1,100,000</b>

**DEBT SERVICE**

570000	Debt Service — Principle	591,336
570100	Interest Expense	<u>406,403</u>
		<u>997,739</u>
<b>Total Debt Service</b>		<b><u>997,739</u></b>

<b>TOTAL TAX INCREMENT FINANCING - DOWNTOWN FUND</b>		<b>2,098,739</b>
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**Village of Park Forest  
2010/2011 Budget**

**TIF - NORWOOD  
DETAIL  
37-00-00**

**PROFESSIONAL SERVICES**

530000	TIF Report and analysis	<u>0</u>
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	<b>Total Professional Services</b>	<b>0</b>
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	<b>TOTAL TAX INCREMENT FINANCING - NORWOOD FUND</b>	<b>0</b>
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**Village of Park Forest  
2010/2011 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 2009/2010 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.*

**2010/2011 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 2010:

<b>Vehicle Inventory*</b>	
	<b>2010</b>
Administration	1
Police	
Vehicles	31
Seizures	4
Fire	
Vehicles	5
Ambulance	3
Engine	3
Recreation & Parks	12
Public Works	
Vehicles	28
Vactor	1
Building	4
DownTown	1
<b>Total</b>	<b>93</b>

\*Vehicles are defined as titled and licensed.

**Village of Park Forest  
2010/2011 Budget**

**VEHICLE SERVICES FUND  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Lease Payments					
Administration	13,000	11,000	11,000	8,500	-23%
Community Development	8,200	8,610	8,610	7,000	-19%
Police	209,600	272,230	272,230	241,500	-11%
Fire	179,200	188,160	188,160	168,160	-11%
Recreation and Parks	118,000	104,363	104,363	76,492	-27%
Aqua Center	2,000	1,438	1,438	1,438	0%
Tennis & Health Club	2,400	2,070	2,070	2,070	0%
Public Works	24,674	29,000	26,174	18,734	-35%
Municipal Parking	11,047	9,000	9,160	5,815	-35%
Motor Fuel Tax	102,615	54,000	74,260	34,885	-35%
Water	113,429	93,000	92,500	60,255	-35%
Sewer	49,385	41,000	50,902	26,486	-35%
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%
<b>Total Lease Payments</b>	<b>845,438</b>	<b>825,759</b>	<b>852,755</b>	<b>663,223</b>	<b>-20%</b>
Interest	10,283	10,000	1,200	1,200	-88%
Transfer from other Funds	59,601	49,000	49,000	0	-100%
Sale of Corporate Assets	14,500	0	0	0	0%
Miscellaneous	<u>32,624</u>	<u>0</u>	<u>32,718</u>	<u>0</u>	0%
<b>TOTAL REVENUE</b>	<b><u>962,446</u></b>	<b><u>884,759</u></b>	<b><u>935,673</u></b>	<b><u>664,423</u></b>	<b>-25%</b>
<b>Revenues Over (Under) Expenditures</b>	<b>147,307</b>	<b>52,392</b>	<b>113,848</b>	<b>(136,599)</b>	<b>-361%</b>
Major Capital Outlays			(244,000)	(303,500)	
Depreciation			<u>370,888</u>	<u>359,808</u>	
Cash Flow			240,736	(80,291)	
<b><u>Beginning Net Cash</u></b>			<b>1,207,920</b>	<b>1,448,656</b>	
<b><u>Ending Net Cash</u></b>			<b>1,448,656</b>	<b>1,368,365</b>	

**Village of Park Forest  
2010/2011 Budget**

**VEHICLE SERVICES FUND  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENDITURES</b>					
<b><u>Administration</u></b>					
Operating Supplies	1,980	3,000	3,000	3,000	0%
Maintenance	1,045	800	800	800	0%
Depreciation	0	0	0	3,500	100%
Capital Outlays*	78	100	100	100	0%
Interest	<u>53</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>Total Administration</b>	<b>3,156</b>	<b>3,900</b>	<b>3,900</b>	<b>7,400</b>	<b>90%</b>
<b><u>Police</u></b>					
Operating Supplies	95,327	95,000	90,000	95,000	0%
Maintenance	58,711	64,000	64,000	64,000	0%
Depreciation	98,395	105,097	105,097	104,829	0%
Capital Outlays*	<u>12,271</u>	<u>9,600</u>	<u>9,600</u>	<u>0</u>	-100%
<b>Total Police</b>	<b>264,704</b>	<b>273,697</b>	<b>268,697</b>	<b>263,829</b>	<b>-4%</b>
<b><u>Fire</u></b>					
Personnel Services	13,664	14,000	12,000	14,000	0%
Employee Support	511	1,153	923	1,153	0%
Operating Supplies	23,374	26,400	24,400	26,400	0%
Maintenance	15,223	18,943	19,078	19,443	3%
Depreciation	118,554	118,554	118,554	128,754	9%
Capital Outlays*	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>Total Fire</b>	<b>171,326</b>	<b>179,050</b>	<b>174,955</b>	<b>189,750</b>	<b>6%</b>
<b><u>Recreation and Parks</u></b>					
Personnel Services	25,492	25,500	20,400	20,669	-19%
Employee Support	3,946	4,335	4,335	3,602	-17%
Operating Supplies	25,605	22,500	19,500	22,500	0%
Maintenance	18,630	20,000	17,000	28,000	40%
Depreciation	29,108	25,196	25,196	25,196	0%
Capital Outlays*	<u>1,643</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>Total Recreation and Parks</b>	<b>104,424</b>	<b>97,531</b>	<b>86,431</b>	<b>99,967</b>	<b>2%</b>

**Village of Park Forest  
2010/2011 Budget**

**VEHICLE SERVICES FUND  
SUMMARY**

	<b>FY 08/09 ACTUAL</b>	<b>FY 09/10 BUDGET</b>	<b>FY 09/10 ESTIMATE</b>	<b>FY 10/11 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Public Works</u></b>					
Personnel Services	29,852	24,306	29,671	23,417	-4%
Employee Support	4,852	4,132	3,536	4,030	-2%
Operating Supplies	61,647	78,600	62,577	78,600	0%
Maintenance	61,762	29,500	50,407	29,500	0%
Depreciation	106,237	122,041	122,041	97,529	-20%
Capital Outlays*	<u>105</u>	<u>11,000</u>	<u>11,000</u>	<u>0</u>	-100%
<b>Total Public Works</b>	<b>264,455</b>	<b>269,579</b>	<b>279,232</b>	<b>233,076</b>	<b>-14%</b>
<b><u>Community Development</u></b>					
Operating Supplies	2,486	2,000	2,000	2,000	0%
Maintenance	<u>4,588</u>	<u>6,610</u>	<u>6,610</u>	<u>5,000</u>	-24%
<b>Total Community Development</b>	<b>7,074</b>	<b>8,610</b>	<b>8,610</b>	<b>7,000</b>	<b>-19%</b>
<b>TOTAL EXPENDITURES</b>	<b>815,139</b>	<b>832,367</b>	<b>821,825</b>	<b>801,022</b>	<b>-4%</b>

**\*Capitalized Capital Outlays for FY 10/11 Proposed**

Administration	
Managers Vehicle	21,000
Police	
Three squads	82,500
Fire	
Staff Car	44,000
Recreation and Parks	
Truck #142	25,000
Public Works	
Pickup #652	25,000
1 Ton Dump w/ Plow & Spreader #609	46,000
Utility Body #650	<u>60,000</u>
<b>Total Capitalized Capital Outlays</b>	<b>303,500</b>



