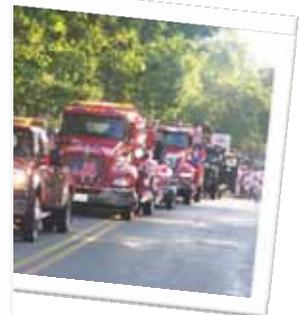




**Village of Park Forest, Illinois  
2009/2010 Budget**

# Village of Park Forest



# Village of Park Forest

## 2009/2010 Budget

### Mayor

John A. Ostenburg

### Trustees

Kenneth W. Kramer

Bonita Dillard

Mae Brandon

Robert McCray

Gary Kopycinski

Georgia O'Neill

### Village Clerk

Sheila McGann

### Village Manager

Thomas K. Mick

### Village Treasurer

Mary G. Dankowski



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Park Forest  
Illinois**

For the Fiscal Year Beginning

**July 1, 2008**

President

Executive Director

---

The Government Finance Officers Association  
of the United States and Canada (GFOA)  
presented a Distinguished Budget Presentation Award  
to Village of Park Forest, Illinois for the Annual Budget  
beginning July 1, 2008.

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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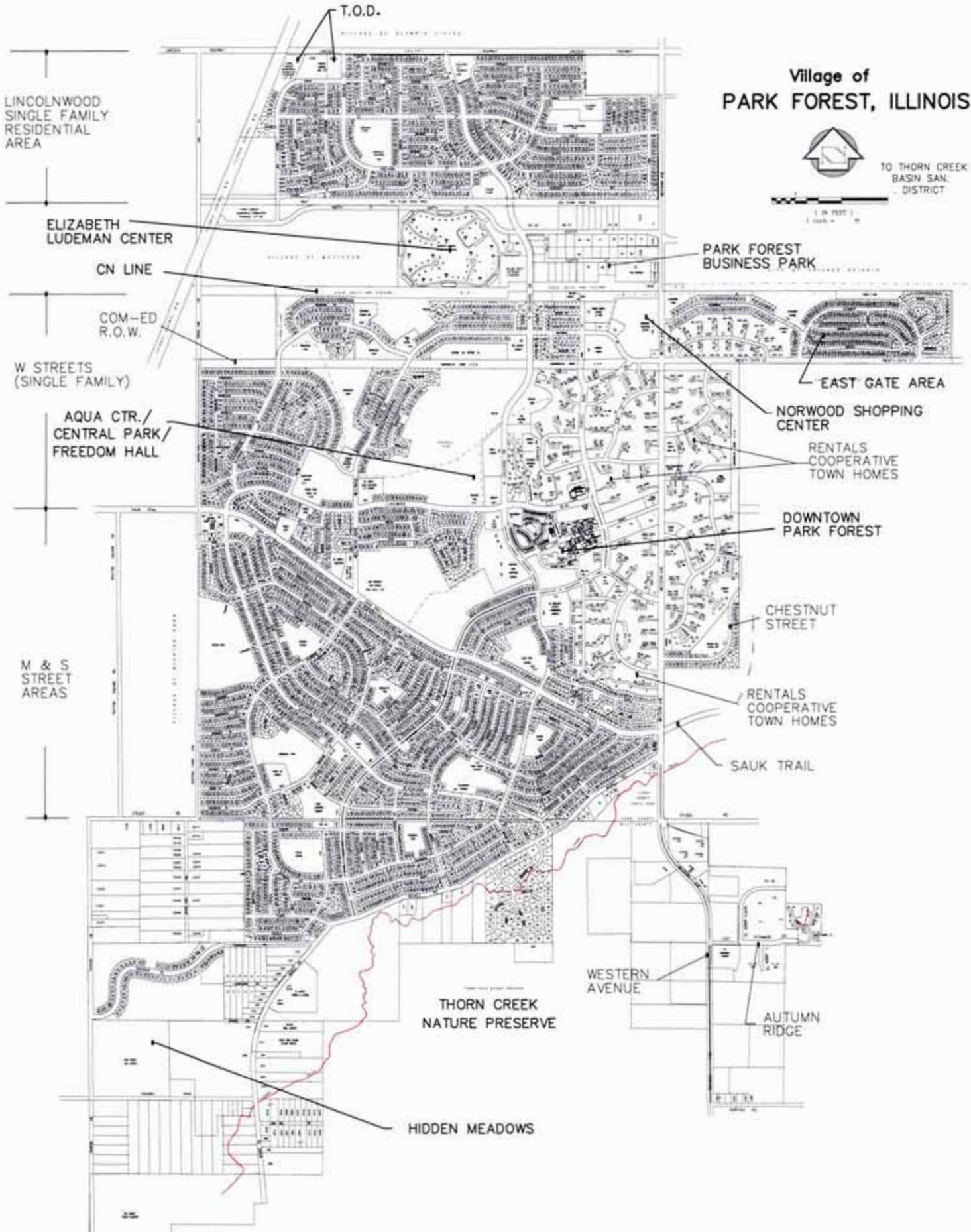
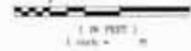
# Park Forest, Illinois Location and Description



# Village of PARK FOREST, ILLINOIS



TO THORN CREEK  
BASIN SAN.  
DISTRICT



## 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, ice rinks and picnic facilities, the Village contains 26 tennis courts 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 53 year-old visual arts organization which sponsors juried shows, a juried art fair, an art gallery and an art school and the Grande Prairie Singers, a choral group that performs a classical repertoire. 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, Chicago Magazine rated Park Forest as first among its peer communities for environmental practices.

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 2009, the Village of Park Forest has 160 full-time employees and approximately 64 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 2007/2008, budgeted and estimated year-end expenditures for Fiscal Year 2008/2009 with proposed expenditures for the 2009/2010 Budget, including the percentage change between Fiscal Year 2008/2009 Budget and Fiscal Year 2009/2010 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 \$3,953,585 for all personnel for the Fiscal Year 2009/2010. 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  
2009/2010 BUDGET**

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April 30, 2009

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, 2009 and ending June 30, 2010. 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 \$19,164,839. General Fund revenues are projected at \$18,120,991. The General Fund expenditures exceed proposed revenues by \$1,043,848. 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 2008 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 \$41,733,842. Budgeted revenues for all funds other than the Library Fund are \$39,438,093.

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, the economy has taken a negative turn with increased housing foreclosures and a slowing of new residential development. This has had a major impact on real estate transfer taxes, permits and inspection fees. Sales tax revenue remains flat with investments in economic development targeted to reverse this trend.



The Board approved a 3% levy increase in the levy for 2008. Because of declining revenues in some areas and increasing costs, such as the budgeted 10% increase in risk management (IRMA) costs, the remaining 2009/2010 Budget has been prepared within a 0% growth limit with the exception of salary increases and uncontrollable increases such as health insurance, liability insurance (IRMA), and pension funds including Police, Fire, FICA and IMRF. Salary increases have been adjusted to reflect lower percentage increases for management. A position in the Community Development Department has been eliminated. Also, capital spending has been reduced.

In prior years, the Budget included the added cost of 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. These programs were supported with the 2008 tax levy. For the 2009/2010 Budget, new initiatives include additional support for land banking including the acquisition of tax delinquent properties. 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 2009/2010.

After five years of maintaining a 2.9% increase in the annual property tax levy, the Village Board adopted a property tax levy increase in December 2004 of 8.1%. This action was necessary for the Village to participate in SouthCom, meet mandated obligations related to the Illinois Municipal Retirement Fund (IMRF) and the Police Pension Fund and the Fire Pension Fund. The increase in the tax levy also helped fund infrastructure improvements and create an economic development department. In 2005, the Village Board approved a 9.3% tax levy increase to fund marketing dollars for economic development, an additional police officer and establish a storm sewer maintenance program. In 2006, the 2.6% tax levy increase funded only Pension Fund increases with a 0% increase in the General Corporate Levy. In 2007, a 3.3% tax levy increase allowed for the creation of a full time Director of Public Relations. For the 2008 tax levy the Board approved a 3% increase. This levy increase merely maintains the current level of service.

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. It purchased a swimming pool complex and an indoor tennis club. Both had failed in the private sector. Under the Village's management, both are well-utilized and well-liked enterprises. 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. Continuation of the residential development is now on hold pending the turn around of the economy. To facilitate the future development, the Village Board has approved the demolition of Marshall Fields. 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 the desired development plan can be implemented. 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 2009/2010 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. Weathering the Storm (Impacts of the Economic Downturn on the Village)**

The budget last year highlighted the increasing costs that were facing the Village. Fuel costs had increased 38% and were impacting operating supplies, chemicals for the water plant and capital items. Fortunately fuel costs have receded a bit. The increasing costs now facing the Village relate to pension costs which will increase related to the major decline in investments.

Of a larger financial concern for the Village for the 2009/2010 budget is the decline in revenues. Three major developments have stalled as a result of the economy. They are: Norwood Shopping Center redevelopment, Legacy Square II and the Hidden Meadows Development. Additionally, housing values for the Village have declined. The impact of these trends has been a reduction in real estate transfer tax, permits and inspection fees.

In order to offset these declining revenues the 2009/2010 Budget as presented includes:

- 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 include:

- 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%.

The substantive reduction in expenses and the conservative projections for revenue should allow the Village to weather the financial storm.

## **2. Preparation for Stimulus Funding and Economic Turnaround**

The current Federal stimulus initiative is seeking “shovel ready” projects to stimulate an economic recovery in the country. The Village has several “shovel ready” projects that have been included in funding requests. Applications for the IEPA are being prepared for:

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

Any funding received will allow the Village to do additional infrastructure maintenance. In addition, \$630,062 has been approved for CDBG funds to demolish Marshall Fields. An additional \$300,000 application is pending. Demolition of the Marshall Fields building will allow a residential or mixed use development to occur on the site. This potential project would add value to the TIF and relieve the tax burden of existing TIF debt.

There are several other police related grant applications pending as well as energy efficiency funding being sought by Recreation and Parks.

In preparation for a housing market turnaround, Hidden Meadows Golf Course was closed and a developer selected. Negotiations continue with Lake Shore Investors to develop the property. A concept plan has been approved by the Plan Commission. Also, the residential infill and redevelopment implementation strategies highlighted in the “Continuation of New Initiatives” in section 4. following, will position the Village to grow into the future.

### **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 \$10,119,392 of capital improvements is included in the Fiscal Year 2009/2010 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 five 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 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 \$5,000,000 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 will be \$780,000, of which

\$342,355 has been paid. Those funds will be taken from accumulated revenue in the Water Fund and Motor Fuel Tax Fund.

- A street lighting replacement project is planned to carry over into the next fiscal year. Street lighting will be replaced on Indianwood from Orchard to Sauk Trail as part of a (TCSP) grant for total cost of \$283,250.
- Twin culverts were replaced on Westwood for \$200,000.
- The Police Station was renovated and the administrative wing established.

The proposed capital spending for 2009/2010 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 2009/2010 budget includes \$450,000 for Sanitary Sewer reconstruction, \$375,000 for 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 \$3,000,000 of water main or approximately 2.2 miles. The Village, in total, has 72.25 miles of water mains.

For Fiscal Year 2009/2010, the following rates are included in the Budget, as presented:

**July 1, 2009 Rates**

Water	\$ 8.65 per 1,000 gallons
Water Infrastructure Fee	3.00 per month
Sewer	2.60 per 1,000 gallons
Refuse	17.92 per month through December 2009.
	Rates increase January 2010, to <b>\$18.38.</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	99.99
<u>Sewer</u>	Ready to Serve	.53
	Volume Charge	30.06
<u>Thorn Creek*</u>	Ready to Serve	1.60
	Volume Charge	16.18
<u>Refuse</u>		<u>35.84</u>
	Average Bill	\$198.18

\* Thorn Creek volume charges are \$1.40 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.
- **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:

Replace Thorn Creek Bridge Phase I & II	\$ 145,000
Replace Street Lighting on Indianwood	283,250
Orchard Phase II Design	486,000
Orchard-Sauk to Lakewood Resurfacing	<u>475,000</u>
	\$1,389,250
Grant Funds	<u>1,082,700</u>
Net MFT Cost	\$ 306,550

- **Orchard Reconstruction** – In 2007/2008 Phase I engineering for Orchard reconstruction was complete. This project is 70% grant funded. Phase II engineering will cost \$486,000 with \$340,200 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. The Village cost will need to be borrowed. Additionally, when Phase 1

engineering was completed the design option for Orchard Drive was a two lane road with bike lanes. As a result of the increased railroad traffic on Western, Orchard Drive has experienced increased traffic. A decision to change Orchard Drive design should occur before Phase II engineering proceeds.

- **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 1 engineering is projected to cost \$80,000. Phase II engineering for next year will cost \$65,000 and the construction and final engineering scheduled for 2010 is projected to cost \$680,000. Out of a total \$825,000 project, the Village costs will be \$165,000.
- **Aqua Center** – With the closing of Hidden Meadows Golf Course, improvements to the Aqua Center have begun. In 2007/2008 the Aqua Center bathhouse roof was replaced (with a “green roof” pilot project on a small portion of it), a budget amendment was made to purchase a drop slide and climbing wall, and concrete was replaced in the west pool. For 2009/2010 two chlorinators will be replaced as well as an ice machine.
- **Police Station Renovation** – The Administrative wing of the Police Department and public restrooms were renovated utilizing former pre-school space. This \$223,250 project was partially funded with an ILDCEO Grant. A future expansion to accommodate added juvenile cells will occur with proceeds from the sale of the Hidden Meadows property or grant funds if received.
- **Village Green Service Facility** – With the 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.

#### **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 requires licensing over 700 landlords in the community. Currently 400 have been licensed. Attendance at a training session is required for licensing. 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, within the Community Development Department is \$10,000 for demolition to support the enhanced Civil Court activity addressing severely deteriorated property.

- 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 may involve 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 and are listed in the Capital Projects Fund section, page 19-1.

The Village is acquiring Wildwood School. This area could be another potential residential infill area. In order to facilitate development, the Village may need to demolish the old school building. Ideally, this demolition could be built into a sales agreement.

- 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. Staff is recommending pursuing an Illinois Department of Commerce and Economic Opportunity grant to do a tax increment financing feasibility study. Creating a TIF district for the TOD will enhance the Village's ability to implement the plan.
- Strategic Plan for Land Use and Economic Development – The Board of Trustees approved the Strategic Plan for Land Use and Economic Development. The Plan was adopted in November 2008 and 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.

- 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 issued regularly. Many press releases are published verbatim and have been reported 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. Marketing materials to promote the commercial and industrial development opportunities in Park Forest have been created. In addition, signage has been changed throughout the Village to feature the new Village Logo. The new Labor Day event, the “Scenic Five and more,” will focus 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. Included in the Fiscal 2010 Budget is a replacement sign for Route 30 and Orchard.
- Legacy Square Phase II – Bigelow homes has withdrawn from their original Phase II development plans. The Village is still moving ahead with the Marshall Fields demolition and will be soliciting residential and mixed use developers for the site.
- 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. It was estimated that the initial improvements would be a minimum of \$1,000,000, with the total investment by Nassimi estimated at \$3 million to \$5 million for improvements necessary to lease the property. Western Avenue

construction and economic conditions have impacted the progress at Norwood. Nassimi is still soliciting tenants. A redevelopment agreement should be presented to the Board within 2009/2010.

- 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. The housing market has nationally had a major collapse. Lake Shore Developers is requesting a new appraisal and a renegotiated sales arrangement. The Board will be kept informed of activities.

### 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.

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 2009/2010 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 2009/2010 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. In fact the fiscal health of the Village allowed a debt refinancing in August, 2008 which reflected an improved bond rating and will save the Village \$2.5 million in future debt service payments. And, while maintaining emphasis on fiscal conservatism, the 2009/2010 Budget plans to accomplish several major capital improvements.

In short, the 2009/2010 Budget:

- **includes funding for continuation of Economic Development efforts with dedicated marketing dollars.**

- **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 including \$3,450,000 for water main replacement, update sanitary overflow facility for \$657,000, Indianwood street lighting, Orchard Drive Phase II engineering and the Route 30 and Orchard sign replacement.**

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, during the last two years, 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) and added dollars to infrastructure maintenance. These efforts are an investment in the future of Park Forest.

Two 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

Even with the economic setback of 2008 and 2009 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 2009/2010 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 2008/2009 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, review, negotiation and oversight of several new developments, as well as implementing other major initiatives, will continue to create heavy workloads for existing personnel.

The Village has been notified that its 2008/2009 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, 2008. 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.*

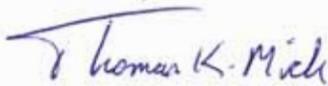
*This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.*

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 2009/2010 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 2009/2010 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 Board’s programmatic budgetary policies for Fiscal Year 2009/2010 will place great emphasis on the residential and economic development, upgrading the Village’s aging infrastructure, implementation of myriad planning studies and engaging the community. The upcoming year will see the Village emphasize economic redevelopment efforts; implementation of the Strategic Land Use Plan for Economic Development with the focus being on the Transit Oriented Development at the 211<sup>th</sup> Street Metra Station and Downtown Park Forest; the implementation of any number of public infrastructure replacement and/or maintenance projects; and continued focus on protecting the quality of life and housing across all of Park Forest.

The 2009/2010 Budget includes many initiatives toward repairing or replacing deteriorating infrastructure throughout the community. The Village has already begun to focus efforts at upgrading fire flow levels in the community by constructing a new water tower and replacing water mains in the most needed sections of the community. Another major water main project will unfold in 2009/2010 as more than \$3,000,000 has been allocated for water main replacements. These monies will be leveraged toward any additional funding which might be awarded to Park Forest as part of several grant applications submitted to the Illinois Environmental Protection Agency and other funding outlets. Additionally, 2009/2010 will see continued diligence in analyzing 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. Major roadway projects in 2009/2010 include design engineering for the reconstruction of Orchard Drive from Route 30/Lincoln Highway to Lakewood Boulevard with construction work slated for 2010/2011. Orchard Drive from Lakewood Boulevard to Sauk Trail will be resurfaced as a result of federal stimulus funding awarded to the Village in 2008/2009.

In the coming fiscal year, the Village will continue its efforts to engage the citizenry and the general public to enhance awareness of all that Park Forest has to offer. This will include marketing efforts to attract those outside of Park Forest to consider the Village as the ideal community to relocate their family or an existing business. Marketing will continue to be stressed as the Village continues its outreach to existing businesses and residents regarding the amenities and services available in Park Forest. The Village’s Director of Public Relations will continue his efforts to enhance residential awareness through a comprehensive public relations plan utilizing Discover Magazine, the Park Forest resident newsletter, continual upgrades and additions to the Village’s web site including timely news related to the Village and the local cable television government access channels. In addition to the municipal web site, new communications mediums will be further explored as the Village strives to interact with the citizenry on many different levels.

Other civic engagement and outreach efforts will include the continuation of the Village's Neighborhood Meetings Program and the Police Department's Saturday Night Life and Police Athletic and Activity Center programs.

In addition to economic redevelopment, infrastructure upgrades and resident interaction, the Village will continue its efforts at maintaining and upgrading the quality of life in the community. A major component of this effort is the recently adopted Crime Free Housing Ordinance as implemented by the Village's Troubled Building and Property Task Force. This Task Force is a coordinated multi-departmental endeavor which seeks to address problem properties and/or actions impacting quality of life in neighborhoods across 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 2009/2010 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 2009/2010 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 short, 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 less than ideal. This in mind, the 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 2009/2010 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 conducting its strategic planning during 2008/2009, 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 2009/2010 Budget, a community-wide survey was conducted for the ninth time in the last ten 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>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>

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

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

The 2008/2009 community survey took a new approach inasmuch as the survey instrument was accompanied by a letter from the Mayor and was mailed to a much smaller target group of 926 addresses. The total number of responses received from 129 residences represents a statistically significant response rate of 14.8%

The community survey solicited insight from Park Foresters on what their vision for the community would be if they were a member of the Village Board. 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>2006</b>	<b>2007</b>	<b>2008</b>
	<b>Good to Excellent</b>	<b>Good to Excellent</b>	<b>Good to Excellent</b>
<b>Recreation and Parks</b>	<b>90.32%</b>	<b>87.46%</b>	<b>92.31%</b>
<b>Public Works – Water/Sewer</b>	<b>81.71%</b>	<b>69.97%</b>	<b>72.00%</b>
<b>Public Works – Streets</b>	<b>73.45%</b>	<b>57.95%</b>	<b>52.04%</b>
<b>Police</b>	<b>91.31%</b>	<b>90.59%</b>	<b>87.88%</b>
<b>Park Forest Library</b>	<b>94.52%</b>	<b>94.56%</b>	<b>94.74%</b>
<b>Health</b>	<b>94.83%</b>	<b>95.22%</b>	<b>98.63%</b>
<b>Fire/Paramedics</b>	<b>97.74%</b>	<b>97.01%</b>	<b>93.41%</b>
<b>Economic Development &amp; Planning</b>	<b>54.70%</b>	<b>44.64%</b>	<b>54.17%</b>
<b>Community Development</b>	<b>52.66%</b>	<b>42.62%</b>	<b>53.62%</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 2009/2010 Budget through the continuation of the Village's Neighborhood Meetings Program. Neighborhoods of the community where such meetings took place in 2008/2009 included West Lincolnwood, those residents living south of Sauk Trail and east of Indianwood and the single-family homeowners living in the Will County portion of Park Forest.

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

During 2008/2009, 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 strategic planning from one year to the next was discussed. Additionally, the lecture focused on the merits of establishing a local government environment which is conducive for successful succession planning for members of the Village Board. At the second workshop, the Mayor and Village Manager filled in for the facilitator (due to illness) to assist the Village Board with the articulation of goals and prioritization of those goals. Following are the goals developed by the Board during Strategic Planning:

**2009/2010 BUDGETARY PRIORITIES:**

- Maintain excellence in governing and create a more participatory government.
- Become a change agent for amending the state school funding mechanism.
- Develop methods for improving Board and Staff relations with School District 163.
- Increase commercial, business and residential development in the Village.
- Improve Village services and infrastructure.
- Increase citizen involvement in, and awareness of, the life of the Village.

**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. In 2009/2010, 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 2009/2010.

**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 2008 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 8, 2009. 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 2008*. 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 2007/2008, as well as the 2 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 2008/2009.

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 2009/2010, the operating budget for the General Fund contains \$18,488,312 of expenditures. This represents a 3% decline in expenditures for the General Fund. After transfers the \$19,164,839 budget decreased 7% because of prior years transfers to capital projects and proposed reduction in capital spending. Revenues for the General Fund are \$18,120,991. **Fund Balance of \$1,043,848 is being utilized to fund the difference between proposed revenues and expenditures after transfers.**

For Fiscal Year 2009/2010, the combined budget of all funds reflects \$41,733,842 of expenditures (excluding the library). This represents a 0% increase in expenditures for all funds. Budgeted revenues for all funds other than the Library Fund are \$39,438,093, 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 2009/2010 Budget recommends a transfer of \$224,527 to the Downtown Fund for the Village's share of Common Area Maintenance costs and \$100,000 for general support. The Budget also recommends transfers to the Aqua Center for \$140,000 and Tennis & Health Club for \$75,000. The Board has also discussed an annual monitoring of this support. The Budget also includes a \$10,000 transfer to the Library, an action approved by the Board. This transfer is supported by Garden House funds. The Library uses the funds for senior services.

The combination of the funds utilized for operating, pension funds and transfers will produce a projected, year-end General Fund Balance of \$5,237,305. This represents a 3.3 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 2008, which provides the property tax base for the 2009/2010 Budget, provided for a 0% growth in those departments, programs and services funded by general property taxes including capital expenditures. The 2009/2010 Budget funds the Board's goals of continued economic development, civic engagement and major water/sewer/roadway improvements across the Village. The

2009/2010 Budget includes salary step increases for eligible employees. In correlation with the economy and the dramatic impacts on the Village's financial condition, cost of living adjustments have been allocated for as follows: 4% increase only for the previously-approved union employees in the Fire Department and employees under a pay grade 12 in the Village pay plan for IMRF employees. Employees in pay grades 12 through 16 will receive a 2% increase and employees in pay grades 17 through 24 will receive a 1% increase. The Village Manager will not receive an increase. At the time of printing this document, negotiations were ongoing with union members of the Police Department and, as such, no cost of living increase is included for these personnel.

Following is a chart that depicts Full Time Equivalent (FTE) personnel, by department, from Fiscal Year 2005/2006 through Fiscal Year 2009/2010 projected.

<b>Department*</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>
Administration/Finance <sup>1</sup>	15.0	15.0	16.0	16.0	16.0
Public Works/Water <sup>2</sup>	29.8	29.8	29.8	30.3	31.0
Recreation and Parks <sup>3</sup>	22.0	20.6	19.8	20.6	19.6
Police <sup>4</sup>	53.1	54.1	54.1	55.1	55.1
Fire	24.0	25.0	25.0	25.0	25.0
Health	9.0	8.5	8.5	8.5	8.5
Community Development	9.4	9.4	9.4	9.6	8.9
Economic Development & Planning <sup>1</sup>	4.5	4.5	4.0	4.0	4.0
Downtown	3.0	3.0	3.0	3.0	3.0
<b>TOTALS</b>	<b>169.8</b>	<b>169.9</b>	<b>169.6</b>	<b>172.1</b>	<b>171.1</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.

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.

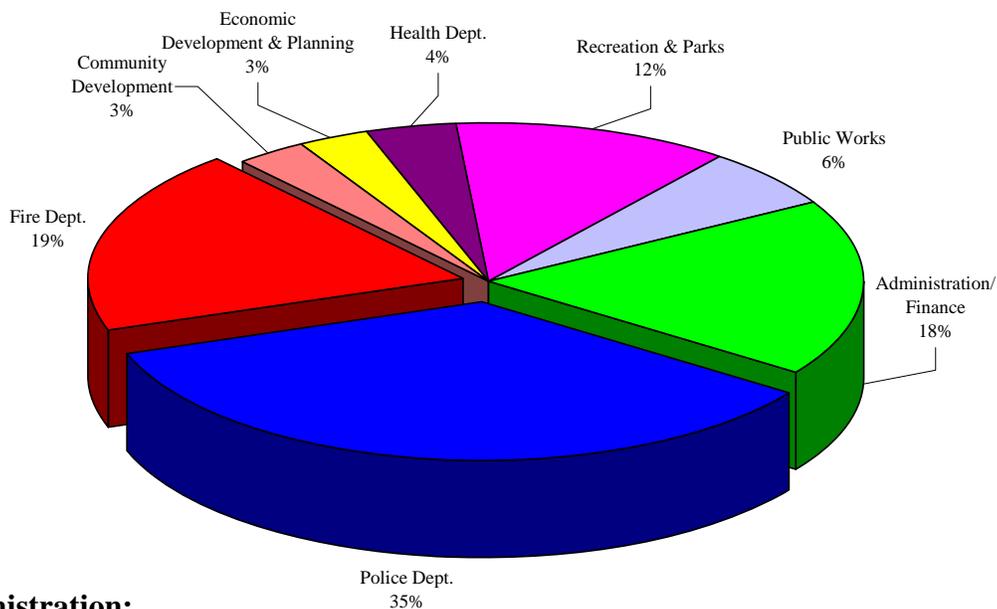
The summary sheets that introduce the budget detail for each department or cost center contain five columns. The first column is labeled Fiscal Year 2007/2008 Actual. This reflects the amount actually spent in Fiscal Year 2007/2008 in each of the listed categories: personnel, insurance, employee support, etc. The second column is Fiscal Year 2008/2009 Budget. This column reflects the amount budgeted to be spent in each of the listed categories in Fiscal Year 2008/2009. The third column is Fiscal Year 2008/2009

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 2009/2010 Proposed. This column is the proposed budget presented to the Board for its consideration for Fiscal Year 2009/2010. 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 2008/2009 Budget to Fiscal Year 2009/2010 Budget. In reviewing this column, it is also important to take note of the Fiscal Year 2008/2009 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 2008/2009, but believes it will actually spend \$12,000, that number will show up in the Fiscal Year 2008/2009 Estimate column. It would explain why the department decided to budget \$13,000 in Fiscal Year 2009/2010.

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 3-55.

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 54% of the General Fund Budget.

**Village of Park Forest  
General Fund Operating Expenditures  
FY 09/10 Proposed**



**Administration:**

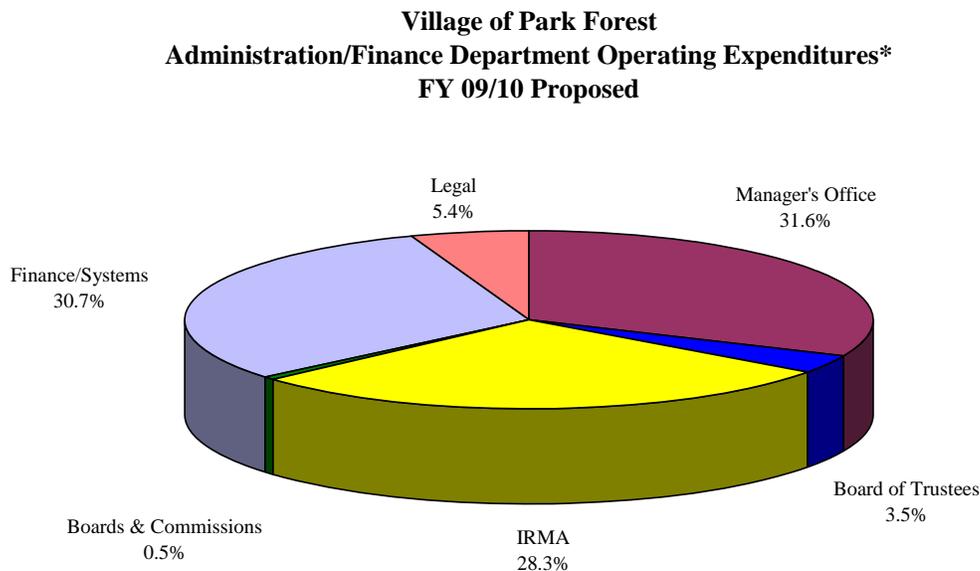
The Administration Department combines the sub-departments of the Manager’s Office, Personnel, Public Relations, Risk Management, Board of Trustees, Boards and Commissions, Legal Services, Information Technology and Finance. The Administration Department has the primary responsibility for implementation of the Board’s goals. The Village Board’s various strategic planning processes over the past several years have

resulted in several ongoing initiatives that continue to be addressed each fiscal year. The initiatives include:

- Infrastructure maintenance, repair and, where necessary, replacement.
- Engagement of the residents and the region so as to promote awareness of Village accomplishments and what amenities or services are offered.
- Economic and residential development.

Liability and workers' compensation coverage rates through the Intergovernmental Risk Management Association (IRMA) are noted in Administration but encompass the entire organization. For 2009/2010 the Village anticipates 3.1% increase in the overall medical 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 15%. An employee Health and Wellness Taskforce, chaired by the Director of Personnel, will continue its efforts to enhance employee wellness in 2009/2010 with the goal of keeping insurance costs under control.

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



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

The Director of Personnel facilitated staff recruitments and/or new-hire eligibility lists across the departments of Police, Fire, Health, Public Works, Recreation and Parks and Finance. The Health Department experienced a major turnover in staff. All

recruitments resulted in diverse hires. Diversity is, and will continue to be, a focus in hiring to yield a staff that more closely mirrors the diversity 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 positive benchmarks in 2008/2009. Discover Magazine, the Park Forest resident newsletter, was distributed 3 times 2008/2009. 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. The return for this public relations effort was 12 new applications for volunteer Boards/Commissions in the 1<sup>st</sup> quarter of 2009 compared to 17 total applications in all of 2008.

Heading into 2008/2009, a benchmark for increased traffic for visiting the Village web site was set at 10%. Upgrades to the Village's web site in 2008/2009 allowed for more interaction with the public. New initiatives to the site include the Business Resource Guide, updated Resident Handbook, Strategic Plan for Land Use and Economic Development, Discover Magazine, and live video streaming and archive of Village Board Meetings. Additionally, 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 28%; with more than 450,000 visitors to the site in 2008.

Other public relations efforts in 2008/2009 included the successful transition of the Scenic 10 annual Labor Day event to the Scenic 5 and More, marketing of the Park Forest Health Department's Ten Ton Challenge, and commemoration of February 1, 2009 as the 60<sup>th</sup> Anniversary of the community's incorporation. A 60<sup>th</sup> year anniversary event was held at Freedom Hall with more than 200 people in attendance while a 60<sup>th</sup> year logo was created for use throughout 2009 to heighten community awareness. This logo will be used on all Park Forest letter-head and showcased on the Village's homepage. Additionally, 60<sup>th</sup> year anniversary pens and key chains continue to be distributed at various events to increase awareness.

Enhanced sophistication in connecting with residents will continue in 2009/2010 as the Director of Public Relations builds on the success experienced with Discover Magazine and the Village web site. These efforts will include exploration of, and expansion into, non-traditional promotional outlets for municipal public relations. To increase public awareness of services and accomplishments, the Village will establish a presence on such venues as Facebook and Twitter. Additional resident contact will be sought through the development of new mechanisms to capture e-mail addresses of Village residents so as to further enhance electronic communication with the community.

The Village will continue its strategic planning efforts in 2009/2010. 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 2009/2010 Budget also includes Village Staff's attainment of the 2008/2009 Fiscal Year Board Goals.

In 2009/2010, 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 2008/2009 was an example. The legal expenses were over budget due to any number of issues that unfolded in 2008/2009. In particular, the Village took action against a tax delinquent property (Wildwood School) in which it 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 2009/2010 as will Village 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. During 2004/2005, the Finance Department coordinated an internal procedures review that was done by an independent auditor. The purpose of this review was to analyze the Village's money handling procedures across all departments. Implementation of the recommendations from the internal procedures review began in 2005/2006. For 2009/2010, 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 2010 in conjunction with the audit review. In 2006/2007, 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 Administration will coordinate installation of security cameras in and around Village Hall in 2009/2010. Additionally, Finance Staff will continue to 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 2008/2009 the Finance Department analyzed the outstanding debt and made recommendations for new debt issuance and refinancing that will save the Village significant interest and expedite debt payments.

## **Police:**

The Police Department continued its renovations of the Police Station by completing the expansion of the administrative offices. Restroom accommodations for public/private use were overhauled, new office space and a meeting room were constructed and a larger area for evidence storage was created. Improvements were funded, in part, by an anonymous donation and a grant from the Illinois Department of Commerce and Economic Opportunity. Completion of these station renovations lays the groundwork for future projects related to replacing holding cells and retention facilities – pending funding availability. In late 2008/2009, a preliminary conceptual drawing will be prepared as the first step in initiating the addition.

Youth outreach and engagement has been a staple of police operations for several years and 2008/2009 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 2009/2010. Additionally, a PAAC-affiliated youth wrestling program began 2008/2009. Pending success and interest in this program, it will be offered again in 2009/2010. The Police Department will also partner in offering a Citizen's Public Safety Academy.

The Police Department is an integral part of the Troubled Building & Property Task Force, a 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 Ordinance completed its first full year of implementation in 2008/2009. The program is designed to allow landlords and the Village the collective ability to take greater action in the prevention of problematic rental properties. The initiative, which has been implemented for 57% of absentee property owners, holds both the tenant and the landlord responsible for criminal offenses occurring in rental properties in Park Forest. In late-2008/2009 and into 2009/2010, the Troubled and Building and Property Task Force will revise and enhance the Crime Free Housing Ordinance and consider the implementation of a vacant property registry program. 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.

The 2009/2010 Police Department Budget includes a professional services expense to cover 86% 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.

As part of the federal stimulus funding initiative, the Police Department has pursued any number of funding outlets to help offset staffing/programming costs (Police Officer, PAAC-civilian expenses, etc.) and capital needs (portable radios, patrol cars, continued station renovations, etc.). Success of these applications will not be known until late in 2008/2009 or into 2009/2010.

## **Fire:**

The Village considers the community's housing stock to be a critical piece of the Village's infrastructure. In 2008/2009, the Fire Department developed, and the Village Board approved, a residential fire sprinkler ordinance that applies to all new residential development or existing properties that have experienced damage to more than 50 percent of a structure's value.

A major initiative for the Fire Department in 2008/2009 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 joint dispatching agency serving Park Forest and its neighboring communities. The new CAD system is being funded by the member communities of SouthCom. The 2009/2010 Fire Department Budget includes a professional services expense to cover 14% of the Village's costs as part of the membership in SouthCom. The remaining cost is in the Police Department.

Engagement of the community through outreach efforts and school education programming continued in 2008/2009 through joint efforts with School District 162. The Fire Department continued its pilot "Risk Watch" program that reached 650 students while other public education programming continued at most of the local schools in Park Forest, reaching more than 780 students. Additional engagement of the community included the development 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 2009/2010 in addition to the exploration of designing a cable television show designed to alert residents to fire safety information.

In 2008/2009, 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.

## **Health:**

For the Health Department, 2008/2009 was a year of transition. It completed the move into its new home in the lower level of Village Hall. Staff transitions included the retirement of a long-tenured Nursing Supervisor, the resignation of two Registered Nurses and substantial illnesses experienced by two other members of the Health Department Staff. In the face of these obstacles, the Health Department continued to provide quality public health clinics and home health care services – albeit at reduced benchmarks compared to previous years as a result of the transitional staffing constraints.

A major marketing and wellness initiative spread over the past two fiscal years was the Department's implementation of the Ten Ton Challenge. More than 200 people participated in the program which aimed at encouraging healthier lifestyles for Park

Foresters. As part of the Ten Ton Challenge, the Health Department conducted monthly public educational seminars aimed at various aspects of one's health.

The Director of Public Health and the Health Department were active with health issues on regional and national levels in 2008/2009. The Director continued regional activities with Access to Care and the nationally-sponsored study initiative titled "Place Matters." The Health Department takes a lead role in managing the Park Forest Farmers' Market. Facilitation of this event enhances the Department's engagement of the community and its goal of promoting the benefits of a healthy lifestyle to Park Forest.

### **Recreation and Parks:**

The Recreation and Parks Department offers as much open space amenities and recreational programming to Park Forest as any community its size across Illinois. In 2008/2009, the amenities continued to expand as plans were finalized for the Park Forest Bark District, a new dog park in the community. By early 2009/2010, construction of this park feature, to be located at the northwest end of Winnebago Park, should be well underway as the Village strives to meet the leisure needs of all residents. Recreational and cultural programming evolved in 2008/2009 as a result of staff transitions. A longtime Cultural Arts Programming Supervisor left the Village to pursue another professional opportunity. With this transition came the infusion of a fresh perspective for the new Programming Supervisor. Additional staff transitions included new Recreation Supervisors with innovative ideas for programs and youth recreation. Several additional staff transitions are anticipated before the end of 2008/2009 and into 2009/2010.

An ongoing struggle for the Recreation and Parks Department is provision of quality programs, with the prerequisite user fees, and a public that appears increasingly inclined to seek out recreation opportunities at little or no cost. Of growing concern is the declining attendance at the Park Forest Aqua Center. The count for the 2008 summer season at the Aqua Center was 60,000 attendees which is substantially down from previous attendance figures of 79,226 (2006) and 84,394 (2004). 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. Capital improvements in 2008/2009 included installation of a new drop slide and climbing wall, replacement of planter boxes and retaining walls, and the installation of a 'green roof' demonstration project. Phased replacement of planter boxes and retaining walls will continue into 2009/2010 along with the replacement of an ice machine and two chlorinators.

The Recreation and Parks Department has been at the forefront of Park Forest's "green" initiatives. In recent years, environmentally friendly initiatives have included the implementation of a rain garden, installation of a green roof demonstration project, and energy efficient re-lighting projects. An OSLAD grant application in 2008/2009 seeks a proposed remodeling project of the Aqua Center bathhouse which include solar-powered fans, skylights and the development of an environmental classroom so as to take advantage of the educational benefits of the nearby Central Park Wetlands – the largest environmentally-conscious project undertaken in Park Forest. The Central Park Wetlands restoration and preservation project is now host to dozens of school classes and literally

hundreds of students. Pending the results of the OSLAD grant application, going green will continue in 2009/2010. Other green concepts in the coming fiscal year include the implementation of a rain garden at Winnebago Park along with additional boardwalk and interpretive signage at the Central Park Wetlands.

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. The 2008/2009 Budget included a substantial increase in the advertising and marketing account. In most respects, a return on this investment was not obtained. As such, alternative advertising outlets will be explored in 2009/2010. A major capital improvement will begin in late 2008/2009 as all of the original 330 seats of Nathan Manilow Theater will be replaced. These seats are in excess of 30 years old and have long since needed replacement. Work will be completed in early 2009/2010.

The Tennis and Health Club continues to be steady in its operation and demand for court time. Demand is such that court user fees will increase in 2009/2010. Capital improvements for the Club in 2008/2009 included the lobby HVAC unit and the much needed parking lot driveway apron. In 2009/2010, capital improvements will include assessment of more energy efficient lighting structures throughout the facility.

A Village-wide effort unfolded in 2008/2009 as the Recreation and Parks Department transitioned to the Scenic 5 and More Labor Day event and replaced the decades-old Park Forest Scenic 10. A comprehensive public awareness campaign helped make this inaugural event a success. Goals were met in retaining avid runners, increasing the percentage of Park Forest runners and producing increased community involvement.

### **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.

The Village continues to address Inflow & Infiltration (I & I) requirements as mandated by Thorn Creek Sanitary Basin District by conducting flood testing, smoke testing and ongoing programs related to televising, cleaning and sewer lining. The 2009/2010 Budget includes funding to continue this work. To help fund the compliance plan and infrastructure upgrades, 2009/2010 includes a slight increase in residential sewer rates. Rates will be increased incrementally each year through 2010/2011 to fund the necessary improvements to the sewer system. Additional funding for sewer line improvements is being sought through a federal funding request and a separate funding request to the IEPA. Finally, Village Staff has begun coordinating work to design the rehabilitation of the Sanitary Sewer Overflow Facility at the Public Works yard. Funding

for this project will be sought from the IEPA in late 2008/2009 as part of funds made available with the federal stimulus initiative.

The Village Board supported ongoing Public Works efforts to address aging and deteriorated water mains by authorizing funding (through a water main replacement fee affixed to water bills) to accommodate three million dollar's worth of water main replacement. This project will take place across 2008/2009 and 2009/2010. The work will include water pressure suppression valves at various water towers and stand pipes in the community to help maintain a lower pressure within the water distribution system while ensuring and adequate water supply for fire flow needs in emergency situations. Also, construction was completed on a new water tower in 2008/2009 that will enhance fire flow and water pressure in the southeast quadrant of the community.

The Village worked with the Illinois Department of Transportation (IDOT) to complete the reconstruction of Western Avenue. This project included the relocation of Village water mains conflicting with the widening of Western Avenue. The Village funded portions of the project related to traffic signal, emergency vehicle preemptions and street lighting. Full completion of the project, including landscape restoration and the planting of nearly 100 new trees, is expected by the end of 2008/2009.

Staff continued with Phase 2 engineering for Orchard Drive from Lincoln Highway to Sauk Trail. Phase 1 engineering is currently being reviewed by IDOT. The Village continues pursuit of grant funding to help offset actual construction work that is anticipated to take place in Fiscal Year 2010/2011. The Village currently has funding in place for a 70% contribution in grant funds and is exploring federal funding which would increase grant dollars to 80% of the total project cost. Additionally, as part of federal stimulus funding made available to member communities of SSMMA, Park Forest is projected to receive a grant to fund the resurfacing of Orchard Drive from Sauk Trail north to Lakewood Boulevard. Funding support is expected to be \$409,000 for a project that will unfold during 2009/2010.

To enhance the potential for available outside funding Public Works Staff began the work of adding more segments of Village roadways to the Federal Aid Route. The roads under consideration include Lakewood from Sauk Trail to Orchard Drive, Indianwood Boulevard from Sauk Trail to Western Avenue, and Blackhawk Drive from Sauk Trail to Monee Road.

A streetlight replacement project along Western Avenue was completed in spring, 2009 as part of the road resurfacing and widening project along this thoroughfare. Another street light replacement project was awarded by IDOT which will replace lights along Indianwood Boulevard. Work will begin in late 2008/2009 and extend into 2009/2010. Additional grant funding is being pursued to extend this work further along Indianwood all the way to Monee Road.

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 0% rate increase effective January 1, 2009 and calls for a 3% increase on January 1, 2010.

Public transportation to Park Forest residents is available 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 will expire on December 31, 2009. Efforts will take place in 2009/2010 to extend this arrangement and cap Village costs.