**Village of Park Forest  
2010/2011 Budget**

**VEHICLE SERVICES FUND  
POLICE DEPARTMENT  
DETAIL  
52-07-00**

**OPERATING SUPPLIES**

541000	Fuel		<u>95,000</u>
<b>Total Operating Supplies</b>			<b>95,000</b>

**MAINTENANCE**

550300	Routine Maintenance (Oil/filter/lube, brakes, tune-ups, tires/balancing, headlights, batteries, belts, light bar repairs, washing, etc.)		<u>64,000</u>
<b>Total Maintenance</b>			<b>64,000</b>

**CAPITAL OUTLAYS**

560200	Three squads @ \$27,500 ea*	82,500	0
*Not included in income calculation			
560700	Depreciation		<u>104,829</u>
<b>Total Capital Outlays</b>			<b><u>104,829</u></b>

**TOTAL POLICE DEPARTMENT VEHICLE SERVICES                    263,829**

**Village of Park Forest  
2010/2011 Budget**

**VEHICLE SERVICES FUND  
FIRE DEPARTMENT  
DETAIL  
52-08-00**

**SALARIES**

500100	Overtime Salaries Hire back Mechanic	<u>14,000</u>
<b>Total Salaries</b>		<b>14,000</b>

**EMPLOYEE SUPPORT**

520000	Travel State Mechanic Seminar	700
520300	Training State Mechanic Seminar	250
520610	FICA (Medicare Only)	<u>203</u>
<b>Total Employee Support</b>		<b>1,153</b>

**OPERATING SUPPLIES**

540800	Cleaning Supplies (Degreaser, soap, truck wash)	500
541000	Fuel/Oil (Firefighting, Emergency Medical Service, Prevention, Education, Investigation, and Administrative purposes)	25,000
541400	Paint/Hardware/Small Tools (Special tool needs, repairs, replacement)	<u>900</u>
<b>Total Operating Supplies</b>		<b>26,400</b>

**MAINTENANCE**

550100	Contractual/Equipment Maintenance		
	Tires	3,000	
	Engine Repairs	4,815	
	Shared Ambulance Program	500	
	Ambulance Repairs	3,300	
	Auto Repairs	<u>3,128</u>	
			14,743
550250	Reserve Ambulance Expense		
	General Vehicle Repairs/Maintenance	<u>500</u>	
			500
550300	Equipment Maintenance and Repair		
	General Vehicle Repairs	2,100	
	Repair Parts	<u>2,100</u>	
			<u>4,200</u>
	<b>Total Maintenance</b>		<b>19,443</b>

**CAPITAL OUTLAYS**

560000	Capital Outlays		
	Staff Car*	<u>44,000</u>	
	*not included in income calculation		0
560700	Depreciation		<u>128,754</u>
	<b>Total Capital Outlays</b>		<b><u>128,754</u></b>

**TOTAL FIRE DEPARTMENT VEHICLE SERVICES** **189,750**

**Village of Park Forest  
2010/2011 Budget**

**VEHICLE SERVICES FUND  
RECREATION and PARKS DEPARTMENT  
DETAIL  
52-11-00**

**PERSONNEL SERVICES**

500000	Regular Salaries	20,469
500100	Overtime Salaries	<u>200</u>
<b>Total Personnel Services</b>		<b>20,669</b>

**EMPLOYEE SUPPORT**

520610	FICA	1,581
520620	IMRF	<u>2,021</u>
<b>Total Employee Support</b>		<b>3,602</b>

**OPERATING SUPPLIES**

540000	Equipment repair parts and supplies	5,500
541000	Fuel and Oil for vehicles	<u>17,000</u>
<b>Total Operating Supplies</b>		<b>22,500</b>

**MAINTENANCE**

550300	Contractual maintenance, reconditioning and repairs to vehicles	<u>28,000</u>
<b>Total Maintenance</b>		<b>28,000</b>

**CAPITAL OUTLAYS**

560000	Capital Outlay	
	Rpl truck #142*	<u>25,000</u>
	*not included in income calculation	0
560700	Depreciation	<u>25,196</u>
<b>Total Capital Outlays</b>		<b><u>25,196</u></b>

<b>TOTAL RECREATION and PARKS DEPARTMENT VEHICLE SERVICES</b>		<b>99,967</b>
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**Village of Park Forest  
2010/2011 Budget**

**VEHICLE SERVICES FUND  
PUBLIC WORKS  
DETAIL  
52-17-00**

**PERSONNEL SERVICES**

500000	Regular Salaries	22,480
500100	Overtime Salaries	937
500200	Temporary/Part-time	<u>0</u>
<b>Total Personnel Services</b>		<b>23,417</b>

**EMPLOYEE SUPPORT**

520610	FICA	1,791
520620	IMRF	<u>2,239</u>
<b>Total Employee Support</b>		<b>4,030</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies (Vehicle maintenance supplies)	3,500
540800	Cleaning Supplies/Paper Products (Solvents, cleaning supplies, shop towels)	2,000
540900	Uniforms/Protective Clothing	100
541000	Fuel/Oil (Public Works portion of gasoline and diesel fuel purchases, motor oil, grease, hydraulic fluid)	70,000
541400	Paint/Hardware/Small Tools (Misc. tools and hardware)	<u>3,000</u>
<b>Total Operating Supplies</b>		<b>78,600</b>

**MAINTENANCE**

550000	Contractual Equipment Maintenance - Other (Tool repairs)	1,000
550100	Contractual Equipment Maintenance - Vehicle (Contractual vehicle and equipment repair)	16,000
550200	Equipment Maintenance and Repair - Other (Fuel pump and tool repair parts)	500
550300	Equipment Maintenance and Repair - Vehicle (Vehicle and equipment repair parts)	<u>12,000</u>
<b>Total Maintenance</b>		<b>29,500</b>

**CAPITAL OUTLAYS**

560000	Replace Pickup #652*	25,000
	Replace 1 Ton Dump with plow & spreader #609*	46,000
	Replace #650 Utility Body*	<u>60,000</u>

\* Not included in income calculation 0

560700	Depreciation	<u>97,529</u>
<b>Total Capital Outlays</b>		<b><u>97,529</u></b>

**TOTAL PUBLIC WORKS DEPARTMENT  
VEHICLE SERVICES 233,076**

**Village of Park Forest  
2010/2011 Budget**

**VEHICLE SERVICES FUND  
COMMUNITY DEVELOPMENT  
DETAIL  
52-20-00**

**OPERATING SUPPLIES**

541000	Fuel	<u>2,000</u>
<b>Total Operating Supplies</b>		<b>2,000</b>

**MAINTENANCE**

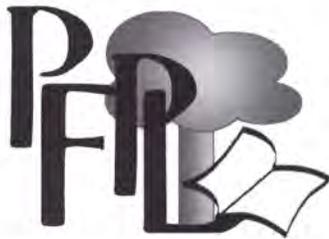
550300	Routine Maintenance	<u>5,000</u>
<b>Total Maintenance</b>		<b>5,000</b>

**CAPITAL OUTLAYS**

560700	Depreciation	<u>0</u>
<b>Total Capital Outlays</b>		<b>0</b>

**TOTAL COMMUNITY DEVELOPMENT VEHICLE SERVICES** **7,000**

**TOTAL VEHICLE SERVICES** **801,022**



*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 16, 2010

Mr. John Ostenburg, Village President  
Village of Park Forest  
350 Victory Dr.  
Park Forest, IL 60466

Subject: FY 2010-2011 Park Forest Public Library Budget

Dear President Ostenburg:

Enclosed please find the Park Forest Public Library budget request for FY 2010-2011.

Included in the Library's budget, rather than the Village budget, is \$240,070 to cover the cost of IMRF, FICA, IRMA, and unemployment insurance. Though this arrangement may display the information differently, there is no real property tax impact. Also, \$45,476 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 Library incurs over \$85,000 of expenditures for annual maintenance, repair, lawn mowing, inspections, etc. As you know, the Library is in the midst of a renovation project but it will still need to maintain the current building.

The renovation has presented many challenges and provides opportunities for change. The Library has taken great strides and, even with budget constraints, will provide a better facility while continuing to provide community services and develop new collections. 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. Even though we are under construction, we will continue to use the vast majority of the equipment and furnishings currently in the facility. 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 over \$7,000 this 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. We recently upgraded our computer network with a new optical networking service contract. The flexible fiber-optic service provides patrons with better and faster access to the Internet. The Library continues to offer free computer instruction classes during days, evenings and weekends. Computers to access the Library's On-Line Patron Access Catalog have been placed strategically throughout the Library. Older computers must continually be upgraded and/or replaced, and additional hardware and software will need to be purchased to meet the needs of Library users.

The Library is currently undergoing an extensive renovation. When completed, the main floor will include upgrades to better serve the community while increasing staff efficiencies. Additionally, after the construction is completed, the Library will finish the exterior landscaping project that was begun two years ago. The west side of the Library will be landscaped after the construction crews have completed their work and no longer need access and equipment storage on that side of the building.

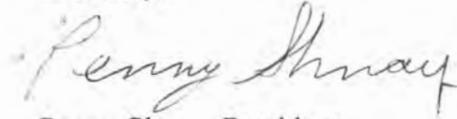
The Library has been pursuing grant opportunities to extend our funds even further. Even in this tight fiscal year, the Library received two awards. One from the National Endowment for the Arts for a community Big Read Grant and a \$25,000 construction grant from the Illinois State Library.

The Library Board will conduct its Annual Budget Public Hearing on April 15, 2010. Passage and approval of the FY 2010-2011 Library budget occurred at the March 18, 2010 Board meeting.

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. Even during the inconveniences and occasional unavoidable closings during construction, the Library continues to serve over 8,000 patrons per month with an additional 6,600 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](http://www.pfpl.org).

Sincerely,

A handwritten signature in cursive script that reads "Penny Shnay".

Penny Shnay, President  
Board of Trustees

PS/bbo

Enclosures: FY 2010-2011 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  
2010-2011 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.

**2010 AND BEYOND**

In Fall 2009, the began the interior renovation of the main floor. After several short delays due to the unexpected surprises that come with renovating a 50-year old facility, the north side of the building has been gutted and reopened as a redesigned Adult Services section. The previous adult collection was housed in three separate areas of the Library but now has been moved into one inclusive section. All materials including books, periodicals, audiovisual, electronic resources and computer workstations are placed in this area.

The construction crews are currently working on the Youth Services and business office areas. After their completion, the renovation of the front entrance, public service desk, meeting room and three Family Technology Centers will begin. The patrons and staff are excited to move into the new spaces which will allow us to not only continue our full services but offer enhanced opportunities to the community. The new layout will allow for flexibility and efficiencies in staffing at service points to better serve our patrons. In addition to the space reconfiguration, the library has also looked closely at the Library's collection development practices to ensure that current practices and the collection mirror Park Forest in 2010 and beyond. The space reconfiguration in both Adult and Youth Services offered an opportunity to extensively review the collection and remove items that were outdated. This opened shelf space and we are now actively in the process of replacing the volumes with more current editions of related materials. The facility and materials upgrades will only further the appeal and attractiveness of the Park Forest Library.

# **PROPOSAL FOR THE USE OF GARDEN HOUSE FUNDS**

## **PARK FOREST PUBLIC LIBRARY**

**FY 2010-2011**

### **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, 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 2010-2011 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, 2010-2011**

**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	<u>50</u>	(031500-590800)
<b>Total Cost to Library</b>	<b>\$ 21,548</b>	
<b>Garden House Funds Requested</b>	<b>\$ 10,000</b>	

\* 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
Brian Vagt, Technology Services Manager	1
Renee Wick-Brink, Patron Services Manager	1
Mary VanSwol, Adult Services Coordinator	1

**Administrative Staff**

Nancy Kupec, Administrative Assistant	1
George Manno, Public Information and Program Coordinator	1

**Information Technology Staff**

Mitchell Cox, Network Administrator	1
Paul Silic, Network Administrator	

**Assistant Staff**

Ellen Bohentin, Assistant  
Nancy Dannels, Assistant  
Denise Douglas, Assistant  
Patricia Gilbert, Assistant  
Julie Gurganus, Assistant  
Ted Gwozdz, Assistant  
Susan Holm, Assistant  
Loretta Knight, Assistant  
Mark Krahn, Assistant  
Jennifer Oosterbaan, Assistant  
Stanton Rayson, Assistant  
Milagros Robles, Assistnat  
Rita Savare, Assistant  
Larissa Smith, Assistant  
Grayson Stamm, Assistant  
Jasmine Swinea, Assistant  
Lisa Thomas, Assistant  
Francesca Wessely, Assistant