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

A Strategic Plan for Land Use and Economic Development was approved by the Board in November 2008 and was adopted as the “official comprehensive plan” of the Village. In 2009/2010, Village Staff will apply for a grant from the Illinois Department of Commerce and Economic Opportunity for the implementation of short range goals included within the 211<sup>th</sup> Street Transit Oriented Development Study which is a top priority of this Strategic Plan. Additionally, a comprehensive grant application for infrastructure improvements will be sought as part of the Federal Transportation Bill.

Another recommendation of the Strategic Plan is for the Village to acquire property when and where possible as it relates to long range revitalization of Park Forest. In 2008/2009, the Village acquired control of the former Wildwood School property from a previous owner who did not pay a full amount of property taxes in 2004 and 2006. A similar process unfolded with a vacant parcel in Business Park that previously was sold for potential new construction. In 2009/2010, analysis will be done to assess the best options for re-use and/or redevelopment of these parcels in addition to others in which the Village acquires ownership.

Throughout 2008/2009, the Village was an active participant in the South Suburban Housing Collaborative, which seeks to maximize the federally-allocated Neighborhood Stabilization Program (NSP) funds that are provided to Southland communities and distribute them in a manner that creates the greatest benefit. Implementation of any NSP initiatives will unfold in 2009/2010.

Residential development in 2008/2009 saw the completion of Legacy Square, phase I. A final lift of asphalt and final punch list items are all that remain on this project, which included 63 new homes. Phase II, scheduled for 75 new homes, has been delayed due to the declining housing market. This is also the case with the planned residential development at the former Hidden Meadows golf property. Upon development, this 60+ acre parcel of property will add approximately 200 upscale single family homes and condominiums to the southwest edge of the community.

Another focal point in Economic Development is to enhance awareness, both local and abroad, of Park Forest. Efforts in 2008/2009 toward this goal included the creation of a new resident recruitment folder, new resident handbook and business recruitment folder.

Additionally, business recruitment advertisements were placed in Shopping Centers Today, a publication of the International Council of Shopping Centers, prior to the October 2008 Chicago Deal Making event, the February 2009 ICSC Alliance event also in Chicago, and the Spring 2009 ICSC Spring Convention in Las Vegas. Another awareness initiative is the implementation of way-finding signs directing traffic toward Downtown Park Forest. The first of these signs were installed along Sauk Trail and feeder streets from this thoroughfare into the Downtown. Work with the Illinois Department of Transportation has taken place to meet their design guidelines so the Village can continue installation of way-finding signs along Western Avenue and Route 30/Lincoln Highway in 2009/2010. Finally, Staff has begun preliminary work on the creation and installation of a new pylon sign on Route 30 at Orchard Drive to promote the anchor businesses in the Downtown. Construction funding for this sign is in the 2009/2010 Budget.

Village Staff continued its work in the redevelopment of Downtown Park Forest by marketing vacant space. New tenants to Village-owned property in the Downtown in 2008/2009 include Quality Classic Health and Fitness Center and Gainer's Gymnastics. To facilitate the opening of a new grocery store (Orchard Fresh Market) at Orchard Park Plaza, an economic incentive was approved by the Village Board. Another new business at Orchard Park Plaza, Nu Tech Auto, opened in early 2009. In late-2008/2009, the Village began work with a broker to sell the property 202 Forest Boulevard (Chase Bank building). Staff will recommend a specific buyer to the Board of Trustees in the spring of 2009. Ongoing marketing of vacant space in the Downtown will continue in 2009/2010. A marketing component will include touting that Downtown Park Forest was awarded the 2008 Community Vision Project Award as recognized by the Urban Land Institute-Chicago, the Metropolitan Planning Council, the Metropolitan Mayors Caucus, and the Home Builders Association of Greater Chicago.

At the time of printing this document, the Village had secured \$600,000 in Community Development Block Grant funding to aid with the demolition of the former Marshall Fields building. This is a key component in any planned redevelopment on the western edge of the Downtown in 2009/2010 and beyond. Demolition is expected to unfold in 2009/2010.

Other commercial development projects unfolding in 2008/2009 and into 2009/2010 include the ongoing redevelopment of Norwood Square Shopping Center, plans for a new entertainment center and night club on the south end of the Village along Western Avenue, and a vacant 3½ acre parcel of land 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 economic 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 2009/2010 Budget includes Capital Projects funding for maintenance costs related to properties that have come into the Village's possession (3200 Lincoln Highway, Wildwood School, residential properties in the Eastgate neighborhood, etc.). The Village will continue its efforts in 2009/2010 by monitoring tax delinquent properties so as to be proactive in pursuing every available parcel that could benefit economic development efforts in the Village. The efforts of acquiring properties noted above are in line with goals established by the Strategic Land Use Plan for Economic Development.

The 2009/2010 Capital Projects Fund includes funding for the construction of a new pylon sign to replace the antiquated sign at Route 30 and Orchard Drive. This new sign will be consistent in design and quality of other recently installed Village signs and will enhance the visibility for Park Forest businesses along the heavily traveled Route 30 corridor.

The Capital Projects Fund ending balance for 2009/2010 also includes funding for the construction of a storage facility adjacent to the Village Hall. This project will become a necessity with the pending 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 take place in 2010/2011.

### **Community Development:**

The Community Development Department oversees the regulatory code enforcement of the Building & Zoning functions, as well as Housing and Community Development activities such as permitting and inspections of new construction and renovations. New construction activity slowed to a minimum in 2008/2009 while housing/re-occupancy inspections increased over previous years. With the lack of new construction and home sales, real estate transfer stamp revenues are projected to be much lower than budgeted for 2008/2009. As a direct result of minimal new business construction and/or new home construction, Community Development inspectional staff was reduced by one position (Senior Building Inspector). This position has not been allocated for in the 2009/2010 Budget.

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 will work in tandem with the Park Forest Cable Commission in further oversight of AT&T's new cable service option (Project Lightspeed) while monitoring technology needs

(cameras, microphones, projectors, recording equipment, etc.) in the Board Room of Village Hall.

Community Development is a key component of the Troubled Building and Property Task Force. As part of this Task Force, Community Development aggressively pursues deteriorated properties in civil court. From calendar years 2006 - 2008, 52 properties have been pursued in civil court with demolition orders being granted on 8. The 2009/2010 Budget includes ongoing funding for this work. Additionally, the Community Development Department has researched the components of a vacant building registry ordinance that may be implemented in late-2008/2009 or 2009/2010.

The Director of Community Development co-chairs the Village's Grant Seeking Task Force. Numerous grants were applied for in 2008/2009 with funding coming available in the current fiscal year or in 2009/2010 or beyond. Details on various grant undertakings are detailed in any number of departments in the 2009/2010 Budget. An item of note related to grants is that due to fiscal constraints the Village will not re-allocate for E-Civis, a grant locating search service used in previous fiscal years.

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 152 of its own Housing Choice Vouchers and handles 174 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 healthy balances with the Fund Balance for the Police Pension Fund anticipated to be \$15,979,558 and the Fire Pension Fund anticipated to be \$8,737,172 for 2009/2010. Each figure is down compared to the previous fiscal year due to investment losses experienced in the stock market in 2008/2009. Currently, the Police Pension Fund is at 63.3% of future benefit funding level and the Fire Pension Fund is at 58.8%. 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 \$98,292. IMRF is projected to have a year-end reserve General Fund balance of \$363,186. The IMRF funding rate for 2009 is 8.69% with an estimated increase to 9.56% for 2010.

### **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 2009 is estimated to be \$27,536,078. In fiscal 2009 the Village restructured the 1997A and 1997B debt and a portion of the 2001 debt. This restructuring will save the Village \$240,000 in interest payments and pay off a large portion of TIF debt sooner. This is a decrease of \$1,195,604 from the 2008 General Obligation Debt of \$28,731,687.

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 2009/2010, debt service will be \$2,452,030. In the tax levy adopted in December 2008, \$644,344 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 \$35,649,498. This total reflects a \$3,553,629 reduction in debt service payments from the prior year as a result of the debt restructuring. Page 23-1 shows a breakdown of the debt. It can be seen that \$14,708,658, or 53%, 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 amount of base taxes generated by the Sears property was \$305,368. The increment produced by the residential property was \$285,112. The incremental income from the residential property was exchanged for the Sears base property tax. 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 2007 EAV for the Downtown TIF was \$10,273,456. This \$6,675,323 increase over the 1997 Base EAV allowed the Village to abate \$505,845 of TIF debt service in 2008. The Village Board approved a budget amendment to utilize \$1,000,000 in TIF funds in 2008 to be used towards demolition costs for the former Marshall Fields building. With the acquisition of CDBG grant funds it is anticipated that only \$600,000 of TIF funds will be needed for the demolition. Therefore, the Village has the opportunity to increase the tax abatement for debt service.

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. Nassimi plans to spend over \$3 million for improvements necessary to lease the property.

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 \$4,642,936 of its funds, through June 30, 2008, in Downtown. Net incremental taxes in the amount of \$607,514 represent a 13.1% return on investment. For that reason, it is essential to continue to move forward with the redevelopment of Downtown. Also after years of tax delinquency, Norwood is finally in the hands of a capable developer and back on the tax rolls.

### **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. It is anticipated that the Library will be able to achieve these improvements without the need to borrow. While the Library will tap into virtually all fund balance reserves in 2009/2010 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. As part of an intergovernmental agreement with the Village, the Library has pledged to increase its annual tax levy so as to restore its fund balance reserve in as timely a manner as possible in the coming fiscal years.

### **BUDGET POLICIES - FISCAL:**

#### **Rationale:**

Fiscal policies of the Village of Park Forest are based on the need to address certain economic trends and solve problems noted in previous annual audits. The economic trends 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.
- The decline in population reported in the 2000 census from 24,656 to 23,462. This decline resulted in reduced revenue allocated from Motor Fuel, State Income and Use Taxes.

- 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. For 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. 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 approved IEPA loan with a 2.5% interest rate will save taxpayers \$5 million dollars over the life of the loan. A water main infrastructure replacement fee will allow \$3 million in water main replacement.

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 2009/2010 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 2008/2009 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 2009/2010 Budget will provide for salary steps. It will also provide for a 4% annual salary increase for all Village employees below a grade 12, a 2% increase for salary grades 12 through 16, a 1% increase for grades 17 and above excluding the Village Manager who will receive a 0% increase. Union contracts will be honored.
  5. A level of unreserved 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 unreserved 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 2008/2009 will be identified. Fiscal savings identified in the 2008/2009 Budget will not be permitted to “carry over” into the 2009/2010 Budget, unless specifically approved by the Finance Director, but will contribute to the unreserved 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. Prior years have been restated.)
  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 up-dated 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 June 2008 and the following subsequent increases were adopted.

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2010	\$8.65
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>
2009	\$17.92
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. Sewer rates for the current and future years as adopted are as follows:

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2010	\$2.60
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. All Governmental Accounting Standards Pronouncement 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 2008/2009 will be \$2,428,481 and includes debt service for the new water plant. Of this amount \$859,908 was levied in December 2007.

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 \$3,553,629 from the prior year.

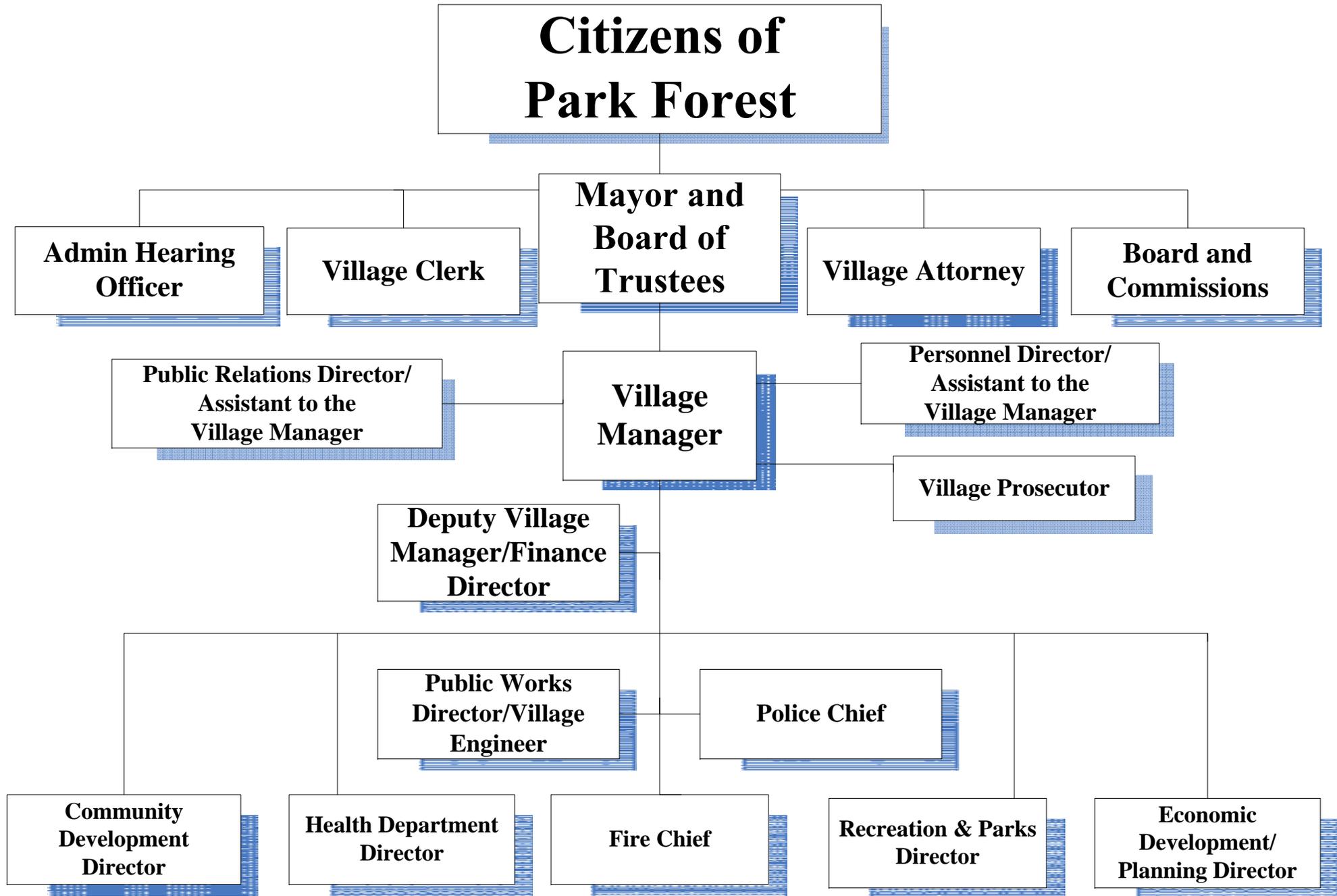
For the tax levy adopted December 2008, \$644,344 of debt service payments were abated or removed from the tax levy. Continued development of the Downtown will allow for increased abatement of the TIF Debt. The Village will attempt to remain frugal with its long-term debt, continuing to repay a portion on an annual basis and fund operations with current revenues and fund balance surpluses.

For Fiscal Year 2010 the Village plans to borrow \$3,000,000 for water main infrastructure replacement. The Village Board has approved a separate fee placed on water bills beginning July 1, 2008 to fund debt service. 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  
2009/2010 BUDGET  
SCHEDULE**

July 17, August 21, 2008 February 26, 2009	Neighborhood Meetings
August 6, 2008	Community Survey mailed to Residents and Businesses
September 22	Board of Trustees Strategic Planning Overview
September 23	Staff Strategic Planning Process – needs of the Community
October 4	Strategic Planning/Financial Update/Pending Issues
November 1	Village Board Strategic Planning/Goal Setting with Consultant
December 8	2008 Tax Levy Adopted
January 16, 2009	Submit Capital Plans
February 3, 4	Six month review with Manager and Finance Director
February 7	Present 2007/2008 Audit to the Board
February 21	Present Capital Plan to the Board Present Six Month Reviews Review Budget Amendments Strategic Planning • Implementation Strategies
March 3	Budget Worksheets and Guidelines are distributed
March 4 – 23	Budgets are prepared by Department Heads
March 23	Budgets Due from Department Heads
March 23	Board Adopts Fiscal Policies
March 31, April 1, 3	Budget Review with Manager and Finance Director
May 1	Distribute Draft Budget to Board, Library and Place on File with Village Clerk
May 4	Overview of Budget with Board at Rules Meeting
May 2, 4, 5, 27, 28, June 1	Budget Review with Board
May 31	Legal Notice for Public Hearing
June 8	Introduce Budget (First Reading)
June 8	Hold Public Hearing / Budget Review by Board at Regular Meeting
June 22	Discuss and Adopt Budget

# Village of Park Forest Organizational Chart



**Village of Park Forest  
2009/2010 Budget**

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

**FINANCIAL STATUS - END OF FISCAL YEAR 2007/2008**

For the audited fiscal year that ended June 30, 2008, which is the most current audited financial year, revenues in the General Fund increased slightly from the 2007 level of \$17,576,114 to \$17,604,055, an increase of \$27,941. The change in the revenue position was the result of several factors. Property tax revenues increased \$510,979. Income tax increased \$173,130. Utility tax increased \$89,683. State grants decreased \$131,207. Interest revenue decreased \$112,404 and real estate transfer tax revenue decreased \$183,089. 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 \$17,208,908. This represents a 6.7% increase over the prior year. Expenditures related to Police and Fire including participation in SouthCom and pension, IRMA costs and establishment of a full-time public relations position affected this increase. Actual expenditures for the year were \$799,374 lower than budget as a result of continued cost containment measures and encumbrances.

The unreserved General Fund balance as of June 30, 2008 was \$7,273,327. This represented a 4.6 months reserve. The reserve calculation is based on a monthly expenditure level of \$1,565,000. 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 first payment of \$499,963 was made 1/1/2008. The total outstanding debt balance anticipated as of June 30, 2009 is \$27,536,078. The Village is currently paying off \$1.2 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 2007/2008, the Village's audit revealed a continued recovery in State income tax receipts but a decrease in real estate transfer taxes reflecting decreasing home values. Unfortunately, the economy has declined further since June 30, 2008 reflecting lower home values and declining interest rates. Use of the Village's reserves allowed the Board to increase the 2008 tax levy by only 3%.

The Fiscal Year 2009/2010 Budget has been planned within a conservative framework. It 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 2009/2010 Budget presents an ending General Fund Balance of 3.3 months expenditure reserve.

### **FINANCIAL PROJECTION - 2009/2010 BUDGET**

**The Village will face several major financial challenges and issues in Fiscal Year 2009/2010. Following is a list of the most critical. These four areas are thoroughly explained in the transmittal letter starting on Page II. In short, they are as follows:**

- 1. Weathering the storm (Impacts of the economic downturn on the Village)**
- 2. Preparation for stimulus funding and economic turnaround**
- 3. Village infrastructure and maintenance**
- 4. Continuation of new initiatives**

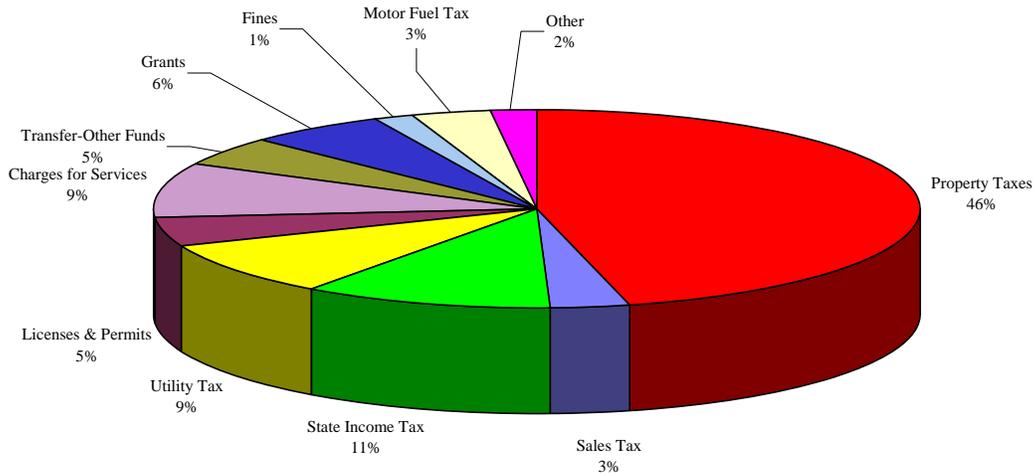
**The "Financial Summary" chapter of the Budget contains revenue assumptions, graphic presentations of revenues and expenditures for all village funds, fund summary information, capital expenditures and the budget impacts of those expenditures and a summary of significant accounting policies.**

# Village of Park Forest 2009/2010 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 09/10 Budget**



### Property Taxes

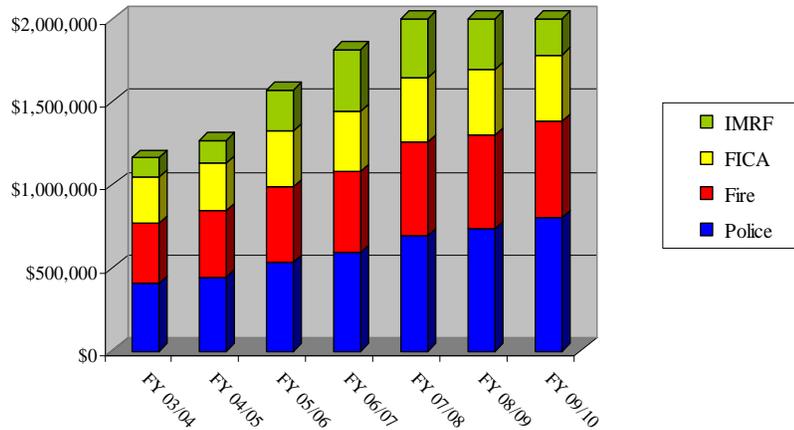
Property taxes levied in December of one year fund the budget of the following year. In other words, the property taxes levied in December 2008 support the 2009/2010 Budget. Inasmuch as the property tax levy is adopted in advance of the development of the budget, property tax revenues have already been clearly determined prior to planning the budget. The total tax levy adopted in December 2008 of \$10,229,604 represented an overall 3% increase over the prior year. Included in the 2009/2010 Budget are 97% of the taxes levied to reflect a reduction in tax receipts as a result of major foreclosures, specifically the 80/90 North building. The components of the levy were as follows:

	<u>2007 Levy</u>	<u>2008 Levy</u>	<u>2008 Levy at 97%</u>
General Corporate	\$6,799,626	\$7,034,568	\$6,823,531
IMRF	470,583	470,583	456,466
FICA	410,887	410,887	398,560
Police Pension	759,455	827,752	802,919
Fire Pension	585,135	598,886	580,919
Bonds	905,968	886,928	860,320
	<u>\$9,931,654</u>	<u>\$10,229,604</u>	<u>\$9,922,715</u>

Tax Levy Increase 3%

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. 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%

\* 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 2009/2010 Budget, the use of the General Fund Balance, which helped reduce the 2008 levy increase, allows for a 4% increase in salaries for staff covered by a Union contract or below Grade 12, a 2% salary increase for staff Grades 12 through 16 and a 1% salary increase for Grades 17 and above. The Village Manager is accepting a 0% salary increase. Budget Guidelines required a 0% increase in expenditures excluding salaries and insurance.

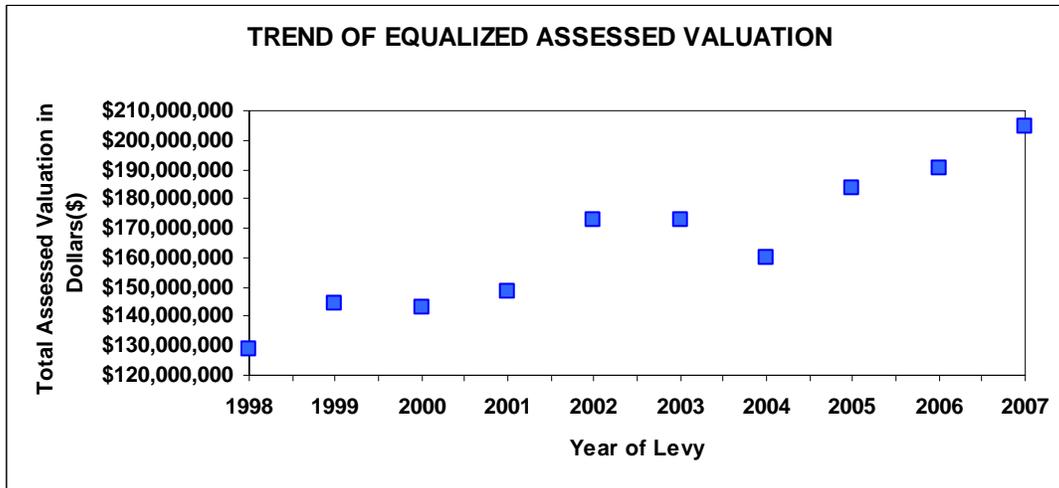
Another factor related to actual property tax revenue collections involves the 3% loss factor that Cook County adds to the Village's tax levy to allow for delinquent taxes. The Village has needed this additional levy in order to collect 96% of the original levy. The following chart taken from the Village's 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% of the Village. Therefore, the extended levy is 102.4% of the original levy. If an average of 94% of that amount is collected, that equates to a 96% collection rate on the original levy. For 2009/2010 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>
1997	92.14%
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%

The collection rate improved with the sale of Norwood. This major property was formerly tax delinquent. Unfortunately the 80/90 North building is now tax delinquent. 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>
1997	3.8576	13%
1998	4.1390	7%
1999	3.8640	-7%
2000	4.2210	9%
2001	4.3170	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%

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. Additionally, in 2005 the State equalization factor rose from 2.5757 to 2.7320. These factors caused the spiked increase in EAV for 2006. In 2004, Norwood properties became tax exempt, being owned by the Village. In March 2008 the Village sold Norwood to Nassimi Realty, a private developer. A major redevelopment of the Norwood Shopping Center is planned. The assessed value of the cooperative housing in the village is still somewhat problematic with homeowners and senior exemptions reducing value below the 2003 EAV level.



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.

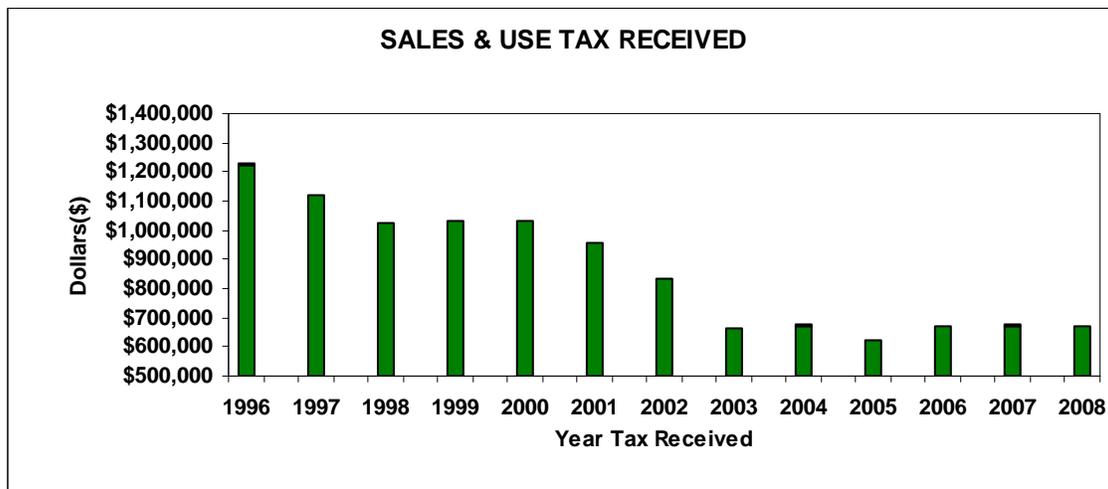
School District 163 represents the majority of the Village. Below is a diagram showing the tax distribution for residents within that district for 2007 taxes payable in 2008.



## **Sales Tax**

Sales tax revenue for the Village over the past six years has been fairly flat. Over the past thirteen 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 a 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 in March 2009.

For fiscal 2009/2010, sales tax revenue is expected to increase slightly related to the new grocery store. A sales tax rebate agreement has been approved with Matanky Realty as Orchard Park Plaza L.L.C., rebating 75% of sales tax for the first eight years and 50% for the next five years. The Village will retain all sales tax after thirteen years. 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 thirteen year depiction of sales and use tax revenue.



## **Utility Tax**

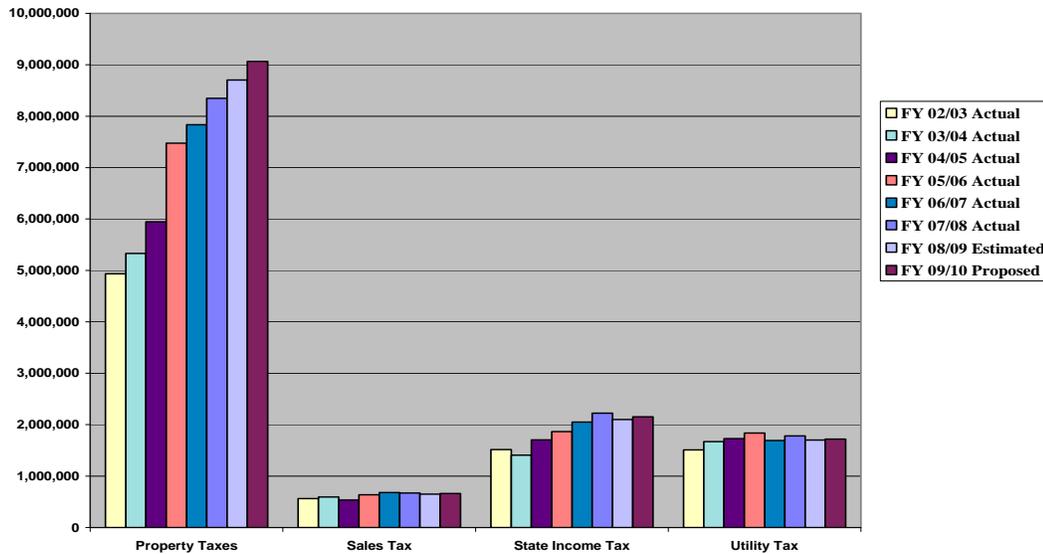
Utility taxes declined in 2006/2007 and are expected to stay lower. Utility taxes generate 9% of General Fund revenues. The Utility Tax rate is 5% on gas and electric service and 6% on telephone service. Telecommunication rates were increased from 5% to 6% in January 2003 to generate dollars to supplement 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 two 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. It is anticipated that utility tax revenue will remain stable.

## **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. It is anticipated that income tax receipts will fall below the 2007/2008 level recovering slightly in 2010.

**Village of Park Forest  
General Fund Selected Revenues  
FY 09/10 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. In fiscal year 2007/2008 the sale of new Legacy Square homes generated additional real estate transfer taxes. 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 2008/2009 with one major transfer for the Thorn Creek rental units accounting for \$114,000, or over half of the anticipated revenue for the year. Without a major transfer this revenue source is expected to decline 33%.

**Grants**

Included in grant revenue are an Arts Council Grant for \$2,000 for Freedom Hall programs, a \$1,500 reduction from the prior years budgeted funding, and a \$2,000 federal grant for traffic safety used to fund seat belt checks. 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	50,250	
Fare Box Revenue	<u>24,750</u>	
		<u>\$115,000</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	\$50,250
Arts Council	2,000
Traffic Safety	<u>2,000</u>
<b>TOTAL</b>	<b>\$54,250</b>

Additional approved grants are included in the MFT Fund:

Thorn Creek Bridge Engineering	\$116,000
Orchard Drive Engineering	340,200
Orchard – Sauk to Lakewood	409,000
Indianwood Street Lighting	217,500

Additionally, \$630,062 has been approved for CDBG funds for Marshall Fields demolition with an additional \$300,000 application pending.

Stimulus grants have been applied for 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 2009/2010 Budget would be:

<b><u>Fund</u></b>	<b><u>2009/2010 Transfer</u></b>
Water	\$550,185
Sewer	126,379
Refuse	134,970
Refuse (Municipal Buildings pickup)	(20,000)

<u>Fund (continued)</u>	<u>2009/2010 Transfer</u>
Municipal Parking	22,268
Aqua Center	22,000
Aqua Center (employee use)	(3,360)
Tennis and Health	22,000
Tennis and Health (employee use)	(2,000)
Housing Authority	30,000
Library	<u>44,151</u>
<b>TOTAL</b>	<b>\$926,593</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. The Village began participating in an enhanced collection process for vehicle stickers in 1996. Internal vehicle sticker sales information is compared to the State's list of registered vehicles. This process increased revenue by \$70,000. During 2008 the Village changed vehicle sticker software providers in an effort to streamline the process further. Changes to the vehicle sticker rates for fiscal year 1999/2000 for seniors and disabled individuals reduced vehicle sticker revenue by \$10,125. For fiscal year 2003/2004, 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>11,907</b>	<b>\$40.00</b>	<b>\$476,280</b>
<b>Seniors and Disabled</b>	<b>1,936</b>	<b>20.00</b>	<b><u>38,720</u></b>
			<b>\$515,000</b>

There was a slight decrease in business license revenue for fiscal year 2008/2009 associated with Sterks closing. Business and liquor licenses are expected to total \$64,800. Animal and bicycle licenses total \$10,525. Elevator inspection fees are budgeted at \$2,400.

### Permits and Fees

Revenue from permits includes cable franchise fees at \$238,000, PEG access capital fees of \$25,000, building permit fees estimated at \$70,000, down \$32,000 from the prior year, and park permits of \$12,500. The indefinite delay in Phase II of Legacy Square and the future Hidden Meadows development, along with the declining value in housing stock will cause a reduction in building permit fees.

### 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 decrease with the restructuring of the

Labor Day Events, now called Scenic 5 and more. Inspection fees are also declining associated with the current housing market and slow down in commercial construction. The sale of Norwood reduced property lease revenue. Other charges include revenue for Jolly Trolley, crossing guard reimbursement, vending machine sales and miscellaneous police salary reimbursements.

### **Asset Sales**

The Village participates in regional auctions through South Suburban Mayors and Managers. Through this process, municipalities have the opportunity to sell surplus/used equipment. Based on past experience, it is anticipated that asset sales will generate \$7,500 in revenue.

### **Fines**

The Police Department has made successful recommendations to increase eligible vehicle seizure offenses. These efforts have increased fines \$35,000 overall. According to ordinance 20%, or \$19,000, of vehicle seizure fines are allocated towards youth services.

### **Interest Earnings**

After several years of favorable investment rates, interest rates have declined below 1%. The Village utilizes sweep accounts and direct deposits to maximize earnings. Interest income is anticipated to be \$70,000.

## 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 09/10 Proposed” column is compared to the “FY 08/09 Budget” column to determine the “percent change.” General Fund Revenues are shown to increase 2% 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 (3%). After transfers expenditures decreased by (7%). This decrease related to the prior year budget for capital projects, specifically the transfer of funds for demolition of Marshall Fields and the Village Green Service Facility building. Adding MFT and Foreign Fire Insurance result in an overall (2%) decrease in adjusted General Fund Expenditures.

### **General Fund Expenditures Summary FY 07/08 Actual and FY 09/10 Proposed:**

The tables on page 2-16 and 2-17 show General Fund Expenditures by department and by spending category for FY 07/08 and FY 09/10. This two year comparison shows the impact of additional police staffing and the increase in health insurance, pension costs and capital projects related to infrastructure.

### **General Fund Expenditures Summary FY 09/10 Proposed:**

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

### **General Fund Expenditures Trends:**

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

### **Revenue (All Funds):**

The table on page 2-21 shows revenues for all of the Village’s 19 funds plus the Library. The 3% increase in revenue is a result of the net affect of increases in the grant funding budgeted for CDBG and MFT funds, offset by decreases in the Capital Projects fund with the completion of the transfers for two anticipated projects.

### **Revenue (All Funds) by Source FY 07/08 Actual and 09/10 Proposed:**

The tables on pages 2-22 and 2-23 show a GASB 34 presentation of revenue for all Village funds.

### **Revenue (All Funds) by Source:**

The pie chart on page 2-24 shows revenues by source for all funds. The largest revenue source for the Village is charges for services at 35% followed by taxes at 33%. 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.

**Oversight Responsibilities by Department:**

This is a new table on page 2-25 which 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.

**Expenditures (All Funds):**

The table on page 2-26 shows expenditures for all 18 Village funds. Transfers from the General Fund are identified separately and includes \$215,000 in support of the Recreation and Parks Enterprise Funds. Overall increases in Expenditures (All Funds) is 0%. The Library is also noted.

**Expenditures (All Funds):**

The pie chart on page 2-27 identifies expenditures for all funds as a percent of total. The General Fund represents 46% of Village operations.

**Expenditures (All Funds) Summary FY 07/08 Actual and FY 09/10 Proposed:**

The tables on pages 2-28 and 2-29 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. There are also significant infrastructure capital projects planned for Fiscal 2010.

**Expenditures (All Funds) Summary:**

The pie chart on page 2-30 shows the breakdown by spending category of expenditures for all funds. Employee costs represent 44% of total Village expenditures. Note: Housing Assistance payments represent 8%.

**General Fund Summary:**

The table on page 2-32 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 3.3 month reserve.

**General Fund – Comparative Revenue, Expenditures and Fund Balance:**

The line graph on page 2-33 shows how reserves, expenditures and fund balance relate.

**Fund Summary:**

The tables on pages 2-34 through 2-37 show either beginning net assets or fund balances along with the activity for FY 08/09 and FY 09/10 for all the Village's funds with ending net assets or fund balances indicated.

**Village of Park Forest  
2009/2010 Budget**

**GENERAL FUND REVENUES**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
Property Taxes - General	7,091,644	7,405,979	7,405,979	7,678,557	4%
- Pension	1,254,771	1,296,844	1,296,844	1,383,838	7%
Road and Bridge	77,370	76,000	76,000	77,000	1%
Sales Tax	670,035	650,000	650,000	700,000	8%
Sales Tax Rebate	0	0	0	(40,000)	-100%
Utility Tax	1,780,647	1,650,000	1,700,000	1,720,000	4%
State Income Tax	2,223,207	1,950,000	2,100,000	2,150,000	10%
PPRT - General and Pension	223,208	160,000	160,000	190,000	19%
Real Estate Transfer Tax	247,194	200,000	220,000	135,000	-33%
Grants	241,176	313,250	150,227	54,250	-83%
Transfers from Other Funds	780,594	878,226	878,226	926,593	6%
Licenses	624,016	595,825	594,845	595,825	0%
Permits and Fees	357,403	349,410	333,956	345,760	-1%
Charges for Services					
Water/Sewer Pymt in lieu of taxes	334,177	345,205	345,205	355,561	3%
Recreation	354,191	328,575	284,050	279,298	-15%
Health	450,896	424,000	415,700	433,200	2%
Hospital Transport	313,484	337,200	331,993	344,100	2%
Inspection Fees	77,490	97,000	76,800	85,000	-12%
Garden House	74,711	72,000	74,711	74,711	4%
Property Leases	190,689	144,400	155,000	149,000	3%
Other Charges	135,915	81,328	188,858	78,748	-3%
Asset Sales	421,454	7,000	15,140	7,500	7%
Fines	351,890	361,050	344,000	327,050	-9%
Interest Earnings	<u>251,034</u>	<u>120,000</u>	<u>100,000</u>	<u>70,000</u>	-42%
<b>Sub-Total</b>	<b>18,527,196</b>	<b>17,843,292</b>	<b>17,897,534</b>	<b>18,120,991</b>	2%
IRMA Surplus Distribution	<u>75,172</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>Total Revenues</b>	<b><u>18,602,368</u></b>	<b><u>17,843,292</u></b>	<b><u>17,897,534</u></b>	<b><u>18,120,991</u></b>	2%
Motor Fuel Tax	1,001,721	940,000	778,400	1,742,700	85%
Foreign Fire Insurance	<u>9,712</u>	<u>9,000</u>	<u>10,575</u>	<u>9,000</u>	0%
<b>Combined Revenues</b>	<b>19,613,801</b>	<b>18,792,292</b>	<b>18,686,509</b>	<b>19,872,691</b>	6%

**Village of Park Forest  
2009/2010 Budget**

**GENERAL FUND EXPENDITURES**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
Administration/Finance	2,996,930	3,426,794	3,318,689	3,303,917	-4%
Police Department	6,090,087	6,283,667	6,283,667	6,572,568	5%
Fire Department	3,074,169	3,301,095	3,291,704	3,455,380	5%
Health Department	823,744	827,415	793,288	846,455	2%
Recreation and Parks	2,336,626	2,413,708	2,413,708	2,183,651	-10%
Public Works Department	695,791	1,704,220	1,079,653	1,058,091	-38%
Economic Development & Planning	553,583	488,238	450,569	504,139	3%
Community Development	<u>550,550</u>	<u>574,905</u>	<u>536,447</u>	<u>564,111</u>	-2%
<b>Subtotal</b>	<b>17,121,481</b>	<b>19,020,042</b>	<b>18,167,725</b>	<b>18,488,312</b>	<b>-3%</b>
Transfer to Aqua Center	330,000	140,000	140,000	140,000	0%
Transfer to Tennis and Health Club	70,000	81,900	81,900	75,000	-8%
Transfer to DownTown	324,527	324,527	324,527	324,527	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>175,000</u>	<u>955,000</u>	<u>955,000</u>	<u>105,000</u>	-89%
<b>Subtotal Expenditures</b>	<b>18,053,007</b>	<b>20,553,469</b>	<b>19,701,152</b>	<b>19,164,839</b>	<b>-7%</b>
Motor Fuel Tax	974,327	1,083,348	815,472	1,979,130	83%
Foreign Fire Insurance	<u>14,404</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>	0%
<b>Combined Expenditures</b>	<b>19,041,738</b>	<b>21,645,817</b>	<b>20,525,624</b>	<b>21,152,969</b>	<b>-2%</b>

**Village of Park Forest**  
**GENERAL FUND EXPENDITURES SUMMARY**  
**FY 07/08 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	853,443	3,136,666	1,690,100	438,835	798,210	285,732	250,256	323,997	7,777,239
Overtime Salaries	4,149	439,128	204,227	1,933	26,252	47,389	0	0	723,078
Temporary/Part-time Salaries	<u>78,814</u>	215,800	59,494	<u>19,861</u>	<u>196,919</u>	<u>0</u>	<u>6,712</u>	<u>18,197</u>	595,797
IRMA Workers Comp Reimb.		<u>(63,457)</u>	<u>(45,646)</u>						<u>(109,103)</u>
<b>Total Personnel Services</b>	<b>936,406</b>	<b>3,728,137</b>	<b>1,908,175</b>	<b>460,629</b>	<b>1,021,381</b>	<b>333,121</b>	<b>256,968</b>	<b>342,194</b>	<b>8,987,011</b>
<b><u>Insurance Benefits</u></b>	114,301	486,497	207,340	51,401	113,288	55,300	18,597	41,378	1,088,102
<b><u>IRMA</u></b>	723,558	0	0	0	0	0	0	0	723,558
<b><u>Employee Support*</u></b>	220,735	872,767	614,083	86,021	162,966	56,466	59,285	63,878	2,136,201
<b><u>Professional Services</u></b>	268,491	422,620	44,928	102,356	280,086	134,552	121,221	25,585	1,399,839
<b><u>Legal Services</u></b>	202,118	0	0	0	0	0	0	0	202,118
<b><u>Operating Supplies</u></b>	162,611	140,725	51,477	64,949	154,287	30,858	5,147	1,110	611,164
<b><u>Maintenance</u></b>	72,647	20,040	17,477	12,274	182,953	19,749	0	57,066	382,206
<b><u>Capital Outlays</u></b>	41,544	156,569	72,903	3,812	140,004	27,336	2,284	6,962	451,414
<b><u>Miscellaneous</u></b>	132,007	14,034	1,772	28,026	80,916	925	90,081	1,056	348,817
<b><u>Leases and Rentals</u></b>	16,000	252,000	160,000	3,542	119,052	32,202	0	7,900	590,696
<b><u>Utilities</u></b>	106,512	10,698	4,014	10,734	81,693	5,282	0	3,421	222,354
<b><u>Transfers to Other Funds</u></b>	<u>909,527</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>909,527</u>
<b>TOTAL</b>	<b>3,906,457</b>	<b>6,104,087</b>	<b>3,082,169</b>	<b>823,744</b>	<b>2,336,626</b>	<b>695,791</b>	<b>553,583</b>	<b>550,550</b>	<b>18,053,007</b>

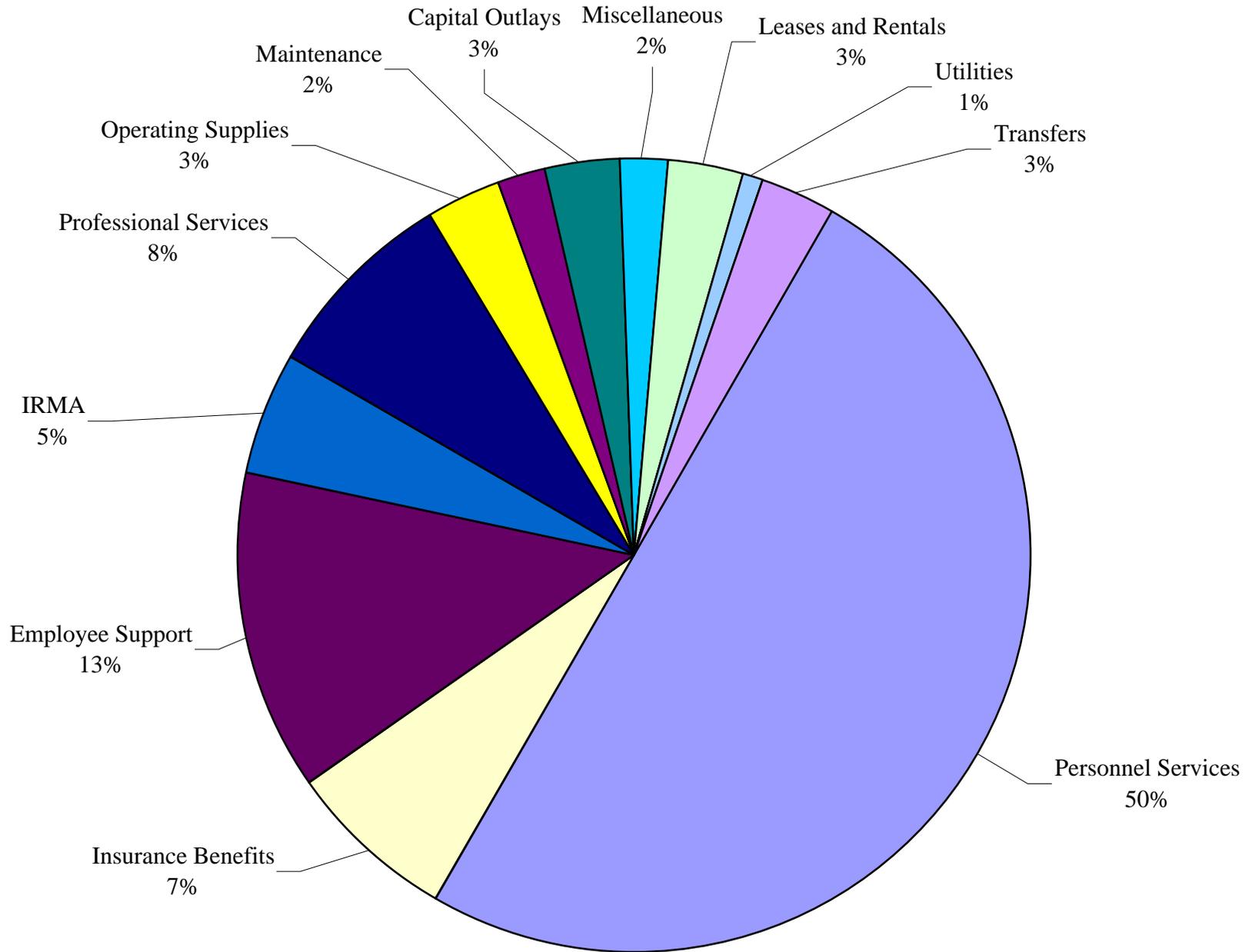
\* Includes PPRT Taxes for Police Pension \$14,000 and Fire Pension \$8,000.

**Village of Park Forest  
GENERAL FUND EXPENDITURES SUMMARY  
FY 09/10 Proposed**

	<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	982,610	3,413,245	1,858,325	465,284	813,744	346,840	257,473	280,441	8,417,962
Overtime Salaries	6,137	339,179	208,421	2,097	20,480	38,757	631	0	615,702
Temporary/Part-time Salaries	<u>92,352</u>	<u>201,161</u>	<u>71,255</u>	<u>22,095</u>	<u>158,753</u>	<u>0</u>	<u>0</u>	<u>33,648</u>	<u>579,264</u>
<b>Total Personnel Services</b>	<b>1,081,099</b>	<b>3,953,585</b>	<b>2,138,001</b>	<b>489,476</b>	<b>992,977</b>	<b>385,597</b>	<b>258,104</b>	<b>314,089</b>	<b>9,612,928</b>
<b><u>Insurance Benefits</u></b>	144,990	644,674	252,135	65,964	150,039	71,574	31,097	46,532	1,407,005
<b><u>IRMA</u></b>	934,678	0	0	0	0	0	0	0	934,678
<b><u>Employee Support*</u></b>	307,894	1,046,166	689,362	96,685	168,380	72,870	67,178	69,075	2,517,610
<b><u>Professional Services</u></b>	96,471	484,242	74,658	114,700	224,482	205,500	42,560	27,005	1,269,618
<b><u>Legal Services</u></b>	179,865	0	0	0	0	0	0	0	179,865
<b><u>Operating Supplies</u></b>	130,907	92,365	45,264	54,270	126,310	33,400	6,800	2,000	491,316
<b><u>Maintenance</u></b>	85,168	31,748	17,300	11,160	156,500	18,200	0	34,000	354,076
<b><u>Capital Outlays</u></b>	76,100	30,700	50,280	5,000	94,400	228,900	2,500	59,400	547,280
<b><u>Miscellaneous</u></b>	143,245	21,358	1,800	5,600	75,750	1,250	95,900	400	345,303
<b><u>Leases and Rentals</u></b>	11,000	272,230	188,160	0	104,363	31,000	0	8,610	615,363
<b><u>Utilities</u></b>	112,500	9,500	6,420	3,600	90,450	9,800	0	3,000	235,270
<b><u>Transfers to Other Funds</u></b>	<u>654,527</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>654,527</u>
<b>TOTAL</b>	<b>3,958,444</b>	<b>6,586,568</b>	<b>3,463,380</b>	<b>846,455</b>	<b>2,183,651</b>	<b>1,058,091</b>	<b>504,139</b>	<b>564,111</b>	<b>19,164,839</b>

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

**Village of Park Forest  
General Fund Expenditures Summary  
FY 09/10 Proposed**

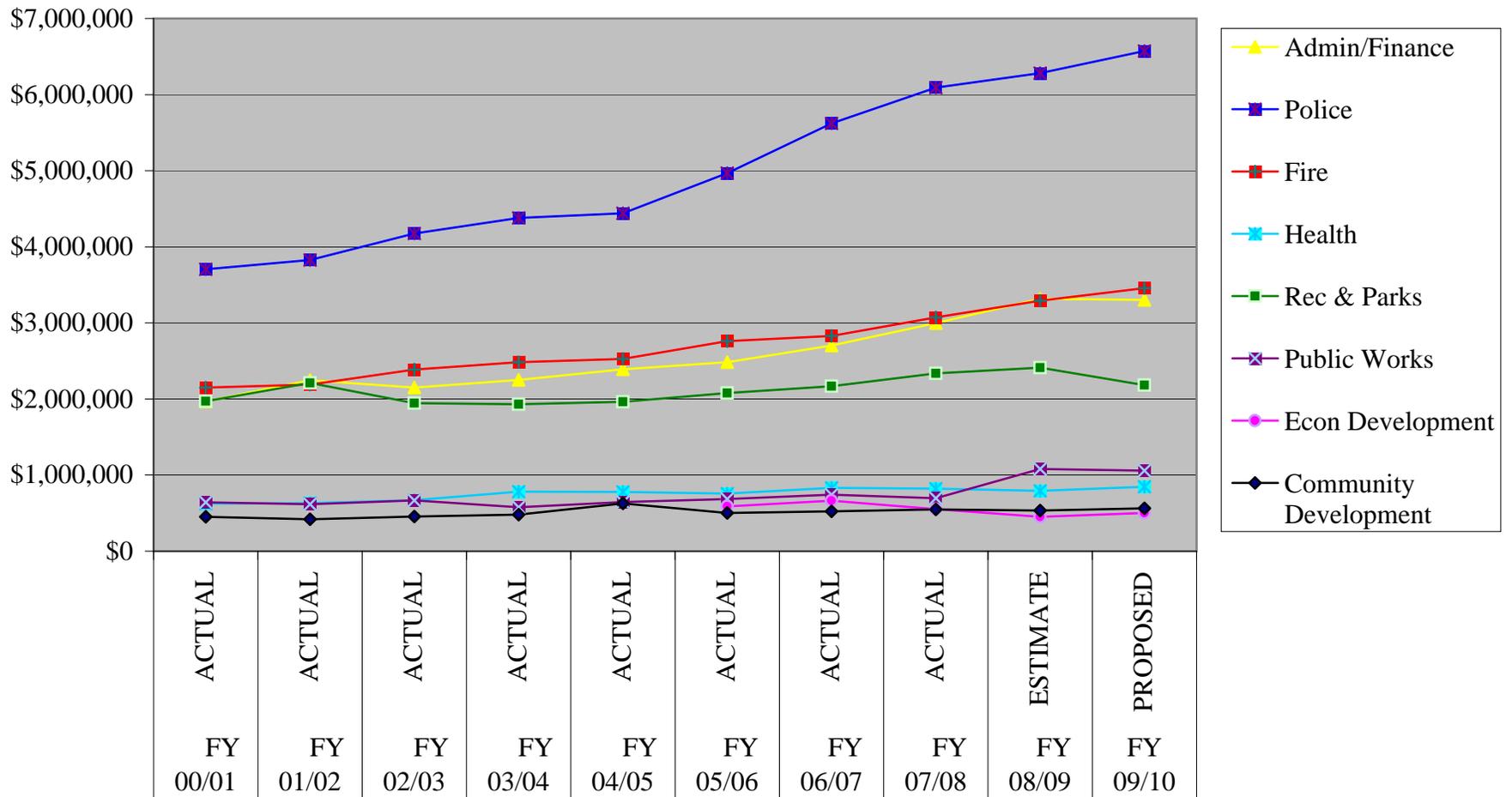


**Village of Park Forest  
GENERAL FUND EXPENDITURES TRENDS  
FY 00/01 - FY09/10**

	<b>FY 00/01 ACTUAL</b>	<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 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>
Administration	\$1,968,378	\$2,245,703	\$2,150,200	\$2,251,038	\$2,392,457	\$2,483,392	\$2,704,137	\$2,996,930	\$3,318,689	\$3,303,917
Police (*)	3,705,630	3,826,764	4,175,381	4,379,328	4,442,187	4,967,708	5,619,860	6,090,087	6,283,667	6,572,568
Fire (*)	2,149,888	2,188,211	2,387,310	2,482,932	2,527,537	2,760,495	2,828,962	3,074,169	3,291,704	3,455,380
Health	624,583	631,813	671,034	784,347	778,134	755,888	833,478	823,744	793,288	846,455
Recreation & Parks	1,969,650	2,212,891	1,944,539	1,930,884	1,964,357	2,077,773	2,169,177	2,336,626	2,413,708	2,183,651
Public Works	644,281	615,647	668,173	576,457	645,853	683,934	741,953	695,791	1,079,653	1,058,091
Economic Development & Planning						588,570	665,277	553,583	450,569	504,139
Community Development	<u>451,813</u>	<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>536,447</u>	<u>564,111</u>
<b>Sub-total</b>	<b>\$11,514,223</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>\$18,167,725</b>	<b>\$18,488,312</b>
FICA	\$268,931	\$280,662								
IMRF	\$202,543	\$137,338								
<b>Total</b>	<b><u>\$11,985,697</u></b>	<b><u>\$12,559,077</u></b>	<b><u>\$12,451,913</u></b>	<b><u>\$12,887,346</u></b>	<b><u>\$13,378,466</u></b>	<b><u>\$14,818,854</u></b>	<b><u>\$16,085,452</u></b>	<b><u>\$17,121,480</u></b>	<b><u>\$18,167,725</u></b>	<b><u>\$18,488,312</u></b>

(\*) FY 00/01 through FY 03/04 restated to include pension costs

**Village of Park Forest  
GENERAL FUND EXPENDITURES TRENDS  
FY 00/01 - FY 09/10**



**Village of Park Forest  
2009/2010 Budget**

**REVENUE (All Funds)**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>CHANGE</b>
General Fund					
Operating	18,527,196	17,843,292	17,897,534	18,120,991	2%
IRMA Surplus Distribution	75,172	0	0	0	0%
Aqua Center	570,395	377,781	356,135	349,722	-7%
Tennis and Health Club	392,059	389,550	379,150	376,250	-3%
Municipal Parking	199,904	201,000	170,511	170,900	-15%
Refuse	1,203,461	1,234,589	1,202,432	1,219,100	-1%
Water	4,949,795	5,314,498	5,157,269	5,321,000	0%
Sewer	1,143,248	1,224,230	1,195,198	1,336,560	9%
DownTown	1,238,158	1,008,978	1,053,562	1,004,449	0%
Capital Projects	380,978	955,000	955,000	105,000	-89%
MFT	1,001,721	940,000	778,400	1,742,700	85%
Housing Authority	3,108,816	3,551,231	3,410,802	3,527,496	-1%
CDBG-Cook	31,625	300,000	0	930,062	210%
Retirement Funds					
Police Pension	1,399,957	1,566,752	237,352	1,808,319	15%
Fire Pension	785,605	1,158,092	348,642	1,110,419	-4%
Bond Retirement	287,850	337,044	330,044	323,740	-4%
TIF	1,065,901	1,089,680	1,241,952	1,146,626	5%
Vehicle Services	960,652	855,600	912,891	835,759	-2%
Foreign Fire Insurance	<u>9,712</u>	<u>9,000</u>	<u>10,575</u>	<u>9,000</u>	0%
<b>Subtotal</b>	<b>37,332,205</b>	<b>38,356,317</b>	<b>35,637,449</b>	<b>39,438,093</b>	<b>3%</b>
Library	<u>1,751,818</u>	<u>1,831,393</u>	<u>1,831,393</u>	<u>1,899,600</u>	4%
<b>TOTAL FUNDS</b>	<b><u>39,084,023</u></b>	<b><u>40,187,710</u></b>	<b><u>37,468,842</u></b>	<b><u>41,337,693</u></b>	<b>3%</b>

**Village of Park Forest  
REVENUE (ALL FUNDS) BY SOURCE  
GASB 34 Presentation  
FY 07/08 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	3,693,566		11,121,661	2,687,591	351,890	251,034	75,172		421,454		18,602,368
Aqua Center	201,028		35,072			3,337	958	330,000			570,395
Tennis and Health Club	320,487					253	1,319	70,000			392,059
Municipal Parking	196,010					2,998	896				199,904
Refuse	1,186,036					10,491	6,934				1,203,461
Water	4,842,882	16,279				157,987	21,124		(88,477)		4,949,795
Sewer	1,112,421					26,502	4,325				1,143,248
DownTown	708,092					29,568	175,971	324,527			1,238,158
Capital Projects						205,978		175,000			380,978
MFT		947,871				48,945	4,905				1,001,721
Housing Authority		3,107,633				1,183					3,108,816
CDBG - Cook		31,625									31,625
Police Pension										1,399,957	1,399,957
Fire Pension										785,605	785,605
Bond Retirement			277,097			10,753					287,850
TIF			1,008,003			59,408	(1,510)				1,065,901
Vehicle Services	885,529					49,684	25,439				960,652
Foreign Fire Insurance							9,712				9,712
	<u>13,146,051</u>	<u>4,103,408</u>	<u>12,441,833</u>	<u>2,687,591</u>	<u>351,890</u>	<u>858,121</u>	<u>325,245</u>	<u>899,527</u>	<u>332,977</u>	<u>2,185,562</u>	<u>37,332,205</u>

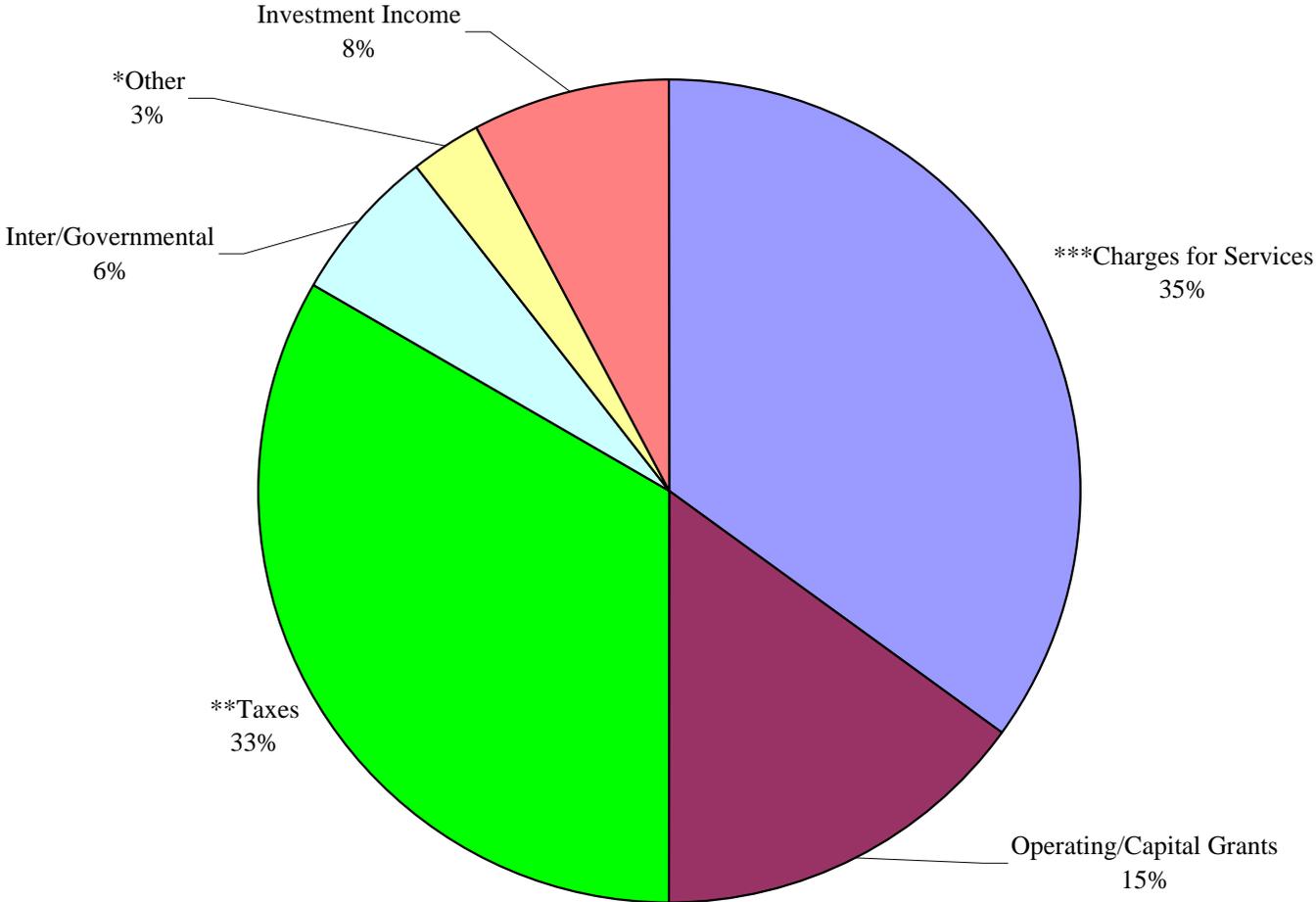
\*Taxes include Property, Sales, Utility and Real Estate Transfer Tax.

**Village of Park Forest  
REVENUE (ALL FUNDS) BY SOURCE  
GASB 34 Presentation  
FY 09/10 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	3,667,796		11,654,395	2,394,250	327,050	70,000			7,500		18,120,991
Aqua Center	174,750		33,472			1,500		140,000			349,722
Tennis and Health Club	301,250							75,000			376,250
Municipal Parking	170,000					900					170,900
Refuse	1,215,600					1,500	2,000				1,219,100
Water	5,301,000					20,000					5,321,000
Sewer	1,332,560					4,000					1,336,560
DownTown	656,922					15,000	8,000	324,527			1,004,449
Capital Projects								105,000			105,000
MFT		1,732,700				10,000					1,742,700
Housing Authority		3,525,496				2,000					3,527,496
CDBG - Cook		930,062									930,062
Police Pension										1,808,319	1,808,319
Fire Pension										1,110,419	1,110,419
Bond Retirement			321,740			2,000					323,740
TIF			1,131,626			15,000					1,146,626
Vehicle Services	825,759					10,000					835,759
Foreign Fire Insurance							9,000				9,000
	<u>13,645,637</u>	<u>6,188,258</u>	<u>13,141,233</u>	<u>2,394,250</u>	<u>327,050</u>	<u>151,900</u>	<u>19,000</u>	<u>644,527</u>	<u>7,500</u>	<u>2,918,738</u>	<u>39,438,093</u>

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

**Village of Park Forest  
Revenue (All Funds) by Source  
FY 09/10 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

**Village of Park Forest  
Oversight Responsibilities by Department  
2009/2010 Budget**

	<u>Administration/ Personnel/Finance/IT</u>	<u>Police</u>	<u>Fire</u>	<u>Health</u>	<u>Recreation &amp; Parks</u>	<u>Public Works</u>	<u>Econ. Dev. &amp; Planning</u>	<u>Community Development</u>
<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	
<b>MFT</b>	X					X		
<b>Housing Authority</b>	X							X
<b>CDBG-Cook</b>	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  
2009/2010 Budget**

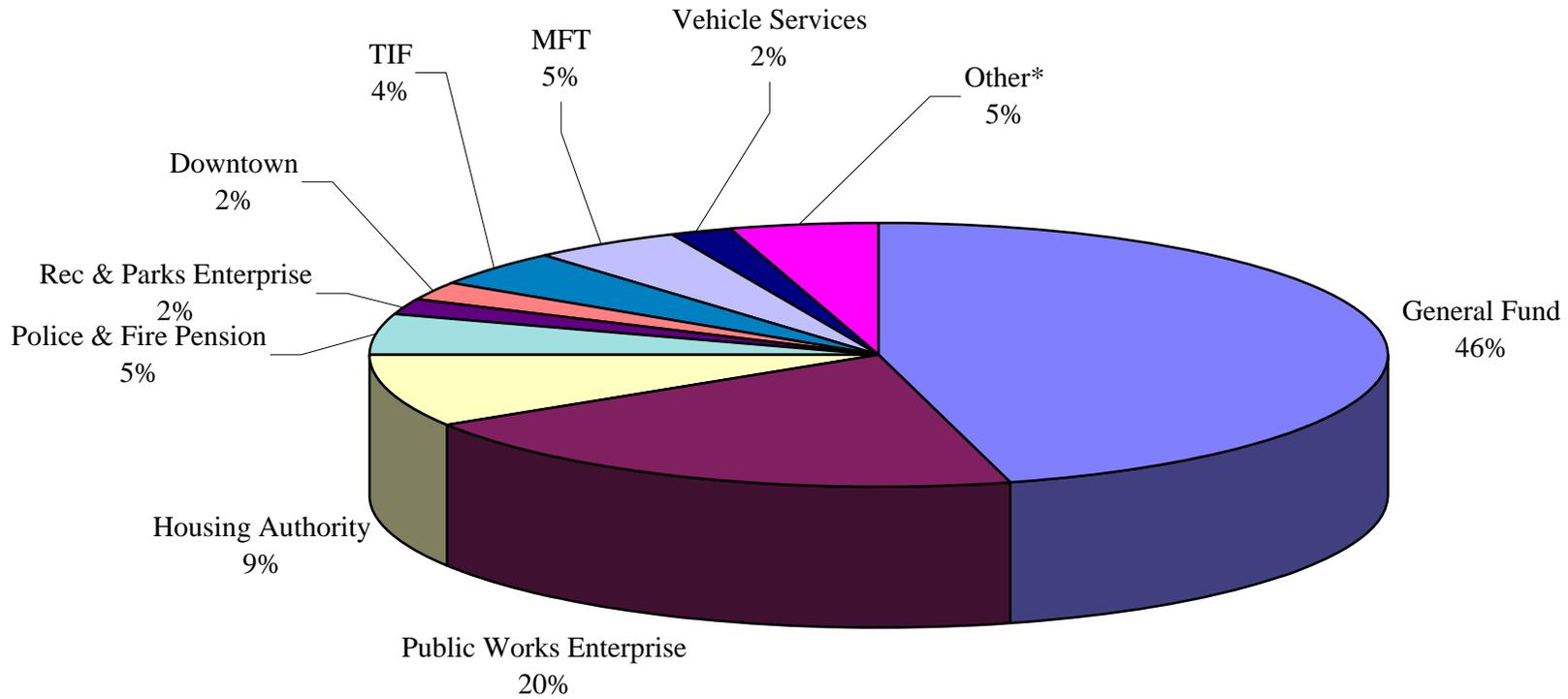
**EXPENDITURES (All Funds)**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
General Fund	17,121,481	19,020,042	18,167,725	18,488,312	-3%
Aqua Center	510,367	347,983	359,330	340,008	-2%
Tennis and Health Club	387,304	386,847	376,922	387,384	0%
Municipal Parking	201,800	269,483	213,865	226,588	-16%
Refuse	1,219,242	1,308,466	1,259,550	1,292,212	-1%
Water	4,657,511	5,455,704	5,187,390	5,655,812	4%
Sewer	643,886	832,542	786,576	1,302,492	56%
DownTown	1,017,500	987,238	906,445	1,010,378	2%
Capital Projects	531,615	1,084,557	149,665	695,000	-36%
MFT	974,327	1,083,348	815,472	1,979,130	83%
Housing Authority	3,381,327	3,628,886	3,421,480	3,606,756	-1%
CDBG-Cook	31,625	300,000	0	930,062	210%
Retirement Funds					
Police Pension	1,221,920	1,214,650	1,352,030	1,390,910	15%
Fire Pension	731,089	773,750	785,000	801,000	4%
Bond Retirement	320,668	317,079	317,079	317,051	0%
TIF	1,032,340	2,429,832	1,231,832	1,792,853	-26%
Vehicle Services**	858,635	861,670	869,740	832,367	-3%
Foreign Fire Insurance	14,404	9,000	9,000	9,000	0%
<b><u>Transfers from General Fund:</u></b>					
To Aqua Center	330,000	140,000	140,000	140,000	0%
To Tennis and Health Club	70,000	81,900	81,900	75,000	-8%
To DownTown	324,527	324,527	324,527	324,527	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>175,000</u>	<u>955,000</u>	<u>955,000</u>	<u>105,000</u>	-89%
<b>Subtotal</b>	<b>35,788,567</b>	<b>41,844,504</b>	<b>37,742,528</b>	<b>41,733,842</b>	<b>0%</b>
Library	<u>1,565,087</u>	<u>1,906,713</u>	<u>1,906,713</u>	<u>1,898,164</u>	0%
<b>TOTAL FUNDS***</b>	<b><u>37,353,654</u></b>	<b><u>43,751,217</u></b>	<b><u>39,649,241</u></b>	<b><u>43,632,006</u></b>	<b>0%</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  
Expenditures (All Funds)  
FY 09/10 Budget**



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

**Village of Park Forest**  
**EXPENDITURES (All Funds) SUMMARY**  
**FY 07/08 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	7,777,239	132,946	1,155,089	69,065	0	165,480	0	48,894	9,348,713
Overtime Salaries	723,078	4,377	131,291	2,334	0	0	0	14,397	875,477
Temporary/Part-time Salaries	595,797	<u>240,034</u>	<u>80,841</u>	<u>53,049</u>	<u>0</u>	0	0	<u>2,783</u>	972,504
IRMA Workers Comp Reimb.	<u>(109,103)</u>					<u>0</u>	<u>0</u>		<u>(109,103)</u>
<b>Total Personnel Services</b>	<b>8,987,011</b>	<b>377,357</b>	<b>1,367,221</b>	<b>124,448</b>	<b>0</b>	<b>165,480</b>	<b>0</b>	<b>66,074</b>	<b>11,087,591</b>
<b><u>Insurance Benefits</u></b>	1,088,102	0	154,172	15,880	0	18,613	0	0	1,276,767
<b><u>IRMA</u></b>	723,558	18,329	251,825	30,000	0	7,938	0	0	1,031,650
<b><u>Employee Support</u></b>	2,136,201	48,498	223,684	19,438	0	27,941	1,848,206	8,942	4,312,910
<b><u>Professional Services</u></b>	1,399,839	13,822	1,542,863	70,100	340,948	8,334	104,803	80,983	3,561,692
<b><u>Legal Services</u></b>	202,118	0	0	0	0	0	0	0	202,118
<b><u>Operating Supplies</u></b>	611,164	111,391	523,818	24,639	83,759	469	0	269,587	1,624,827
<b><u>Maintenance</u></b>	382,206	5,504	398,445	284,404	190,513	0	0	160,182	1,421,254
<b><u>Capital Outlays</u></b>	451,414	157,770	42,043	286,868	171,177	1,906	0	532,323	1,643,501
<b><u>Housing Assistance Payments</u></b>	0	0	0	0	0	3,120,646	0	0	3,120,646
<b><u>Depreciation</u></b>	0	10,794	690,025	117,051	0	0	0	314,824	1,132,694
<b><u>Debt Service</u></b>	0	0	0	857,991	0	0	0	146,963	1,004,954
<b><u>Interest Expense</u></b>	0	21,896	405,523	0	0	0	0	173,801	601,220
<b><u>Transfers to Other Funds</u></b>	909,527	37,840	682,376	0	0	30,000	0	0	1,659,743
<b><u>Miscellaneous</u></b>	348,817	1,309	30,666	9,181	0	0	0	0	389,973
<b><u>Leases and Rentals</u></b>	590,696	4,800	170,177	9,000	116,991	0	0	0	891,664
<b><u>Utilities</u></b>	<u>222,354</u>	<u>88,361</u>	<u>239,601</u>	<u>200,840</u>	<u>70,939</u>	<u>0</u>	<u>0</u>	<u>3,268</u>	<u>825,363</u>
<b>TOTAL</b>	<b>18,053,007</b>	<b>897,671</b>	<b>6,722,439</b>	<b>2,049,840</b>	<b>974,327</b>	<b>3,381,327</b>	<b>1,953,009</b>	<b>1,756,947</b>	<b>35,788,567</b>

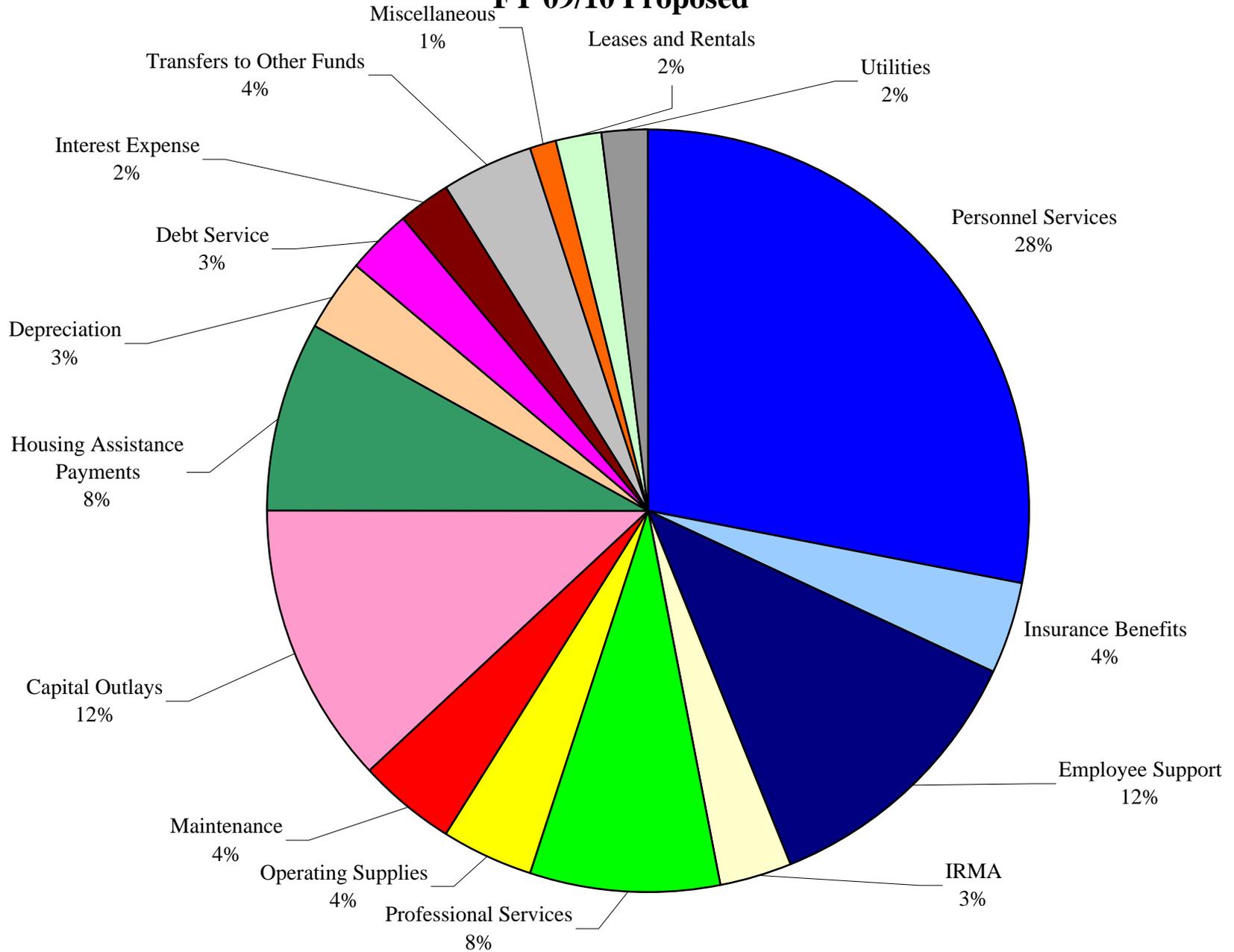
\*Other includes: Capital Projects, CDBG-Cook, Bond Retirement, Vehicle Services and Foreign Fire Insurance

**Village of Park Forest**  
**EXPENDITURES (All Funds) SUMMARY**  
**FY 09/10 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	8,316,606	96,050	1,250,056	83,687	0	179,861	0	46,888	9,973,148
Overtime Salaries	717,058	3,700	159,810	2,533	0	0	0	15,418	898,519
Temporary/Part-time Salaries	<u>579,264</u>	<u>276,900</u>	<u>99,158</u>	<u>71,794</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,028,616</u>
<b>Total Personnel Services</b>	<b>9,612,928</b>	<b>376,650</b>	<b>1,509,024</b>	<b>158,014</b>	<b>0</b>	<b>179,861</b>	<b>0</b>	<b>63,806</b>	<b>11,900,283</b>
<b><u>Insurance Benefits</u></b>	1,407,005	0	194,133	19,723	0	23,590	0	0	1,644,451
<b><u>IRMA</u></b>	934,678	25,813	363,267	30,000	0	11,659	0	0	1,365,417
<b><u>Employee Support</u></b>	2,517,610	49,504	260,981	26,640	0	36,427	2,076,910	9,620	4,977,692
<b><u>Professional Services</u></b>	1,269,618	9,080	1,656,657	34,500	83,250	10,525	115,000	35,300	3,213,930
<b><u>Legal Services</u></b>	179,865	0	0	0	0	0	0	0	179,865
<b><u>Operating Supplies</u></b>	491,316	81,500	639,700	20,300	152,210	1,000	0	236,500	1,622,526
<b><u>Maintenance</u></b>	354,076	10,300	573,000	238,000	229,068	0	0	174,853	1,579,297
<b><u>Capital Outlays</u></b>	547,280	22,500	641,800	945,000	1,389,250	1,900	0	1,575,762	5,123,492
<b><u>Housing Assistance Payments</u></b>	0	0	0	0	0	3,310,794	0	0	3,310,794
<b><u>Depreciation</u></b>	0	11,628	824,894	129,601	0	0	0	370,888	1,337,011
<b><u>Debt Service</u></b>	0	0	0	979,853	0	0	0	141,894	1,121,747
<b><u>Interest Expense</u></b>	0	9,569	581,776	0	0	0	0	174,857	766,202
<b><u>Transfers to Other Funds</u></b>	654,527	38,640	813,802	0	0	30,000	0	0	1,536,969
<b><u>Miscellaneous</u></b>	345,303	1,700	32,870	11,000	0	1,000	0	0	391,873
<b><u>Leases and Rentals</u></b>	615,363	3,508	148,000	9,000	54,348	0	0	0	830,219
<b><u>Utilities</u></b>	<u>235,270</u>	<u>87,000</u>	<u>237,200</u>	<u>201,600</u>	<u>71,004</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>832,074</u>
<b>TOTAL</b>	<b>19,164,839</b>	<b>727,392</b>	<b>8,477,104</b>	<b>2,803,231</b>	<b>1,979,130</b>	<b>3,606,756</b>	<b>2,191,910</b>	<b>2,783,480</b>	<b>41,733,842</b>

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

**Village of Park Forest  
Expenditures (All Funds) Summary  
FY 09/10 Proposed**



## **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 2008/2009 with a total unreserved Fund Balance of \$7,273,327 and encumbrances of \$811,444.

Revenue has a positive impact on the General Fund balance while expenditures have a negative impact. It is estimated that expenditures for Fiscal Year 2008/2009 will exceed revenues by \$1,803,618. For Fiscal Year 2009/2010, expenditures will exceed revenues by \$1,043,848 after transfers. This was anticipated by the Board when property taxes were levied. The Board chose to utilize fund balance to minimize tax increases and levied a 3% increase for general operations. Despite utilizing reserves to cover the difference between revenues and expenditures, a reserve equal to 3.3 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. The \$100,000 support transfer to the DownTown is \$100,000 lower than in 2003/2004. 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.

The ending Fund Balance for Fiscal Year 2008/2009 represents a 4 month ending fund balance reserve. The reserve in excess of three months was utilized to reduce the 2008 tax levy increase and provide support transfers to various Enterprise Funds. Board approved fiscal policies mandate a three to four month reserve to fund cash flow shortages. The ending fund balance presented for Fiscal Year 2009/2010 is at 3.3 months reserve.

Following the one page Fund Summary are summaries for each of the Enterprise or Special Revenue funds. Each of these Fund Summaries show the Beginning Net Assets or Fund Balance, Revenues and Expenditures for that fund and the Ending Net Assets or Balance. The Aqua Center no longer has a negative Net Assets.

**Village of Park Forest  
2009/2010 Budget**

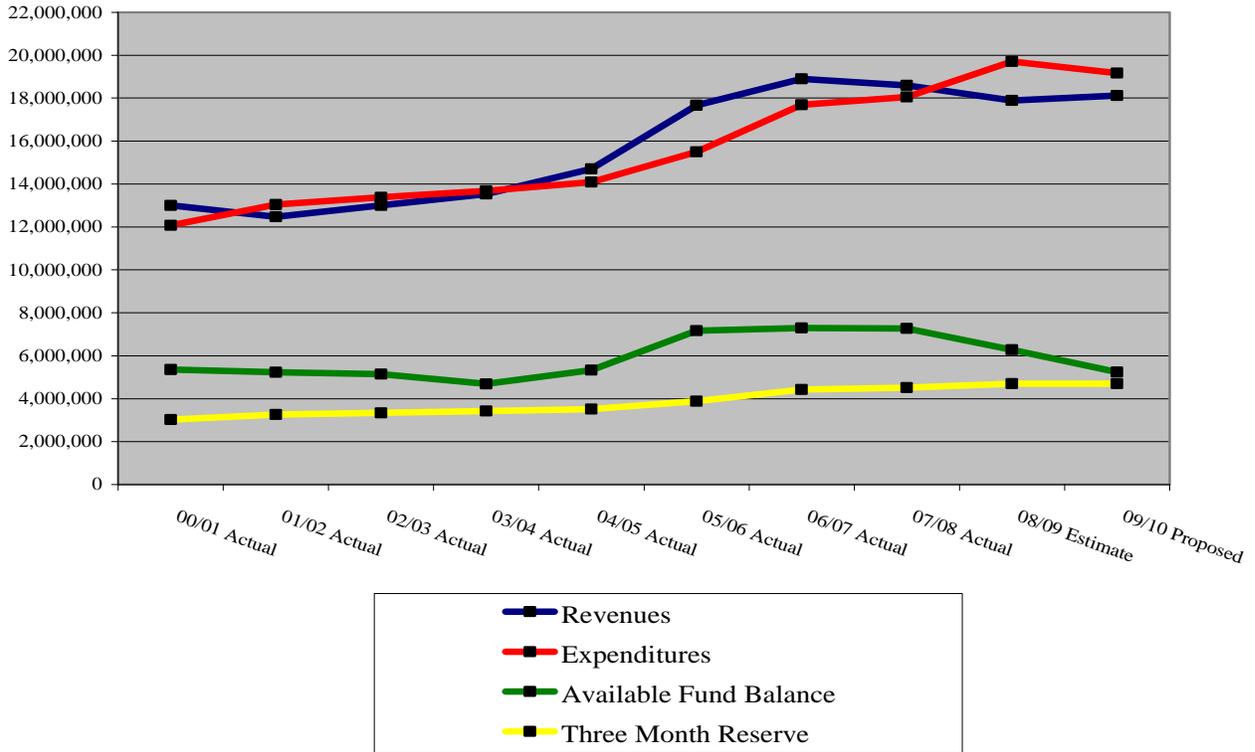
**GENERAL FUND SUMMARY**

	<b>FY 08/09 ESTIMATED</b>	<b>FY 09/10 PROPOSED</b>
Beginning Unreserved General Fund Balance (6/30/08)	<b>7,273,327</b>	<b>6,281,153</b>
Encumbrances	811,444	
Operating		
Revenues	17,897,534	18,120,991
Expenditures - Departments	(18,167,725)	(18,488,312)
Transfers -		
Downtown - CAM	(224,527)	(224,527)
- Support	(100,000)	(100,000)
Aqua Center	(140,000)	(140,000)
Tennis & Health	(81,900)	(75,000)
PPRT - Pension Funds	(22,000)	(22,000)
Library	(10,000)	(10,000)
Capital Projects		
- Land Banking	(55,000)	(55,000)
- Signage	(50,000)	(50,000)
- Marshall Fields Demolition	(500,000)	
- Village Green Service Facility	(350,000)	
Annual Overage(Shortfall)	(1,803,618)	(1,043,848)
<b>Net Adjusted Fund Balance*</b>	<b><u>6,281,153</u></b>	<b><u>5,237,305</u></b>

\* One month of expenditures equal \$1,565,000. A three month reserve in expenditures would be \$4,695,000.

The Board's desired goal is a three to four month reserve. The ending reserve represents 3.3 months' expenditures.