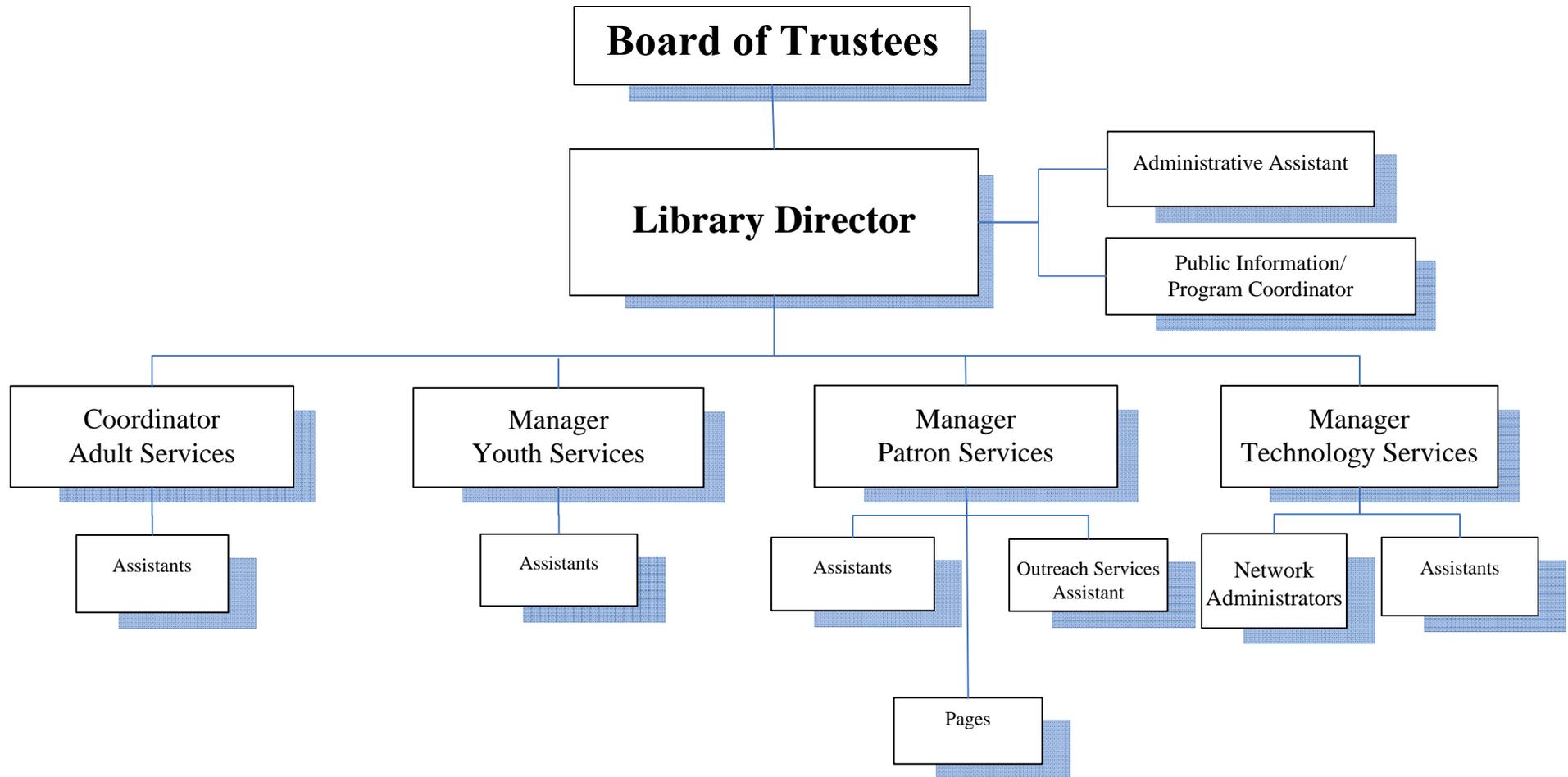
**Page Staff**

Phanethia Carter (Substitute)  
Maxwell Green  
Erin Hovis (Substitute)  
Kevin Kurnat  
Anthony Ocanas  
Joshua Williams

**CURRENT TOTAL:**

**30.6 FTE**

# Park Forest Public Library Organizational Chart



**PARK FOREST PUBLIC LIBRARY**  
Income Projections  
FY2010-2011

<u>Account #</u>	<u>Name</u>	<u>Actual Income 2008-2009</u>	<u>Budget 2009-2010</u>	<u>Proposed Budget 2010-2011</u>
<b>A. OPERATING BUDGET</b>				
031500-400100	Property Tax	1,331,645	1,399,493	1,492,022
031500-400600	State Payments	18,080	18,080	18,080
031500-410000	Federal Grants	0	0	0
031500-410100	State Grants	28,384	29,327	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	1,100	0	0
031500-452500	Library Use Fee	126,191	122,588	133,993 ***
031500-452710	Lost Materials	1,997	1,500	1,500
031500-454000	Printing/Copying	15,103	12,000	12,000
031500-454100	Handling Charge	1,917	1,000	1,000
031500-454700	Miscellaneous Income	264	100	100
031500-454800	Computer Use Charge	0	0	0
031500-460100	Library Book Sale	8,894	8,000	8,000
031500-480200	Library Fines	24,882	28,000	28,000
031500-490000	Interest Income	11,908	40,000	135
031500-491000	IRMA	0	0	0
031500-523100	Insurance Settlement	0	0	0
	<b>OPERATING BUDGET TOTAL:</b>	<b>1,580,365</b>	<b>1,670,088</b>	<b>1,729,465</b>
<b>*B. IMRF - RETIREMENT BENEFITS</b>				
031500-400101	IMRF Property Tax	36,727	50,000	62,000
	<b>IMRF Total</b>	<b>36,727</b>	<b>50,000</b>	<b>62,000</b>
<b>*C. FICA - RETIREMENT BENEFITS</b>				
031500-400102	Property Tax	56,095	60,000	63,000
	<b>FICA Total</b>	<b>56,095</b>	<b>60,000</b>	<b>63,000</b>
<b>*D. AUDIT SERVICES</b>				
031500-400103	Property Tax	4,743	4,776	5,249
	<b>Audit Services Total</b>	<b>4,743</b>	<b>4,776</b>	<b>5,249</b>
<b>*E. IRMA - LIABILITY INSURANCE / WORKMEN'S COMPENSATION</b>				
031500-400104	Property Tax	74,179	37,491	85,392
	<b>IRMA Liability Insurance Total</b>	<b>74,179</b>	<b>37,491</b>	<b>85,392</b>
<b>*F. IRMA - WORKMEN'S COMPENSATION</b>				
031500-400105	Property Tax	0	37,491	0
	<b>IRMA Workmen's Total</b>	<b>0</b>	<b>37,491</b>	<b>0</b>
<b>*G. UNEMPLOYMENT INSURANCE</b>				
031500-400106	Property Tax	0	1,410	0
	<b>Unemployment Insurance Total</b>	<b>0</b>	<b>1,410</b>	<b>0</b>
<b>*H. BUILDING AND MAINTENANCE</b>				
031500-400107	Property Tax Bldg./Maint.	37,980	38,344	50,000
031500-410000	Federal Grants	0	0	0
	<b>Building Project Total</b>	<b>37,980</b>	<b>38,344</b>	<b>50,000</b>
	<b>Other Levies Total</b>	<b>209,724</b>	<b>229,512</b>	<b>265,641</b>
	<b>GRAND TOTAL</b>	<b>1,790,089</b>	<b>1,899,600</b>	<b>1,995,106</b>

**Note: Operating  
Budget Total: 1,729,465  
Other Levies Totals: 265,641  
GRAND TOTAL: 1,995,106**

\* Separate Levies  
\*\* From 2009 Levy  
\*\*\* Olympia Fields current contract payment and 5 Non-Resident card fees