## General Fund Comparative Revenue, Expenditures and Fund Balance



This graph shows the relationship of General Fund revenues, expenditures and fund balance. In 2001 through 2004 expenditures exceeded revenues, as the economy suffered and income tax and sales taxes declined. Property taxes were held to a 2.9% increase. To offset this declining revenue the fund balance was utilized. The Board adopted a fiscal policy mandating the maintenance of a three to four month reserve balance. The three month 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 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  
2009/2010 Budget**

**FUND SUMMARY**

	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>
 <b><u>Aqua Center*</u></b>		
Beginning Net Assets	62,097	58,902
Revenue	356,135	349,722
Expenses	<u>359,330</u>	<u>340,008</u>
Ending Net Assets	58,902	68,616
 <b><u>Tennis &amp; Health*</u></b>		
Beginning Net Assets	132,092	134,320
Revenue	379,150	376,250
Expenses	<u>376,922</u>	<u>387,384</u>
Ending Net Assets	134,320	123,186
 <b><u>Municipal Parking**</u></b>		
Beginning Net Assets	851,595	808,241
Revenue	170,511	170,900
Expenses	<u>213,865</u>	<u>226,588</u>
Ending Net Assets	808,241	752,553
 <b><u>Refuse**</u></b>		
Beginning Net Assets	349,991	292,873
Revenue	1,202,432	1,219,100
Expenses	<u>1,259,550</u>	<u>1,292,212</u>
Ending Net Assets	292,873	219,761

\* 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  
2009/2010 Budget**

**FUND SUMMARY**

	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>
<b><u>Water Fund**</u></b>		
Beginning Net Assets	12,791,291	12,761,170
Revenue	5,157,269	5,321,000
Expenses	<u>5,187,390</u>	<u>5,655,812</u>
Ending Net Assets	12,761,170	12,426,358
<b><u>Sewer Fund**</u></b>		
Beginning Net Assets	3,025,687	3,434,309
Revenue	1,195,198	1,336,560
Expenses	<u>786,576</u>	<u>1,302,492</u>
Ending Net Assets	3,434,309	3,468,377
<b><u>DownTown</u></b>		
Beginning Net Assets	2,080,321	2,227,438
Revenue	1,053,562	1,004,449
Expenses	<u>906,445</u>	<u>1,010,378</u>
Ending Net Assets	2,227,438	2,221,509
<b><u>Capital Projects</u></b>		
Beginning Fund Balance	134,665	940,000
Revenue	955,000	105,000
Expenses	<u>149,665</u>	<u>695,000</u>
Ending Fund Balance	940,000	350,000
<b><u>MFT***</u></b>		
Beginning Fund Balance	1,360,314	1,323,242
Revenue	778,400	1,742,700
Expenditures	<u>815,472</u>	<u>1,979,130</u>
Ending Fund Balance	1,323,242	1,086,812

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

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

**Village of Park Forest  
2009/2010 Budget**

**FUND SUMMARY**

	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>
 <b><u>Housing Authority</u></b>		
Beginning Fund Balance	449,027	438,349
Revenue	3,410,802	3,527,496
Expenditures	<u>3,421,480</u>	<u>3,606,756</u>
Ending Fund Balance	438,349	359,089
 <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	16,676,827	15,562,149
Revenue	237,352	1,808,319
Expenditures	<u>1,352,030</u>	<u>1,390,910</u>
Ending Net Assets	15,562,149	15,979,558
 <b><u>Fire Pension</u></b>		
Beginning Net Assets	8,864,111	8,427,753
Revenue	348,642	1,110,419
Expenditures	<u>785,000</u>	<u>801,000</u>
Ending Net Assets	8,427,753	8,737,172
 <b><u>Bond Retirement</u></b>		
Beginning Fund Balance	309,915	322,880
Revenue	330,044	323,740
Expenditures	<u>317,079</u>	<u>317,051</u>
Ending Fund Balance	322,880	329,569

**Village of Park Forest  
2009/2010 Budget**

**FUND SUMMARY**

	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>
 <b><u>TIF Funds</u></b>		
Beginning Fund Balance	1,315,087	1,325,207
Revenue	1,241,952	1,146,626
Expenditures	<u>1,231,832</u>	<u>1,792,853</u>
Ending Fund Balance	1,325,207	678,980
 <b><u>Vehicle Services</u></b>		
Beginning Net Assets	2,368,612	2,411,763
Revenue	912,891	835,759
Expenses	<u>869,740</u>	<u>832,367</u>
Ending Net Assets	2,411,763	2,415,155
 <b><u>Foreign Fire Insurance***</u></b>		
Beginning Fund Balance	2,759	4,334
Revenue	10,575	9,000
Expenditures	<u>9,000</u>	<u>9,000</u>
Ending Fund Balance	4,334	4,334

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

## **Village of Park Forest 2009/2010 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 and, most recently, a new water plant. 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. Proceeds from this sale will be used in part to renovate and maintain the Aqua Center and for Police Station growth. 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.

For Fiscal 2009/2010, the Village will again embark on several major capital projects. Capital spending is detailed in the following schedule. Highlights are as follows:

#### **Water Plant and Infrastructure**

Included in the 2009/2010 Budget is an additional part-time maintenance worker to assist with the added maintenance of the larger plant. Chemical costs have increased 54% with the new water plant, as has sludge removal increased 25%. These cost increases are a result of the new plant process and the overall increasing costs seen in some supply areas. The debt service payments for the new water plant began January 2008 and are reflected in the budget. Also reflected in capital for the water fund is a \$3,450,000 water main replacement project and the associated debt service. The Village is currently applying for an IEPA loan which is being supported by stimulus funding. The end result may reduce debt service payments. Receipt of stimulus funds could also impact the availability of funds for additional infrastructure projects.

## **Dog Park**

In Fiscal 2008/2009 \$25,000 was budgeted for a dog park. In order to establish a dog park several issues needed to be considered. Based on preliminary evaluation it has been determined that requiring a membership will ensure better maintenance and use. Disposal of waste materials was resolved. Monitoring and maintaining the park will now become an ongoing new program. Personnel have been assigned to record membership information and resolve user issues. Public comment was solicited and a location of Winnebago Park identified. Operation of the new "Park Forest Bark District" will begin after construction of the fencing and a water fountain. The grand opening is scheduled for June 2009.

## **DownTown Park Forest**

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 buildout 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 with \$100,000 in transfers and Common Area Maintenance charges.

## **Legacy Square/Cunningham Final Lift on Road**

Included in the Public Works and TIF funds is the restoration of the road base and the final lift on the roads in Legacy Square. As part of the redevelopment agreement with Bigelow Homes, the Village agreed to contract and oversee this work with the final lift portion to be reimbursed by Bigelow. The Public Works Department will be tasked with securing engineering and preparing bids while the Finance Department will bill and recover associated costs. Likewise, an agreement with the School House Manor homeowners is being developed to construct a final lift on Cunningham and receive reimbursement from the homeowners.

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

With the 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. 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. This initiative will increase maintenance and legal costs. The budgeted dollars for this endeavor is located in the Capital

Projects Fund. By summer of 2009, the Village will have acquired the Wildwood School site. Evaluation of the building and determination of renovation or demolition will occur during 2010. This analysis will include the operating impact of capital expenditures.

The Economic Development Department is also researching additional ways to acquire residential properties with the hope of implementing the Strategic Plan for Land Use and Economic Development. These acquisitions will also be assessed for operating cost impacts.

### **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 2009/2010 Budget, four police squad cars, a 2½ ton dump truck in Public Works and two salt spreaders 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  
2009/2010 Budget**

**CAPITAL EXPENDITURES BY DEPARTMENT**

**General Fund Departments**

Administration

Computer Replacement (Administration)	4,300	
Laptop Computers (Trustees)	7,500	
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>	76,100

Police

Computer Upgrades & Associated Hardware	10,700	
Portable Radios	<u>20,000</u>	30,700

Fire

Computer System Upgrade	23,800	
Replacement Fire Hose	5,000	
Protective Clothing	11,250	
SCBA Air Bottles	3,900	
Fire Station Furnishings	3,030	
Gas Meters	<u>3,300</u>	50,280

Health

Computer Replacement	3,800	
Patient Care Equipment	<u>1,200</u>	5,000

Recreation and Parks

Computer Replacements	4,400	
Replace Blinds/Paint Steel Window Frames	10,000	
Replace Outfield Poles Central Park	9,000	
Resurface Walkways - various parks	11,000	
Recreation Center Equipment	<u>10,000</u>	44,400

**Village of Park Forest  
2009/2010 Budget**

<u>Building and Grounds</u>		
Re-roof Thorn Creek Nature Center	30,000	
Emergency Repairs	<u>20,000</u>	50,000
<u>Public Works</u>		
Fire Alarm System for New Equipment	15,000	
Storage Facility		
Final Lift Legacy Square	103,000	
Final Lift Cunningham	54,100	
Computer Replacement	3,800	
Utility Poles	30,000	
Outfit DPW Shop	<u>23,000</u>	228,900
<u>Economic Development and Planning</u>		
Computer Replacement	<u>2,500</u>	2,500
<u>Community Development</u>		
Computer Replacement	4,400	
Pen System	<u>55,000</u>	<u>59,400</u>
<b>Total General Fund</b>		<b>547,280</b>
<u>Enterprise Funds</u>		
<u>Aqua Center</u>		
Replace Ice Machine	6,500	
Replace Two Chlorinators	<u>8,500</u>	15,000
<u>Tennis and Health</u>		
Tuckpointing and Lighting Repairs	<u>7,500</u>	7,500

**Village of Park Forest  
2009/2010 Budget**

Municipal Parking

Replace Card Reader	<u>20,000</u>	20,000
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Water

Computer Replacement	5,400	
Interim Remediation	100,000	
Water Plant SCADA System Improvements	20,000	
Well #5 Maintenance	50,000	
Rebuild Well #5 Well House	50,000	
Install Lime Residuals Mixing Equipment	50,000	
Design Engineering - Water Main Replacement	50,000	
Water Main Replacement	3,450,000	
Construction Engineering - Water Main Replacement	54,000	
Replace Fire Hydrants	40,000	
Commercial Meter Evaluation	<u>26,400</u>	
		3,895,800

Sewer

Sanitary Sewer Reconstruction	450,000	
Manhole Rehabilitation Program	375,000	
Correct Cross Connections found in Flood Testing	25,000	
Update Sanitary Overflow Facility	<u>657,000</u>	
		<u>1,507,000</u>

<b>Total Enterprise Funds</b>		<b>5,445,300</b>
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**DownTown Park Forest**

Signage Grant Program	10,000	
Way Finding	10,000	
Mural Project	15,000	
Second Floor Office Windows	20,000	
Computer Upgrade	2,000	
Tenant Buildout 3,000 sq. ft. @ \$30	<u>90,000</u>	
<b>Total DownTown Park Forest</b>		<b>147,000</b>

**Capital Projects**

Marshall Fields Demolition	500,000	
Major Sign Initiative	100,000	
Land Acquisition	<u>25,000</u>	
<b>Total Capital Projects</b>		<b>625,000</b>

**Village of Park Forest  
2009/2010 Budget**

**Motor Fuel Tax Fund**

Replace Streetlights on Indianwood Section I Const.	158,250	
Replace Streetlights on Indianwood Section II Const.	125,000	
Thorn Creek Bridge Design (Rebudget from prior year)	80,000	
Replace Thorn Creek Bridge, Phase II Design	65,000	
Orchard Phase II Design (Rt. 30 to Sauk Trail)	486,000	
Design & Construction Sauk to Lakewood Resurfacing	<u>475,000</u>	
<b>Total Motor Fuel Tax Fund</b>		<b>1,389,250</b>

**Housing Choice Voucher Program**

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

**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	600,000	
Legacy Square Road Base Repair	<u>198,000</u>	
<b>Total TIF Downtown</b>		<b>798,000</b>

**Vehicle Service Fund**

Four Squads	110,000	
Two Leased Marked Squads	9,600	
2-1/2 Ton Dump Truck #603	105,000	
Two salt spreaders for 1 ton pickups (rebudgeted)	<u>11,000</u>	
<b>Total Vehicle Services</b>		<b><u>235,600</u></b>

<b>Total Village Capital Expenditures</b>		<b>10,119,392</b>
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## **Village of Park Forest 2009/2010 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  
2009/2010 Budget**

**ADMINISTRATIVE  
MANAGER'S OFFICE**

**DEPARTMENT FUNCTION:**

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

The Village Manager supervises all of the departments of the Village, which include Finance, Police, Fire, Public Works, Water, Health, Recreation and Parks, Sewer, Economic Development and Planning, Community Development and General Administration. The Manager is responsible for the efficient administration of the Village according to the scope of his position as set forth by the Illinois Compiled Statutes and Ordinances of the Village of Park Forest. The Manager is responsible for the staffing of the Village Board meetings as well as the various Board Committees, is the Executive Board Chair of the SouthCom combined dispatch agency, is actively involved on three committees of the South Suburban Mayors and Managers Association, and two committees 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, which acts as a broker and third party administrator. The Director of Personnel/Assistant to the Village Manager also serves as the Village's delegate to the Intergovernmental Risk Management Agency (IRMA), the Village's risk management pool. In addition to chairing or staffing the Village's Employee Communications Committee, Safety Committee/Accident Review Board and being Co-Manager of the Village's Farmer's Market, the 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. The Director of Personnel/Assistant to the Village Manager is also responsible for updating the Village's Public Announcements on cable access channels 4 (Comcast) and 99 (ATT).

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 and the Village website, 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.

## **ACCOMPLISHMENT OF 2008/2009 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 and the various educational sessions as part of this event.*

*The Plan Commission enrolled in trainings on long range planning and the application of zoning and subdivision ordinances. The sessions were sponsored by the Chicago Metropolitan Agency for Planning (CMAP).*

*The Mediation Task Force participated in the annual Neighborhood Block Party held by Calvary United Protestant Church in September 2008. Their participation was in support of Good Neighbor Day.*

*A Commission recognition event took place and various Commissions have taken the opportunity to describe their major accomplishments of the year with their respective annual updates provided to the Village Board.*

*The Commission on Human Relations awarded the Good Egg Award to two honorees in July 2008.*

*Neighborhood Meetings were conducted with residents of West Lincolnwood (at Indiana School), those living south of Sauk Trail (Hope Lutheran Church) and in the single family homes of Will County (Talala School). The session at Indiana School aimed at enhancing resident awareness of and participation in the Park Forest Scenic 5 and More. Additionally, the Recreation & Parks Department and Advisory Board conducted a neighborhood meeting for residents in the vicinity of Winnebago Park to discuss the planning and logistics related to the site of the Village's new Dog Park.*

*A property tax appeal workshop for Cook County residents was conducted in February 2009 at Freedom Hall and was facilitated by the Cook County Board of Review. The session aimed at helping residents better understand the tax assessment and taxpayer appeal processes. A similar workshop is planned to be scheduled in late 2008/2009 for Will County residents of the Village.*

*The Senior Commission in conjunction with the Rotary Club and Rich Township Senior Center held its Fourth Annual Senior Fair. The 5<sup>th</sup> Annual event will take place in late 2008/2009.*

*In March 2009, the Village was presented with both the Distinguished Budget Award and Certificate of Achievement for Excellence in Financial Reporting. Both recognitions were presented by the Illinois Government Finance Officer's Association and exemplify the Village Staff's diligence in oversight of property tax dollars and full disclosure to the residents of the community.*

*The Fire Department developed and implemented a customer satisfaction survey based upon a true random sampling of the emergency and non-emergency responses to the community. Responses received to-date support that Fire Department customers are very satisfied with the service provided to them.*

*In continuing to invest in the professional development of all Management Staff and personnel, 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 Village Trustees and Staff attended training sessions on various*

*levels of National Incident Management (NIMS). The Director of Public Relations recently began his second semester of coursework in the Integrated Marketing Communications program at Northwestern University. A Police Commander will attend the national FBI Academy beginning in the spring of 2009. Other members of the Management team have attended state or national training sessions associated within the areas of finance, police, planning, fire, public works and labor relations.*

*In an effort to reinstate or improve the Fire Department's ISO rating to a class five, the Fire Captain attended a two-day class outlining what fire departments need to know and what tools are available to assist them in modifying their communities ISO rating.*

*The Police Department coordinated the East Side sports club annual neighborhood softball event in August 2008, complete with an Eastgate neighborhood Hot Dog BBQ with the Police Department and other Village Officials. This event was very well attended by residents, staff and Board members.*

*As part of implementation of the Crime Free Housing/Community Policing initiative, Police Department has organized and trained police staff to inspect and register the 1100 rental units/licenses that will be issued in order to comply with the newly adopted Crime Free Housing Ordinance. The Department of Community Development has participated in at least four training seminars. To date, more than 57% of the landlords have participated and are now registered in the Crime Free Housing Program.*

*Village Staff continues to explore new and unique ways to expand recruiting so as to build an organization that reflects the citizenry makeup of Park Forest. Recruiting efforts for all positions strive to diversify the municipal work force. Consistent efforts to this effect have resulted in almost half of all full-time hires since 1998 being of a diverse nature pending the specific needs of each job recruitment.*

*The Mayor and Village Manager continued their participation in diversity-focused brainstorming sessions in 2008/2009 as sponsored by Diversity, Inc., South Suburban Mayors and Managers Association and the Metropolitan Mayors Caucus. A session took place in Addison in November 2008 as a follow up session from May 2008 in South Holland. Additionally, Park Forest has been tapped to present its successes in embracing diversity at an upcoming diversity session to be sponsored by the Metropolitan Mayors Caucus.*

**2. Become a change agent for amending the state formula for allocating funds to school districts.**

*This issue was included in the Village Board's 2009 Legislative Agenda and was shared with Park Forest-area legislators at the December 2008 Legislative*

*Breakfast that took place at the Village Hall. Legislators in attendance for the session included Representatives Al Riley and George Scully and Senator Toi Hutchinson. The issue was also included in the Village's discussion points when meeting with legislators at another breakfast with legislators in April 2009.*

*The Village was successful in keeping this issue the primary focus of importance for the entire membership of South Suburban Mayors and Managers Association (SSMMA). This included making this the headline issue of the SSMMA's 2009 Legislative Agenda and the packet of materials forwarded to State Representatives and Senators for all 42 communities which make up the SSMMA council of governments.*

*In an effort to enhance public awareness of this issue, a comprehensive article was produced for Discover Magazine that highlighted the December 2008 Legislative Breakfast and dissected the average property tax bill in Park Forest and itemized those services rendered from the Village's portion of the bill.*

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

*The Strategic Plan for Land Use and Economic Development was approved by the Board in November 2008 and was adopted as the "official comprehensive plan" of the Village. Initial steps to implement its short term recommendations will include acquisition of residential parcels that are vacant due to the demolition of substandard homes and/or HUD foreclosed homes. Additionally, Village Staff will apply for a grant from the Illinois Department of Commerce and Economic Opportunity for the implementation of short range goals included within the 211<sup>th</sup> Street Transit Oriented Development Study which is a top priority of the Strategic Plan for Land Use and Economic Development.*

*In March 2009, the Village completed the acquisition of the former Wildwood School property as it was sought from the control of a previous owner who did not pay a full amount of property taxes in 2004 and 2006. The Department of Economic Development and Planning participated in the court proceedings on the petition for a tax deed starting in the fall of 2008. With control of the facility, the Village will now assess its viability and potential options for re-use and/or redevelopment.*

*To help facilitate the redevelopment of 30 South Street (formerly known as Creative Cabinets) by Star Disposal, a building permit was issued in September 2008 for a comprehensive renovation.*

*As part of its due diligence in actively marketing for sale the property at 2330 Western Avenue (formerly known as Plaza Flowers), it was determined that the structure was in a much deteriorated condition. As such, the building was*

*demolished in December 2008. It is expected that this demolition will make the vacated parcel that much more attractive in the Village's marketing efforts.*

*In focusing on the marketing and sale of properties in Business Park, Economic Development and Planning Staff met with the major businesses and property owners to identify possible related businesses that may be considering expansion. A presentation was made at an event sponsored by the Cook County Tax Reactivation Project about the development opportunities in Business Park. Additionally, the Village is in the final stages of actively pursuing the re-acquisition of the deed to Lot 60 from the Cremation Society of Illinois.*

*Staff worked to facilitate the initial stages of development of Hidden Meadows, a 60+ acre of property on the southwest corner of the Village, which would render 250 – 300 new single-family homes, town homes and condominiums. In June 2008, a Concept Plan was reviewed by Staff, the Plan Commission, and the Board of Trustees. In September 2008, Staff and the Plan Commission conducted a second review of specific details on the Concept Plan to provide additional guidance to the developer prior to their submittal of a preliminary plat and planned unit development application. In November 2008, the developer submittal formal applications for review of the preliminary plat, planned unit development, and rezoning. In early 2009 the Village met with the preferred developer, Lake Shore Investors, to discuss the impacts of the stalled housing market. Additional discussions will be held in late 2008/2009 as the schedule for development is further reviewed.*

*In September 2008 the Fire Department completed the development of residential fire sprinkler ordinance covering all new residential development or existing residential properties damaged more than 50 percent of their value. An ordinance was adopted by the Village Board. This life-saving initiative was highlighted on the Village website, in Discover Magazine and in the Illinois Municipal Review magazine.*

*The creation of a new resident recruitment folder, new resident handbook and business recruitment folder has been completed. Five hundred new business recruitment folders were distributed at various International Council of Shopping Center events, other business promotion events and through direct mailings. The Public Relations Director will continue to infuse this marketing campaign in upcoming e-mail campaigns and print pieces. Business recruitment advertisements were placed in Shopping Centers Today, a publication of the International Council of Shopping Centers, prior to the October 2008 Chicago Deal Making event, the February 2009 ICSC Alliance event also in Chicago, and the Spring 2009 ICSC Spring Convention in Las Vegas.*

*Village Staff continued its work in the redevelopment of DownTown Park Forest by marketing vacant space. In particular, Staff is actively pursuing a family restaurant*

*operator and an owner/operator for an Ace Hardware Store. New tenants to Village-owned property in the DownTown in 2008/2009 include Quality Classic Health and Fitness Center and Gainer's Gymnastics. Work continues on this long range project as the Staff continues marketing vacant space and evaluating lease agreements with the end goal of establishing comparability in the real estate market. The Village-owned buildings in DownTown Park Forest have achieved 83 percent occupancy. Overall, the occupancy level in DownTown Park Forest is 70 percent.*

*Downtown Park Forest was awarded the 2008 Community Vision Project Award for excellence in design and diversity of uses, transportation/mobility/accessibility; environment; community assets, and location. This award is sponsored by the Urban Land Institute-Chicago, the Metropolitan Planning Council, the Metropolitan Mayors Caucus, and the Home Builders Association of Greater Chicago.*

*The Village continued its support of large commercial developers in the community (Matanky Realty, Nassimi Realty Corporation) in their efforts to bring new business to their respective shopping centers. This support included attendance at International Council of Shopping Centers events at the regional and national levels. To facilitate the opening of a new grocery store (Orchard Fresh Market) at Orchard Park Plaza, an economic incentive was approved by the Village Board. Orchard Fresh Market opened in March 2009 and Village Staff has begun to assist the new grocer, where and when appropriate, in marketing the business to Village residents. Another new business at Orchard Park Plaza, Nu Tech Auto, opened in early 2009 and Village Staff has begun working with Matanky Realty on a potential package liquor store. The Village also took action to revise its code of ordinances to facilitate the potential for a State of Illinois food production facility to take up occupancy at Orchard Park Plaza.*

*To help enhance public awareness of services and shops available in DownTown Park Forest, Village Staff has continued its work on implementation of way-finding signs. The first wave of these signs were installed along Sauk Trail and feeder streets from this thoroughfare into the Downtown. Additional work with the Illinois Department of Transportation has taken place to meet their design guidelines so the Village can continue installation of way-finding signs along Western Avenue and Route 30/Lincoln Highway and the local feeder streets from these thoroughfares into the DownTown. Additionally, Staff has begun preliminary work on the creation and installation of a new pylon sign on Route 30 at Orchard Drive to promote the anchor businesses in the DownTown. Work on this project will take place in late 2008/2009 pending availability of Village funding and private business contributions. Also related to enhancing public awareness, the first DownTown mural was completed and dedicated in July 2008. The Department of Economic Development and Planning and the DownTown Management Office will continue their work with the Mural Project Committee to install subsequent murals in 2009/2010 and beyond pending the availability of Village funds and/or donations.*

*The Village has been an active participant in the South Suburban Housing Collaborative, which seeks to maximize the federally-allocated Neighborhood Stabilization Program funds that are provided to Southland communities and distribute them in a manner that creates the greatest benefit.*

*As of March 2009, Village Staff is reviewing plans for a new entertainment center and night club at 23450 S. Western Avenue (the former Ricketts medical office building). Redevelopment of this parcel is expected to begin with the demolition of the existing building down to the foundation.*

*The Village hired a commercial broker to seek buyers for the Village-owned property at 202 Forest Boulevard (the Chase Bank building). Staff will recommend a specific buyer to the Board of Trustees in the spring of 2009.*

*At the time of printing this document, the Village had secured \$600,000 in Community Development Block Grant funding to aid with the demolition of the former Marshall Fields building.*

*The Village has taken positive steps to encourage commercial property owners, contractors and residential builders to utilize a diverse workforce. Clauses for such business practices are a regular component of development projects.*

#### **4. Maintain Village services and infrastructure.**

*The Village worked in tandem with the Illinois Department of Transportation (IDOT) to complete the reconstruction of Western Avenue. This project included the relocation of Village water mains conflicting with the widening of Western Avenue. The Village funded portions of the project related to traffic signal, emergency vehicle preemptions and street lighting. Full completion of the project, including landscape restoration and the planting of nearly 100 new trees, is expected by the end of 2008/2009.*

*The Village Board supported the Department of Public Works in their efforts to address aging public infrastructure by authorizing funding to accommodate three million dollar's worth of water main replacement. This project will begin in late 2008/2009 and will include water pressure suppression valves at various water towers and stand pipes in the community to help maintain a lower pressure within the water distribution system. Also, construction was completed on a new water tower that will enhance fire flow and water pressure in the southeast quadrant of the community.*

*The Village continued to address the Inflow & Infiltration (I & I) requirements as mandated by Thorn Creek Sanitary Basin District by conducting flood testing in the*

*central Village section of the Village sewer system. Smoke testing was conducted in designated areas of the sewer system on the south end of the community. Additionally, staff continued with a sewer lining program as well as the ongoing cleaning and televising program. Village Staff has begun work with consulting engineers Baxter & Woodman to design the rehabilitation of the Sanitary Sewer Overflow Facility at the Public Works yard. Funding for this project will be sought from the IEPA in late 2008/2009 as part of funds made available with the federal stimulus initiative.*

*To enhance the potential for available outside funding Public Works Staff began the work of adding more segments of Village roadways to the Federal Aid Route. The roads under consideration include Lakewood from Sauk Trail to Orchard Drive, Indianwood Boulevard from Sauk Trail to Western Avenue, and Blackhawk Drive from Sauk Trail to Monee Road.*

*A streetlight replacement project along Western Avenue was completed in spring 2009 as part of the road resurfacing and widening project along this thoroughfare. A streetlight replacement was awarded by IDOT which will replace lights along Indianwood Boulevard beginning in late 2008/2009.*

*Staff continued with Phase 2 engineering for Orchard Drive from Lincoln Highway to Sauk Trail. Phase 1 engineering is currently being reviewed by IDOT. The Village continues pursuit of grant funding to help offset actual construction work that is anticipated to take place in Fiscal Year 2010/2011. Additionally, as part of federal stimulus funding made available to member communities of SSMMA, Park Forest is projected to receive a grant to fund the resurfacing of Orchard Drive from Sauk Trail north to Lakewood Boulevard. Funding support is expected to be \$409,000 for a project that will unfold during 2009/2010.*

*To help protect the housing infrastructure of the community and enhance quality of life in various neighborhoods of the community, the Village's Troubled Building & Property Task Force continued its work to identify problem housing, occupants and owners by addressing property code violations, criminal activity and Housing Authority violations in a collective and comprehensive manner. This collaborative approach includes the Village's Police, Fire, Community Development and Administrative Departments. The Village's Crime Free Housing Ordinance has been implemented. This measure allows landlords and the Village the collective ability to take greater action in the prevention of problematic rental properties. The ordinance came at the urging of residents seeking Village assistance in addressing rental properties that have become a concern impacting the quality of life in the community. The initiative, which has been implemented for 57% of absentee property owners, holds both the tenant and the landlord responsible for criminal offenses occurring in rental properties in Park Forest. The Troubled Building and*

*Property Task Force will revise and enhance the Crime Free Housing Ordinance in late 2008/2009 and consider the implementation of a vacant property registry program.*

*In January 2009, the Federal Government approved the purchase of the EJ&E railroad by Canadian National (CN). As part of this process prior to the approved sale, the Village submitted substantial documentation and comments as part of the Surface Transportation Board's Environmental Impact Study and public comment process. Upon approval of the acquisition, Village Staff has begun working with CN on the components of a mitigation agreement related to adverse environmental impacts on the community and a potential sales agreement related to a parcel of land which CN is interested in purchasing from Park Forest.*

*As part of its implementation of green initiatives in support of the Village's resolution endorsing the U.S. Conference of Mayors Climate Protection Agreement and the Greenest Region Compact of the Metropolitan Mayors Caucus, the Village installed a demonstration "green roof" with the re-roofing of the Aqua Center bathhouse. A grant application seeks to incorporate improvements in a proposed remodeling project of the bathhouse which include solar-powered fans, skylights and the development of an environmental classroom in the building to continue to take advantage of the educational benefits of nearby Central Park Wetlands. The Park Forest Home Expo in October 2008 promoted creative ideas to remodel, repair and improve homes with energy saving and environmentally friendly products and services. Finally, DownTown Park Forest was a host site for a region-wide e-waste and household hazardous waste drop off in October 2008.*

*The Police Department continued its renovations of the Police Station by completing the expansion of the administrative offices in the space formerly used for pre-school programming. Restroom accommodations for both the public and Village Staff were overhauled, new office space and a meeting room were constructed and a larger area for evidence storage was created. A portion of these improvements were funded with an anonymous donation and a \$25,000 grant from the Illinois Department of Commerce and Economic Opportunity. A landscape re-development plan around the Police Station unfolded in 2008/2009. Completion of these station renovations lays the groundwork for future projects related to replacing holding cells and retention facilities. In late 2008/2009, a preliminary conceptual drawing will be prepared as the first step in initiating the addition. This project has not been funded as of yet but the Police Department has submitted funding requests to any number of outlets.*

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

*All Village Board Meeting materials are conveniently accessible on the Village web site. Included are agenda packets and associated background materials for all*

*Rules and Regular Board Meetings and approved minutes from previous Board Meetings. All Board Meetings are shown live on cable access channel 4 for Comcast cable subscribers and channel 99 for AT&T subscribers. These meetings are taped and then rebroadcast several times in the ensuing week. Finally, Village Board Meetings also stream live on the Village web site for the convenience of residents who may not have cable access.*

*To enhance public awareness of Village accomplishments or Official attendance at various events, press releases were drafted. Releases of note include Village attendance at ICSC in May, the grand opening of the 2009 Farmers' Market season, the amendment of the fire prevention code (featured in the Illinois Municipal Review Magazine) and the Village's Legislative Breakfast in December. 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 have been 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 28%.*

*Discover Magazine, the Park Forest resident newsletter, was distributed 3 times in 2008/2009. 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.*

*February 1, 2009 marked the 60<sup>th</sup> Anniversary of the community's incorporation. The winter edition of Discover included a retro look and highlighted the history of Park Forest. A 60<sup>th</sup> year anniversary event was held at Freedom Hall with more than 200 people in attendance. A 60<sup>th</sup> year logo was created that will be used throughout 2009 to heighten awareness of 60 years of incorporation for Park Forest. This logo will be used on all Park Forest letter-head and is showcased on the Village's homepage. Additionally, 60<sup>th</sup> year anniversary pens and key chains continue to be distributed at various events to increase awareness.*

*In 2008/2009, the Village began its work 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 part of the 2010 Census, the Village has begun putting plans in place to help promote the importance of participation to all Park Forest residents. The Village Board is expected to take action on appointing a task force to help enhance resident awareness with the chair for this group already identified.*

*The Village installed new Farmers' Market signs in August 2008 with one each at the intersections of Lakewood Boulevard and Sauk Trail, Indianwood Boulevard and Sauk Trail and in the parkway along Lakewood Boulevard in front of Central Park. Grant dollars offset 75% of the costs associated with construction and installation of these signs.*

*As the Village implemented the Scenic 5 and More Labor Day event, six light-pole banners were installed at Central Park in August to promote the upcoming event. This signage will be used in the coming years for a few months before the event for the promotion. Sponsorships of the Scenic 5 Race helped offset funding of the signs. Additionally, a mobile billboard was used to promote the Scenic 5, driving through various communities before being showcased in the Village's July 4<sup>th</sup> parade and then stationed for 4 hours in the parking lot of Freedom Hall to capture the attention of the massive July 4<sup>th</sup> audience. The signage from this mobile billboard is now property of the Village and will continue to be used to promote the event.*

*To continue the development and implementation of outreach programs to residents of the Village needing special services in order to meet the Village's mission objectives, the Fire Department provided a targeted public education for nearly 100 residents at Garden House on fire and fall prevention. A condensed version of this presentation was also provided to the local AARP members at one of their lunch meetings. The Health Department increased nursing office hours with management staff at Victory Centre from two to four times each month to promote wellness and activity for senior citizens. The Department also applied for Illinois Department of Public Health license for Home Nursing Agency to allow for expanded in-home services.*

*Village Staff provided several public presentations regarding strategic planning and economic development to the community. In particular, sessions were made to the Rich Township AARP membership, the Rotary Club of Park Forest and to attendees of the Park Forest Library's seasonal Potpourri Lecture Series.*

*The Village continued its efforts of encouraging youth involvement with civic programs with any number of initiatives. A "skateboarding basics" class, taught by one of the veteran users of the Forest Trail Skatepark, is offered during the fall and winter season. The Community Relations Coordinator and the Commission on Human Relations gave out school supplies at the Youth Day event held in*

*conjunction with the Scenic 5 and More. The Director of Public Relations participated in organizing and awarding a financial scholarship to an outstanding Assistant Team Leader of the Police Department's PAAC Program. The Economic Development Department sponsored the speaker/workshop series titled "Aspire," which helped educate numerous younger members of the community on careers in the arts.*

*In December 2008, the Park Forest Health Department completed the 10-Ton Challenge. More than 200 participants attended various sessions of a program which aimed at encouraging a healthier lifestyle for Park Foresters.*

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 2008/2009, 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 2008 Board planning process followed up on successful efforts in the 2007. Background materials were provided to assist with the development of strategic goals. These materials included the results of a daylong Management Team visioning session and a community survey. Also, a facilitator-led lecture took place with a focus on strategic planning and succession planning at the Elected Official level.*

- 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 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 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 2009 Summer Conference Planning Committee and the Professional Conduct Committee. Finally, the Village Manager attended the annual conference of the Illinois Public Employer Labor Relations Association in October 2008 and the summer conference for ILCMA in late 2008/2009.*

**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 2008/2009. A log of these calls and correspondences is kept to ensure follow through on the questions and/or requests of the community. This log was shared with the Village Board as part of its annual performance evaluation of the Village Manager that was conducted in March 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. In particular, letters were forwarded to the Federal Surface Transportation Board related to the Village's concerns for the acquisition of the EJ&E railroad by Canadian National. Additional letters were sent regarding an Illinois State Supreme Court ruling which struck down local authority to issue citations for trains stalled across roadways for extended periods of time.*

*The Village Manager also aided the Village Board in developing its 2009 Legislative Agenda. This list was shared with Park Forest-area Legislators at a December 2008 Legislative Breakfast at Village Hall. It was also re-communicated verbally and in writing with a visit to the State Capitol in April 2009.*

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

*The Village has an established Grants Seeking Task Force. This Task Force is comprised of members of all Village Departments and is aimed at enhancing the Village's skills and streamlining its processes in seeking out and submitting applications for grant opportunities. Successful grants applications brought in funds to help offset costs for Farmers Market signs while other funds were secured to help offset construction work on the administrative wing of the Police Station.*

*In 2008/2009, the Village actively pursued any number of grant applications and projects as part of the Federal Stimulus initiative aimed at jump starting an ailing national economy. Projects and/or project lists were submitted to county agencies, state and federal legislators, the Metropolitan Mayors Caucus, IDOT and federal highway funding agencies, and the Illinois Environmental Protection Agency. 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 sewer line replacement and Health Department programming. At the time of printing this document, the Village had secured \$600,000 in Community Development Block Grant funding to aid with the demolition of the former Marshall Fields building.*

**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. 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 three 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 2 sub-committees.*

*In April 2009, the Village Manager participated in public hearing processes related to the need for a state-funded capital bill. Comments submitted at the hearing focused on Park Forest's Transit Oriented Development at the 211<sup>th</sup> Street Metra Station and mitigation of the adverse impacts expected with the CN acquisition of the EJ&E rail company.*

**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: Economic Development and Planning (Community Relations Coordinator); Finance (IT Technician, Utility Billing Supervisor, Accounts Payable Technician, and Office Assistant II); Police (3 Lateral Police Officers); Fire (1 Firefighter/Paramedic); Public Works (2 part-time Maintenance Workers at the Water Plant); Health Department (1 Nursing Supervisor and 2 Registered Nurses). The BFPC established a Lateral Police Eligibility List and the Fire Department Eligibility List. An eligibility list for Public Works was not established.*

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. Establish a new employee benefit website to aid in communication of all employee benefits and employee communication.

*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 2<sup>nd</sup> Annual Employee Wellness Expo in April 2008 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. The results were shared at the March 2009 Management and Finance Committee Meeting of SSMMA.*

*The Village continues to see consistent participation in the 457 Deferred Compensation Program administered by ICMA-RC. In 2008 Roth IRA contributions through payroll deduction was actively promoted. 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.*

*HR Connections was established by the Horton Group. This is a website designed for employees to receive most up-to-date and timely information pertaining to medical and dental benefits, in addition to news articles on health related topics.*

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.

*Several professional seminars 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.*

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 Communication Committee met 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 as well as the employee of the month program luncheons were promoted. Low attendance of the employee of the month luncheons has spurred the decision to re-vamp the efforts along with the changes for the Communications Committee. Leadership training will be an ongoing initiative with the village.*

5. Assist in coordinating the 2008 Illinois Section of the American Water Works Association's (ISAWWA) Summer Visitation Day to showcase the water plant.

*The Summer Visitation Day and accompanying events were tremendous. The Village showcased not only the new water plant but also held tours of the Central Park Wetlands and provided for training sessions during the course of the two-day event.*

6. In cooperation with the Director of Community Development, implement eCivis grant seeking training and tools. Provide established direction and objectives to the designated departmental employees who will seek out grants through the Grants Locator.

*The eCivis program has never taken hold seemingly due to time constraints of the users. The decision was made to cancel the 3<sup>rd</sup> year of the program for cost savings.*

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

*The Police contract expired June 30, 2008. Efforts are continuing to establish a new contract. As of printing this document, negotiations are at an impasse and processes for mediation and/or arbitration have begun to unfold. The fire contract is set to expire June 30, 2010.*

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 escalated. Management of these cases continues to be a high focus. Several on site*

*trainings took place for Public Works (fork lift training, proper lifting techniques), Police (police pursuit procedures, use of force, taser training) and Fire (proper backing procedures and lifting procedures).*

### **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.

*Fully integrated communications with the public moved forward in 2008/2009. The usage of the Village website, magazine, poster program and local cable access channels have presented consistent and uniform messages to residents.*

*Discover Magazine is printed every four months and has been successful in pushing messages to residents. The Village logo is used on each page of Discover Magazine and is used as a thumbnail image to each press release posted on the website. All print materials also include the Village logo.*

*The Village website is updated several times a week and recently received recognition from the SouthtownStar for being one of the more developed websites of municipalities in the immediate area.*

*By using different avenues to present messages to residents, the Village has observed increases in awareness and participation in community events including, but not limited to:*

- *200% increase in attendance at the Holiday Tree Lighting event*
- *Goal of 100 attendees at 60<sup>th</sup> year celebration surpassed by almost 100%*
- *300% increase in Black History Month Celebration attendance*

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

*The Village has experienced positive results from increased public relations efforts, illustrated by, but not limited to, the following highlights in 2008/2009:*

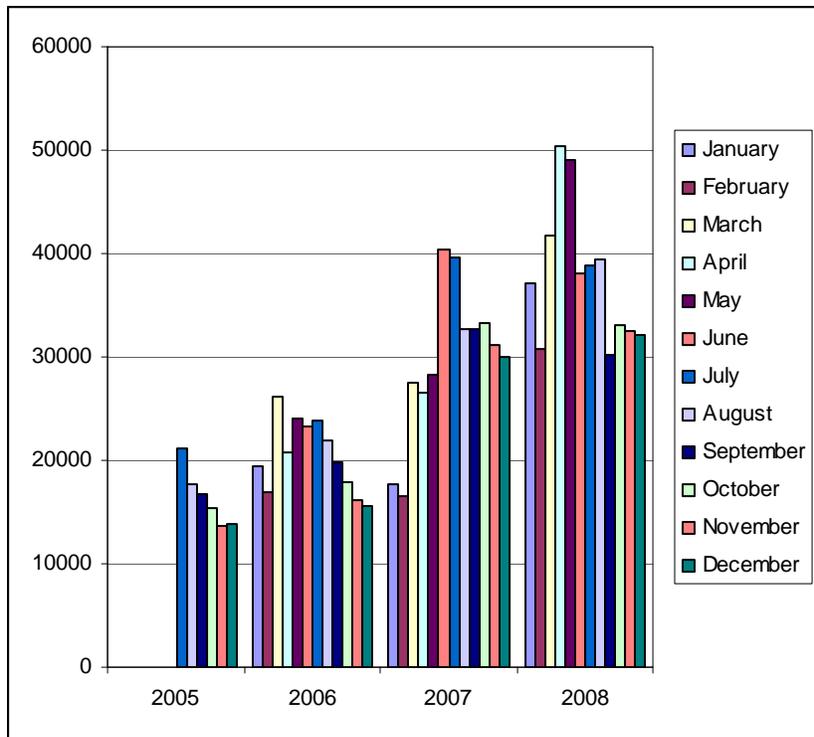
- *Projected increase in Boards & Commissions applications. While 17 applications were received in calendar year 2008, 12 applications were received in the first quarter of 2009, 7 of which were directly attributable to a Discover Magazine article on volunteer Boards and Commissions.*
- *Successful transition from Scenic 10 to Scenic 5 and More. Goals were met in retaining avid runners, increasing the percentage of Park Forest runners and producing increased community involvement. The cover of the Village newsletter was used for the first time for promotion of the Labor Day activities*

*in the Village and the Scenic 5 and More activities also became an additional advertising opportunity for businesses in the area.*

- *Increased web traffic by 28% from previous year (see breakdown and graph). The goal was to increase traffic by 10%.*

	2005	2006	2007	2008
<b><i>Number of Press Releases</i></b>	<b><i>4</i></b>	<b><i>2</i></b>	<b><i>50</i></b>	<b><i>49</i></b>
<b><i>Number of Web Hits</i></b>	<b><i>N/A</i></b>	<b><i>245,262</i></b>	<b><i>326,349</i></b>	<b><i>453,011</i></b>
<b><i>Percent change from previous year</i></b>	<b><i>N/A</i></b>	<b><i>N/A</i></b>	<b><i>+33%</i></b>	<b><i>+38%</i></b>

***Village of Park Forest Monthly Web Hits Graph (by month & year):***



3. Expand non-traditional approaches to increase public awareness of Village services and accomplishments.

*The Director of Public Relations continues to explore new ways to reach residents and promote the happenings in the Village. In 2008/2009, some major communications initiatives that were carried out in a new and creative fashion included: promotion of the Scenic 5 and More inaugural event, Park Forest's 60<sup>th</sup> anniversary, and promotion of opportunities that exist for residents to become*

*involved in Boards and Commissions. Specific non-traditional efforts to heighten awareness for each of these important initiatives include:*

- *A mobile billboard company from Michigan was hired to drive for 8 hours in neighboring communities and throughout Park Forest to promote the Scenic 5 and More Labor Day events.*
- *Successful solicitation of sponsorship of Scenic 5 and More. \$7,500 was raised in sponsorship dollars, which helped finance the activities and also created additional advertising opportunities/exposure for area businesses. \$8,000 worth of signage, to increase promotion of the events, was provided via an additional sponsor. This sponsorship effort helped finance the day's events, while also bringing increased exposure to Park Forest organizations that sponsored the events.*
- *Increased number of decorated homes along the July 4<sup>th</sup> parade route via a \$150 incentive for the "Best Decorated Home". The winning home was also highlighted in Discover Magazine to inspire others to compete in the coming year(s).*
- *More than 500 pieces of Twizzlers candy were wrapped in Scenic 5 and More flyers and passed out at the July 4<sup>th</sup> parade to heighten awareness.*
- *6 light pole banners were ordered and hung in the parking lot of Freedom Hall/Central Park to promote the Scenic 5 and More, capturing the traffic of families and those with active lifestyles, who visit the area in the summer.*
- *The cover of the Village newsletter was used for the first time for promotion of Labor Day in the Village, to heighten awareness and increase participation of Park Foresters.*
- *Stake signs were ordered and placed in the grass at 6 different locations around the Village to heighten awareness of the Holiday Tree Lighting.*
- *The Village logo was slightly altered to reflect 2009 as the 60<sup>th</sup> year anniversary. The 60<sup>th</sup> year logo was strategically designed to resemble the standard logo, so as not to compromise the branding initiative that is underway. The 60<sup>th</sup> year anniversary logo is currently used on Village letterhead, on the Village website and in Village publications to increase awareness.*
- *The Director of Public Relations also partnered with the Park Forest Historical Society in developing a special issue of Discover Magazine, dedicated to Park Forest's history. Old pictures were used and the theme was consistent throughout the magazine. February 2009's Village poster also was a 60<sup>th</sup> Year Historical theme.*
- *An application for Boards & Commissions in the Winter 2009 issue of Discover Magazine was inserted, with strategic public relations messages throughout the publication to bolster interest. This resulted in an increase in resident applications for Boards and Commissions.*

4. Enhance the partnerships between the Village and local school districts.

*The Director of Public Relations looked to increase awareness of accomplishments of students attending local school districts last year. In doing so, seven students slated to graduate from Rich East in 2008 were showcased in the summer edition of Discover Magazine. The Summer 2009 issue of Discover Magazine will continue to spotlight youth who have achieved a high level of success during the past school year. Additionally, the Director of Public Relations worked with PTO Members from Talala School to help promote their 1<sup>st</sup> Annual Chat and Chew event, taking place in April 2009.*

## **2009/2010 ADMINISTRATIVE OBJECTIVES AND PERFORMANCE MEASURES:**

### **Village Manager Objectives:**

Ensure implementation of the Village Board's Goals for 2009/2010. 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. Become a change agent for amending the state school funding mechanism.
3. Develop methods for improving Board and Staff relations with School District 163.
4. Increase commercial, business and residential development in the Village.
5. Improve Village services and infrastructure.
6. Increase citizen involvement in, and awareness of, the life of the Village.

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 School District 163. Board Goal #4 will be measured by the success of Village Staff in bringing new development to the community. Board Goal #5 will be measured by maintaining a quality staff with innovative concepts for serving Park Forest while working to replace, repair and upgrade community infrastructure in all ways feasible. Board Goal #6 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 retirement planning seminar through IMRF.
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.

Formulate a team to review and implement a new edition of the Employee Personnel 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.
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.
6. Complete a Human Resource Audit throughout the entire Village footprint to ensure compliance with all required postings.
7. Negotiate all collective bargaining contracts. Attend professional training related to collective bargaining processes.
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. Continue to complete the quarterly reporting requirements and finish compliance of the 2007 IMAP. If the Village comes off IRMA's watch list, try to get assigned to one of IRMA's committees.
9. Assess the needs of training and pursue implementation of service based training programs.

**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 new posters throughout the Village's footprint. Objective 7 will be measured by the timely and successful negotiation of labor contracts and by educational sessions attended. Objective 8 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 9 will be measured by the implementation of Customer Service Training.

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

1. Implement a comprehensive communications and public relations plan to help promote awareness of Village services and accomplishments.
2. Increase effectiveness of public relations efforts through Village website, poster program and Discover Magazine.
3. Expand non-traditional promotion to increase public awareness of Village services and accomplishments.
4. Enhance the internal communication of staff to strengthen messages and initiatives coming out of Village Hall.
5. Develop new mechanisms to capture e-mail addresses of Village residents.
6. Enhance electronic communication with Village residents.

**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, seeing a satisfactory amount of coverage in media about Park Forest. Objective 2 will be measured by website hits, resident support of events and resident satisfaction with communication efforts and information available. Objective 3 will be met by continuing to adapt to trends and successful vehicles used for promotion. Objective 4 will be met by restructuring internal communication means and fostering higher moral and cohesion amongst employees. Objective 5 will be met by promoting the Village Manager's report in print publications, at neighborhood meetings, the New Resident Welcome event, and other events where residents are actively engaged in the information gathering process. Objective 6 will be met by developing a new, enhanced way of presenting information electronically.

**Village of Park Forest  
2009/2010 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 2008/2009 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 2008/2009, 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.*

*Additional community participation/communication was fostered through the Village's Neighborhood Meeting program in 2008/2009 with interactive sessions including residents of West Lincolnwood (at Indiana School), those living south of Sauk Trail (Hope Lutheran Church) and in the single family homes of Will County (Talala School). Additionally, the Recreation & Parks Department and Advisory Board conducted a neighborhood meeting for residents in the vicinity of Winnebago Park discuss the location and logistics of the new Dog Park.*

**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.*

**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 as plans for remodeling and renovating the main floor of the Library facility were discussed. As part of its strategic planning processes in preparation of the formulating the 2009/2010 budget, a primary goal was established for working toward a better relationship and enhanced communications with School District 163.*

**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 and realtor communities. 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 has written its 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 attend training sessions on how similar services are administered in other communities across the State of Illinois. In 2008/2009, two Trustees completed their attendance of the training sessions available through the Illinois Municipal League's (IML) Leadership Enhancement and Development (LEAD) Program. This program is a monthly curriculum that provides participants with skills to effectively assume the duties related to being and elected official. Additionally, the vast majority of the Village Board attended sessions at the IML's annual conference, held in October 2008.*

**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 2008/2009, Board Committee A completed its review of flooding issues in the central portion of the community. Additionally, Board Committee A coordinated the full Village Board's performance review of the Village Manager in March 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 2008/2009. 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.**

*Seventy-nine appointments and re-appointments to the Village's various Boards and Commissions were made in 2008/2009. 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 2008/2009 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 2008/2009, 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.*

**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 2008/2009 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 a total of 65 sets of minutes. 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>2004</i></b>	<b><i>2005</i></b>	<b><i>2006</i></b>	<b><i>2007</i></b>	<b><i>2008</i></b>
<b><i>Number</i></b>	93	96	77	68	65

- 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.**

*Seventy-six 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***

<b><i>Calendar Year</i></b>	<b><i>2004</i></b>	<b><i>2005</i></b>	<b><i>2006</i></b>	<b><i>2007</i></b>	<b><i>2008</i></b>
<b><i>Number</i></b>	28	28	52	59	76

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

*In 2008/2009, the State of Illinois allowed early voting for a window of two weeks prior to the national election held in November 2008. 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***

<b><i>Calendar Year</i></b>	<b><i>2004</i></b>	<b><i>2005</i></b>	<b><i>2006</i></b>	<b><i>2007 Will County Only</i></b>	<b><i>2008 Will County Only</i></b>
<b><i>Number</i></b>	140	130	15	35	350

*Cook County Officials facilitated the early voting for Cook County residents for the November 2008 election. According to County information, 4,207 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 any voter registration needs that arose.*

## **2009/2010 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 2009/2010 with the transition of the Village's long-standing legal representative into the judicial system.

Reporting of the achievement of Legislative objectives will be part of the Mayor's Annual Report on the State of the Village.

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  
2009/2010 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. 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. Organizes 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 2008/2009 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 the New Hire Eligibility Lists for both the Fire and Police Departments. In addition, a review of the Rules and Regulations will be completed to incorporate any new legislation into the Board's process. The Board will provide an annual update to the Mayor and the Board of Trustees.

*The Board of Fire and Police Commissioners completed the processes necessary to compile a Fire Department New Hire Eligibility List and a Lateral Recruitment Police Officer Eligibility list. 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 promote Park Forest by creating an educational program for the public about the FCC transition from analog television to digital transmission. Finally, the Commission will assist in the dissemination of information to the public about AT&T Project Light Speed.

*The Cable Commission promoted Park Forest by continuing in the development of Local Origination Programming. They promoted Park Forest by creating an education program for the public related to the FCC transition from analog television to digital transmission. The Commission assisted in the dissemination of information to the public regarding AT&T Project Light Speed.*

**Economic Development Advisory Group:** Work with the Staff and Board to develop a plan for the sale and development of parcels acquired through the no cash bid program. EDAG will also work to stimulate an environment that encourages all Park Forest business owners to interact with each other and the community. They will do so striving to complete the following three objectives: 1) Explore establishing a business and/or business person of the year program based on community involvement; 2) Establish an ongoing relationship with the Park Forest Business Network and Business Expo planners for mutual benefit; and 3) Explore/evaluate resources for local business owners to establish a mentoring program.

*EDAG's recommendations were included in the Strategic Planning Study as part of the overall plan for residential infill and redevelopment. EDAG approved a nomination process and criteria for the business person of the year. They crafted a form and a distribution/solicitation plan. Due to lack of expressed interest by business owners, the Park Forest Business Network will not offer a Business Expo in 2009. EDAG implemented a business spotlight and fostered an environment to involve business owners in networking events. While a defined mentoring program was not established, EDAG supported staff's identification of local business owners as the guest speakers/panelists at business networking events. EDAG members regularly attended the business events hosted by the Village.*

**Park Forest Environment Commission:** The Park Forest Environment Commission will work to increase public awareness of environmental issues within the Village of Park Forest. The 2008/2009 goals also include providing a presentation to the Board and public on the use of rain barrels; continuing the promotion of the rain garden program with a workshop in April; continuing sponsorship of an Arbor Day event in the community; establishing an information table at the Park Forest Farmers Market that would address various environmental issues; and participation in the new slate of Labor Day events in Park Forest scheduled to take place in Central Park.

*In 2008/2009, the Environment Commission hosted a table the first Saturday of each month at the Farmers Market at which they passed out CFC light bulbs, promoted rain barrels and shared information with residents concerning environmental issues. They*

*also sponsored an “eWaste” collection event in DownTown Park Forest and conducted an Arbor Day ceremony at the Fire Station.*

**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 will also research and apply for grants that could provide funding to increase staffing and establish outreach programs for eligible families in Park Forest.

*The Housing Authority maintained eligibility to continue administering the Housing Choice Voucher Program. The Housing Authority maintained an ongoing working relationship with the Troubled Building and Property Task Force.*

**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. Support the activities of the Mediation Task Force and revive the Good Egg Award.

*The Commission revived the Good Egg Award and recognized two people for their work that fostered inter-group relations and equal opportunity in the south suburbs. The Good Egg Award ceremony was held in conjunction with a Village Board Meeting in July 2008. The Mediation Task Force co-sponsored a Good Neighbor Day in September with the Calvary Protestant Church and various Village departments. A new winter series called the Aspire Series, which focused on promoting awareness of careers in the cultural arts, featured BAM! Chicago Human Rhythm, Funkadesi, Twin Hicks, Etel Billig, and Jesus Rodriguez. February’s marquee event for Black History Month focused on the Journey of Michelle and Barack Obama from the perspective of their friends, an original play, and musical and dance interpretations featuring youth, a church choir and soloist. The Commission worked with Staff to arrange an Alzheimer’s awareness event and supported Staff by hosting a booth at the Hispanic Business Expo. The Commission, for the first time, participated in the Scenic 5 event by hosting a table distributing free school supplies to participants. The Commission supported the League of Women’s Voter’s Home Tour by hosting a Green Home Expo. The Commission also helped to promote awareness of the South Suburban Housing Center and CEDA-facilitated local meetings for home owners facing foreclosures. Women’s History month and Sexual Violence Awareness month activities took place in March and April 2009, respectively. The Commission exhibited a display provided by the State Department of Human Services, Empowering People with Disabilities.*

**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. In 2008/2009, the Board will continue a major project to update the 1999 Park and Recreation Plan to evaluate various aspects of the system and to

prepare plans and recommendations for the future. The project is expected to be completed by year 2008/2009.

*In 2008 the Board participated in the completion of an update to the 1999 Park and Recreation Plan. The updated plan was adopted by the Board of Trustees in May of 2008. The Board also conducted a neighborhood meeting for residents in the Winnebago Park area to solicit comments regarding the location of the Village's new Dog Park.*

**Plan Commission:** The Commission plans to 1) review and act expeditiously to make recommendations on existing and new development proposals; 2) complete the Strategic Planning Study; 3) begin implementing recommendations of the 211<sup>th</sup> Street Transit-Oriented Development Study; and 4) develop a program of continuing education for the Plan Commission.

*The Commission reviewed the plans for Legacy Square, Phase 2, and the Concept Plan for Hidden Meadows; 2) completed the Strategic Plan for Land Use and Economic Development; and 3) four Commissioners attended training conducted by the Chicago Metropolitan Agency for Planning.*

**Senior Citizens Advisory Commission:** The Commission will again co-sponsor the annual Senior Fair. The Commission will complete any assignment from the Board of Trustees while continuing to study issues of interest to and affecting seniors in the Village and make recommendations to the Board of Trustees when deemed appropriate. Additionally, the following goals have been established: 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; and 4) Improve health of Park Forest Seniors.

*Commissioners participated in the following:*

- *Planning for the first ever Senior Prom (note: this event was cancelled)*
- *Goal Setting for 2009/2010*
- *As part of the Fourth annual Senior Fair Planning Group, the Senior Fair took place on May 9, 2008 and was co-sponsored by the Park Forest Senior Commission, the Rotary Club of Park Forest and Rich Township Senior Services.*
- *During June, July and August Senior Commissioners assisted in the distribution of the Senior Farmers Market Nutrition Program Coupons. Regular meetings were held at Garden House in September, Juniper Tower in October and Victory Centre in November.*

*As a group, the Senior Citizen Advisory Commission and guests volunteered a total of 725 hours during calendar 2008. Of those hours, 220 were attributed to Commissioners and the remaining to guests and visitors.*

**Youth Commission:** Coordinate Tenth Annual Youth Day celebration in conjunction with the 2008 Scenic 5 and more family event. Create youth and family-oriented educational seminars and programs.

*The Commission conducted the Tenth Annual Youth Day celebration in conjunction with the Scenic 5 and More family event.*

## **2009/2010 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 Police Commander, Police Corporal 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.

**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 sponsor 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.

**Park Forest Environment Commission:** Plan to sponsor a Rain Barrel Project and continue to promote Rain Gardens. Will conduct an Arbor Day ceremony in conjunction with the dedication of the new Police and Fire Memorial at the Fire Station.

**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. Support the activities of the Mediation Task Force and the Good Egg Award.

**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) implement Priority #2 recommendations of the Strategic Plan for Land Use and Economic Development; 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:** Coordinate Eleventh Annual Youth Day celebration in conjunction with the 2009 Scenic 5 family event. Create youth and family-oriented educational seminars and programs.

## **PERFORMANCE MEASURES FOR 2009/2010 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 and complete the processes to establish Fire and Police Department promotional eligibility lists for the ranks of Police Commander, Police Corporal and Fire Lieutenant. The Cable Commission, on behalf of Park Forest residents, will monitor the performance of Comcast in accordance with the newly established Cable Television Franchise Ordinance and the new 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 in conjunction with the Labor Day Scenic 5. 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  
2009/2010 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., or Klein, Thorpe and Jenkins, Ltd.

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 2008/2009 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 20 new ordinances and 49 resolutions during 2008 and in the interpretation of existing ordinances.*

**ORDINANCES ADOPTED**

<i>Calendar Year</i>	2004	2005	2006	2007	2008
<i>Number</i>	27	30	17	22	20

**RESOLUTIONS ADOPTED**

<i>Calendar Year</i>	2004	2005	2006	2007	2008
<i>Number</i>	65	48	55	38	49

**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 Tax Reactivation Program. Legal advice was given on potential sales contracts and development agreements for various projects including the following: Hidden Meadows, the former Creative Cabinets property, Norwood Square Shopping Center, Legacy Square Phase II and rights-of-way sales for the Western Avenue reconstruction project. Additional legal advice will be needed on at least three of these items (Norwood, Hidden Meadows, Legacy Square Phase II) in 2008/2009.*

**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. At the time of printing this document, the process was going to Binding Arbitration. 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 and was stayed by mutual agreement in December 2007. At the time of printing this document, this matter will be going to Binding Arbitration.*

**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 military duty service, the Public Safety Employee Benefits Act (PSEBA) and the Public Employee Disability Act (PEDA).*

**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 recently implemented Crime Free Housing Ordinance.*

**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 April 2009. 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 as of printing of this document and the Village expects that a resolution should take place in 2009/2010.*

**2009/2010 LEGAL SERVICES OBJECTIVES:**

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

**2009/2010 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 2008/2009 as carried over from the current fiscal year or that arise in the coming year.

**Village of Park Forest  
2009/2010 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 2008/2009 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 3-51 for statistical information.*

2. Continue to cross-train both sections of the Finance Department.

*A special focus in the last fiscal year has been the hiring and training of a new Utility Billing Supervisor. The Accounts Payable Clerk was also replaced thus allowing other finance staff to cover that desk for nearly two months which was a successful demonstration of the benefits of cross-training. 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 2006/2007 Fiscal Year. The Village has submitted the 2007/2008 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 2008/2009 Fiscal Year. The Fiscal Year 2009/2010 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 Virchow Krause (formerly William F. Gurrie & Co., LTD) for the Fiscal Year 2007/2008 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.

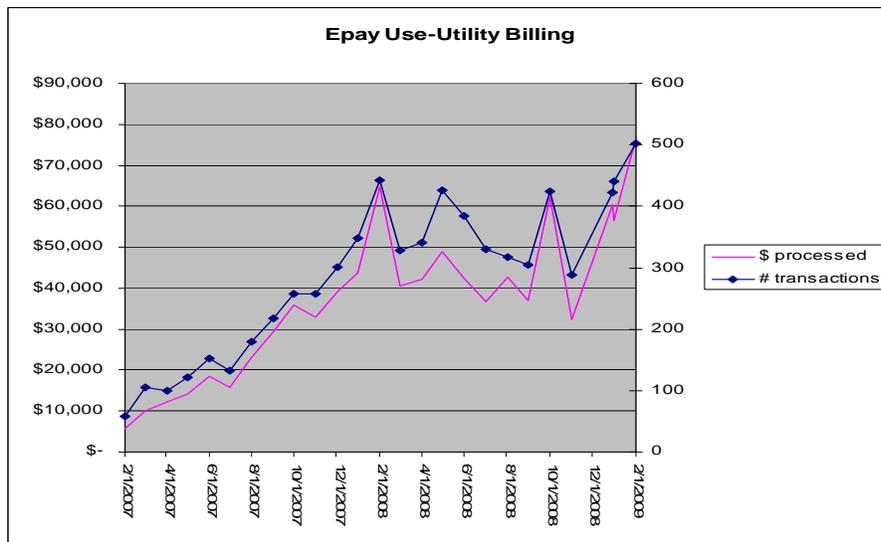
*Since 2005, the finance staff has engaged the services of an independent auditor to conduct internal procedures reviews. A progress report of internal control reviews and audits completed is presented to the Board each February. This is a continuing objective.*

14. Continue to work with SouthCom Board to oversee expenditures and monitor Park Forest contributions.

*The conversion to SouthCom took place in fall 2005. The Finance Director oversees expenditures and contributions and communicates frequently with the SouthCom Board. She currently serves as SouthCom Treasurer.*

15. Investigate methods to enhance collection of Village funds.

*E-pay for utility billing was implemented in early 2007 and the use has grown to over 400 transactions per month. Check verification/guarantee services, E-billing and other types of internet payments are currently under review.*



16. Investigate and make recommendations on the restructuring and new issuance of Village debt.

*In Fiscal 2009, the 1997A & B bonds were refunded and a portion of the 2001 series was restructured thus shortening the life of the debt and matching the debt service payments with the expiration of the TIF. Savings were achieved through favorable interest rates.*

## Information Technology:

1. 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.

*A committee is ongoing. Almost all departments are now inputting their own information. The Home Page has been enhanced with pictures and provides access to codes, ordinances and a variety of information. The page is interactive. Also a community satisfaction survey is an on-going part of the site. Budget and Audit access continue to be available.*

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

*Upgrades to the Recreation and Parks Tracking software system (RecTrac) were installed as well as Housing Authority Lindsey software, financial software upgrades, Municipal Software, Inc. (MSI), Evare investment software and Auto Cad for Public Works among others.*

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.

*An employee computer purchase program was established for the 2002/2003 Budget. Year six of this program was also successful.*

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. Begin migration to Microsoft Server 2008, installation of Vista and Office 2007 on client PCs.

*Microsoft Server 2008 has been implemented into the infrastructure, Vista and Office 2007 have been delayed.*

## **2009/2010 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>2003/04</u>	<u>2004/05</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>
Payroll checks processed	8,743	8,731	8,679	8,743	8,644
Accounts Payable checks processed	8,199	7,909	7,920	8,009	7,889
Accounts Receivable invoices processed*	1,044	1,035	701	824	668
Water Bills issued	55,162	55,047	55,118	54,796	54,354
Late Notices issued	18,749	19,242	20,090	20,683	21,117
Shut Off Notices issued	11,695	11,329	11,098	13,183	13,674
Utility Billing E-payments**	n/a	n/a	n/a	538	3,614
<b>Vehicle Sticker Sales</b>	<b><u>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>
Passenger	12,776	12,922	12,359	12,401	11,277
Truck	595	810	874	753	722
RV	83	33	25	32	32
Motorcycle	236	223	250	248	257

\* 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:

1. Continue to maintain all systems currently in place.
2. Continue the improvement/replacement schedule for all equipment, particularly older units.
3. Maintain a current level of network operating system computer server upgrades.
4. Maintain an oversight committee to review Park Forest Home Page content.
5. Continue to assist departments in installing departmental software upgrades.
6. Review policies and procedures for computer and network use.
7. Utilize Technology Committee for input on technology upgrades.
8. Continue to make recommendations for technology improvements.
9. Document system procedures and configurations.
10. Maintain local origination broadcasting equipment implemented in the boardroom.
11. Offer Village staff training on new technologies.
12. Evaluate if Vista will be implemented or skipped, begin rollout and training of Microsoft Office 2007.

Information Technology Performance Measures:

Objectives 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11 are ongoing processes that will be measured by the level of satisfaction in the end-user of the computer programs and computer systems. Objective 12 will be measured by the completion of stated tasks.

**STAFFING:**

<b><u>Manager's Office</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>
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	0	1	1	1
Executive Asst. to the V.M.	1	1	1	1	1
Administrative Asst. 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>5</b>	<b>6</b>	<b>6</b>	<b>6</b>

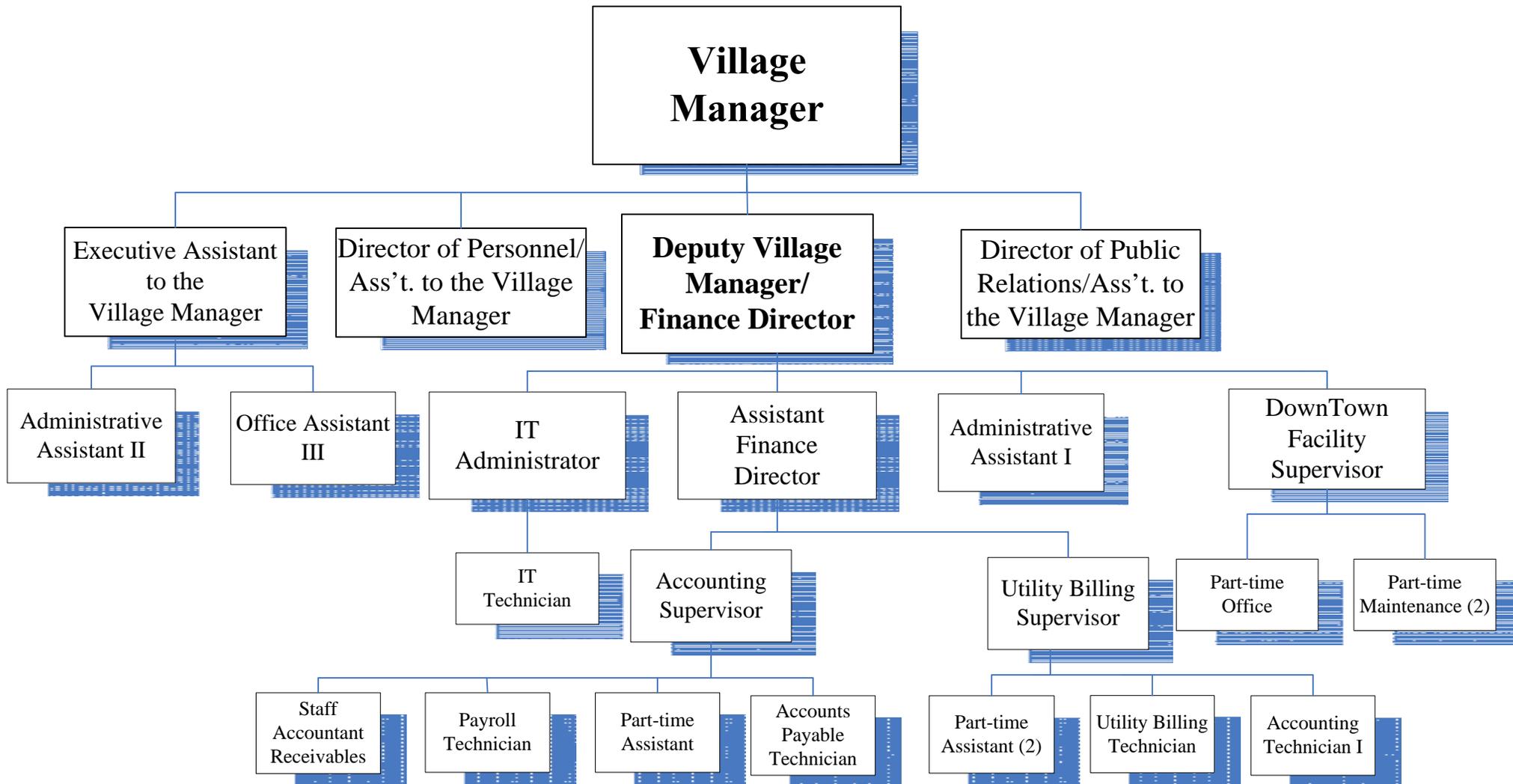
<b><u>Finance</u></b>	<b><u>2005/06</u></b>	<b><u>2006/07</u></b>	<b><u>2007/08</u></b>	<b><u>2008/09</u></b>	<b><u>2009/10</u></b>
Deputy Village Manager/ Director of Finance	1	1	1	1	1
Assistant Finance Director	1	1	1	1	1
IT Administrator	1	1	1	1	1
IT Technician	1	1	1	1	1
Accounting Supervisor	1	1	1	1	1
Payroll Technician	1	1	1	1	1
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>10</b>
<b>Subtotal Administration/Finance</b>	<b>15</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>16</b>

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

	<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>
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>18.5</b>	<b>19.5</b>	<b>19.5</b>	<b>19.5</b>

# Village of Park Forest Administration Department

## Organizational Chart



**Village of Park Forest  
2009/2010 Budget**

**ADMINISTRATION  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	853,443	954,438	941,211	982,610	3%
Overtime Salaries	4,149	6,137	6,328	6,137	0%
Temporary/Part-time Salaries	<u>78,814</u>	<u>89,965</u>	<u>86,440</u>	<u>92,352</u>	3%
<b>Total Personnel Services</b>	<b>936,406</b>	<b>1,050,540</b>	<b>1,033,979</b>	<b>1,081,099</b>	<b>3%</b>
<b><u>Insurance Benefits</u></b>					
	114,301	144,825	147,419	144,990	0%
<b><u>IRMA</u></b>					
	723,558	957,458	947,783	934,678	-2%
<b><u>Employee Support</u></b>					
	220,735	311,107	287,439	307,894	-1%
<b><u>Professional Services</u></b>					
	268,491	122,554	113,864	96,471	-21%
<b><u>Legal Services</u></b>					
	202,118	248,365	224,865	179,865	-28%
<b><u>Operating Supplies</u></b>					
	162,611	138,407	123,692	130,907	-5%
<b><u>Maintenance</u></b>					
	72,647	87,168	85,768	85,168	-2%
<b><u>Capital Outlays</u></b>					
	41,544	79,300	69,300	76,100	-4%
<b><u>Miscellaneous</u></b>					
	132,007	161,570	159,080	143,245	-11%
<b><u>Leases and Rentals</u></b>					
	16,000	13,000	13,000	11,000	-15%
<b><u>Utilities</u></b>					
	<u>106,512</u>	<u>112,500</u>	<u>112,500</u>	<u>112,500</u>	0%
<b>Subtotal</b>	<b>2,996,930</b>	<b>3,426,794</b>	<b>3,318,689</b>	<b>3,303,917</b>	<b>-4%</b>
Transfer to Aqua Center	330,000	140,000	140,000	140,000	0%
Transfer to Tennis and Health Club	70,000	81,900	81,900	75,000	-8%
Transfer to DownTown	324,527	324,527	324,527	324,527	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>175,000</u>	<u>955,000</u>	<u>955,000</u>	<u>105,000</u>	-89%
<b>TOTAL</b>	<b><u>3,928,457</u></b>	<b><u>4,960,221</u></b>	<b><u>4,852,116</u></b>	<b><u>3,980,444</u></b>	<b>-20%</b>

**Village of Park Forest  
2009/2010  
Budget**

**ADMINISTRATION  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Increase Salary 0 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</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	126,267	126,267		126,267	11,806	9,659	16,011	1,163	120
Denyse Carreras Director of Personnel / ATVM	71,503	72,218	17,7	73,056	6,831	5,589	6,170	385	120
Jason Miller Director of Public Relations / ATVM	64,491	65,136	17,4	65,892	6,161	5,041	4,552	385	120
Sandi Black Exec. Asst. to Village Manager	54,435	56,612	10,9	56,612	5,293	4,331	10,784	765	120
Judith Lancaster Administrative Assistant II	51,843	53,917	9,9	53,917	5,041	4,125	4,552	209	120
Janet Brown Office Assistant III	40,620	42,245	4,9	42,245	3,950	3,232	4,552	385	101
Part-time Help	1,030	1,071		1,456		111			
<b>Subtotal Manager's Office</b>	<b>410,189</b>	<b>417,466</b>		<b>419,445</b>	<b>39,082</b>	<b>32,088</b>	<b>46,621</b>	<b>3,292</b>	<b>701</b>
<b><u>Board of Trustees / Elected Officials</u></b>									
Mayor	7,550			7,550	706	578			
Trustees (6 @ \$5,100)	30,600			30,600	2,861	2,341			
Village Clerk (\$100 per week)	5,200			5,200		398			

\* Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16, 1% for grades 17-24 and 0% for Village Manager

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

**Village of Park Forest  
2009/2010  
Budget**

**ADMINISTRATION  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Increase Salary 0 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</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	608	497			
Village Clerk - Election Services 20 @ \$40 per hour	800			800		61			
Part-Time - Board Mtg Minutes 12 @ \$75 per hour	900			900	84	69			
<b>Subtotal Board of Trustees / Elected Officials</b>	<b>51,550</b>			<b>51,550</b>	<b>4,259</b>	<b>3,944</b>			
<b><u>Boards / Commissions</u></b>									
Temp/Part-time(Recorder of Minutes)	4,000			4,000	374	306			
<b>Subtotal Boards / Commissions</b>	<b>4,000</b>			<b>4,000</b>	<b>374</b>	<b>306</b>			
<b><u>Finance Department</u></b>									
Mary G. Dankowski Deputy Village Manager/Finance Dir	107,777	108,855	24,9	108,855	10,178	8,327	16,011	1,163	120
Craig Kaufman IT Administrator	81,591	82,407	19,8	83,363	7,794	6,377	15,278	1,163	120
Stephanie Rodas Assistant Finance Director	76,596	77,362	17,9	77,362	7,233	5,918	16,011	1,163	120
Theresa McAvoy Accounting Supervisor	56,025	57,146	12,7	57,809	5,405	4,422	0	0	120

\* Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16, 1% for grades 17-24 and 0% for Village Manager

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

**Village of Park Forest  
2009/2010  
Budget**

**ADMINISTRATION  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Increase Salary 0 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Jonathan Brown IT Technician I	43,651	45,397	9,4	47,367	4,429	3,624	9,875	611	113
Sandra Salmen Staff Accountant	49,375	51,350	8,9	51,350	4,801	3,928	0	1,163	120
Colette Sulej Administrative Assistant I	47,023	48,904	7,9	48,904	4,573	3,741	10,784	765	118
Mary Wilson Payroll Technician	47,023	48,904	7,9	48,904	4,573	3,741	5,392	765	118
Vickie Wassell Accounts Payable Technician	38,254	39,784	7,3	40,707	3,806	3,114	12,420	765	98
Elizabeth Garza Part-time Office Assistant	17,197	17,885	2,7	18,092	1,692	1,384	0	0	0
Valerie Fisher Part-time Office Assistant	15,348	15,962	2,2	17,254	1,613	1,320	0	0	0
Overtime	5,335	5,548		6,137	574	469			
<b>Subtotal Finance Department</b>	<b>585,195</b>	<b>599,504</b>		<b>606,104</b>	<b>56,671</b>	<b>46,365</b>	<b>85,771</b>	<b>7,558</b>	<b>1,047</b>
<b>ADMINISTRATION TOTAL</b>	<b>1,050,934</b>	<b>1,072,520</b>		<b>1,081,099</b>	<b>100,386</b>	<b>82,703</b>	<b>132,392</b>	<b>10,850</b>	<b>1,748</b>

\* Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16, 1% for grades 17-24 and 0% for Village Manager

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

**Village of Park Forest  
2009/2010 Budget**

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

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	417,989
500200	Temporary/Part-time	<u>1,456</u>
<b>Total Personnel Services</b>		<b>419,445</b>

**INSURANCE**

510100	Medical Insurance	46,621
	Dental Insurance	3,292
	Life Insurance	<u>701</u>
		50,614
510300	IRMA Premium Payment (This includes the premium for all Village departments, excluding enterprise funds.)	841,326
	Volunteer Accident Coverage	575
	Other Insurance and Wellness Program	<u>24,250</u>
		866,151
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	10,157
	Dram Shop Insurance for the Tennis/Health Club, and Dining on the Green.	<u>3,000</u>
		<u>18,527</u>
<b>Total Health, IRMA and Other Insurance</b>		<b>985,292</b>

## EMPLOYEE SUPPORT

520000	Travel Expenses (Expenses related to attendance at NDTA, ICMA, ILCMA & IAMMA conferences and remote training. Expenses include registration, transportation, meals, parking, lodging, etc.)		4,500
520100	Mileage Reimbursement		800
520200	Dues/Subscriptions		
	Grants for Cities & Towns	187	
	News Subscriptions	325	
	Sams Club	680	
	Matteson Chamber Commerce membership	855	
	Notary Association (National & State)	40	
	ICMA (1)	950	
	ILCMA (1)	300	
	IAMMA (1)	50	
	American Marketing Association	280	
	National & State Public Employer Labor Relations Association (NPELRA & IPELRA)	190	
	National Assoc. of Executive Secretaries	25	
	Personnel Journals	100	
	Miscellaneous Dues/Subscriptions	200	
	Rotary (2)	<u>1,680</u>	
			5,862
520300	Training Expenses (tuition reimbursement, ILCMA, IPELRA, NPELRA, in-service training, education reimbursement and seminars.)	1,300	
	Leadership Development Training - All Village Depts	12,000	
	College Courses	6,000	
	Computer Training - All Village Departments	10,500	
	Employee Computer Purchase Loan Program*	30,000	
	Safety Training - All Village Departments	<u>3,500</u>	
			33,300
*-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.)		14,000

520600	Annual Annuity (Pierce)	2,700
520610	FICA	32,088
520620	IMRF	<u>39,082</u>
<b>Total Employee Support</b>		<b>133,832</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)	6,000
	Technical support for Channel 4 broadcasts	4,500
	Cable television (Channel 4) equipment maintenance	2,000
	Marketing & Promotions	<u>7,100</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.)	60,000
	Video Recording Materials	<u>500</u>
		60,500
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	1,500

540400	Meeting Supplies		5,000
542100	Municipal Code Supplements (Adopted ordinances added to the code book.)		<u>3,200</u>
<b>Total Operating Supplies</b>			<b>98,500</b>

**MAINTENANCE**

550000	Contractual Equipment Leasing and Maintenance		
	Postage Machine/Scale/Folding Machine/Software	4,320	
	Mail Opener	1,343	
	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>	
			40,758
550200	Equipment Maintenance and Repair		<u>1,400</u>
<b>Total Maintenance</b>			<b>42,158</b>

**CAPITAL OUTLAYS**

560100	Capital Outlays		
	Computer Replacement (2 laptops)	<u>4,300</u>	
<b>Total Capital Outlays</b>			<b>4,300</b>

**MISCELLANEOUS EXPENDITURES**

590100	Postage		
	(Centralized billing for all Village departments: Federal Express, messenger services, bulk mailings, vets mailings, Manager's report, UPS, US mail, etc.)	58,275	
	Discover Magazine (3)	<u>4,100</u>	
			62,375

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>126,190</b>

### **LEASES AND RENTALS**

600400	Vehicle Interfund		<u>11,000</u>
	<b>Total Leases and Rentals</b>		<b>11,000</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** **1,976,817**

**Village of Park Forest  
2009/2010 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	7,004	
	Will County Center for Economic Development	2,500	
	SSMMA - Meeting Assessments	400	
	Metropolitan Mayors Caucus	590	
	Chicago Metropolitan Agency for Planning	4,239	
	Municipal Clerks of Illinois (2)	60	
	International Institute of Municipal Clerks (2)	180	

	Access to Care	2,000	
	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>500</u>	
			23,343
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>4,259</u>
	<b>Total Employee Support</b>		<b>42,696</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)	7,500	
	File Cabinets	<u>500</u>	
	<b>Total Capital Outlays</b>		<b>8,000</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** **116,321**

**Village of Park Forest  
2009/2010 Budget**

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

**PERSONNEL SERVICES**

**Salaries and Wages**

500200	Temporary/Part-time (Recorder of minutes)	<u>4,000</u>
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<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)	1,750
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520610	FICA	306
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520620	IMRF	<u>374</u>
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<b>Total Employee Support</b>		<b>2,430</b>
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**PROFESSIONAL SERVICES**

530000	Other Professional Services (Calligraphy for beautification awards)	<u>750</u>
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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>1,250</u>	1,331
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>8,631</u></b>
	<b>TOTAL BOARDS AND COMMISSIONS</b>		<b>15,811</b>

**Village of Park Forest  
2009/2010 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)		102,000
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>179,865</u></b>
	 <b>TOTAL LEGAL SERVICES</b>		 <b>179,865</b>

**Village of Park Forest  
2009/2010 Budget**

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

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	564,621
500100	Overtime Salaries	6,137
500200	Temporary/Part-time	<u>35,346</u>
<b>Total Personnel Services</b>		<b>606,104</b>

**INSURANCE**

510100	Medical Insurance	85,771
	Dental Insurance	7,558
	Life Insurance	<u>1,047</u>
<b>Total Insurance</b>		<b>94,376</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	4,379	
	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>2,000</u>	
			16,479
520400	Books/Pamphlets		150
520610	FICA		46,365
520620	IMRF		<u>56,671</u>
	<b>Total Employee Support</b>		<b>128,936</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services		
	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>	
			7,932
530300	Audit Services		
	External	16,489	
	Internal	<u>3,000</u>	
			19,489
531400	Computer Programming Services		<u>19,000</u>
	<b>Total Professional Services</b>		<b>46,421</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	28,600	
	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>43,010</b>

**CAPITAL OUTLAYS**

560000	Capital Outlays		
	Network Upgrades: Village-wide		
	Storage Area Network	15,000	
	File Server	10,000	
	Virus Software	5,000	
	Server Software & Installation	<u>10,000</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>1,015,103</u></b>
	<b>TOTAL ADMINISTRATION</b>		<b>3,303,917</b>

## Village of Park Forest 2009/2010 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 Police Department is divided into various divisions: Administration, Community Policing/Youth Services (Crime Free Housing, Community Supervision, Crossing Guards), Animal Control, Prosecution Services & Administrative Hearings, Records, Patrol Operations and Criminal Investigations.

The **Administrative Division** consists of the Chief of Police, a Deputy Chief of Administrative Services, a Deputy Chief of Field Operations, a Records Supervisor, the Administrative Corporal and one Administrative Assistant/Housing Analyst. 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. 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 **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. Several 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**, when fully staffed, consists of a Detective Commander, a Detective Corporal and three Investigative Detectives, plus four Community Policing 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 prosecutions, recover lost and stolen property and perform employment background checks for other Village departments. The Detective Commander and Detective Corporal conduct Police Department Internal Affairs investigations as assigned by the Deputy Chief of Field Operations. All Investigations Detectives are assigned to the South Suburban Major Crimes Task Force, a multi-jurisdictional homicide unit. They are deployed 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 crime 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 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 new police officer position hired to replace the officer assigned to the DEA. This translates into a new police officer not being tax-supported. This task force assignment is open ended and reviewed yearly in partnership with the DEA.

The Department's **Community Policing/Youth Services** division works to form partnerships with citizens and organizations to address community issues. One officer is assigned full time to the Community Police Unit. That officer is responsible for public

education programs such as the early childhood “Officer Friendly” programs, the Citizen Police and Fire Academy, a Neighborhood Watch Email notification initiative, Senior Crime Specialist, Crime Free Housing and local business security inspections and the Community Supervision, Court Diversion program attached to the department’s Administrative Municipal Court.

The same position supervises 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.

**Youth Services** efforts include the Saturday morning “**Community Supervision**” program. The Village of Park Forest uses its local Municipal Court as a resource in deferring minor juvenile offenders away from Cook County Juvenile Court 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 “at risk” youth. Community Supervision is held Saturday morning for four hours. When a juvenile is assigned community service hours by the Municipal Court Administrator, they serve them at this program. The 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. Community Supervision also has a developing pilot program that involves a social intervention component. Counselors from Governor’s State University School of Counseling, involve the assigned youth into small discussion groups that concentrate on respect of others, self respect and making choices to change destructive behavior.

Community Policing programs such as the Neighborhood Watch/Crime Prevention, the Safe Halloween Program, and the numerous youth programs operated by the Police Athletic and Activity Center (PAAC) remain priority programs. The PAAC youth services program provides positive structured activities year round. The PAAC Summer Program provides service to more than two hundred and fifty children for seven weeks, every summer evening. In the fall and winter PAAC operates a Senior High School age open gym on Saturday evenings called “Saturday Nite Live.” In March 2009, PAAC started a new three month long wrestling program called the PAAC “Shooters.” This junior high wrestling program is held at Rich East High School on Tuesday and Thursday evenings. More than forty 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> graders from all over Park Forest demonstrate the interest Park Forest youth have for PAAC and this new junior wrestling initiative.

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.

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.

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**. 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 attend a Crime Free Housing seminar and take eviction action against tenants who violate lease agreements concerning criminal behavior. 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 there are over two thousand rental properties in the Village. More than 600 landlords are part of this community policing project.

## 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 2008/2009 BUDGET OBJECTIVE RESULTS:**

#### **1. Administrative Adjudication Ordinance Update**

The Village of Park Forest Administrative Adjudication/Hearing ordinance Article VII, Sec 2-501 to Sec 2-540 was enacted in 1998. The program has been very successful in encouraging compliance with ordinances by providing fair and efficient enforcement of Village Ordinances. The Department has identified some areas of the local ordinance that need review. During the next fiscal year, the Police Department will review, update and recommend to the Village Board possible procedural changes

to the ordinance. The Department will be assisted in this endeavor by the Village Prosecutor, the Village Attorney, the Administrative Hearing Officers, the Ordinance Enforcement Administrator and the Village Manager's Office. This ordinance affects parking enforcement, municipal citations, Village sticker enforcement, alarm permits and vehicle seizures.

*During the current fiscal year, the Police Department has reviewed the existing practices as laid out in the ordinance. The Department has also reviewed the way in which court fine money is accounted for and has purchased new MSI software programs that allow the finance department to better track monies collected. The Police Department will recommend to the Village Board minor procedural changes to the ordinance to better serve the public trust. The Police Department has been assisted in this endeavor by the Village Prosecutor, the Village Attorney, the Administrative Hearing Officers, the Ordinance Enforcement Administrator and the Village Manager's Office. The ordinances having to do with parking enforcement, municipal citations, Village sticker enforcement, alarm permits, vehicle seizures and Crime Free Housing were reviewed. Minor adjustments to the Crime Free Housing Ordinance will be recommended to the Village Board in late 2008/2009.*

*Alarm permits have been aggressively collected with the intent to identify more alarm users. Having a higher level of valid alarm contact information for business and residential alarmed properties provides an increased level of safety for both the property owner and responding police officers.*

## 2. Police Station House Remodeling

Some of the projects started in the prior fiscal years will be completed within the early months of the next fiscal year. The Police Department has identified several new projects that will upgrade and renovate the Police facility. The majority of these are replacement or modernization of the existing infrastructure. The Police Department believes it should use more 'green' or environmentally friendly products when possible in the remodeling. It intends to start the work of replacing selected windows and exterior doors through out the building, with the intent to use high energy efficient products. The outside security lighting in the south parking lot needs immediate attention in order to provide a safer, more welcoming atmosphere for the tenants and customers during the later hours.

In reference to the south parking lot, sidewalk and parking lot replacement needs have been identified. Engineers have projected that extensive sewer and drainage work will need to take place. Understanding that the Village Board has identified the need to build a detention/processing pod type addition to ease prisoner space issues, the Police Department plans to combine the parking lot rebuild with the future building addition in order to be more cost effective concerning a limited supply of funds. Money from this year's building capital will be used to purchase preliminary architectural conceptual drawings for a detention/processing pod.