PARK FOREST  
PUBLIC LIBRARY  
BUDGET FY 2010-2011

<u>Account No.</u>	<u>Name</u>	<u>Actual</u> <u>Expenditures</u> <u>2008-2009</u>	<u>Budget</u> <u>2009-2010</u>	<u>Budget</u> <u>2010-2011</u>
<b>OPERATING BUDGET</b>				
<b>Salaries and Wages</b>				
031500-500000	Regular Salaries	465,327	503,595	310,441
031500-500100	Overtime Salaries	17,985	15,558	15,809
031500-500200	Temporary/Part-Time	<u>322,646</u>	<u>369,388</u>	<u>495,275</u>
	<b>Total</b>	<b>805,959</b>	<b>888,541</b>	<b>821,525</b>
<b>Insurance</b>				
031500-510000	Life Insurance Premium	1,041	1,213	1,213
031500-510100	Health Insurance Premium	<u>51,398</u>	<u>63,845</u>	<u>63,845</u>
031500-510300	IRMA Premium	*            *	*	
	<b>Total</b>	<b>52,440</b>	<b>65,058</b>	<b>65,058</b>
<b>Employee Support</b>				
031500-520000	Other Travel	1,284	2,000	2,000
031500-520100	Car/Mileage Allowance	1,770	1,654	1,654
031500-520200	Dues/Subscriptions	1,977	2,000	2,000
031500-520300	Training Expense	1,899	2,000	2,000
031500-520400	Books and Pamphlets	<u>197</u>	<u>1,500</u>	<u>1,500</u>
031500-520500	Unemployment Benefits	*            *	*	
	<b>Total</b>	<b>7,126</b>	<b>9,154</b>	<b>9,154</b>
<b>Professional Services</b>				
031500-530000	Other Professional Services	24,668	5,000	35,000
031500-530100	Legal Services	1,217	4,000	4,000
031500-531400	Computer Programming Services	<u>22,796</u>	<u>24,000</u>	<u>24,000</u>
	<b>Total</b>	<b>48,682</b>	<b>33,000</b>	<b>63,000</b>
<b>Operating Supplies</b>				
031500-540000	Other Operating Supplies	828	2,141	2,141
031500-540100	Computer Supplies	3,556	6,000	6,000
031500-540200	Printing/Copying Supplies	9,220	15,750	9,750
031500-540300	Stationery Forms	445	2,000	2,000
031500-540400	Meeting Expense	2,809	4,000	4,000
031500-540800	Cleaning Supplies/Paper Products	3,810	3,500	3,500
031500-541100	Public Information/Educational	550	2,205	0
031500-541200	Plants and Fertilizer	33	400	4,800
031500-541400	Paint/Hardware/Tools	1,002	1,216	1,216
031500-542000	Library Childrens Materials	0	0	0
031500-542500	Other Library Materials	6,321	0	0
031500-542600	Library Processing Supplies	27,791	25,000	25,000
031500-542700	Library Operating Supplies	<u>10,815</u>	<u>15,000</u>	<u>15,000</u>
	<b>Total</b>	<b>67,180</b>	<b>77,212</b>	<b>73,407</b>

PARK FOREST  
PUBLIC LIBRARY  
BUDGET FY 2010-2011

<u>Account No.</u>	<u>Name</u>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
		<b>Expenditures</b>	<b>2009-2010</b>	<b>2010-2011</b>
		<b>2008-2009</b>		
<b>Maintenance</b>				
031500-550000	Contractual Equipment	18,874	34,000	40,000
031500-550200	Equipment Maintenance	19,552	25,739	55,000
031500-550400	Contractual Building	38,729	42,000	42,000
031500-550500	Contractual Grounds/ Maintenance	<u>2,100</u>	<u>3,647</u>	<u>3,647</u>
	<b>Total</b>	<b>79,255</b>	<b>105,386</b>	<b>140,647</b>
<b>Capital Outlays</b>				
031500-560000	Other Capital Outlays	115,398	1,555,330	65,000
To be assigned	Repayment to Village	0	0	75,000
031500-560100	Office Equipment	650	5,513	5,513
031500-561400	Contractual Facility Development	0	0	0
031500-563000	Library Books (Adult)	86,982	70,283	70,283
031500-563100	Library Books (Rental)	0	0	0
031500-563200	Library Reference Materials	34,984	42,588	42,588
031500-563300	Library Childrens Books	43,618	49,272	49,272
031500-563400	Library Periodicals	20,594	24,445	24,445
031500-563500	Library A-V Materials	35,628	37,670	37,670
031500-563600	Library Book Binding	0	500	0
031500-563700	Family Technology Center	<u>461</u>	<u>500</u>	<u>500</u>
	<b>Total</b>	<b>338,315</b>	<b>1,786,101</b>	<b>370,271</b>
<b>Transfer to Other Funds</b>				
031500-580000	Transfer to Other Funds	331	331	331
031500-581000	Indirect Cost to General Fund	<u>42,050</u>	<u>42,050</u>	<u>45,476</u>
	<b>Total</b>	<b>42,381</b>	<b>42,381</b>	<b>45,807</b>
<b>Miscellaneous Expenditures</b>				
031500-590100	Postage	10,607	14,000	14,000
031500-590300	Telecommunication Expenses	290	3,000	3,000
031500-590800	Printing/Reproduction/Graphics	3,196	2,200	2,200
031500-590900	Advertising	0	250	250
031500-591000	Legal Notices	96	67	67
031500-591200	Other Special Events	<u>13,336</u>	<u>13,750</u>	<u>11,000</u>
	<b>Total</b>	<b>27,526</b>	<b>33,267</b>	<b>30,517</b>
<b>Leases and Rentals</b>				
031500-600400	Vehicle Rental-Interfund	2,888	2,888	2,888
031500-600500	Other Equipment Rentals	<u>10,846</u>	<u>11,000</u>	<u>11,000</u>
	<b>Total</b>	<b>13,734</b>	<b>13,888</b>	<b>13,888</b>
<b>Utilities</b>				
031500-610000	Telephone/Telegraph	12,555	11,000	11,000
031500-610600	Public Utility Services	<u>5,122</u>	<u>8,000</u>	<u>8,000</u>
	<b>Total</b>	<b>17,677</b>	<b>19,000</b>	<b>19,000</b>
	<b>OPERATING BUDGET TOTAL</b>	<b>1,500,274</b>	<b>3,072,988</b>	<b>1,652,274</b>

PARK FOREST  
PUBLIC LIBRARY  
BUDGET FY 2010-2011

<u>Account No.</u>	<u>Name</u>	<b>Actual Expenditures <u>2008-2009</u></b>	<b>Budget <u>2009-2010</u></b>	<b>Budget <u>2010-2011</u></b>
<b>*IMRF - RETIREMENT BENEFITS</b>				
031500-520620	IMRF Retirement Benefits	<u>60,801</u>	<u>61,023</u>	<u>78,538</u>
	<b><i>IMRF Total</i></b>	<b>60,801</b>	<b>61,023</b>	<b>78,538</b>
<b>*FICA - RETIREMENT BENEFITS</b>				
031500-520610	FICA Retirement Benefits	<u>60,757</u>	<u>54,000</u>	<u>62,847</u>
	<b><i>FICA Total</i></b>	<b>60,757</b>	<b>54,000</b>	<b>62,847</b>
<b>*AUDIT SERVICE</b>				
031500-530300	Audit Service	<u>3,965</u>	<u>3,965</u>	<u>3,965</u>
	<b><i>Audit Total</i></b>	<b>3,965</b>	<b>3,965</b>	<b>3,965</b>
<b>*IRMA LIABILITY</b>				
031500-510300	IRMA Liability Premium	<u>79,062</u>	<u>57,169</u>	<u>95,575</u>
	<b><i>IRMA Total</i></b>	<b>79,062</b>	<b>57,169</b>	<b>95,575</b>
<b>*IRMA - WORKMEN'S COMPENSATION</b>				
031500-510700	Workmen's Compensation	<u>0</u>	<u>37,491</u>	<u>0</u>
	<b><i>Workmen's Compensation Total</i></b>	<b>0</b>	<b>37,491</b>	<b>0</b>
<b>*UNEMPLOYMENT BENEFITS</b>				
031500-520500	Unemployment Benefits	<u>1,023</u>	<u>1,555</u>	<u>3,110</u>
	<b><i>Unemployment Total</i></b>	<b>1,023</b>	<b>1,555</b>	<b>3,110</b>
<b>*BUILDING AND MAINTENANCE PROJECT</b>				
031200-560400	Contractual Facility Development	99,180	41,042	41,042
	<b><i>Building and Maintenance Total</i></b>	<b><u>99,180</u></b>	<b><u>41,042</u></b>	<b><u>41,042</u></b>
	<b>Other Levies Total</b>	<b>304,788</b>	<b>256,245</b>	<b>285,077</b>
	<b>GRAND TOTAL</b>	<b>1,805,062</b>	<b>3,329,233</b>	<b>1,937,351</b>

<u>GRADE</u>	<u>POSITION</u>	<u>POSITION</u>	<u>PAY RANGE</u>
1	Office Assistant I Community Service Officer	General Maintenance Worker	28,267 - 37,224
2	Office Assistant II	Home Health Aide	29,681 – 39,083
4	Accounting Technician I	Office Assistant III	32,723 – 43,090
5	Police Records Clerk		34,361 – 45,244
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 Technician/Assistant Senior Records Clerk Housing Inspector	37,880 – 49,882
8	Public Works Maintenance Worker Parks Maintenance Worker II	Recreation Supervisor I Staff Accountant	39,776 – 52,377
9	Administrative Assistant II IT Technician I	Water Plant Operator I	41,763 – 54,995
10	Water Plant Operator II Building Maintenance Specialist Engineering Technician	Executive Assistant Utility Billing Supervisor	43,853 – 57,744
12	Community Relations Coordinator Registered Nurse Records Supervisor	Facility Supervisor Program Supervisor Accounting Supervisor	47,417 – 62,438
14	Tennis and Health Club Manager Public Works Crew Chief Assistant Chief Water Plant Operator	Parks Crew Chief Housing Program Manager	52,278 – 68,840
17	Parks Superintendent Public Works Superintendent Chief Water Plant Operator Director of Personnel/Asst to Village Mgr Director of Public Relations/Asst to Village Mgr	Assistant Finance Director Assistant Director of Economic Development Assistant Village Engineer Nursing Supervisor	59,924 – 78,909
19	Police Commander	IT Administrator	66,067 – 86,997
20	Fire Captain		69,370 – 91,347
21	Deputy Chief of Police	Deputy Chief of Fire	72,837 – 95,914
22	Director of Public Health		76,105 – 100,217
23	Director of Recreation and Parks Director of Community Development	Director of Economic Development & Planning	79,911 – 105,227
24	Deputy Village Manager/Finance Director Director of Public Works/Village Engineer	Chief of Police Fire Chief	83,906 – 110,488

VILLAGE OF PARK FOREST, ILLINOIS									
1-Jul-10									
	<b>STEPS</b>								
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>GRADE</b>									
2% increase									
<b>1</b>	28,267	29,257	30,282	31,341	32,437	33,573	34,747	35,964	37,224
<b>2</b>	29,681	30,719	31,795	32,907	34,060	35,251	36,485	37,761	39,083
<b>3</b>	31,165	32,254	33,385	34,554	35,763	37,014	38,310	39,651	41,039
<b>4</b>	32,723	33,868	35,054	36,280	37,550	38,864	40,225	41,632	43,090
<b>5</b>	34,361	35,561	36,808	38,094	39,428	40,809	42,236	43,714	45,244
<b>6</b>	36,077	37,340	38,646	39,998	41,399	42,849	44,349	45,901	47,505
<b>7</b>	37,880	39,207	40,580	42,000	43,469	44,990	46,565	48,195	49,882
<b>8</b>	39,776	41,167	42,609	44,100	45,643	47,240	48,895	50,605	52,377
<b>9</b>	41,763	43,225	44,739	46,305	47,925	49,602	51,339	53,137	54,995
<b>10</b>	43,853	45,387	46,974	48,619	50,323	52,082	53,906	55,793	57,744
<b>11</b>	46,044	47,656	49,324	51,051	52,837	54,687	56,600	58,582	60,632
<b>12</b>	47,417	49,076	50,794	52,572	54,411	56,317	58,289	60,328	62,438
<b>13</b>	49,788	51,531	53,334	55,200	57,132	59,132	61,203	63,345	65,562
<b>14</b>	52,278	54,106	56,001	57,960	59,989	62,089	64,262	66,512	68,840
<b>15</b>	54,891	56,812	58,801	60,858	62,990	65,193	67,354	69,837	72,280
<b>16</b>	57,637	59,654	61,741	63,901	66,138	68,453	70,848	73,330	75,896
<b>17</b>	59,924	62,022	64,193	66,439	68,764	71,172	73,662	76,241	78,909
<b>18</b>	62,921	65,122	67,402	69,761	72,204	74,729	77,346	80,053	82,854
<b>19</b>	66,067	68,380	70,773	73,249	75,813	78,466	81,212	84,055	86,997
<b>20</b>	69,370	71,797	74,310	76,912	79,604	82,389	85,274	88,259	91,347
<b>21</b>	72,837	75,389	78,026	80,756	83,584	86,509	89,537	92,672	95,914
1.5% increase									
<b>22</b>	76,105	78,769	81,526	84,379	87,334	90,389	93,554	96,828	100,217
<b>23</b>	79,911	82,707	85,603	88,598	91,698	94,909	98,230	101,668	105,227
<b>24</b>	83,906	86,842	89,883	93,028	96,284	99,654	103,142	106,751	110,488

## POLICE PAY SCHEDULE / PLAN FISCAL 2010/2011

	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	\$48,718	\$52,659	\$57,127	\$60,533	\$65,000	\$68,992	\$71,749	\$73,901

	A	B	C
Position	0-48 Months	49-95 Months	Over 96 Months
Corporal	\$75,583	\$78,607	\$81,750
Combined Service	Over 240 Months	Over 240 Months	Over 240 Months
	\$77,850	\$80,966	\$84,202

### 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 2010/2011**

**FIRE UNION CONTRACT IS UNDER NEGOTIATION**

**Firefighter/Paramedic Pay Schedule**

	<b>A Probation</b>	<b>B over 12 months</b>	<b>C over 24 months</b>	<b>D over 36 months</b>	<b>E over 48 months</b>	<b>F over 96 months</b>
<b>040</b>						

**Lieutenant/Paramedic Pay Schedule**

	<b>A 0-12 months</b>	<b>B 13-24 months</b>	<b>C 25 + months</b>
<b>039</b>			

**Village of Park Forest  
Annual Budget  
2010/2011**

**GLOSSARY OF TERMS**

<b>AARP</b>	American Association of Retired Persons
<b>ACCOUNT</b>	A term used to identify an individual asset, liability, expenditure control, revenue control or fund balance.
<b>ACCOUNTING SYSTEM</b>	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.
<b>ACCRUAL BASIS OF ACCOUNTING</b>	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.
<b>ACTIVITY</b>	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.
<b>ADA</b>	Americans with Disabilities Act
<b>AIA</b>	American Institute of Architects
<b>AICPA</b>	American Institute of Certified Public Accountants
<b>ALECS</b>	Automated Law Enforcement Communications System
<b>ALERTS</b>	Areawide Law Enforcement Radio Terminal System
<b>ALS</b>	Advanced Life Support
<b>APA</b>	American Planning Association
<b>APHA</b>	American Public Health Association
<b>ASSETS</b>	Property owned by a government which has a monetary value.