*Over the last four years numerous projects were completed that upgraded the Police facility. This fiscal year, remodeling and renovation of the new Administrative/ Investigations wing has been completed. A high efficient “green” computerized automatic damper system was installed on the HVAC systems serving the entire east wing. Lighting of the north parking lot was upgraded by Village work crews ensuring a well lit entrance to the Police Station. The Village Recreation and Parks staff has removed dead and damaged trees, redesigned and planted the façade of the newly constructed west wall. The Police Station received a Beautification Award for the second year in a row.*

### 3. Canine Program

Fiscal Year 2008/2009 will start with the Park Forest Police Department staffing each of the four patrol shifts with a multi-purpose Canine Team. Currently, the Police Department has four police officer/dog teams. The intent is to maximize coverage of these units to be utilized for narcotic enforcement, suspect tracking, crowd control and Community Police public relations. The four K-9 units were purchased with drug seizure funds or community donations. The Village does cover the officer’s salary and benefits. Narcotic seizure funds are used for the canine up keep which includes training, food and veterinarian costs. It is the Department’s hope that increased K-9 unit activity will add to the overall safety of Park Forest by enhancing narcotic suppression efforts and earning additional seizure funds. The long term goal for the K-9 unit is to fund the Department’s numerous PAAC Youth Services programs, thus allowing budgeted monies to be used in other operating areas.

*The canine unit was decreased by one work dog due to retirement of the oldest dog. That leaves three village-owned police dogs. This year, the unit took part in narcotic detection operations in most of the local area high schools through out the south suburbs. The dogs were instrumental in tracking down armed felony suspects in Park Forest as well as in Matteson and Richton Park. The increase in vehicle seizure funds this year will increase income to the village general fund. One K-9 handler resigned from the Police Department and the dog is being transitioned to another Officer.*

### 4. Crime Free Housing

The Police Department will be initiating and enforcing a Crime Free Rental Housing program for rental property in the Village of Park Forest. 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. Landlords will be required to add a “Crime Free Housing Lease Addendum” to each rental contract to help eliminate criminal behavior and/or nuisance housing. The Crime Free Lease Addendum will be used for all residential leases which will provide landlords the means to evict tenants for criminal behavior. Each landlord will be required to attend a six hour seminar, conducted by the Police Department.

*Six landlord seminars were held in 2008/2009. Four sessions are scheduled for the second year of implementation and in each following year that the ordinance is in place. Since the Crime Free Housing Ordinance has taken effect, almost 57% of the nearly 700 landlords registered in Park Forest have attended the mandatory property owner seminars and have added the crime free housing addendum to their leases. More than 1,000 rental properties have been inspected with less than 900 remaining. Landlords are required to pay a licensing fee to rent property in Park Forest. In the first year the ordinance has been in effect, more than \$38,000 in fees has been collected. It is estimated that an additional \$57,000 in new fees and renewals will be collected in 2009/2010. Since the program began, the department has received approximately 500 fewer calls for service compared to the previous year. It is believed that this is the first measurable result of the Crime Free Housing Ordinance.*

*The Administrative Deputy Chief oversees the Crime Free Housing program with the assistance of a crime free analyst. S.T.A.N.D.U.P. Detectives and other volunteers. Patrol Officers perform the rental unit inspections as necessary, in addition to their regular duties.*

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

The Park Forest Police Department will be partnering with Intergovernmental Risk Management Agency (IRMA) to institute the Lexipol Law Enforcement Approach to Risk Management. Lexipol's training of Police Officers and their agencies reduces law enforcement litigation through a comprehensive manual addressing topics ranging from the use of force, pursuits, discipline, sex discrimination, along with ethnic and elderly issues, and all topics in between. The training manual is custom-made to the needs of the Park Forest Police Department. The training will consist of 50-60 hours allocated over a six-month period. The program was suggested by IRMA as a proven way to reduce exposure to liability issues in this litigious society while enhancing the professionalism of the Department. The Police Department is undertaking this endeavor in order to reduce or lower risk exposure as part of IRMA.

*Lexipol updates policy and procedural manuals for police departments nationwide. Implementation of converting to the Lexipol risk management program suggested by IRMA began in mid-2008/2009. Each update is state-specific and offers an annual evaluation and update for those manuals utilizing the most current court decisions on all policies and procedures as required by case law. In addition to the original update and annual reviews of the policies, the Police Department will pay for Lexipol's daily training bulletin, which outline six-minute roll call trainings to regularly expose officers to policies crucially needed to be recognized during the performance of their duties. The bulletins involve reality-based training that offers a timely method of delivering policy updates and current events. It takes a Police Department an average of 6 to 12 months to review current policies and update those with the Lexipol policies. The initial start-up cost is \$6,950 with a yearly charge of \$2,700 for the daily bulletins. The Park Forest Police Department's costs were offset*

*by a \$3,000 grant from IRMA. The initial review of the newly developed general orders is currently being conducted by senior staff. Full conversion to the Lexipol system will be completed by the end of 2008/2009.*

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

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

The Police Department will bring before the Village board requests to make updates to the ordinances affecting parking enforcement, municipal citations, Village sticker enforcement, alarm permits and vehicle seizures.

### **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 prisoner space issues. Within the next twelve months a preliminary concept plan will be developed.

### **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 cross referenced with property tax records 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 various neighborhoods.

### **4. Community Supervision**

The Saturday morning restorative justice program will institute a counseling component. This will mandate that all court-ordered juvenile participants and parents attend small group and individual meetings with professional counselors who stress the concepts of self respect, self control and parenting skills. The Community Policing Unit will supervise and conduct community work projects involving participants.

### **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 its risk exposure as part of IRMA.

**PERFORMANCE MEASURES:**

During the years 2005, 2006, 2007 and 2008, 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**

	2005	Clearance	2006	Clearance	2007	Clearance	2008	Clearance
Criminal Homicide	1	1	1	1	1	1	2	1
Attempted Homicide	0	0	0	0	0	0	0	0
Concealing Homicide	0	0	0	0	0	0	0	0
Criminal Sexual Assault	9	5	6	2	11	10	19	12
Robbery	42	24	45	28	53	39	40	25
Aggravated Battery	23	19	21	17	27	26	27	25
Assault	23	19	27	26	21	21	25	23
Burglary	130	49	137	58	204	110	187	56
Burglary to Motor Vehicle	242	76	142	38	136	40	93	17
Theft	296	84	259	112	285	132	286	121
Motor Vehicle Theft	79	24	61	11	65	17	39	19
Arson	<u>5</u>	<u>3</u>	<u>9</u>	<u>1</u>	<u>4</u>	<u>0</u>	<u>9</u>	<u>1</u>
<b>Total Index</b>	<b>850</b>	<b>304</b>	<b>708</b>	<b>294</b>	<b>807</b>	<b>396</b>	<b>727</b>	<b>300</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>
2008	3,071	2,444
2007	3,154	2,528
2006	3,261	2,632

**Police Department Crime Clearance Rate**

<u>2008</u>	All Crimes (Index and Non-index)	72.2 %
<u>2007</u>	All Crimes (Index and Non-index)	73.8 %
<u>2006</u>	All Crimes (Index and Non-index)	73.7 %

The department's 2005, 2006, 2007 and 2008 Traffic/Parking statistics are as follows:

**Tickets**

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Traffic	3,147	3,768	3,138	3,287
Parking	4,986	5,181	4,979	5,131

The following is a breakdown of the charges heard in Municipal Court in 2005, 2006, 2007 and 2008:

**Municipal Court**

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Alarms	5	94	94	108
Alcohol	24	35	29	19
Animal	41	70	56	55
Assault	8	2	3	3
Battery	42	25	41	34
Curfew	15	9	20	14
Criminal Damage	20	15	26	9
Discharge Air Gun	9	2	3	0
Disorderly Conduct	136	84	84	62
Disorderly House	4	4	3	4
Vehicle Sticker, License, Registration	551	881	623	619
Junk Vehicles	3	8	1	5
Obstruct/Resist Police	9	25	21	9
Possession of Cannabis	31	30	44	23
Possession of Drug Paraphernalia	4	2	4	2
Possession of Tobacco	13	23	14	2
Theft	12	10	10	13
Trespass	19	29	19	11
Truancy	2	1	12	6
Housing Code Violations	94	79	186	54
Miscellaneous*	<u>71</u>	<u>65</u>	<u>63</u>	<u>63</u>
<b>Total</b>	<b>1,113</b>	<b>1,495</b>	<b>1,356</b>	<b>1,115</b>

* Miscellaneous - noise violations, fireworks, violate park rules, disturbing the peace
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<b>Police Department SouthCom Calls</b>		
<b>2006</b>	<b>2007</b>	<b>2008</b>
19,778	20,308	19,536

Police department's first full year with South Com dispatching was 2006.

**STAFFING:**

<b><u>Position*</u></b>	at 11/1/05				
	<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>
Chief of Police	1	1	1	1	1
Deputy Chief (formerly Captain)	2	2	2	2	2
Police Commander	5	5	5	5	5
Police Corporal	7	7	7	7	7
Police Officer	24	26 <sup>1</sup>	26	27 <sup>2</sup>	27
Administrative Asst to Chief	1	0	0	0	0
Records Supervisor	1	1	1	1	1
Records Clerk/Desk Attendant (FT)	3	3	3	2	2
Records Clerk/Desk Attendant(PT) FTE	1.9	1.9	1.9	1.9	1.9
Admin. Assistant/Housing Analyst	0	0	0	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>53.1</b>	<b>54.1</b>	<b>54.1</b>	<b>55.1</b>	<b>55.1</b>

<sup>1</sup> An additional police officer was budgeted for 2006/2007. The Asst. to the Chief position was filled by a Corporal and a police officer was hired to replace the position vacated. (Total sworn officers increased to 41.)

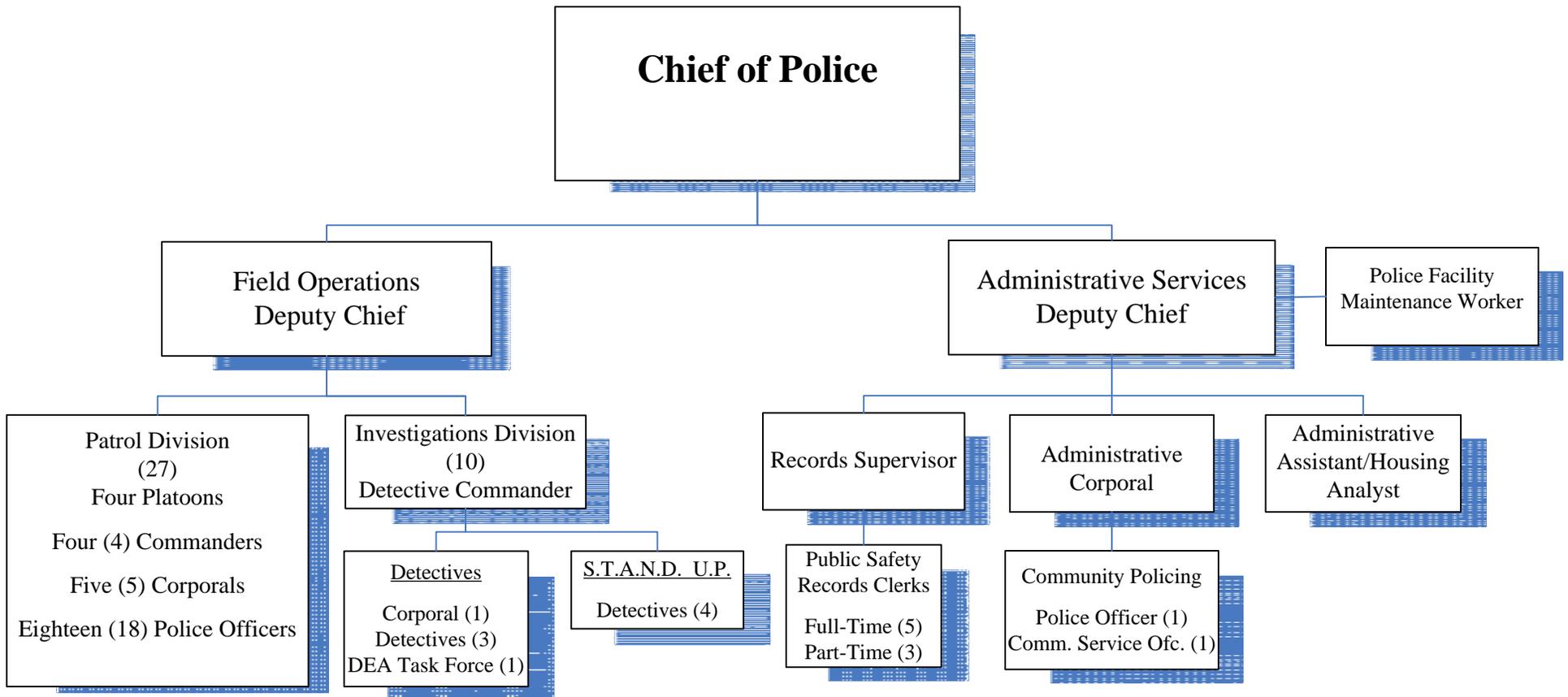
<sup>2</sup> An additional police officer was budgeted for 2008/2009 to replace the position of the officer detailed to the Drug Enforcement Agency Task Force. (Total sworn officers increased to 42.)

\* In October 2005, dispatcher positions were eliminated with the transition to SouthCom. Additional Records Clerk/Desk attendant positions were created to accommodate 24-hour front counter coverage.

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

# Village of Park Forest Police Department

## Organizational Chart



**Village of Park Forest  
2009/2010 Budget**

**POLICE DEPARTMENT  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	3,136,666	3,208,335	3,213,482	3,413,245	6%
Overtime Salaries	439,128	346,134	366,084	339,179	-2%
Temporary/Part-time Salaries	215,800	194,888	194,988	201,161	3%
IRMA Workers Comp Reimb.	<u>(63,457)</u>	<u>0</u>	<u>(6,000)</u>	<u>0</u>	0%
<b>Total Personnel Services</b>	<b>3,728,137</b>	<b>3,749,357</b>	<b>3,768,554</b>	<b>3,953,585</b>	<b>5%</b>
<b><u>Insurance</u></b>	486,497	587,303	584,103	644,674	10%
<b><u>Employee Support</u></b>	858,767	921,811	921,811	1,032,166	12%
<b><u>Professional Services</u></b>	422,620	466,630	466,378	484,242	4%
<b><u>Operating Supplies</u></b>	140,725	99,504	98,965	92,365	-7%
<b><u>Maintenance</u></b>	20,040	31,748	25,000	31,748	0%
<b><u>Capital Outlays</u></b>	156,569	186,856	186,856	30,700	-84%
<b><u>Miscellaneous</u></b>	14,034	21,358	12,900	21,358	0%
<b><u>Leases and Rentals</u></b>	252,000	209,600	209,600	272,230	30%
<b><u>Utilities</u></b>	<u>10,698</u>	<u>9,500</u>	<u>9,500</u>	<u>9,500</u>	0%
<b>TOTAL</b>	<b><u>6,090,087</u></b>	<b><u>6,283,667</u></b>	<b><u>6,283,667</u></b>	<b><u>6,572,568</u></b>	<b>5%</b>

**Village of Park Forest  
2009/2010  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</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	107,777	108,855	24,9	108,855			12,420	765	120
Clifford R. Butz Deputy Chief of Police***	93,102	94,033	21,9	96,133			10,784	765	120
Michael McNamara Deputy Chief of Police***	93,102	94,033	21,9	96,133			6,170	385	120
Steven Coe Commander***	84,447	85,291	19,9	87,391			16,011	1,163	120
Brian M. Tas Commander***	84,447	85,291	19,9	87,391			15,278	1,163	120
Peter J. Green Commander***	84,447	85,291	19,9	87,391			15,278	1,163	120
Paul A. Winfrey Commander***	84,447	85,291	19,9	87,391		1,267	16,011	1,163	120
Christopher Mannino Commander***	84,447	85,291	19,9	87,391		1,267	16,011	1,163	120

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

\*\*\*Commanders and Deputy Chiefs receive \$2,100 annually for CST pay

**Village of Park Forest  
2009/2010  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Jane Troescher Records Supervisor	60,014	61,214	12,9	61,214	5,724	4,683	5,392	0	120
Carol Sterrett Senior Records Clerk	47,023	48,904	7,9	48,904	4,573	3,741	10,784	765	118
Diane Kennedy Senior Records Clerk	47,023	48,904	7,9	48,904	4,573	3,741	10,349	1,163	118
Pam Jones Senior Records Clerk	47,023	48,904	7,9	48,904	4,573	3,741	10,784	765	118
Natasha McElroy Admin Assistant I	43,896	45,652	7,7	46,182	4,318	3,533	4,552	209	110
Darrell L. Bewsey Police Facility Maintenance Worker	42,412	44,108	7,6	44,620	4,172	3,413	10,290	765	108
Yolanda Martinez Police Records Clerk	42,651	44,357	5,9	44,357	4,147	3,393	4,552	385	106
Eshe McGee Police Records Clerk	42,651	44,357	5,9	44,357	4,147	3,393	15,278	611	106
Vacant Community Service Officer	27,580	28,683	1,2	29,016	2,713	2,220	18,440	1,163	70
<b>Subtotal Non-Union</b>	<b>1,116,489</b>	<b>1,138,459</b>		<b>1,154,534</b>	<b>38,940</b>	<b>34,392</b>	<b>198,384</b>	<b>13,556</b>	<b>1,934</b>

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

\*\*\*Commanders and Deputy Chiefs receive \$2,100 annually for CST pay

**Village of Park Forest  
2009/2010  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%  Medicare 1.45%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
<b><u>UNION</u></b>									
Richard G. Oldenburg Corporal			Step C+				18,440	1,163	120
Scott A. Sheets Corporal			Step C+			1,185	15,278	611	120
Mel S. Dunnagan Corporal			Step B+			1,140	15,278	0	120
Devin R. Strahla Corporal			Step B			1,107	0	0	120
Michael D LoSchiavo Corporal - Step B 10/23/09			Step A			1,092	16,011	1,163	120
Tellous J. Boulden Corporal			Step A			1,064	4,552	0	120
Michael Baugh Corporal			Step A			1,064	16,011	611	120
Joseph H. Butler Police Officer			Step G			1,010	15,278	1,163	120

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

\*\*\*Commanders and Deputy Chiefs receive \$2,100 annually for CST pay

**Village of Park Forest  
2009/2010  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Thomas J. Naughton Police Officer			Step G			1,010	5,392	1,163	120
Lalara Chaney Police Officer			Step G			1,010	16,011	209	120
James J. Varga Police Officer			Step G			1,010	15,278	1,163	120
Lloyd E. Elliot Police Officer			Step G			1,010	16,011	1,163	120
Brian H. Rzyski Police Officer			Step G			1,010	15,278	765	120
Mitchell G. Greer Police Officer			Step G			1,010	18,440	1,163	120
Darin Studer Police Officer			Step G			1,010	16,011	1,163	120
Todd Beilke Police Officer			Step G			1,010	16,011	1,163	120
John Sweitzer Police Officer			Step F			971	15,278	1,163	120

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

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**Village of Park Forest  
2009/2010  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Brian Obremski Police Officer			Step F			971	4,552	385	120
Craig Taylor Police Officer			Step F			971	0	1,163	120
James W. Kessler Police Officer - Step F 9/7/09			Step E			958	16,011	1,163	120
David Habecker II Police Officer - Step E 10/20/09			Step D			893	6,170	385	120
Paul Morache Police Officer - Step E 10/20/09			Step D			893	0	765	120
Justin Rimovsky Police Officer - Step E 10/20/09			Step D			893	6,170	385	120
Thomas Piszczor Police Officer - Step E 9/6/09			Step D			901	4,552	385	120
Julius Moore Police Officer - Step E 4/12/10			Step D			862	0	1,163	120
Charlie Hoskins Police Officer - Step E 1/2/10			Step D			881	15,278	385	120

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

\*\*\*Commanders and Deputy Chiefs receive \$2,100 annually for CST pay

**Village of Park Forest  
2009/2010  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Paul Shulman Police Officer - Step E 1/2/10			Step D			881	10,290	765	120
Jonathan Mannino Police Officer - Step E 5/8/10			Step D			859	4,552	209	120
Vacant Police Officer			Step D			852	18,440	1,163	120
William Busse III Police Officer - Step D 1/10/10			Step C			824	6,170	385	120
Kristopher Kush Police Officer - Step D 1/10/10			Step C			824	4,552	385	120
Timothy Hoskins Police Officer - Step D 4/30/10			Step C			810	16,011	765	120
Erin Lara Police Officer - Step C 8/20/09			Step B			792	4,552	385	120
John Deceault Police Officer - Step C 10/2/09			Step B			785	4,552	385	120
<b>Subtotal Union</b>	<b>2,059,102</b>	<b>2,227,105</b>		<b>2,258,711</b>	<b>0</b>	<b>31,563</b>	<b>356,410</b>	<b>24,447</b>	<b>4,080</b>
<b>Total Non-Union and Union</b>	<b>3,175,591</b>	<b>3,365,564</b>		<b>3,413,245</b>	<b>38,940</b>	<b>65,955</b>	<b>554,794</b>	<b>38,003</b>	<b>6,014</b>

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

\*\*\*Commanders and Deputy Chiefs receive \$2,100 annually for CST pay

**Village of Park Forest  
2009/2010  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Part-Time									
Records/Crime Free Housing	9,571	9,954		9,954	931	761			
Janet Martin									
Police Records Clerk	37,106	38,591	5,9	38,591	3,608	2,952	0	0	0
Kathleen Wellington-Nassios									
Police Records Clerk	23,093	24,016	5,7	24,295	2,272	1,859	0	0	0
Christy Coyle									
Police Records Clerk	24,779	25,770	5,4	26,069	2,437	1,994	0	0	0
Crossing Guards	38,681	38,681		38,681		2,959			
Police Athletic Activities Center	56,318	58,571		63,571		4,863			
<b>Subtotal Part-Time</b>	<b>189,548</b>	<b>195,583</b>		<b>201,161</b>	<b>9,248</b>	<b>15,388</b>			
Overtime									
Administration/Records	44,675	46,462		46,462	4,344	3,554			
Field Operations	281,459	292,717		292,717		4,279			
<b>Subtotal Overtime</b>	<b>326,134</b>	<b>339,179</b>		<b>339,179</b>	<b>4,344</b>	<b>7,833</b>			
Health Insurance Disability Pension							42,263		
Retiree Health Insurance Stipend							3,600		
<b>POLICE DEPT. TOTAL</b>	<b>3,691,273</b>	<b>3,900,326</b>		<b>3,953,585</b>	<b>52,532</b>	<b>89,176</b>	<b>600,657</b>	<b>38,003</b>	<b>6,014</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: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

\*\*\*Commanders and Deputy Chiefs receive \$2,100 annually for CST pay

**Village of Park Forest  
2009/2010 Budget**

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

**PERSONNEL SERVICES**

**Salaries and Wages**

Regular Salaries			
500010	Administration/Records	1,154,534	
500020	Field Operations	<u>2,258,711</u>	3,413,245
Overtime Wages			
500110	Administration/Records	46,462	
500120	Field Operations	<u>292,717</u>	339,179
Part-time Salaries			
500210	Records	98,909	
	Crossing Guards	38,681	
	Police Athletic Activities Center	<u>63,571</u>	<u>201,161</u>
<b>Total Personnel Services</b>			<b>3,953,585</b>

**INSURANCE**

510100	Medical Insurance	554,794	
	Dental Insurance	38,003	
	Life Insurance	<u>6,014</u>	598,811
510110	Health Insurance - Disability		42,263
510120	Health Insurance - Stipend		<u>3,600</u>
<b>Total Insurance</b>			<b>644,674</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) Four 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	
	Basic Recruit Training (2 Officers)	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		89,176
520620	IMRF		52,532
520621	Police Pension Contributions		<u>852,585</u>
	<b>Total Employee Support</b>		<b>1,032,166</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	7,500
	<u>So.Suburban Major Crimes Task Force</u>	
	Ongoing Operating Fees	<u>400</u>
		21,950
530500	Veterinary/Impounding Fees	3,680
535700	SouthCom contribution - Police share	<u>458,612</u>
	<b>Total Professional Services</b>	<b>484,242</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

Crime Investigation

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

Crossing Guards

Miscellaneous equipment	100
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Community Service Officer

Miscellaneous: Tranquilizer darts, animal cages, K-9 food, etc.	500
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Administrative/Municipal/Vehicle Seizure Hearings

Miscellaneous office supplies, envelopes, tapes for hearings, suspension fees, recording fees	<u>2,450</u>
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31,560

540100

Computer Supplies

Administration

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
Neighborhood Watch	<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 11 Clerical Employees @ approx. \$275 each Detective Clothing Allowance Community Service Officer Uniforms Miscellaneous - Special Operations Group Basic Training Recruit Uniform Crossing Guard Uniforms	17,055 2,750 2,500 250 450 500 <u>200</u>	23,705
541100	Youth Services - Crime Prevention  Miscellaneous supplies: Youth Services PAAC- EQUIPMENT Forest Trail / Eastgate summer programs  <u>Community Policing Events</u> Community Service Program, PAAC Basketball Tournament Halloween Safety Show, Saturday Night Live, etc.	3,500      <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) Radar repairs Microfilm Reader/Printer non contract maintenance FAX maintenance (estimated service call/parts) Camera/Typewriter repairs Imaging System	8,738 1,500 100 200 990 1,600
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Lap Top 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	10,700
	Portable Radios	<u>20,000</u>

**Total Capital Outlays** **30,700**

**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>Neighborhood Watch</u>	
	Letters and miscellaneous mailings	<u>1,000</u>
		8,160
590200	Radio Communications Expense	
	Console Radio Maintenance	1,380
	Network II contract	2,940
	Non Contract Parts Maintenance	<u>2,300</u>
		6,620

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

**LEASES AND RENTALS**

600400	Vehicle Rentals - Interfund		
	2 Leased Unmarked Squads	9,600	
	4 Squads @ \$27,500 each	110,000	
	Vehicle Maintenance	64,000	
	Vehicle Fuel	<u>88,630</u>	
	<b>Total Leases and Rentals</b>		<b>272,230</b>

**UTILITIES**

610000	Telephone		
	Cellular phones	<u>9,500</u>	
	<b>Total Utilities</b>		<b><u>9,500</u></b>

**TOTAL POLICE DEPARTMENT** **6,572,568**

**Village of Park Forest  
2009/2010 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 two 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>
2003	2,001	747	2,748	<b>+7%</b>
2004	1,949	749	2,698	<b>-1.8%</b>
2005	2,072	698	2,770	<b>+2.7%</b>
2006	2,144	821	2,965	<b>+6.6%</b>
2007	2,163	1,105	3,268	<b>+10.2%</b>
2008	2,304	961	3,265	<b>-.09%</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 2008/2009 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) Initiate the development of a customer satisfaction survey based upon a true random sampling of emergent and non-emergent responses to Fire Department customers.

*A survey instrument has been crafted and the random sampling of both emergent and non-emergent activities has been fully implemented. Responses received to-date continue to support that Fire Department customers are very satisfied with the service provided to them by the department. The Fire Department is currently meeting this benchmark.*

- b) 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.

*To date, the inspection frequency is on-target to meet performance benchmark. The Fire Department is currently meeting this benchmark.*

- c) Preserve our investment in the professional development of personnel through continuing education and seek out additional opportunities for enhanced training to better serve Park Forest residents.

*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.*

- d) Continue the development of an action plan to reinstate or improve the Village's ISO rating to a class four.

*As part of the planning process Captain Wheeler 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.*

- e) Seek accreditation of the ambulance service provided by the Village through the Commission on Accreditation of Ambulance Services.

*The department has explored the Accreditation of the Ambulance but the costs associated with the accreditation are prohibitive given other budget priorities. The department will continue to move forward with policy and procedural development which meets the criteria for accreditation.*

- f) Update the department's web site allowing more interaction with the public.

*The Department expects the update to be completed by the end of June 2009.*

- 2. Become a change agent for amending the state formula for allocating funds to school districts.

- a) Assist the Board in any programs or policies developed to meet this objective within the confines of the Fire Department's missions.

*The department has not identified any quantifiable objective other than to assist and/or support the Board of Trustees' quest to amend the state school funding mechanism.*

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

- a) Look into possible annexation of Continental Midland to the South and the associated potential impact on the fire department service delivery system.

*Deputy Chief Ziegler has had some preliminary discussions with the Village Attorney with regard to the creation of a District which could capture some of the unincorporated areas around Park Forest. The discussion also included an overview of some of the challenges the Village might face if it ultimately decided to expand the Village boundaries to the South.*

- 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.

*The Fire Department is currently meeting this benchmark.*

- c) Consistently enforce Fire Prevention Codes to ensure the Fire Department remains proactive in preventing fires thereby maintaining the viability of the Village's limited existing tax base.

*The Fire Department is currently meeting this benchmark.*

- d) Continue to participate in staff committees and groups related to economic development and development issues.

*The Fire Department is currently meeting this benchmark.*

4. Maintain Village services and infrastructure.

- 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.)

*The Fire Department provided a targeted public education for nearly 100 residents at Garden House on fire and fall prevention. A condensed version of this presentation was also provided to the AARP group at one of their recent lunch meetings.*

- b) Continue to seek grants to expand staffing within the career division as well as looking into other opportunities to increase the daily minimum staffing level to six firefighters.

*On December 30, 2008 the department had to remove itself from the final round of consideration for a SAFER (Staffing for Adequate Fire and Emergency Response) Grant given the current economic environment. The Fire Department has satisfied this benchmark.*

- c) Develop and implement a residential fire sprinkler ordinance covering all new residential development or existing residential properties damaged over 50 percent of their value.

*The Fire Department has satisfied this benchmark.*

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

- a) Continue departmental involvement with programs with younger members of the community (youth day, earth day, fire prevention week, silent parade, open house).

*The Fire Department continues its pilot "Risk Watch" program in School District #162 and has already reached 650 students. Public education programming continues at most of the local schools reaching over 780 students.*

- b) Increase publicity of department's public education and other outreach programming through the Village's Director of Public Relations. Continue the exploration of a cable show designed to provide fire safety information.

*The Public Information Officer completed a piece that highlighted the Village's Fire Code Amendment. An article covering this Code Amendment appeared in the October issue of the Illinois Municipal Review Magazine. Most recently the Chief provided comments for the National Fire Protection Association's "National Residential Sprinkler Initiative." The Chief and the Village were also recognized for their progressive fire safety efforts in protecting citizens and firefighters by the National Fire Sprinkler Association.*

- c) Maintain and expand the school educational programs instituted in Fiscal Year 2007/2008.

*The school education program reinstated in 2007 has been presented only at Indiana School. Illinois School, Talala School and SD 163 did not respond to offers to present the program in the fourth grade this year.*

- d) In conjunction with the Police Department, conduct a second class for the Citizen's Fire and Police Academy.

*Due to the low registration for the second class it has been decided to postpone the class until later this summer.*

## **2009/2010 FIRE DEPARTMENT OBJECTIVES:**

1. Maintain excellence in governing and create a more participatory government.
  - a) Continuance of the customer satisfaction survey instrument to measure satisfaction with Fire Department emergent and non-emergent responses to our customers.
  - b) Continue to maintain a strong fire prevention presence in commercial properties Village-wide to safeguard current businesses from the threat of fire.
  - c) Provide professional development opportunities to all Village personnel so they have the requisite training to better serve the community.
  - d) Continue the development of an action plan to reinstate or improve the Fire Department's ISO rating to a class four.
2. Become a change agent for amending the state school funding mechanism.
  - a) 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.
  - b) Work with School District 163 on their required inspections and to support their life safety initiatives.
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.
  - b) Continue to participate in staff committees and groups related to economic development and development issues.
5. 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 increase citizen's knowledge of Police and Fire Department operations.

- b) Explore the development of a cable show designed to alert residents to fire safety information.
- 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.)

**PERFORMANCE MEASURES:**

There are four department objectives listed under goal number one. Our first initiative will be satisfied with the continuance of our customer satisfaction survey program which is designed to measure satisfaction with the service provided by the department. The second initiative will be met when the Fire Department has achieved the noted inspection benchmarks. Additional Hazardous Materials training as well as compliance with new NIM's training for applicable staff members will satisfy initiative three. Initiative four will be met when the Fire Department completes a task list or outline of items needed to achieve reinstatement of our ISO rating.

With regard to goal number two, the Fire Department has not identified any quantifiable objective other than to assist and/or support the Board of Trustees' quest to amend the state school funding mechanism. Two objectives have been identified to support goal number three. The first initiative will be satisfied when Fire Staff are given permission 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.

We have identified two initiatives which will support goal number four. The first in this category will be met by the continuation of existing development meetings designed to completely inform potential new businesses of Code requirements prior to leasing or purchasing space. The second initiative will be satisfied as the Fire Department continues to support the community development department on development issues.

There are three objectives that will work in collaboration with goal number five. The first initiative will be satisfied at the conclusion of the 2009/10 Citizen's Fire and Police Academy. The second objective will be satisfied after Department analyzes its internal capacity to develop a cable show around fire prevention to further enhance safety in the Village. The last initiative in this category will be met as the Fire Department continues to develop additional outreach programs for seniors and other at risk groups in the community.

With regard to the final board goal, the Fire Department has listed four initiatives. Three of these will be satisfied when the projects are completed. The second initiative listed is currently under development. The benchmark is to create three public service announcements highlighting the department thereby promoting both the services provided to the community and engaging the public to join our team.

Performance Measure	Benchmark	Yes
<u>Dispatch</u> : From the time an emergency call is received and processed until the time the call is dispatched is denoted as the call handling time. SouthCom will keep call handling time within 60 seconds from the time the call is received.	60 Seconds	
<u>Turnout time</u> : Personnel once dispatched to an emergency call will be on-board the response vehicle and place the vehicle en-route within 60 seconds during the hours of 0700-2200, 95% of the time.	60 Seconds	
<u>Turnout time</u> : Personnel once dispatched to an emergency call will be on-board the response vehicle and place the vehicle en-route within 90 seconds during the hours of 2200-0700, 95% of the time.	90 Seconds	
<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	
<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 in-school 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. (Senior citizen programs)	Provide one program to each of the senior living facilities and one through the Township Office.	✓
<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.	58 structure fires (5 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 (.0872 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	✓

**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.

With regard to NFPA 1710 one must keep in mind it is a standard and not a legal or binding requirement as it relates to firefighter staffing. It is important however to consider the fact NFPA 1710 is the only recognized consensus standard on this subject. The response elements detailed in the NFPA 1710 Standard are as follows:

<b>National Fire Protection Association</b>	
<b>NFPA 1710 Standard</b>	
<b><u>Initial Full-Alarm Assignment Capability Deployed Within Eight Minutes</u></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.

The recent 1710 Report highlighted our “*Service Delivery*” deficiencies when compared to the standard. It is clear most small to mid-sized Cities and Villages will never be able to internally satisfy the standard. But given our response profile, the department is convinced it can come very close to the staffing benchmark for the full initial response

assignment within eight minutes 90% of the time by adding only one additional firefighter to each shift.

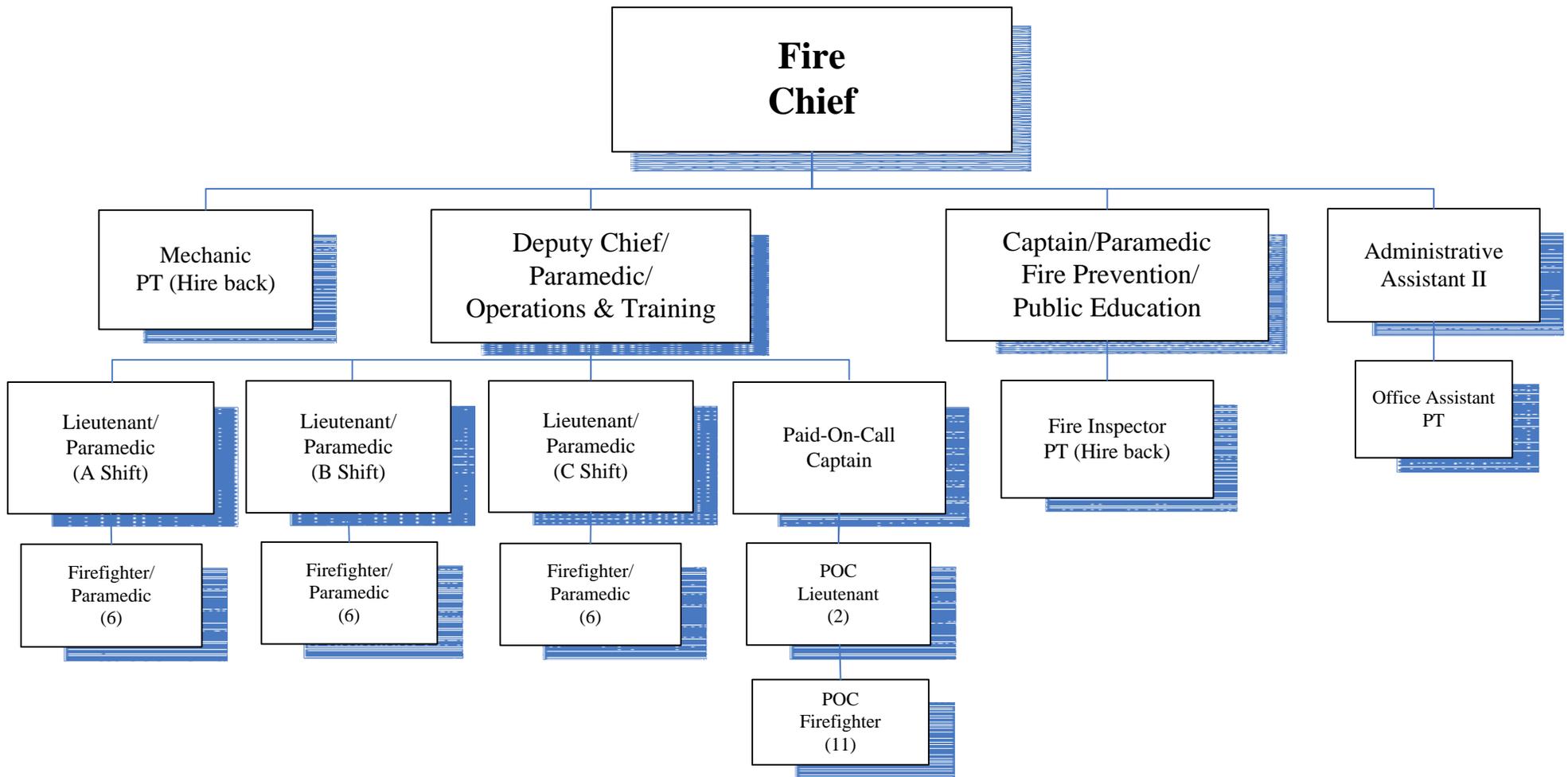
Remember, it's our internal capacity to immediately intervene that plays the largest factor in the determination of the outcome of a fire and the safety of our firefighters. Given the nature of the community's risk, frequency of multiple requests for assistance and the size and complexity of our residential properties it is imperative that the Village move forward with more optimal staffing on first responding units. 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 from 1,881 in 1993 to 3,265 in 2008.