<b>ASSESSED VALUATION</b>	A valuation set upon real estate or other property by the County Assessor as a basis for levying taxes.
<b>ATEP</b>	Aggressive Traffic Enforcement Program
<b>ATVM</b>	Assistant to the Village Manager
<b>BLS</b>	Basic Life Support
<b>BOCA</b>	Building Officials Code Administrators
<b>BOND</b>	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.
<b>BONDED DEBT</b>	That portion of indebtedness represented by outstanding bonds.
<b>BUDGET</b>	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.
<b>BUDGET AMENDMENT</b>	A legal procedure utilized by the Village staff and Village Board to revise the budget.
<b>BUDGET DOCUMENT</b>	The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the Village Board.
<b>BUDGET MESSAGE</b>	A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.
<b>BUDGET ORDINANCE</b>	The official enactment, by the Village Board to legally authorize Village staff to obligate and expend resources.
<b>BUDGETARY CONTROL</b>	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.

<b>CABO</b>	Council of American Building Officials
<b>CAD</b>	In a police context CAD refers to a Computer Aided Dispatch.
<b>CAD</b>	In an engineering context, CAD refers to Computer Aided Design.
<b>CAFHA</b>	Chicago Area Fair Housing Alliance
<b>CAM</b>	Common Area Maintenance
<b>CAPITAL ASSETS</b>	Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.
<b>CAPITAL BUDGET</b>	A plan of proposed capital outlays and the means of financing them for the current fiscal period.
<b>CAPITAL OUTLAY</b>	Expenditures which result in the acquisition of, or addition to, fixed assets.
<b>CAPITAL PROJECTS FUND</b>	A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.
<b>CART</b>	Combined Agency Response Team
<b>CCTRP</b>	Cook County Tax Reactivation Project
<b>CDBG</b>	Community Development Block Grant
<b>CDC</b>	Center for Disease Control
<b>CHART OF ACCOUNTS</b>	The classification system used by the Village to organize the accounting for various funds.
<b>CHR</b>	Commission on Human Relations
<b>CMS</b>	Central Management Service
<b>CN</b>	Canadian National Railway Company
<b>COMMISSARY EXPENSES</b>	Consumable items used by Village departments. Examples include office supplies, replacement parts for equipment, and gasoline.

<b>CONTINGENCY</b>	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.
<b>CONTRACTUAL SERVICES</b>	Services rendered to Village departments and agencies by private firms, individuals, or other government agencies. Examples include utilities, insurance, and professional services.
<b>COPP</b>	Citizens on Phone Patrol
<b>CORAC</b>	Committee of Realtors and Communities A committee formed by the Village and the Greater South Suburban Board of Realtors to foster greater communication.
<b>CPR</b>	Cardio-pulmonary Resuscitation
<b>CRD</b>	Community Relations Director
<b>CSO</b>	Community Services Officer
<b>DARE</b>	Drug Abuse Resistance Education
<b>DEA</b>	Drug Enforcement Agency
<b>DEBT SERVICE FUND</b>	A fund established to finance and account for the accumulations of resources for, and the payment of, general long-term debt principal and interest.
<b>DEBT SERVICE REQUIREMENTS</b>	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.
<b>DCEO</b>	Illinois Department of Commerce and Economic Opportunity
<b>DEFICIT</b>	(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.
<b>DEPARTMENT</b>	A major administrative organizational unit of the Village which indicates overall management responsibility for one or more activities.
<b>DEPRECIATION</b>	(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.

<b>DISBURSEMENT</b>	Payments for goods and services in cash or by check.
<b>EAP</b>	Employee Assistance Program
<b>EAV</b>	Equalized Assessed Valuation
<b>eCivis</b>	A software product used by staff for seeking grants.
<b>EDAG</b>	Economic Development Advisory Group
<b>EDGE</b>	Education for Gang Evasion
<b>EEOC</b>	Equal Employment Opportunities Commission
<b>EJ&amp;E</b>	Elgin, Joliet & Eastern
<b>EMS</b>	Emergency Medical Service
<b>EMT</b>	Emergency Medical Technician
<b>ENTERPRISE FUND</b>	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.
<b>EOC</b>	Emergency Operations Center
<b>ERT</b>	Emergency Response Team
<b>ESC</b>	Eastgate Sports Club

<b>ESDA</b>	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.
<b>ESTIMATED REVENUE</b>	The amount of projected revenue to be collected during the fiscal year. The revenue budgeted is the amount approved by the Village Board.
<b>EXPENDITURES</b>	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.
<b>EXPENSES</b>	Charges incurred, whether paid or unpaid, for operation, maintenance and interest, and other charges which are presumed to benefit the current fiscal period.
<b>FAE</b>	Fire Apparatus Engineer
<b>FATS</b>	Firearms Training System
<b>FBI</b>	Federal Bureau of Investigation
<b>FD</b>	Fire Department
<b>FDSOA</b>	Fire Department Safety Officers Association
<b>FEMA</b>	Federal Emergency Management Agency
<b>FHIP</b>	Fair Housing Initiatives Program
<b>FICA</b>	Federally Insured Contributions Act (Social Security and Medicare)
<b>FIDUCIARY FUNDS</b>	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.
<b>FISCAL YEAR</b>	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.

<b>FIXED ASSETS</b>	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.
<b>FMLA</b>	Family Medical Leave Act
<b>FTE</b>	Full Time Equivalent
<b>FTO</b>	Field Training Officer
<b>FULL FAITH &amp; CREDIT</b>	A pledge of the general taxing power of the government to repay debt obligations (typically used in reference to general obligation bonds).
<b>FUND</b>	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.
<b>FUND ACCOUNTS</b>	All accounts necessary to set forth the financial operations and financial conditions of a fund.
<b>FUND BALANCE</b>	The excess of a fund's assets over its liabilities and reserves.
<b>GENERAL FUND</b>	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.
<b>GASB</b>	Governmental Accounting Standards Board
<b>GENERAL OBLIGATION BONDS</b>	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.
<b>GFOA</b>	Government Finance Officers Association
<b>GIS</b>	Geographic Information System

<b>GLTD</b>	General Long-term Debt
<b>GOAL</b>	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.
<b>GOVERNMENTAL FUNDS</b>	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.
<b>GPS</b>	Global Positioning System
<b>GRANT</b>	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.
<b>GSU</b>	Governors State University
<b>HATS</b>	Health Access to Technology for Seniors
<b>HazMat</b>	Hazardous Materials
<b>HCP</b>	Housing Choice Partners
<b>HHA</b>	Home Health Aide or Home Health Agency
<b>HQS</b>	Housing Quality Standards
<b>HUD</b>	Federal Department of Housing and Urban Development
<b>I &amp; I</b>	Inflow and Infiltration
<b>IAFC</b>	International Association of Fire Chiefs
<b>IAMMA</b>	Illinois Association of Municipal Management Assistants
<b>ICC</b>	International Code Council
<b>ICHIEFS</b>	International Chiefs
<b>ICMA</b>	International City Managers Association

<b>ICOP</b>	Digital Video Recording System Installed in Police Vehicles
<b>ICSC</b>	International Council of Shopping Centers
<b>IDLH</b>	Immediately Dangerous to Life and Health
<b>IDOT</b>	Illinois Department of Transportation
<b>IDPH</b>	Illinois Department of Public Health
<b>IEPA</b>	Illinois Environmental Protection Agency
<b>IFCA</b>	Illinois Fire Chiefs Association
<b>IFFA</b>	Illinois Fire Fighters Association
<b>IFIA</b>	Illinois Fire Inspectors Association
<b>ILCMA</b>	Illinois City Managers Association
<b>ILDCEO</b>	Illinois Department of Commerce & Economic Opportunity
<b>ILLETS</b>	Illinois Law Enforcement Training School
<b>IMAP</b>	IRMA Management Assessment Program
<b>IMHRA</b>	Illinois Municipal Human Relations Association, Inc.
<b>IML</b>	Illinois Municipal League
<b>IMRF</b>	Illinois Municipal Retirement Fund A retirement fund covering Illinois municipal employees.
<b>INCOME</b>	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."
<b>INTERFUND TRANSFERS</b>	Amounts transferred from one fund to another fund.