The current staffing complement is depicted below:

<b><u>Position</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>
Fire Administrator/Chief	1	1	1	1	1
Deputy Fire Chief	0	0	1	1	1
Fire Captain	1	1	1	1	1
Fire Lieutenant	3	4	3	3	3
Firefighter/Paramedic	18	18	18	18	18
Administrative Assistant I	1	0	0	0	0
Administrative Assistant II	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total</b>	<b>24</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>

# Village of Park Forest Fire Department

## Organizational Chart



**Village of Park Forest  
2009/2010 Budget**

**FIRE DEPARTMENT  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	1,690,100	1,777,819	1,814,541	1,858,325	5%
Overtime Salaries	204,227	198,107	207,147	208,421	5%
Temporary/Part time Salaries	59,494	68,514	39,775	71,255	4%
IRMA Workers Comp Reimb.	<u>(45,646)</u>	<u>0</u>	<u>(45,646)</u>	<u>0</u>	0%
<b>Total Personnel Services</b>	<b>1,908,175</b>	<b>2,044,440</b>	<b>2,015,817</b>	<b>2,138,001</b>	<b>5%</b>
<b><u>Insurance</u></b>	207,340	231,999	240,774	252,135	9%
<b><u>Employee Support</u></b>	606,083	644,458	645,607	681,362	6%
<b><u>Professional Services</u></b>	44,928	49,000	49,000	74,658	52%
<b><u>Operating Supplies</u></b>	51,477	45,824	63,919	45,264	-1%
<b><u>Maintenance</u></b>	17,477	17,300	16,800	17,300	0%
<b><u>Capital Outlays</u></b>	72,903	73,267	73,267	50,280	-31%
<b><u>Miscellaneous</u></b>	1,772	1,800	1,800	1,800	0%
<b><u>Leases and Rentals</u></b>	160,000	179,200	179,200	188,160	5%
<b><u>Utilities</u></b>	<u>4,014</u>	<u>5,220</u>	<u>5,520</u>	<u>6,420</u>	23%
<b>TOTAL</b>	<b><u>3,074,169</u></b>	<b><u>3,292,508</u></b>	<b><u>3,291,704</u></b>	<b><u>3,455,380</u></b>	<b>5%</b>

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>
<b><u>Foreign Fire Insurance Fund</u></b>				
Revenue	9,712	9,000	10,575	9,000
Expenditures	<u>14,404</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Change in Fund Balance	(4,692)	0	1,575	0
Ending Fund Balance	<b><u>2,759</u></b>	<b><u>2,759</u></b>	<b><u>4,334</u></b>	<b><u>4,334</u></b>

**Village of Park Forest  
2009/2010  
Budget**

**FIRE DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</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	102,646	103,672	23,9	103,672		1,503	0	0	120
Bruce Ziegler (Gross incl \$2,877 paramedic) Deputy Fire Chief	93,102	94,033	21,9	96,910			15,278	1,163	120
Michael J Wheeler (Gross incl \$2,877 paramedic) Fire Captain	88,669	89,556	20,9	92,433			10,290	0	120
Traci Apt Administrative Assistant II	51,843	53,917	9,9	53,917	5,041	4,125	0	0	120
<b>Subtotal Non-Union</b>	<b>336,260</b>	<b>341,178</b>		<b>346,932</b>	<b>5,041</b>	<b>5,628</b>	<b>25,568</b>	<b>1,163</b>	<b>480</b>
<b><u>UNION</u></b>									
Steve J. Bobzin Lieutenant/Paramedic	80,176	83,383	039,C	83,383			0	0	120
Paul Hodges Lieutenant/Paramedic	80,176	83,383	039,C	83,383			15,278	1,163	120
Phillip Myers Lieutenant/Paramedic	80,176	83,383	039,C	83,383		1,209	15,278	1,163	120

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010  
Budget**

**FIRE DEPARTMENT  
SALARY DETAIL**

**7/1/2009**

	<b>6/30/2009 Base</b>	<b>Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Christopher P. Apt Firefighter/Paramedic	67,290	69,981	040,F	69,981		1,015	15,278	1,163	120
William C. Brei Firefighter/Paramedic	67,290	69,981	040,F	69,981		1,015	15,278	1,163	120
Edward T. Dionne Firefighter/Paramedic	67,290	69,981	040,F	69,981			12,420	0	120
Joseph A. Gray Firefighter/Paramedic	67,290	69,981	040,F	69,981		1,015	15,278	1,163	120
Patrick Hisel Firefighter/Paramedic	67,290	69,981	040,F	69,981		1,015	0	1,163	120
James Lustig Firefighter/Paramedic	67,290	69,981	040,F	69,981			0	0	120
Albert Martinez Firefighter/Paramedic	67,290	69,981	040,F	69,981			10,290	385	120
Ryan D. Roberts Firefighter/Paramedic	67,290	69,981	040,F	69,981		1,015	18,440	1,163	120
William F. Toberman Firefighter/Paramedic	67,290	69,981	040,F	69,981		1,015	15,278	1,163	120

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010  
Budget**

**FIRE DEPARTMENT  
SALARY DETAIL**

**7/1/2009**

	<b>6/30/2009 Base</b>	<b>Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Tracy Natyshok Firefighter/Paramedic	67,290	69,981	040,F	69,981		1,015	0	1,163	120
Edward A Wright Firefighter/Paramedic 040,F 11/26/09	64,202	66,770	040,E	71,239		1,033	4,552	385	120
Carolyn Gray Firefighter/Paramedic	64,202	66,770	040,E	66,770		968	0	1,163	120
Cory Murdoch Firefighter/Paramedic 040,D 01/15/10	55,602	57,826	040,C	59,726		866	15,278	765	120
Taylor J Bordewyk Firefighter/Paramedic 040,D 02/05/10	55,602	57,826	040,C	59,236		859	10,290	765	120
Mark Cotrano Firefighter/Paramedic 040,C 08/27/09	51,438	53,495	040,B	56,993		826	6,170	385	120
Neil Grove Firefighter/Paramedic 040,C 08/27/09	51,438	53,495	040,B	56,993		826	6,170	385	120
Robert Pillman Firefighter/Paramedic 040,C 08/27/09	51,438	53,495	040,B	56,993		826	12,420	0	120
Nathan Marconi Firefighter/Paramedic 040,B 08/25/09	46,482	48,341	040,A	52,504		761	4,552	385	120

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010  
Budget**

**FIRE DEPARTMENT  
SALARY DETAIL**

7/1/2009

	6/30/2009 Base	Increase 1 - 4%*	7/1/2009 Grade & Step	Gross**	IMRF 9.35%	FICA 7.65%	Health	Dental	Life
Pending Disability	67,290	69,981	040,F	1,702		25	2,276	198	60
<b>Total Union</b>	<b>1,421,122</b>	<b>1,477,958</b>		<b>1,432,115</b>		<b>15,304</b>	<b>194,526</b>	<b>15,283</b>	<b>2,580</b>
<b>Total Non-Union and Union</b>	<b>1,757,382</b>	<b>1,819,136</b>		<b>1,779,047</b>	<b>5,041</b>	<b>20,932</b>	<b>220,094</b>	<b>16,446</b>	<b>3,060</b>
Holiday Pay	72,830	75,735		79,278		853			
<b>Total Regular Salaries</b>	<b>1,830,212</b>	<b>1,894,871</b>		<b>1,858,325</b>	<b>5,041</b>	<b>21,785</b>	<b>220,094</b>	<b>16,446</b>	<b>3,060</b>
Paid On Call	58,524	60,865		60,865		4,656			
Part-time Help	7,751	10,390		10,390		795			
Hire Back Mechanic				14,000		203			
Overtime	198,107	206,031		208,421		3,022			
Health Insurance Disability Pension							8,535		
Retiree Health Insurance Stipend							4,000		
<b>FIRE DEPT. TOTAL</b>	<b>2,094,594</b>	<b>2,172,157</b>		<b>2,152,001</b>	<b>5,041</b>	<b>30,461</b>	<b>232,629</b>	<b>16,446</b>	<b>3,060</b>
<b>ALLOCATIONS:</b>									
Vehicle Services				-14,000		-203			
<b>FIRE DEPARTMENT TOTAL</b>	<b>2,094,594</b>	<b>2,172,157</b>		<b>2,138,001</b>	<b>5,041</b>	<b>30,258</b>	<b>232,629</b>	<b>16,446</b>	<b>3,060</b>

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010 Budget**

**FIRE DEPARTMENT  
DETAIL  
01-08-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	1,858,325
500100	Overtime Wages	208,421
500200	Temporary/Part-time	<u>71,255</u>

**Total Personnel Services** **2,138,001**

**INSURANCE**

510100	Health Insurance	220,094
	Dental Insurance	16,446
	Life Insurance	<u>3,060</u>

239,600

510110	Health Insurance - Disability	8,535
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510120	Health Insurance - Stipend	<u>4,000</u>
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**Total Insurance** **252,135**

**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	2,700	
	Firefighter II Academy	1,500	
	Outside Training Programs (firefighting related) (FAE, HazMat, Confined Space)	<u>3,260</u>	
			15,960
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		30,258
520620	IMRF		5,041
520622	Fire Pension Contributions		<u>616,853</u>
	<b>Total Employee Support</b>		<b>681,362</b>

**PROFESSIONAL SERVICES**

535700	SouthCom contribution - Fire share		<u>74,658</u>
	<b>Total Professional Services</b>		<b>74,658</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies		
	<u>Administration</u> (Computer Supplies, Legal Ads)	2,000	
	<u>Firefighting</u> (Safety Goggles, adapters, polish)	2,000	
	(Confined Space/ Technical Rescue Equipment)	3,000	

	<u>Fire Prevention</u> (Film, Developing, Halloween Bags, Flags, Twilight Parade, Open House)	2,000	
	<u>EMS</u> Stretcher, miscellaneous medical equipment	<u>3,000</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	150 <u>400</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	23,800
	Replacement Fire Hose	5,000
	Protective Clothing	11,250
	SCBA Air Bottles	3,900
	Fire Station Furnishings	3,030
	Gas Meters	<u>3,300</u>
	<b>Total Capital Outlays</b>	<b>50,280</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>188,160</u>
	<b>Total Leases and Rentals</b>	<b>188,160</b>

**UTILITIES**

610000	Telephone	
	<u>Administration/EMS</u>	
	Cellular Service and Telephone Pagers	5,352
	Wireless Internet Connection Charges	<u>1,068</u>
	<b>Total Utilities</b>	<b><u>6,420</u></b>

**TOTAL FIRE DEPARTMENT** **3,455,380**

## Village of Park Forest 2009/2010 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 Juniper Towers, 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 2008/2009**

The staff and clients of Nurses Plus continued to adjust to the new location at Village Hall during 2008/2009. The event with the largest impact in 2008 was the Park Forest Ten Ton Challenge. The Challenge was to highlight the community health problem of being overweight. The Department offered a safe program related to weight control based upon behavioral science and provided coordination and support for a year of focused activities. These activities also highlighted the new location of the Health Department facility in the Lower Level of Village Hall. Planning for this effort began in September 2007 with the revision and brightening of the logo and the design of the Ten Ton Challenge communication pieces. Two hundred thirty-six residents registered and 39 met the goal they set for themselves and received a refund of the \$10 registration fee.

The topics and events for the year for this program included:

- January: "Know Your Saboteurs" presented by Dr. Sheila Wilkins.
- February: "Setting Realistic Goals" presented by Monica Koehn, RN, MSN.  
"Nutrition for Kids, Nutrition for Teens and Nutrition for Adults" by Registered Dieticians Theresa Musselman and Lorraine Hitchcock.
- March: "Grocery Shopping 101" presented by Christine Blue  
"The Buddy System" presented by Nona Frazier.
- April: "So Far, So Good" presented by Christine Blue, featuring Quality Classic Health and Fitness Center and Na'Ma Rose Dance Studio.
- May: "Healthy Cooking" presented by Joanne Lindholm of Fresh Starts Restaurant.
- June: "Greater Chicagoland Food Depository Walk For Hunger"  
  
"Staying Motivated" panel discussion featuring Alice Davis from Quality Classic Health and Fitness Center, Jennifer Brown from Weight Watchers and Jeannie Sommers from T.O.P.S. (Taking Off Pounds Sensibly)  
"Serving and Eating Safe Festival Food" with Christine Blue and Femi Sulyman.
- July: "Mini Boot Camp" presented by Nona Frazier.
- August: "Landmark Forum: Change Your Life" coordinated by Nona Frazier.
- September: "Walk the Wetlands" and "Packing Healthy Lunches" presented by Nona Frazier.
- October: "Stress Management" presented by Nona Frazier.

"Preventing Child Abuse" presented by Anne Parry, Chicago Department of Health.

November: "Managing the Holidays" presented by Jennifer Brown.  
 "Dealing with Dementia" a panel discussion at the Illinois Theatre Center.

December: "Fitness for Life" presented by Juanita McGuire and Nona Frazier.  
 "Elder Abuse" presented by Katie Schmitt from Age Options, Inc.

In addition to the information sessions, participants received glucose and cholesterol testing at a discount, coaching during their weigh-ins and printed information. The cow mascot was retired in December to assume a new identity as a raffle award after a dazzling renovation by local artists Patricia Moore, Dennis Jennings and Ginny Rafferty. Special thanks were extended to Cosette and Iliayah Yisrael of Yisrael Graphics for shepherding the project and creating the communication pieces.

It was a year of staff transition for the Health Department in 2008/2009. In May 2008 Nursing Supervisor Judy Sopiarcz retired and was succeeded by Jenise Ervin in June 2008. Registered Nurses Vernedia Richardson and Peggy Kelly resigned and were succeeded by Vicki Green and Susan White, respectively. Additionally, two staff members experienced lengthy illnesses in mid 2008/2009.

New 2008 Illinois legislation resulted in the requirement for additional licensure for the Health Department for in-home community health nursing services and an unexpected expense of \$1,500.

The Health Department staff provided an outstanding level of community health nursing services during 2008: During calendar year 2008, the Department recorded 14,823 client contacts, including in-home, in-office and community delivered, fee and prepaid services, an increase of 1,929 from 2007. Of those contacts, 10,859 (73%) were delivered to people with Park Forest addresses, 781 (5%) to Richton Park addresses, 599 (4%) to Matteson addresses, and 224 (2%) to Chicago Heights addresses. All client contacts for the year had an address reported. The remaining 16% of services were delivered to people from 49 other communities. The following table highlights major source communities for all client contacts from 2002 through 2008.

	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Total annual contacts	12,619	14,469	12,408	12,625	11,687	12,894	14,823
# municipalities	52	63	58	60	54	58	53
Park Forest	4,391	9,617	8,606	8,334	8,999	9,504	10,859
Richton Park	793	740	825	593	531	684	781
University Park	71	84	96	131	59	60	117
Olympia Fields	397	221	200	245	78	141	137
Matteson	459	358	776	799	281	353	599

The Health Department is an intake site for the Access To Care Program. During 2008, 14 new clients were accepted into the program 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.

During 2008, the Health Department accepted three students from St. Xavier College of Nursing and four from Governors State University for clinical rotations in community health. Their projects were targeted to promote the Park Forest Ten Ton Challenge.

In 2008, the Health Department Director continued to participate in the Place Matters Design Lab. 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, Sen. Mattie Hunter and James Bloyd.

The six-member Professional Advisory Group (PAG) met once during 2008. 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 Illinois Foundation for Quality Healthcare is the organization that provides these functions in the Northern District of Illinois. Two contractual professionals prepare the quality and cost reports.

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 Drive did take six months to resolve as predicted.

The Health Department continues a liaison relationship with the Park Forest Nurses Club (PFNC). Registered Nurses from the Nurses Club volunteer at health screening clinics and events. The Health Department also has long-standing positive relationships with three local civic groups: the Rotary Club, Kiwanis Club and the Lions Club. The points

at which the groups' goals intersect with the services provided by the Health Department are where the groups provide continuing financial support.

The Friends of the Park Forest Health Department, NFP was created in 1999 and received final IRS approval as a public charity in 2006. The Director of the Health Department 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 Director continues to serve as staff liaison to the Senior Citizen Advisory Commission which meets at the Health Department. The Commissioners donated 220 hours of time during 2008 and recorded an additional 505 guest hours through its various activities. Trustee Ken Kramer served as Board Liaison.

Finally, the Health Department Director 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 2008 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 \$10,500 in 2006, to \$14,700 in 2007 and to \$17,000 in 2008. Of the 1,000 seniors who participated in this program in 2008, 467 reside in Park Forest. Nearly \$8,000 was realized for low-income Park Forest seniors through this program.

**Environmental Health**

1. Maintain level of food safety inspections for food vendors within the Village. Implement a penalty fee for re-inspections due to failure to comply with food safety regulations.

*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.*

<b>FOOD SAFETY INSPECTIONS</b>					
<b>Year</b>	2004	2005	2006	2007	2008
<b>Number</b>	109	73	161	133	114

**Home Health**

2. Increase total number of patients compared to 2007.

*The number of home health visits in 2008 decreased from 2007. 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 the updating of the Nurses Plus logo and the distribution of flyers and brochures. The hospital visit program was not implemented in 2008 due to staff turnover.

**HOME HEALTH VISITS**

<b>Year</b>	2004	2005	2006	2007	2008
<b>Number</b>	2,664	1,700	2,523	2,825	2,015

- Continue the Hospital visit program for all residents of Garden House.

*The hospital visit program was implemented late in 2008.*

**Mother, Child and Family Health**

- Evaluate the School Physicals Program for efficiency. Roll School Physicals Clinics into a weekly physicals clinic for all ages.

*The demand for school physicals does not match the days and times the Health Department is able to provide them. The resignation of a staff member before the season was completed may have had an impact on outreach and utilization. Implementation of the monthly physicals clinics program was delayed until July 2009.*

**SCHOOL PHYSICALS**

	2003	2004	2005	2006	2007	2008
# Clinics	7	9	9	7	8	8
#School Physicals	319	328	254	252	197	102

- Monitor and report the utilization of adult vaccines, especially Shingles, Hepatitis A and B, Influenza and pneumonia.

*The administration of influenza and pneumonia vaccines significantly decreased from 2007, probably due to staff turnover. There was an 18% decline in total immunization events in 2008 compared to 2007.*

**IMMUNIZATIONS**

	<b>Adult</b>	<b>Child</b>	<b>Adult Flu</b>	<b>Child Flu</b>	<b>Total</b>
<b>2003</b>	208	469	948	38	<b>1,665</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>

**Senior Health**

- 6. Continue Nursing offices at Victory Centre, Juniper Towers and Garden House.

*Nursing office services, which include blood pressure monitoring, glucose testing and medication management at all senior living facilities combined decreased from 1,925 in 2007 to 1,866 in 2008. The decrease was due to a flooding problem and a resulting mold problem at Juniper Tower that closed the nursing office for five months. The nursing office at Victory Centre was closed for two months due to lack of a suitable, dedicated and private space.*

**SENIOR BUILDING NURSING OFFICE VISITS**

2005	2006	2007	2008
2,341	2,369	1,925	1,866

- 7. Continue the Garden House Hospital Visit program. Expand networking with case managers at local hospitals.

*The Hospital Visit Program was suspended in September 2008 due to staff turnover. It will be resumed in July 2009. Networking has begun with representatives of hospitals and skilled nursing facilities in the area to make known the services provided by Nurses Plus as well as the people providing the care.*

**Adult Health**

- 8. Screen more than 500 people during the Ten Ton Challenge for diabetes and/or hypertension.

*This goal was meant to screen 50% of the anticipated 1,000 participants. Since 236 participants registered, the goal was revised to screen 118. During 2008, the Health Department screened 170 for glucose levels and 283 for hypertension.*

- 9. Increase utilization of Hypertension Clinic by 200 screening visits over 2007.

*Blood pressure screenings in the office during 2007 were 125 client visits. During 2008, 283 clients were screened. This goal was therefore not achieved.*

**Administration**

- 10. Submit at least two grant funding applications for public health programs or services. Obtain funding from at least one source, public or private in excess of \$15,000.00.

*Two grant applications were submitted, one to expand the Park Forest Ten Ton Challenge and the second to complete the renovation of the lower level. Neither was funded and this goal was not achieved. Smaller grant awards were received*

*however: \$5,000 from the Robin Kelly Delicate Balance Foundation, \$4,000 from the Illinois Department of Agriculture for three additional Farmers Market directional signs and indirectly, \$17,000 from the Senior Farmers Market Nutrition Program.*

11. Improve the appearance, content, timeliness, utilization and linking capacity of the website: [www.pfhealth.net](http://www.pfhealth.net).

*This goal was not achieved due to staff illness. The Health Department needs to evaluate the possibility of abandoning the unique website and moving toward improving the page on the Village web site at [www.villageofparkforest.com](http://www.villageofparkforest.com).*

## **2009/2010 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 2008.
3. Write expanded procedures for Home Nursing license-covered services.
4. Increase utilization of Bath Service over 2007 utilization.

### **Mother, Child and Family Health**

5. Implement inventory system for all vaccines, complying with the IDPH regulations for vaccines.
6. Increase number of adult and child immunization to surpass 2008 utilization.
7. Plan and implement the monthly screening clinic in advance of school physicals clinic season.

### **Senior Health**

8. Continue Nursing Offices at Victory Centre, Garden House, Juniper Tower and Cedar Ridge Apartments.
9. Expand hospital visit program at Garden House.

## **Adult Health**

10. Increase glucose screening by 100 clients over 2008 client visits.
11. Increase Blood Pressure Screening visits by 150 over 2008 client visits.
12. Implement individual staff member daily statistics monitoring.

## **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.
14. Revise statistical spreadsheets to enable up to date reporting on all functions reported for statistical analysis.

## **PERFORMANCE MEASURES FOR 2009/2010:**

Objective 1 will be monitored on a monthly basis in the departmental statistical report. Objectives 2, 3 and 4 will be tracked on a monthly basis in the departmental statistical report, reported by the supervisor during the monthly staff meeting, the monthly departmental revenue report, the annual Medicare Cost Report and the annual survey by the Illinois Department of Public Health. Objective 4 will be measured in the departmental statistical report for the month(s) that the service is delivered. Additional reporting will occur when the Illinois Department of Public Health begins its monitoring process for the new \$1,500 licensure. 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 reported monthly in the Health Department statistical report. Objectives 10, 11 and 12 will be measured on a monthly basis in the departmental statistical report, the minutes of the staff meetings and in performance reviews. Objectives 13 and 14 will be reported at the weekly staff meeting. Overall progress will be reported to the Village Manager in the weekly Manager's Meeting. The revised spreadsheet will be distributed on a monthly basis at the Health Department staff meeting.

<b><u>STAFFING:</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>
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.	2.5	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>9.0</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>

Matthew Johnson, M.D., continues to act as the department's medical advisor. In this capacity, he 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 2,249 hours during 2008, an increase of 677 hours over 2007. Two new people volunteered during the calendar year as a result of the Ten Ton Challenge. These hours are in addition to all hours accrued in service to Boards and Commissions and volunteers in the Nursing Offices in the senior buildings. The list of all people who volunteered in 2008 will be published in the Manager's Report.

The Professional Advisory Board for Nurses Plus Home Healthcare met for its annual meeting in April 2008. 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 will assume leadership of this meeting in 2009.

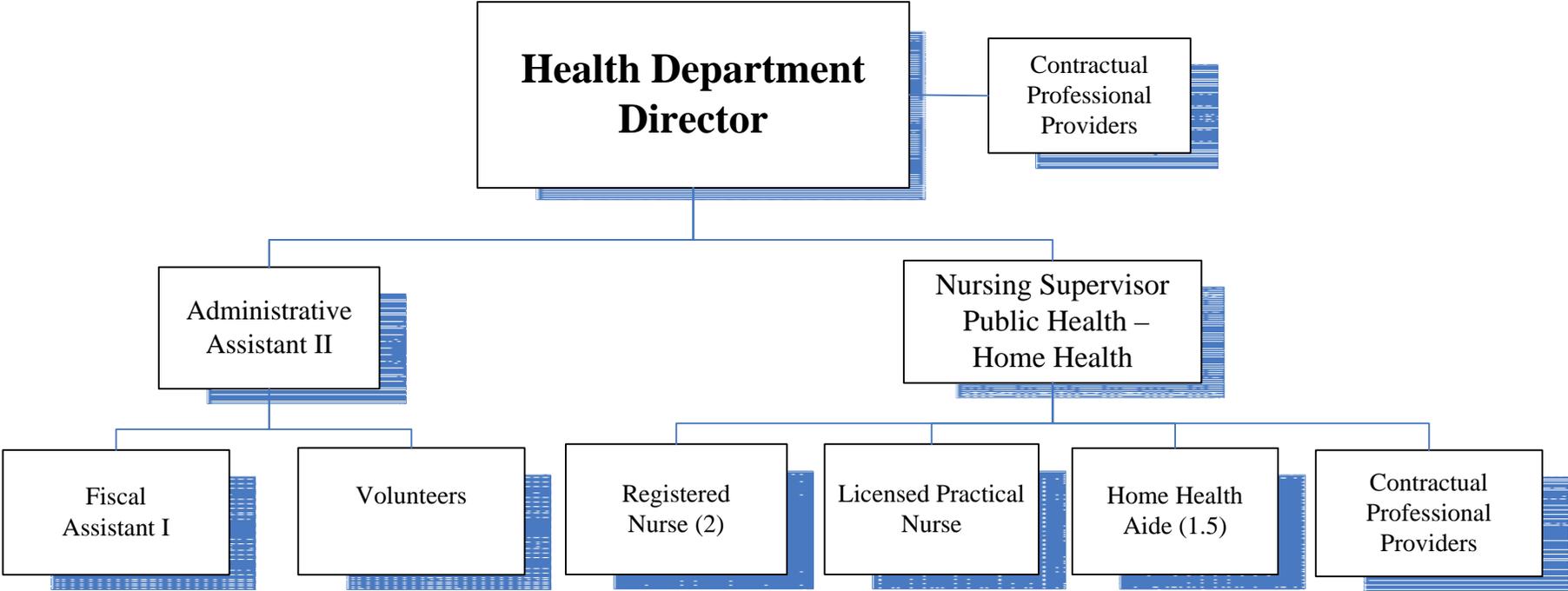
## **CONTRACT SERVICES:**

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  
Matthew Johnson, M.D., Medical Advisor  
Mary Foote, Woundcare 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  
Monica Koehn, Advanced Nurse Practitioner  
Therese Liebenritt, Advanced Nurse Practitioner  
Lynn Miskovich-Riddle, Advanced Nurse Practitioner  
Sandra Vanderhoek, Advanced Nurse Practitioner  
Mercy Inyang, Certified Nursing Assistant  
Flora Haynes, MSW  
Femi Sulyman, Registered Sanitarian  
Richard Peelo, Medicare Funding Consultant  
Rich Township Food Pantry  
Park Forest Nurses Club  
Township of Rich  
South Suburban Family Shelter  
Church of the Nazarene Daycare and Nursery  
Beginnings Daycare  
ComGraph, Inc., Counseling and DUI Services  
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  
2009/2010 Budget**

**HEALTH DEPARTMENT  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	438,835	457,149	437,000	465,284	2%
Overtime Salaries	1,933	1,993	5,000	2,097	5%
Temporary/Part-time Salaries	<u>19,861</u>	<u>21,571</u>	<u>21,571</u>	<u>22,095</u>	2%
<b>Total Personnel Services</b>	<b>460,629</b>	<b>480,713</b>	<b>463,571</b>	<b>489,476</b>	<b>2%</b>
<b><u>Insurance</u></b>	51,401	60,378	59,822	65,964	9%
<b><u>Employee Support</u></b>	86,021	89,124	89,039	96,685	8%
<b><u>Professional Services</u></b>	102,356	116,825	91,800	114,700	-2%
<b><u>Operating Supplies</u></b>	64,949	58,375	58,076	54,270	-7%
<b><u>Maintenance</u></b>	12,274	3,600	14,680	11,160	210%
<b><u>Capital Outlays</u></b>	3,812	5,000	5,000	5,000	0%
<b><u>Miscellaneous</u></b>	28,026	10,500	7,700	5,600	-47%
<b><u>Leases and Rentals</u></b>	3,542	0	0	0	0%
<b><u>Utilities</u></b>	10,734	<u>2,900</u>	<u>3,600</u>	<u>3,600</u>	24%
<b>TOTAL</b>	<b><u>823,744</u></b>	<b><u>827,415</u></b>	<b><u>793,288</u></b>	<b><u>846,455</u></b>	<b>2%</b>

**Village of Park Forest  
2009/2010  
Budget**

**HEALTH DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Increase Salary 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Christine Blue Director of Health	97,758	98,736	22,9	98,736	9,232	7,553	6,170	385	120
Jenise Ervin Nursing Supervisor	62,311	62,934	17,3	65,665	6,140	5,023	15,278	1,163	120
Vicki Green RN	56,025	57,146	12,7	58,779	5,496	4,497	9,875	1,163	120
Susan White RN	54,130	55,213	12,6	56,346	5,268	4,310	6,170	385	120
Brenda L Walker Administrative Assistant II	51,843	53,917	9,9	53,917	5,041	4,125	6,170	385	120
Marcia Dees Fiscal Assistant	47,023	48,904	7,9	48,904	4,573	3,741	0	1,163	118
Juanita McGuire LPN	42,412	44,108	7,6	44,620	4,172	3,413	0	765	108

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010  
Budget**

**HEALTH DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Increase Salary 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Kimberly Rodriquez HHA	36,843	38,317	2,9	38,317	3,583	2,931	9,875	1,163	91
<b>Subtotal</b>	<b>448,345</b>	<b>459,275</b>		<b>465,284</b>	<b>43,505</b>	<b>35,593</b>	<b>53,538</b>	<b>6,572</b>	<b>917</b>
<b>PART-TIME</b>									
Brenda Floyd HHA - 59%	21,002	21,842	2,8	22,095	2,066	1,690	4,552	385	0
Overtime	1,993	2,073		2,097	196	160			
<b>HEALTH DEPT. TOTAL</b>	<b>471,340</b>	<b>483,190</b>		<b>489,476</b>	<b>45,767</b>	<b>37,443</b>	<b>58,090</b>	<b>6,957</b>	<b>917</b>

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010 Budget**

**HEALTH DEPARTMENT  
DETAIL  
01-09-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	465,284
500100	Overtime Wages	2,097
500200	Part-time Salaries	<u>22,095</u>

**Total Personnel Services** **489,476**

**INSURANCE**

510100	Medical Insurance	58,090
	Dental Insurance	6,957
	Life Insurance	<u>917</u>

**Total Insurance** **65,964**

**EMPLOYEE SUPPORT**

520000	Travel Expenses (Tolls, train tickets, and parking fees)	200
520100	Car/Mileage Allowance	5,000
520200	Dues/Subscriptions	4,525
520300	Training	3,500
520400	Books/Pamphlets	250
520610	FICA	37,443

520620	IMRF	<u>45,767</u>
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<b>Total Employee Support</b>		<b>96,685</b>
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**PROFESSIONAL SERVICES**

530000	Other Professional Services	
	Medical	500
	Advanced Nurse Practitioners	9,000
	Sanitarian	9,625
	Contract RN, LPN, HHA	9,675
	Medicare Consultant	5,200
	Marketing and Outreach	<u>4,500</u>
		38,500

530600	Medical Social Worker	4,200
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530900	Physical Therapy	55,000
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531000	Occupational Therapy	8,000
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531100	Speech and Language Therapy	4,000
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531400	Computer/Programming Services	<u>5,000</u>
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<b>Total Professional Services</b>		<b>114,700</b>
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**OPERATING SUPPLIES**

540000	Operating/office supplies	4,200
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540100	Computer Supplies	500
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540200	Printing/copying supplies	500
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540300	Stationery and Forms	3,000
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540350	Office Equipment	0
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540400	Meeting Expenses		2,000
540500	Beverage		200
540900	Uniforms/PPE		
	Uniform allowances	2,475	
	Cleaning supplies	125	
	Biohazard Waste Removal	<u>1,370</u>	
			3,970
541100	Public Information		400
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>54,270</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		
	Computer Replacement	3,800	
	Patient Care Equipment	<u>1,200</u>	
	<b>Total Capital Outlays</b>		<b>5,000</b>

**MISCELLANEOUS EXPENDITURES**

590100	Postage	2,600
590800	Printing and Graphic Design	2,000
590900	Advertising/speakers fees	500
591200	Special Events	<u>500</u>
<b>Total Miscellaneous Expenditures</b>		<b>5,600</b>

**UTILITIES**

610000	Telephone	<u>3,600</u>
<b>Total Utilities</b>		<b><u>3,600</u></b>

**TOTAL HEALTH DEPARTMENT** **846,455**

## **Village of Park Forest 2009/2010 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. Department staff members regularly work with several other area park and recreation agencies providing trips, special events and other cooperative programs. The department is comprised of 19 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). The department, with the aid of the Recreation & Parks Board, recently completed a Master Plan update for the complex which focuses on the bathhouse, the two oldest pools (East and West) and the concession stand. A grant application through the Open Space Land Acquisition and Development Program is pending to begin implementation of portions of this plan.

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 330-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. These include accessible washrooms on the main level, new energy efficient lighting in the King and Johnson Rooms and in the Lobby and lounge and front lobby areas. Since the building was constructed, the roof, HVAC units, stage floor and curtains, and entry doors have been replaced. The 30+ year old theater seating is being replaced during the coming summer of 2009. Due to ADA alterations and other design considerations, the fixed seating number will be reduced from 330 to approximately 285.

The department also operates a general purpose recreation facility at Forest Trail Recreation Center and programs in two rooms in the recently built-out space 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.

Urban forestry operations are also an important responsibility of the Recreation & Parks Department. 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 Village is recognized as a Tree City USA by the National Arbor Day Foundation. This designation recognizes communities with effective urban forestry management programs. Since 1997, more than 5,800 parkway trees have been pruned and 600 diseased trees have been removed. While pruning operations are still underway, the final total will be about 900 trees pruned again in 2008/09. Financial constraints during the coming year will reduce tree maintenance budget by about \$27,000. This is not expected to negatively affect the program. The current issue in urban forestry is the Emerald Ash Borer which has ravaged Ash trees in the upper Midwest. While traps set out in cooperation with the State of Illinois over the past 4 years have produce no evidence of the pest in Park Forest, its recent identification in Homewood indicates we will find it soon. As a result, in 2008 the Village adopted the practice of removing all Ash trees that have shown signs of stress. A total of 18 of such trees were removed and the practice is expected to continue.

**URBAN FORESTRY SUMMARY**

<i>Year</i>	<i>2004</i>	<i>2005</i>	<i>2006</i>	<i>2007</i>	<i>2008</i>
<i>Trees Pruned</i>	<i>361</i>	<i>795</i>	<i>894</i>	<i>925</i>	<i>900</i>

A growing responsibility for the department is management of the Central Park Wetlands. This nationally recognized project 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. The major addition over the past year was installation of a large educational deck and six interpretive sign panels.

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 2008/2009 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 2008/2009 Budget:*

<i>Project</i>	<i>Status</i>
<i>Carpet Freedom Hall meeting rooms</i>	<i>Deferred for door repairs</i>
<i>Computer Replacement Various Sites</i>	<i>Completed</i>
<i>Phase I Aqua Retaining Wall Replacement</i>	<i>Completed</i>
<i>Replace Tennis Club Driveway Apron</i>	<i>Completed</i>
<i>Replace two Chlorinators at Aqua Center</i>	<i>Completed</i>
<i>Replace Manilow Theatre Seats</i>	<i>To be completed by Fall 2009</i>
<i>Manilow Theatre painting / carpeting</i>	<i>To be completed by Fall 2009</i>
<i>Develop Dog Park</i>	<i>To be Completed by early summer 2009</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 is 900 trees pruned. A total of 67 trees were removed in 2008, about the same number as 2007. This year the department began to cull the stressed and weakened Ash trees in the Village in an effort to help control the spread of the Emerald Ash Borer. A total of 18 Ash trees were removed.*

**2009/2010 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>Replace Blinds / Paint Window Frames Freedom Hall</i>
<i>Resurface Walkway Paving at Central Park</i>	<i>Replace Poles / Netting Fields A &amp; B at Central Park</i>
<i>Re-roof Thorn Creek Nature Center</i>	<i>Replace an Ice Machine and two Chlorinators at the Aqua Center</i>
<i>Complete building tuck pointing at the Tennis &amp; Health Club</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>2004</u></b>	<b><u>2005</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>
Youth Basketball	130	130	137	75	167
Flag Football	59	58	50	35	59
Camp Complay (All day camp)	30	29	32	33	28
“1/2 day” Camps	74	72	73	80	73

***FREEDOM HALL SERIES ATTENDANCE \****

	<b><u>2003/04</u></b>	<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>
Main	1,052 (6)	1,454 (6)	1,129 (6)	982 (5)	1,382 (7)	960 (6)
Senior	1,050 (4)	1,079 (4)	1,071 (4)	1,839 (6)	1,708 (6)	1,629 (6)
Children’s	2,005 (10)	2,001 (9)	846 (6)	1,618 (6)	1,429 (7)	736 (6)

\* 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 \$ 500  
 450700 Freedom Hall room and theater rentals 18,000  
 450800 Freedom Hall ticket sales for misc. events 7,000  
 451000 Freedom Hall Series ticket sales and sponsorships 38,000  
 456400 “Scenic 5 and more...” Labor Day Event 17,000  
 452000 Recreation Program fees and team entries 119,748  
 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 60,000

\* 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.

**STAFFING:**

<b><u>Position</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>
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
Golf Superintendent	1	0	0	0	0
Facility/Program Supervisor	3.4	3	3*	1	1
Recreation Supervisor	1	1	0.2*	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	4	5	4
Park Maintenance Worker II	1	1	1	1	1
Office Assistant (PT-FTE)	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>	<u>1.6</u>
<b>Total Positions</b>	<b>22.0</b>	<b>20.6</b>	<b>19.8</b>	<b>20.6</b>	<b>19.6</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.

**Village of Park Forest  
2009/2010 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 west one-third of the bathhouse building at the Park Forest Aqua Center.

**ACCOMPLISHMENT OF 2008/2009 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>Window Replacement Munic. Garage</i>	<i>To be completed spring 2009</i>
<i>Window Replacement Public Safety</i>	
<i>Emergency Repairs</i>	<i>Not used</i>
<i>Complete Lower Level Build out</i>	<i>Complete</i>

**2009/2010 BUILDINGS and GROUNDS OBJECTIVES:**

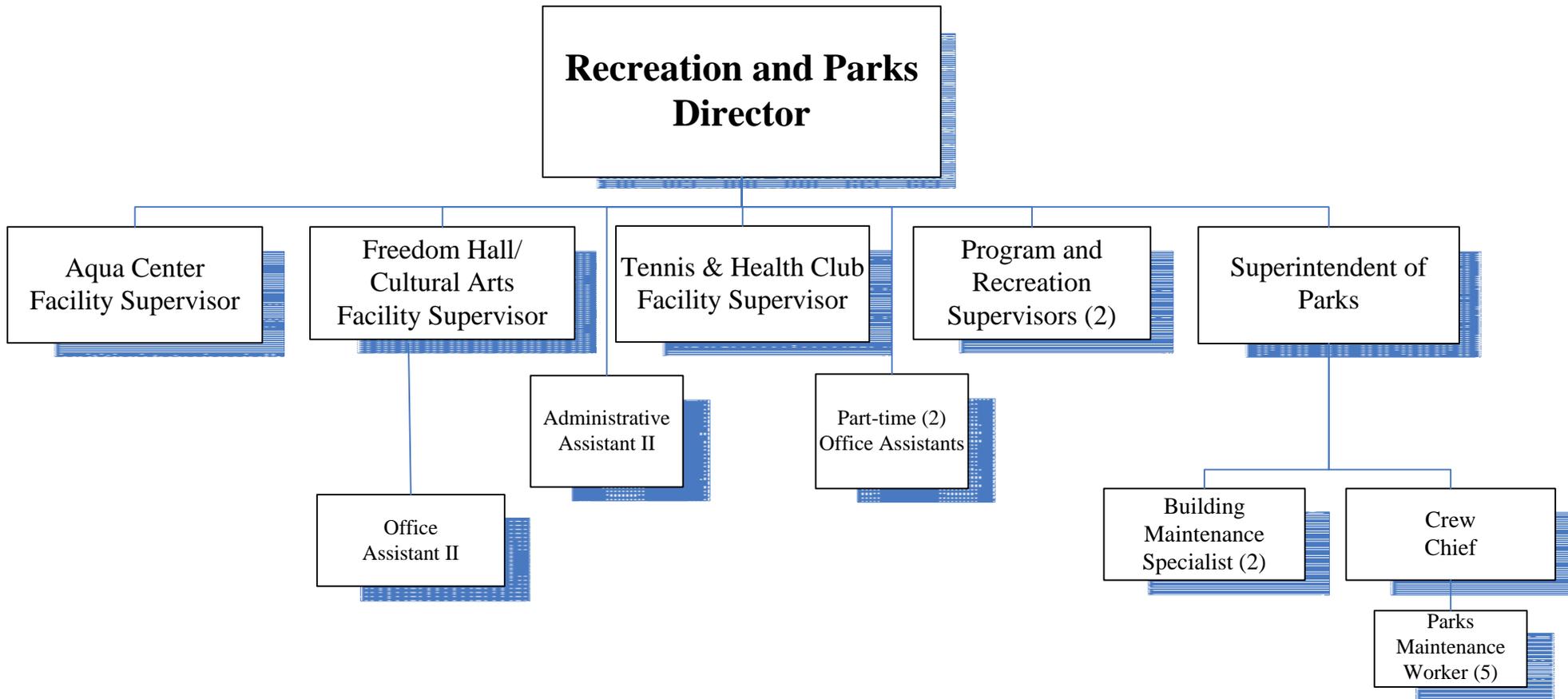
1. Continue the long-term upkeep of the Village's municipal buildings and facilities.
2. To explore and implement "green" building initiatives and LEED compliant design in maintenance and building improvements. This could include such items as permeable pavement, rain gardens, green roofs, energy efficient 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  
2009/2010 Budget**

**RECREATION and PARKS  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	798,210	829,116	842,834	813,744	-2%
Overtime Salaries	26,252	37,100	23,700	20,480	-45%
Temporary/Part-time Salaries	<u>196,919</u>	<u>194,640</u>	<u>182,237</u>	<u>158,753</u>	-18%
<b>Total Personnel Services</b>	<b>1,021,381</b>	<b>1,060,856</b>	<b>1,048,771</b>	<b>992,977</b>	<b>-6%</b>
<b><u>Insurance</u></b>	113,288	134,387	130,000	150,039	12%
<b><u>Employee Support</u></b>	162,966	170,013	168,387	168,380	-1%
<b><u>Professional Services</u></b>	280,086	235,017	255,500	224,482	-4%
<b><u>Operating Supplies</u></b>	154,287	130,150	160,150	126,310	-3%
<b><u>Maintenance</u></b>	182,953	207,000	188,950	156,500	-24%
<b><u>Capital Outlays</u></b>	140,004	203,500	169,400	94,400	-54%
<b><u>Miscellaneous</u></b>	80,916	81,235	83,500	75,750	-7%
<b><u>Leases and Rentals</u></b>	119,052	118,000	118,000	104,363	-12%
<b><u>Utilities</u></b>	<u>81,693</u>	<u>73,550</u>	<u>91,050</u>	<u>90,450</u>	23%
<b>TOTAL</b>	<b><u>2,336,626</u></b>	<b><u>2,413,708</u></b>	<b><u>2,413,708</u></b>	<b><u>2,183,651</u></b>	<b>-10%</b>

**Village of Park Forest  
2009/2010  
Budget**

**RECREATION and PARKS  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
John Joyce Director of Recreation & Parks	102,646	103,672	23,9	103,672	9,693	7,931	12,420	765	120
Robert Gunther Parks Superintendent	76,596	77,362	17,9	77,362	7,233	5,918	15,278	611	120
Hernan Maldonado Parks Crew Chief	66,167	67,490	14,9	67,490	6,310	5,163	9,875	0	120
Lee Irvin (Gross Incl \$13,000 for Racquets + Commission for Lessons) Tennis & Health Club Manager	66,167	67,490	14,9	80,490	7,526	6,157	0	0	120
Charles Sabey Program Supervisor	60,014	61,214	12,9	61,214	5,724	4,683	0	0	120
David Richardson Building Maintenance Specialist	54,435	56,612	10,9	56,612	5,293	4,331	4,552	765	120
Bert Weaver Building Maintenance Specialist	54,435	56,612	10,9	56,612	5,293	4,331	10,290	765	120
Carolyn Hoff Administrative Assistant II	51,843	53,917	9,9	53,917	5,041	4,125	16,011	1,163	120
Helen Neel Parks Maintenance Worker II	49,375	51,350	8,9	51,350	4,801	3,928	4,552	385	120

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010  
Budget**

**RECREATION and PARKS  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Kevin Adams Recreation Supervisor I	37,496	38,996	8,1	40,636	3,799	3,109	4,552	385	98
Anna Soloff Recreation Supervisor I	37,496	38,996	8,1	40,636	3,799	3,109	5,392	385	98
Robert Kunkel Parks Maintenance Worker I	47,023	48,904	7,9	48,904	4,573	3,741	4,552	385	118
Elizabeth Schell Parks Maintenance Worker I	47,023	48,904	7,9	48,904	4,573	3,741	15,278	611	118
Richard Lee Parks Maintenance Worker I	40,978	42,617	7,5	43,111	4,031	3,298	4,552	385	103
Felipe Alvarez Parks Maintenance Worker I	38,254	39,784	7,3	40,245	3,763	3,079	4,552	765	69
Naomi Fell Administrative Assistant I	47,023	48,904	7,9	48,904	4,573	3,741	4,552	0	118

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010  
Budget**

**RECREATION and PARKS  
SALARY DETAIL**

	6/30/2009 Base	Salary Increase 1 - 4%*	7/1/2009 Grade & Step	Gross**	IMRF 9.35%	FICA 7.65%	Health	Dental	Life
Tara Janisch Naturalist	34,115	34,115		34,115	3,190	2,610	18,440	0	82
<b>Sub-Total</b>	<b>911,086</b>	<b>936,939</b>		<b>954,174</b>	<b>89,215</b>	<b>72,995</b>	<b>134,848</b>	<b>7,370</b>	<b>1,884</b>
Part-time Help	409,663	426,051		438,628	14,558	33,556	4,552	385	
Overtime	24,143	25,109		25,400	2,375	1,943			
Retiree Health Insurance Stipend							1,000		
<b>Sub-Total</b>	<b>1,344,892</b>	<b>1,388,099</b>		<b>1,418,202</b>	<b>106,148</b>	<b>108,494</b>	<b>140,400</b>	<b>7,755</b>	<b>1,884</b>
<b>ALLOCATIONS</b>									
Tennis				-201,840	-14,420	-15,441			
Aqua Center				-174,810	-3,770	-13,373			
Library				-10,100	-944	-773			
Vehicle Services				-25,500	-2,384	-1,951			
Downtown P. F.				<u>-12,975</u>	<u>-1,213</u>	<u>-993</u>			
<b>Subtotal</b>				<b>-425,225</b>	<b>-22,731</b>	<b>-32,531</b>			
<b>RECREATION/PARKS TOTAL</b>	<b>919,667</b>	<b>962,874</b>		<b>992,977</b>	<b>83,417</b>	<b>75,963</b>	<b>140,400</b>	<b>7,755</b>	<b>1,884</b>

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010 Budget**

**RECREATION and PARKS GENERAL SUPPORT  
DETAIL  
01-11-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries		
	Full-time administrative and supervisory staff	363,420	
	Parks Department staff	57,850	
	Naturalist at Thorn Creek (reimbursed)	<u>34,115</u>	
			455,385
500100	Overtime Salaries		250
500200	Temporary/Part-time		<u>50,968</u>
	<b>Total Personnel Services</b>		<b>506,603</b>

**INSURANCE**

510100	Medical Insurance	140,400	
	Dental Insurance	7,755	
	Life Insurance	<u>1,884</u>	
	<b>Total Insurance</b>		<b>150,039</b>

**EMPLOYEE SUPPORT**

520000	Travel Expenses (Personal vehicle usage reimbursements)		1,700
520200	Dues/Subscriptions		400
520300	Training Expenses		2,750

520610	FICA		38,755
520620	IMRF		<u>46,883</u>
<b>Total Employee Support</b>			<b>90,488</b>

**PROFESSIONAL SERVICES**

530000	Computer support and other professional services		4,250
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>38,450</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>4,400</u>
<b>Total Capital Outlays</b>			<b>4,400</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 839,580**

**Village of Park Forest  
2009/2010 Budget**

**RECREATION and PARKS - FREEDOM HALL  
DETAIL  
01-11-04**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	98,400
500100	Overtime Salaries	4,500
500200	Temporary/Part-time	<u>9,000</u>

**Total Personnel Services** **111,900**

**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	8,562
520620	IMRF	<u>9,421</u>

**Total Employee Support** **19,633**

**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	6,000
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540500	Beverage purchases for resale	<u>350</u>
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<b>Total Operating Supplies</b>		<b>6,350</b>
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**MAINTENANCE**

550200	Equipment Repairs (HVAC, plumbing and electrical)	2,500
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550400	Contractual Maintenance (Contract custodial, trash disposal, security system)	<u>12,000</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>10,000</u>
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<b>Total Capital Outlays</b>		<b>10,000</b>
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**MISCELLANEOUS EXPENDITURES**

590100	Postage for series brochures	1,500
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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>34,000</b>
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**LEASES and RENTALS**

600400	Interfund Equipment (Park maintenance equipment charges)	<u>1,725</u>
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<b>Total Leases and Rentals</b>		<b>1,725</b>
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**UTILITIES**

610000	Telephone Utilities Service	2,200
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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>33,200</u></b>
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<b>TOTAL RECREATION and PARKS - FREEDOM HALL</b>		<b>294,308</b>
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**Village of Park Forest  
2009/2010 Budget**

**RECREATION and PARKS - FACILITIES MAINTENANCE  
DETAIL  
01-11-22**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	145,472
500100	Overtime Salaries	12,750
500200	Temporary/Part-time	<u>30,000</u>
<b>Total Personnel Services</b>		<b>188,222</b>

**EMPLOYEE SUPPORT**

520300	Training Expenses	2,500
520610	FICA	14,399
520620	IMRF	<u>15,461</u>
<b>Total Employee Support</b>		<b>32,360</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	75,000	
	CP Wetlands Management	0	
	Misc. Trash Disposal & Services	<u>5,000</u>	
			<u>100,000</u>
	<b>Total Maintenance</b>		<b>100,000</b>

**CAPITAL OUTLAYS**

560000	Capital Outlays		
	Replace Outfield Poles Central Park	9,000	
	Resurface Walkways - various parks	<u>11,000</u>	
	<b>Total Capital Outlays</b>		<b>20,000</b>

**LEASES and RENTALS**

600400	Interfund Equipment Park maintenance equipment charges		80,500
600500	Other Rentals of small tools and equipment		<u>0</u>
	<b>Total Leases and Rentals</b>		<b>80,500</b>

**UTILITIES**

610600	Public Utilities (Electric, natural gas and telephone)		<u>39,000</u>
	<b>Total Utilities</b>		<b><u>39,000</u></b>
	<b>TOTAL RECREATION and PARKS - FACILITIES MAINT.</b>		<b>497,082</b>

**Village of Park Forest  
2009/2010 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	7,235	
	Facility supervisors, custodial	14,000	
	P.T. Naturalist (Reimbursed)	10,000	
	Summer program staff	<u>34,300</u>	
			<u>65,535</u>
	<b>Total Personnel Services</b>		<b>66,735</b>

**EMPLOYEE SUPPORT**

520610	FICA		5,104
520620	IMRF		<u>537</u>
	<b>Total Employee Support</b>		<b>5,641</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>
<b>Total Professional Services</b>			<b>123,032</b>
 <b><u>OPERATING SUPPLIES</u></b>			
540000	Other Operating Supplies		
	Program equipment, T-shirts, and supplies	17,310	
	Scenic 5 and more... equipment and supplies	18,950	
	Summer Softball supplies	3,000	
	Miscellaneous	<u>5,000</u>	
			44,260
540400	Meeting Expense		<u>0</u>
<b>Total Operating Supplies</b>			<b>44,260</b>
 <b><u>CAPITAL OUTLAYS</u></b>			
560000	Recreation Center Equipment / School Dist. Cooperative Projects		<u>10,000</u>
<b>Total Capital Outlays</b>			<b>10,000</b>
 <b><u>MISCELLANEOUS EXPENDITURES</u></b>			
590100	Postage for Scenic 5		500
590900	Advertising and Marketing (Scenic 5 email blasts)		<u>750</u>
<b>Total Miscellaneous Expenditures</b>			<b>1,250</b>
 <b><u>UTILITIES</u></b>			
610600	Telephone		<u>1,150</u>
<b>Total Utilities</b>			<b><u>1,150</u></b>
<b>TOTAL RECREATION and PARKS - PROGRAM SERVICES</b>			<b>252,068</b>

**Village of Park Forest  
2009/2010 Budget**

**BUILDINGS and GROUNDS  
DETAIL  
01-11-07**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	114,487
500100	Overtime Salaries	1,780
500200	Temporary/Part-time	<u>3,250</u>
<b>Total Personnel Services</b>		<b>119,517</b>

**EMPLOYEE SUPPORT**

520610	FICA	9,143
520620	IMRF	<u>11,115</u>
<b>Total Employee Support</b>		<b>20,258</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>700</u>
<b>Total Operating Supplies</b>		<b>31,700</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>32,000</u>
<b>Total Maintenance</b>		<b>42,000</b>

**CAPITAL OUTLAYS**

560000	Capital Outlays	
	Re-roof Thorn Creek Nature Center	30,000
	Emergency Repairs	<u>20,000</u>
		50,000
560015	Capital Outlays - Library	<u>0</u>
<b>Total Capital Outlays</b>		<b>50,000</b>

**LEASES and RENTALS**

600400	Interfund equipment charges for maintenance activities performed by Parks and DPW Staff	<u>22,138</u>
<b>Total Leases and Rentals</b>		<b>22,138</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** **300,613**

**TOTAL RECREATION AND PARKS** **2,183,651**

**Village of Park Forest  
2009/2010 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 2008/2009 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. Coordinate engineering and construction on state highway projects within Village limits. Complete Village's responsibilities of plan review and approval, site inspections and Village utility relocations.