<b>IPBC</b>	Intergovernmental Personnel Benefits Cooperation A Municipal Health Insurance Pool.
<b>IPELRA</b>	Illinois Public Employee Labor Relations Association
<b>IRMA</b>	Intergovernmental Risk Management Agency A municipal insurance pool established to fund liability and workers compensation insurance.
<b>ISAWWA</b>	Illinois Section American Water Works Association
<b>ISFSI</b>	International Society of Fire Service Instructors
<b>JCAHO</b>	Joint Commission on Accreditation of Healthcare Organizations
<b>J.U.L.I.E.</b>	Joint Utility Locating Information for Excavators
<b>LEADS</b>	Law Enforcement Agencies Data System
<b>LIVESCAN</b>	Inkless Fingerprinting System-Linked Directly to Bureau of Investigation - Joliet
<b>MABAS</b>	Mutual Aid Box Alarm System
<b>MainTrac</b>	Maintenance Tracking Software
<b>MAJOR FUNDS</b>	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.
<b>MDT</b>	Mobile Data Terminal Computers utilized in law enforcement vehicles for data retrieval.
<b>MFT</b>	Motor Fuel Tax
<b>MHI &amp; PC</b>	Minority Health Information and Prevention Center

<b>MIS</b>	Management Information Systems
<b>MMW</b>	Morbidity and Mortality Weekly
<b>MODIFIED ACCRUAL BASIS OF ACCOUNTING</b>	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).
<b>MSI</b>	Municipal Software Incorporated
<b>MTF</b>	Park Forest Mediation Task Force
<b>MVNA</b>	Motor Vehicle Non-Traffic Accident
<b>NAFI</b>	National Association of Fire Investigators
<b>NAPWDA</b>	North American Police Work Dog Association
<b>NAHRO</b>	National Association of Human Rights Workers Organization
<b>NCBI</b>	National Coalition Building Institute
<b>NDTA</b>	National Downtown Association
<b>NEMRT</b>	North East Multi-Regional Training
<b>NFPA</b>	National Fire Protection Association
<b>NFPA 1710</b>	Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments
<b>NFR</b>	No Further Remediation
<b>NIMS</b>	National Incident Management System
<b>NIPC</b>	Northeastern Illinois Planning Commission
<b>NPDES</b>	National Pollution Discharge Elimination System

<b>NPELRA</b>	National Public Employee Labor Relations Association
<b>NRRTF</b>	New Resident Recruitment Task Force
<b>OBQI</b>	Outcome Based Quality Improvement
<b>OPERATING BUDGET</b>	The portion of the budget that pertains to daily operations that provide the basic government services.
<b>ORDINANCE</b>	A formal legislative enactment by the governing board of a municipality.
<b>OSHA</b>	Occupational Safety Hazards Act
<b>OT</b>	Occupational Therapy
<b>PAAC</b>	Police Athletic Activities Center
<b>PAG</b>	Professional Advisory Group
<b>PEC SOLUTIONS, INC.</b>	Computer Aided Dispatch and Police Recording Keeping Software
<b>PEG</b>	Public Education and Governmental Access Programming
<b>PERSONNEL SERVICES</b>	Costs related to compensating Village employees, including salaries, wages and benefits.
<b>PFNC</b>	Park Forest Nurses Club
<b>PFPD</b>	Park Forest Police Department
<b>PHA</b>	Public Housing Authority
<b>PHTLS</b>	Pre-Hospital Trauma Life Support
<b>POC</b>	Paid On Call
<b>PPE</b>	Personal Protective Equipment
<b>PPRT</b>	Personal Property Replacement Tax
<b>PROPERTY TAX</b>	Property taxes are levied on real property according to the property's valuation and the tax rate.

<b>PROPRIETARY FUNDS</b>	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.
<b>PSAP</b>	Public Safety Answering Point
<b>PT</b>	Physical Therapy
<b>RecTrac</b>	Recreation and Parks Tracking Software
<b>REDCC</b>	Regional Economic Development Coordinating Council A regional organization designed to enhance the business climate by attracting new businesses and retaining existing businesses.
<b>RFP</b>	Request for Proposals
<b>RFQ</b>	Request for Qualifications
<b>RESERVE</b>	An account used to indicate that a portion of a fund balance is restricted for a specific purpose.
<b>RETAINED EARNINGS</b>	An equity account reflecting the accumulated earnings of the Village's enterprise funds.
<b>REVENUES</b>	Funds that the government receives as income.
<b>SAFER</b>	Staffing for Adequate Fire and Emergency Response.
<b>SCADA</b>	Supervisory Control and Data Acquisition Computerized system of monitoring water flow and levels at the water plant.
<b>SNL</b>	Saturday Night Life
<b>SPECIAL REVENUE FUNDS</b>	A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
<b>SSACOP</b>	South Suburban Association of Chief's of Police
<b>SSCHIPS</b>	South Suburban Center for Health Information and Prevention Services

<b>SSERT</b>	South Suburban Emergency Response Team A multi-jurisdictional law enforcement group specially trained in hostage situations.
<b>SSHC</b>	South Suburban Housing Coalition
<b>SSMMA</b>	South Suburban Mayors and Managers Association
<b>SSSRA</b>	South Suburban Special Recreation Association
<b>SSWWA</b>	South Suburban Water Works Association
<b>ST</b>	Speech/Language Therapy
<b>STAND UP</b>	Special Tactical and Neighborhood Deployment Unit of Policing
<b>TAXES</b>	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.
<b>TAX LEVY</b>	The total amount to be raised by general property taxes for operating and debt service purposes specified in the Tax Levy Ordinance.
<b>TAX LEVY ORDINANCE</b>	An ordinance by means of which taxes are levied
<b>TCBSD</b>	Thorn Creek Basin Sanitary District
<b>TCSP</b>	Transportation/Community & System Preservation
<b>TIF</b>	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.
<b>TOD</b>	Transit Oriented Development
<b>T.O.P.S.</b>	Take Off Pounds Sensibly

<b>ULI</b>	Urban Land Institute
<b>UPS</b>	Uninterrupted Power Source This piece of equipment provides a battery backup for computer equipment.
<b>VIP</b>	Village of Park Forest's Volunteer Program
<b>WATER &amp; SEWER FUNDS</b>	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.
<b>WIC</b>	Women/Infants/Children Federally subsidized nutrition program for new mothers and children under the age of five.