*The Western Avenue widening and resurfacing project started construction March 15, 2008. Two lanes were closed on April 1, 2008. The pavement widening and resurfacing of Western Ave was completed and fully opened to traffic November 2008. The traffic signals and street lighting will be completed in late spring of 2009 along with the remaining landscaping.*

3. Serve the local transit needs of Village residents through operation of the Jolly Trolley and Taxi Ticket services.

*The Transportation Task Force appointed by the Mayor continued to monitor ridership and operational costs associated with the Jolly Trolley. Through this task force the Village was able to reduce the burden of operational cost by establishing an interagency agreement with Rich Township government to operate the Jolly Trolley in the same manner as the previous private providers. This reduced the cost by an estimated 60%. This interagency agreement was renewed in 2006 for three years and will expire December 31, 2009.*

*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.*

4. 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).*

5. 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.*

6. 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 Fiscal 2006/2007 budget provided for the initial funding of the replacement of a twin 60-inch culvert under Westwood Drive. Fiscal 2006/2007 funds were encumbered and additional project costs were budgeted in Fiscal 2007/2008. This project was completed in July 2008 and under budget.*

*Also, the match for the grant for the street light replacement project (south of Sauk Trail) was encumbered from the 2006/2007 Budget. At the time of this writing, the engineering for this project has been completed and the project has been awarded. Construction will begin in May 2009.*

*This Budget allows for the final surface to be placed on Legacy Square Roads and to correct the flaws in the base of these roads. This work is expected to be completed in the fall of 2009.*

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

*The Village has secured funding for the replacement of the Thorn Creek Drive Bridge, and phase I & II of the Orchard Drive design. Also, the Village has submitted two road projects and three water/sewer projects for federal stimulus funding consideration.*

**2009/2010 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. An extension of the current Jolly Trolley intergovernmental agreement with Rich Township will expire on December 31, 2009.
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>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Jolly Trolley Passengers	21,872	18,202	22,609	21,053	20,003
Taxi Tickets Sold	1,940	1,586	1,929	2,316	2,300

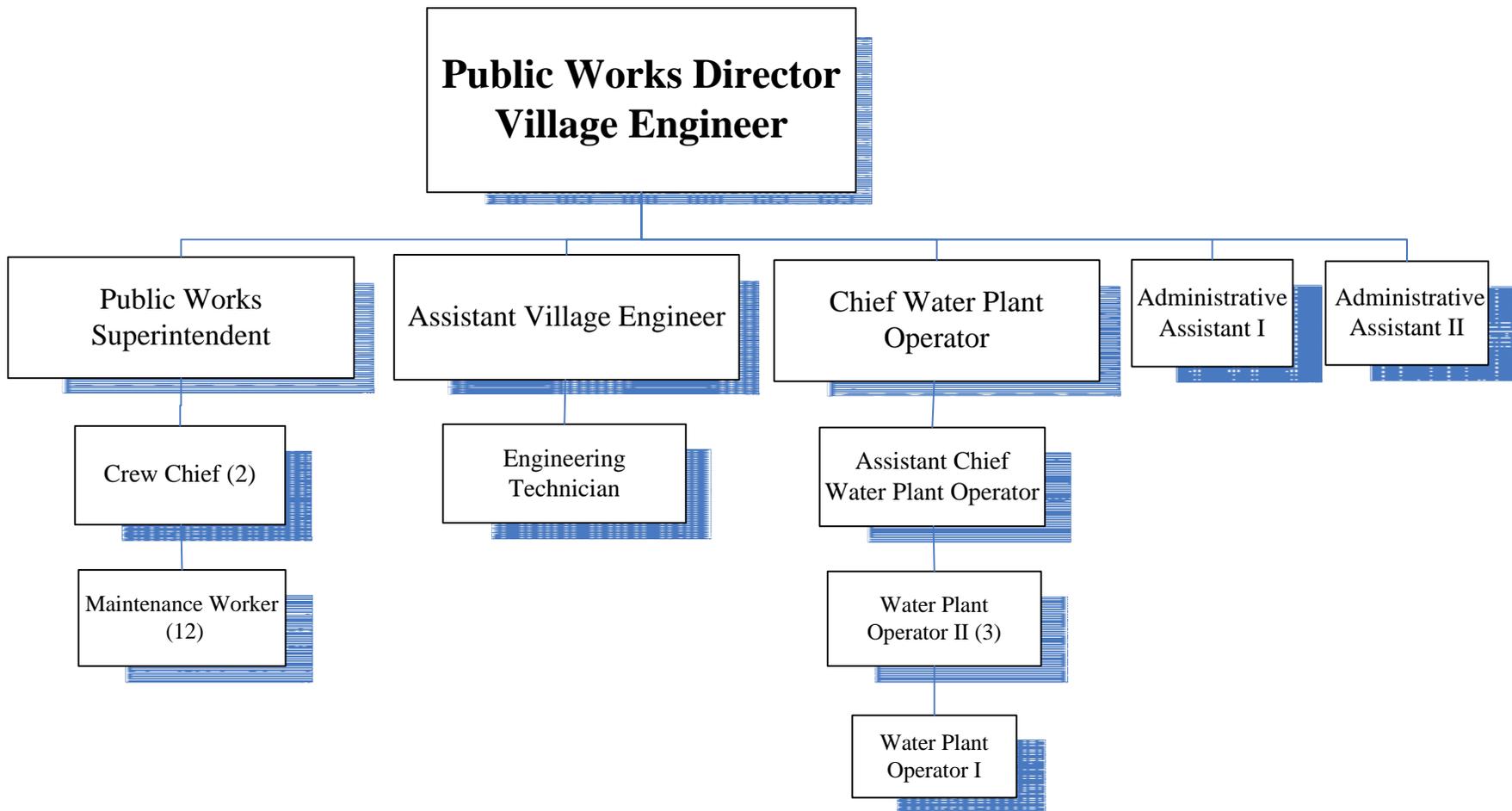
Performance measures for street maintenance and street construction are identified in the Motor Fuel Tax Fund. Performance measures for the Public Works Enterprise Funds are identified in the Enterprise Funds section of the Budget.

**STAFFING:**

<b><u>Position</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>
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	0.5	0	0	1	1
Office Assistant III	0.5	1	1	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>9.8</u></b>	<b><u>10.3</u></b>	<b><u>11</u></b>
<b>TOTAL DPW/Water</b>	<b>29.8</b>	<b>29.8</b>	<b>29.8</b>	<b>30.3</b>	<b>31</b>

# Village of Park Forest Public Works Department

## Organizational Chart



**Village of Park Forest  
2009/2010 Budget**

**PUBLIC WORKS DEPARTMENT  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	285,732	341,706	239,107	346,840	2%
Overtime Salaries	47,389	36,839	123,741	38,757	5%
Temporary/Part-time Salaries	<u>0</u>	<u>9,041</u>	<u>0</u>	<u>0</u>	-100%
<b>Total Personnel Services</b>	<b>333,121</b>	<b>387,586</b>	<b>362,848</b>	<b>385,597</b>	<b>-1%</b>
<b><u>Insurance</u></b>	55,300	70,019	70,019	71,574	2%
<b><u>Employee Support</u></b>	56,466	70,075	64,075	72,870	4%
<b><u>Professional Services</u></b>	134,552	243,000	203,274	205,500	-15%
<b><u>Operating Supplies</u></b>	30,858	230,500	230,818	33,400	-86%
<b><u>Maintenance</u></b>	19,749	18,200	32,671	18,200	0%
<b><u>Capital Outlays</u></b>	27,336	644,290	89,000	228,900	-64%
<b><u>Miscellaneous</u></b>	925	1,250	635	1,250	0%
<b><u>Leases and Rentals</u></b>	32,202	32,000	17,636	31,000	-3%
<b><u>Utilities</u></b>	<u>5,282</u>	<u>7,300</u>	<u>8,677</u>	<u>9,800</u>	34%
<b>TOTAL</b>	<b><u>695,791</u></b>	<b><u>1,704,220</u></b>	<b><u>1,079,653</u></b>	<b><u>1,058,091</u></b>	<b>-38%</b>

**Village of Park Forest  
2009/2010  
Budget**

**PUBLIC WORKS DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Kenneth A. Eyer Director of Public Works	107,777	108,855	24,9	108,855	10,178	8,327	12,420	765	120
Roderick Ysaguirre Assistant Village Engineer	74,006	74,746	17,8	75,613	7,070	5,784	5,422	385	120
Edward J Ryczaj Eng Tech/Admin Assistant	54,435	56,612	10,9	56,612	5,293	4,331	4,552	385	120
Debra Levesque Administrative Assistant II	51,843	53,917	9,9	53,917	5,041	4,125	6,170	385	120
Deborah Camilli Administrative Assistant I	40,978	42,617	7,5	43,111	4,031	3,298	0	0	103
Robert Kiser Superintendent	76,596	77,362	17,9	77,362	7,233	5,918	10,290	0	120
Charles Alexander Crew Chief	66,167	67,490	14,9	67,490	6,310	5,163	10,290	0	120
Michael Carroll Crew Chief	66,167	67,490	14,9	67,490	6,310	5,163	5,392	765	120
Larry Davis Maintenance Worker	49,375	51,350	8,9	51,350	4,801	3,928	0	0	120

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010  
Budget**

**PUBLIC WORKS DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Todd Cann Maintenance Worker	49,375	51,350	8,9	51,350	4,801	3,928	16,011	1,163	120
Kennety Hall Maintenance Worker	49,375	51,350	8,9	51,350	4,801	3,928	16,011	1,163	120
Levester Husband Maintenance Worker	49,375	51,350	8,9	51,350	4,801	3,928	10,290	765	120
David Budimir Maintenance Worker	49,375	51,350	8,9	51,350	4,801	3,928	6,170	385	120
Marcel D Lanier Maintenance Worker	49,375	51,350	8,9	51,350	4,801	3,928	4,552	209	120
Larry Stilts Maintenance Worker	47,705	49,613	8,8	50,189	4,693	3,839	10,290	765	120
James Apps Maintenance Worker	44,533	46,314	8,6	46,851	4,381	3,584	4,552	385	113
Lance Krout Maintenance Worker	43,027	44,748	8,5	45,267	4,232	3,463	16,011	1,163	108
Jeremiah Conley Maintenance Worker	43,027	44,748	8,5	45,267	4,232	3,463	9,875	385	108

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010  
Budget**

**PUBLIC WORKS DEPARTMENT  
SALARY DETAIL**

	6/30/2009 Base	Salary Increase 1 - 4%*	7/1/2009 Grade & Step	Gross**	IMRF 9.35%	FICA 7.65%	Health	Dental	Life
Gerritt Van Der Bilt Maintenance Worker	43,027	44,748	8,5	45,267	4,232	3,463	6,170	385	108
Robert Bruns Maintenance Worker	41,572	43,235	8,4	43,737	4,089	3,346	16,011	765	106
Part-time Help	12,000	12,480		12,625	1,180	966			
Overtime	152,317	158,410		160,248	14,983	12,259			
<b>Subtotal</b>	<b>1,261,427</b>	<b>1,301,485</b>		<b>1,308,001</b>	<b>122,294</b>	<b>100,060</b>	<b>170,479</b>	<b>10,218</b>	<b>2,326</b>
<b>ALLOCATIONS</b>									
Municipal Parking				-99,703	-9,322	-7,627	-6,904	-382	-118
Public Works Vehicle Service				-24,306	-2,273	-1,859	0	0	0
Refuse Collection				-21,771	-2,036	-1,665	-2,484	-153	-24
Water General				-283,047	-26,465	-21,653	-65,587	-3,882	-912
Water Supply and Purification				-5,851	-547	-448	0	0	0
Water Distribution				-242,716	-22,694	-18,568	0	0	0
Sanitary Sewer				-231,504	-21,646	-17,710	-28,829	-1,744	-430
Downtown Park Forest				<u>-13,506</u>	<u>-1,263</u>	<u>-1,033</u>	<u>0</u>	<u>0</u>	<u>0</u>
Subtotal				-922,404	-86,246	-70,563	-103,804	-6,161	-1,484
<b>PUBLIC WORKS TOTAL</b>	<b>339,023</b>	<b>379,081</b>		<b>385,597</b>	<b>36,048</b>	<b>29,497</b>	<b>66,675</b>	<b>4,057</b>	<b>842</b>

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010 Budget**

**PUBLIC WORKS DEPARTMENT  
DETAIL  
01-17-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

Regular Salaries			
500000	Regular Salaries	241,598	
500040	Regular Salaries - MFT Eligible	<u>105,242</u>	346,840
Overtime Wages			
500100	Overtime Wages	3,886	
500140	Overtime Wages - MFT Eligible	<u>34,871</u>	38,757
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>385,597</b>

**INSURANCE**

510100	Medical Insurance	66,675	
	Dental Insurance	4,057	
	Life Insurance	<u>842</u>	
<b>Total Insurance</b>			<b>71,574</b>

**EMPLOYEE SUPPORT**

520000	Travel Expenses (Reimbursement for lodging and travel expenses for conferences and seminars)		2,000
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520100	Car/Mileage (Mileage reimbursement for business travel)		1,000
520200	Dues/Subscriptions (American Public Works Association, National Society of Professional Engineers, American Society of Civil Engineers, Engineering News Record)		1,325
520300	Training (Seminars, tuition reimbursement)		2,500
520400	Books/Pamphlets (Standards, reference books)		500
520610	FICA		29,497
520620	IMRF		<u>36,048</u>
<b>Total Employee Support</b>			<b>72,870</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services (JULIE charges, CAD software support, concrete and asphalt testing)		15,000
530200	Architectural/Engineering Services		
	New Subdivision Reviews	15,000	
	NPDES implementation	20,000	
	Other Architectural/Engineering	<u>25,000</u>	
			60,000
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	50,250	
	Saturday Service	1,500	
	Fare Box Revenue	<u>24,750</u>	
			115,000

532100	Contractual Taxi Service (Taxi Service Agreements)	<u>14,500</u>
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<b>Total Professional Services</b>		<b>205,500</b>
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**OPERATING SUPPLIES**

540000	Other Operating Supplies (Materials for streetlight knockdown repairs, drafting supplies, office supplies, first aid supplies)	9,000
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540200	Printing/Copying Supplies (Blueprints)	0
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540350	Office Equipment/Furnishings	1,000
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540800	Cleaning Supplies/Paper Products (Cleaning supplies, paper towels, shop towel rental)	400
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540900	Uniforms/Protective Clothing (Uniform rental, safety shoe allowance, safety supplies)	8,000
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541100	Public Info/Education Supplies	0
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541200	Plant Mtrls/Fertlizr/Chem/Soil	1,000
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541400	Paint/Hardware/Small Tools (Tools, hardware, marking paint, welding supplies)	<u>14,000</u>
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<b>Total Operating Supplies</b>		<b>33,400</b>
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**MAINTENANCE**

550000	Contractual Equipment Maintenance - Other (Contractual traffic signal and streetlight knockdown repairs, tool repairs, etc.)	5,000
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550200	Equipment Maintenance and Repair - Other (Parts for tool maintenance and repairs)	200
550400	Contractual Building and Facility Maintenance	3,000
550800	Contractual Sidewalk Maintenance (Contractual sidewalk replacement 50% billed to homeowners)	6,000
550900	Driveway Sign Maintenance (Driveway traffic control signs)	0
551600	Sewer Maintenance Supplies (Pipe, castings, precast, etc. for storm sewer maintenance)	3,000
552400	Traffic Signs Maint Supplies	<u>1,000</u>
<b>Total Maintenance</b>		<b>18,200</b>

### CAPITAL OUTLAYS

560000	<u>Other Capital Outlays</u>	
	Fire Alarm System for New Equipment Storage Facility**	15,000
	Final Lift Legacy Square*&**	103,000
	Final Lift Cunningham***&**	54,100
	Computer Replacement	3,800
	Utility Poles	30,000
	Outfit New DPW Shop	<u>23,000</u>

\* Final Lift will be reimbursed through the Legacy Square redevelopment agreement. The \$198,000 Road Base Restoration is budgeted in the TIF Fund.

\*\* Rebudgeted from prior year.

\*\*\* Final Lift Cunningham will be reimbursed 50% through agreement with property owners.

<b>Total Capital Outlays</b>	<b>228,900</b>
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**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)	29,000
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>31,000</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** **1,058,091**

## **Village of Park Forest 2009/2010 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 November 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 2008/2009 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. Increase commercial, business and residential development in the Village.

*Staff and the Board of Trustees supported Matanky Realty in their effort to bring Orchard Fresh Market to Orchard Park Plaza. The Economic Development Advisory Group (EDAG) recommended approval of a sales tax revenue sharing agreement with Matanky Realty for the renovation. Staff has provided support to the grocery operator to advertise the opening of the store and its unique attributes in order to increase customer traffic.*

*Staff has assisted Matanky Realty with the opening and potential opening of three additional businesses at Orchard Park Plaza, including Nu Tech Auto Repair, a State of Illinois food production facility, and a possible liquor store.*

*Brochures, postcards, blast e-mails, advertisements, and other means have been employed to encourage residents and employees to dine and shop locally.*

*Staff will apply for a grant from the Illinois Department of Commerce and Economic Opportunity for the implementation of short range goals included within the 211<sup>th</sup> Street Metra Station Transit Oriented Development (TOD Plan). The Villages of Olympia Fields and Matteson will be approached to partner in this grant application. Staff has also supported Nassimi Realty's efforts to secure retail tenants in the Norwood Plaza.*

*The Strategic Plan for Land Use and Economic Development (Strategic Plan) was approved by the Board in November 2008 and was adopted as the “official comprehensive plan” of the Village. Initial steps to implement its short term recommendations will include acquisition of residential parcels that are vacant due to the demolition of substandard homes and HUD foreclosed homes.*

*As the result of significant effort on the part of Village Staff and the Village’s Attorney, the Village has finally been awarded the tax deed on 316 Wildwood (the former Wildwood School).*

*Staff focused on the marketing and sale of properties in Business Park based on the recommendations of the Strategic Plan. The Economic Development Consultant met with the major businesses and property owners to identify possible related businesses that may be considering expansion. Economic Development and Planning Staff made a presentation at an event sponsored by the Cook County Tax Reactivation Project about the development opportunities in Business Park. The Village is actively pursuing the re-acquisition of the deed to Lot 60 from the Cremation Society of Illinois. Staff ran an advertisement in the industrial park supplement of the Illinois Real Estate Journal.*

*The new resident recruitment folder, new resident handbook and business recruitment folder in support of the “I Am Park Forest” marketing campaign have been completed. Five hundred new business recruitment folders have already been distributed at various International Council of Shopping Center (ICSC) events, other business promotion events, through direct mailings, and to all new and prospective businesses.*

*Soil surveys have been conducted on five (5) vacant lots acquired through the tax delinquency process to determine their development potential. The results of these studies will be shared with potential buyers.*

*The Village-owned buildings in DownTown Park Forest have achieved 83 percent occupancy. Overall, the occupancy level in DownTown Park Forest is 70 percent (excluding Building #3 which is not available for occupancy due to the tax delinquency). Newest businesses include Gainer’s Gymnastics and Quality Classic Health and Fitness.*

*Economic Development and Planning Staff continues to actively recruit for a restaurant and an owner/operator for an Ace Hardware store.*

*Village Staff is reviewing plans for a new entertainment center/night club at 23450 S. Western Avenue (the former Ricketts medical office building).*

*Staff continues to work with the Cook County Planning Department to obtain Community Development Block Grant (CDBG) funds to help defray the cost to demolish the former Marshall Fields building.*

2. Maintain 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 is preparing sign specifications to seek bids for a new pylon sign on US30 (Lincoln Highway) at Orchard Drive to promote the anchor businesses in the DownTown.*

*The first DownTown mural was completed and dedicated in July. Commemorative plaques were installed along Founders Way to honor the original founders of Park Forest and along Artists Walk to honor significant Park Foresters in the arts. The Department of Economic Development and Planning and the DownTown Management Office will continue their work with the Mural Project Committee to install additional DownTown murals and commemorative plaques.*

*Staff is negotiating with CN Railroad regarding the possible sale of the Metra parking lot #2, located in Matteson, and other environmental mitigation measures required as a result of the railroad's purchase of the EJ&E Railroad and their need to create a switching yard at the parking lot. Staff has engaged the services of a planning and financial analysis consulting firm to assist in this matter. One possible use of the proceeds from this sale would be for development/public improvements in support of the TOD Plan.*

*Cooperated with the Recreation and Parks Department and the Health Department on an outdoor advertising campaign (billboards) to market the Village.*

3. Increase citizen involvement in and awareness of the life of the Village.

*The 2008 Home Expo was held on October 5, 2008, in conjunction with the 25th Annual Park Forest House Tour. Approximately 75 people attended the Home Show and 19 businesses participated.*

*Work with the Park Foresters to improve e-communications. Identified a grant opportunity with the Knight-Ridder Foundation. Although the grant was denied, the Foundation paid for one Park Forester to attend an all expense paid informational meeting in Florida learn more about e-communications and its role in democracy.*

*The Dining on the Green brochure was updated and mailed to area businesses, churches, and schools to promote use of the banquet hall during the holiday season. Staff has worked with the U.S. Census Bureau to ensure that they have all the data they need to conduct a complete count of the Park Forest population in 2010.*

## 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 was entered into their database. CoStar is used to assist existing and potential new businesses to obtain up-to-date demographics about the community.*

*Subscribed to Retail Lease Trac, which is used to target direct e-mail blasts to potential restaurants and retailers, and aids in e-communications prior to ICSC events.*

*Staff continues to send direct mail solicitations, in the form of postcards, brochures, sales flyers, lease flyers, and e-mails to American fare, family style restaurants, Asian restaurants for family style and carry out, optometrists and optical outlets, general tenant representatives, and leasing brokers/tenant representatives announcing the 8 percent broker's commission. This fiscal year over 1,200 direct mail solicitations were sent.*

*A spreadsheet listing all of the available properties in Park Forest is maintained and available on the website.*

*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 worked with the Director of Public Relations to draft press releases about new business openings and property sales. Staff also encouraged Matanky Realty, Nassimi Realty, and Baum Realty to send their own press releases which were subsequently published in relevant periodicals.*

*The Village staffed a booth at the Chicago Deal-Making meeting (October 2008) and the Illinois Alliance Program (February 2009) 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 2009 to promote DownTown Park Forest, the 211<sup>th</sup> Street Metra Station Transit Oriented Development, and Norwood Square Shopping Center.*

*Business recruitment advertisements were placed in Shopping Centers Today, a publication of the International Council of Shopping Centers, prior to the October*

*2008 Chicago Deal Making event, the February 2009 ICSC Alliance event also in Chicago, and the Spring 2009 ICSC Spring Convention in Las Vegas.*

*Participated in the Lincoln Highway Association travel guide and worked with IDOT to display the Community Calendar at Tourist Information Centers (rest stops) on the State highways.*

*The Village web site is used to promote business openings and events via the Headlines and Economic Development sections. The Department also utilizes the web site's subscriber database to send business news via broadcast e-mails.*

*The Department continues to purchase and research new products to promote the Village logo to residents and for business events.*

2. Continue the business retention program to support existing businesses and market their services.

*The 2009 Business Directory 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 Department assists with the monthly promotion of Village-subsidized advertising in the SouthtownStar newspaper for each Park Forest business.*

*Three Business Connection meetings will be conducted during the year. Outside vendor attendance has been encouraged to raise awareness about the Village. Three Business News newsletters were published and mailed to all Park Forest businesses during Fiscal Year 2008/2009.*

*The Department maintains a database of the number of businesses each year in order to track the change in the number of active businesses 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 Village's contract economic development consultant continues to meet with Park Forest businesses to conduct business retention surveys. The data from these surveys will be added to the ongoing analysis conducted by ComEd.*

*Designed a full page map of the DownTown showing the location of all businesses. The map is displayed in the outdoor kiosk on the Village Green and is available on the DownTown Park Forest web page.*

*The 2009 Business Registration process is 91 percent complete, with renewal notices sent to 354 businesses, 317 completed, 31 delinquent, and 6 determined to be inactive.*

## Active Park Forest Businesses

**2007**

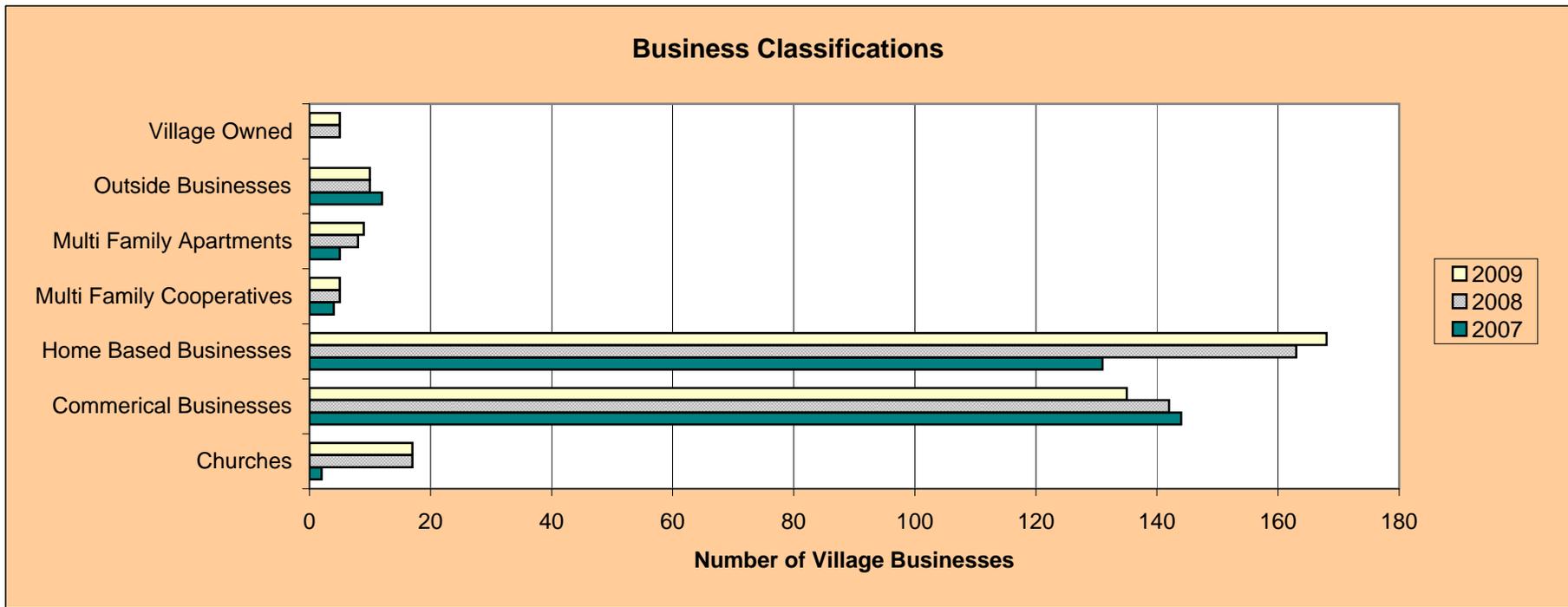
<i>Business Types</i>	<i>Number of Businesses</i>
Churches	2
Commerical Businesses	144
Home Based Businesses	131
Multi Family Cooperatives	4
Multi Family Apartments	5
Outside Businesses	12
Village Owned	0
<b>*Total</b>	<b>298</b>

**2008**

<i>Business Types</i>	<i>Number of Businesses</i>
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** (As of 3/04/09)

<i>Business Types</i>	<i>Number of Businesses</i>
Churches	17
Commerical Businesses	135
Home Based Businesses	168
Multi Family Cooperatives	5
Multi Family Apartments	9
Outside Businesses	10
Village Owned	5
<b>Total</b>	<b>349</b>



\* 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)  
(2008- 46 New Businesses via IL Dept of Revenue List; 44 Home Based & 2 Commercial)

**Economic Development & Planning**  
**Revenue Summary**  
 Revenue Posted November 1, 2006 - October 31, 2007

**Economic Development & Planning**  
**Revenue Summary**  
 Revenue Posted November 1, 2007 - October 31, 2008 (11/13/08)

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

**Total Licenses \$ 55,790.50**

261	Business Directory Advertising	\$ 1,100.00
155	DOTG DRAM	\$ 727.00
323	Store Products	\$ 1,288.50

**Total Other \$ 3,115.50**

**Grand Total \$ 58,906.00**

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

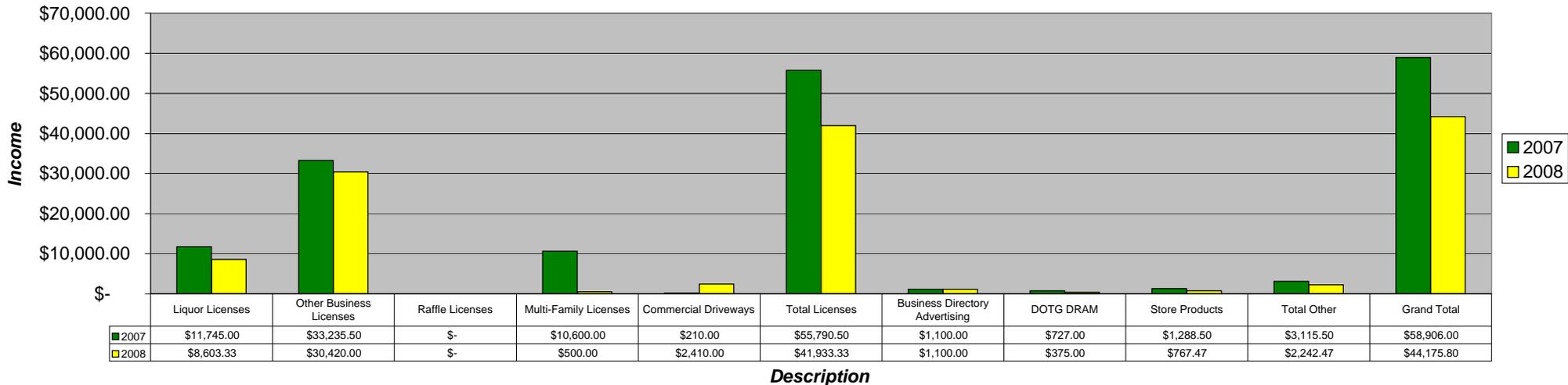
**Total Licenses \$ 41,933.33**

261	Business Directory Advertising	\$ 1,100.00
155	DOTG DRAM	\$ 375.00
323	Store Products	\$ 767.47

**Total Other \$ 2,242.47**

**Grand Total \$ 44,175.80**

**Business License Fees**  
**Income Comparison - 2007 to 2008**



**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 Commerical 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

3. Assist new businesses to develop and open their facilities.

*Assistance with conducting a grand opening celebration is offered to each new commercial business. A floral arrangement is sent to each new business via our DownTown florist, Design'd to Go Florist. To date, two (2) new businesses have received this "welcome" gift during the fiscal year.*

*The final step in implementing the Staff's comprehensive re-engineering of the Village's plan review process is to develop a comprehensive, user friendly information packet designed for new businesses and general contractors which outlines licensing procedures, building permit processes, and the new commercial occupancy inspection process. Staff's goal is to complete this information packet before the end of the fiscal year.*

*The Economic Development Division worked closely with the DownTown Management Office to negotiate leases with Gainer's Gymnastics and Park Forest Family Practice (renewal).*

*New businesses are advised of ordinances addressing the registration process, including requirements to register their business names with the appropriate State or County agencies.*

4. Continue to promote DownTown Park Forest as an attractive business location.

*Another successful Business After Hours event with the Matteson Area Chamber of Commerce was conducted on July 9, 2008. Over 55 people attended the event and visited 20 DownTown businesses that participated in the "progressive" event. This was an increase over the 17 businesses that participated in 2007.*

*The Village is currently marketing the 3.5 acre property on Main Street with the assistance of Baum Realty/NAI Hiffman.*

*The Village hired a broker to promote the sale of 202 Forest Boulevard ("the Chase Bank building") and Staff is negotiating the sale of this building to Skender Development, LLC. The closing on this property is expected to occur before the end of the fiscal year. The sale agreement will require that the new owner build a parking lot on the property within six (6) months of the closing.*

5. Develop new residential opportunities in Park Forest.

*Facilitated the initial stages of development of Hidden Meadows. In June 2008, a Concept Plan was reviewed by Staff, the Plan Commission, and the Board of Trustees. In September 2008, Staff and the Plan Commission conducted a second review of specific details on the Concept Plan to provide additional guidance to the developer prior to their submittal of a preliminary plat and planned unit development application. In November 2008, the developer submittal formal applications for*

*review of the preliminary plat, planned unit development, and rezoning. These applications are expected to be reviewed by the Plan Commission and Board of Trustees prior to the end of the fiscal year.*

*Village Staff is participating in the inter-jurisdictional South Suburban Housing Collaborative, which includes the Metropolitan Planning Council, the South Suburban Mayors and Managers Association and approximately 15 other South Suburban communities, to prepare a joint application to the State of Illinois and Cook County for Neighborhood Stabilization Program funds. The Village's goal for use of these funds is to purchase and demolish up to 40 blighted homes in the Eastgate Neighborhood. The properties will be land-banked in order to fulfill the goals of the Strategic Plan.*

*A second priority of the Village for use of the Neighborhood Stabilization Program funds is to purchase up to ten (10) single family homes that are eligible for the Architectural Redesign Program and that are in foreclosure. These homes would be sold to homeowners who commit to remodeling the homes consistent with the Program.*

*Village Staff has initiated the foreclosure of liens on properties that the Village demolished substandard homes. These properties are concentrated in the Eastgate Neighborhood and will be another step in the implementation of the Strategic Plan.*

*The Cook County Tax Reactivation Project is working on the Village's behalf to acquire the tax deed to 36 Apache Street.*

6. Seek the redevelopment of key properties in Park Forest.

*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 FY 2009/2010.*

*Due to significant deterioration, the building at 2330 S. Western Avenue (formerly Plaza Florist) was demolished in December 2008. The vacant property is being marketed for sale.*

*Staff continues to promote the redevelopment of 3200 Lincoln Highway based on the concept plan described in the TOD Plan.*

*CoStar is being used as the basis for marketing the vacant land in the Park Forest Business Park. In addition, "for sale" signs will be installed, and e-blasts, blast faxes, and direct mail will be generated.*

## 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 of the Chicago Area Fair Housing Alliance and Diversity, Inc.*

*The Village financially supported initiatives and special events of the South Suburban Housing Center and Diversity Inc.*

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 2008 New Resident Welcome Reception was held in July 2008, with over 100 new residents in attendance. The event was used as an opportunity to showcase local businesses and organizations, and the Village as a whole. Ninety-three (93) attendees completed a survey advising how they learned about the event.*

*To invigorate the Saturday Morning Speaker Series, it was re-named "The Aspire Series" and the presenters showcased their talent and then engaged the audience in a discussion about their talent. This year's series included BAM! Chicago Human Rhythm, Twin Hicks (identical twins with identical artistic talent), Jesus Rodriguez, Etel Billig, and Funkadesi.*

*The Community Relations Coordinator met with Calvary Protestant Church to arrange and coordinate the first Village-wide Neighborhood Block Party for National Good Neighbor Day on the church site. Calvary committed to be the host for an additional two years. The Mediation Task Force co-sponsored and participated in Good Neighbor Day.*

*Staff and the Commission on Human Relations (CHR) revived the Good Egg Award and recognized two people for their work to foster inter-group relations and equal opportunity in the South suburbs. The Good Egg Award ceremony was held July 21, 2008.*

*The February 2009 marquee event for Black History Month focused on the Journey of Michelle and Barack Obama from the perspective of their friends, an original play, and musical and dance interpretations featuring youth, a church choir and soloist.*

*The CHR worked with Staff to arrange an Alzheimer's awareness event and supported Staff by hosting a booth at a Hispanic business expo. The Commission, for the first time, participated in the Scenic 5 and More event by hosting a table distributing free school supplies to participants.*

*Staff worked with the CHR to facilitate special events for Women's History month and Sexual Violence Awareness month.*

*Staff, with the CHR, coordinated a lobby display with the State Department of Human Services – Division of Rehabilitation Services recognizing the disabled.*

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 2008/Winter 2009 Community Calendar were distributed to local hotels, car rental agencies, restaurants, convention and visitor's bureau facilities, and other locations. A new calendar will be prepared to reflect Summer 2009 activities. Both calendars are advertised in the Illinois Entertainer Magazine, Senior Connection and Family Times Magazine, and mailed to every household in Park Forest.*

*The Community Relations Coordinator has developed a proposal for the creation of the Park Forest Ambassadors Program to be implemented in Fiscal Year 2008/2009.*

*An updated Resident Handbook with information on Village services and amenities was completed and distributed to every household in Park Forest. This handbook will be given to every new household as they move into Park Forest.*

4. Promote the Village of Park Forest as a residential option to individuals and families.

*Printed residential recruitment material has been developed, including a brochure, folder, and information sheets based on the "We Are Park Forest" campaign. This packet is distributed at career fairs hosted by colleges and universities.*

*The Community Relations Coordinator continually updates the special event listings of various websites and magazines to include information about Park Forest. These include, for example, the websites of Chicago Parent online, abcnews.com, V103 and Inspiration 1390, homeshow.com, and the Southtown/Star. Publications which*

*receive updated information include, for example, Family Time Magazine, Southtown/Star, and the Chicago South Suburban Woman's Newspaper.*

## **2009/2010 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 2009/2010.

### Board Goals:

1. Increase commercial, business and residential development in the Village.
2. Improve Village services and infrastructure.
3. Increase citizen involvement in, and awareness of, the life of the Village.

### 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 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. Creation 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. The completion of the second phase of a business retention survey, to include a minimum of 25 additional businesses.
  - e. Conducting a minimum of two 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.
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. Implementation of a “Shop Park Forest” mailer for all major new businesses.
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. Conducting at least one event to promote the DownTown as an opportunity for purchase or lease.
  - d. The implementation of the second phase of the DownTown mural project.
  - e. The implementation of the second phase of the way-finding signage project (US30/Lincoln Highway and Western Avenue).
  - f. Complete the construction of a new pylon sign at US30/Lincoln Highway and Orchard Drive.
  - g. Increasing the occupancy in Village-owned buildings from 83 percent (current) to 85 percent.
  - h. Identify a buyer for the 3.5 acre vacant parcel on Main Street in DownTown Park Forest.
  - i. Complete the demolition of the Marshall Fields building and market the property for sale (including the parking lot).
  - j. Work with the new owner of 202 Forest Boulevard (Chase Bank Building) to facilitate upgrades to the building, the construction of a parking lot, and tenanting of the second floor.

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. The approval of a tax increment financing agreement with Nassimi Realty for Norwood Square Shopping Center and the start of redevelopment at the center.
  - e. Seek a grant to conduct the next phase of studies for the TOD Plan.
  - f. Publish a request for qualifications to seek a developer for implementation of the TOD Plan.
  - g. Negotiate boundary agreements with the Villages of University Park, Crete, and Steger related to annexation along South Western Avenue.
  - h. Acquire a minimum of 15 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.

#### 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.
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 entrance and exit surveys, realtors, multi-family complexes and landlords to identify issues that can impact marketing efforts.

- f. Training and Assignment of Park Forest Ambassadors, Mediation Task Force member, and the Human Relations Commissioners as the “face” of Park Forest, to events and meetings that provide a marketing opportunity.

**STAFFING:**

<u>Position</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Director	1	1	1	1	1
Assistant Director	0	0	0	1	1
Economic Development Coordinator	1	1	1	0	0
Community Relations Coordinator	1	1	1	1	1
Public Information Officer*	0.5	0.5	0	0	0
Administrative Assistant I	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	4.5	4.5	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  
2009/2010 Budget**

**ECONOMIC DEVELOPMENT  
and PLANNING SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	250,256	252,988	251,510	257,473	2%
Overtime Salaries	0	631	600	631	0%
Part-time Salaries	<u>6,712</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>Total Personnel Services</b>	<b>256,968</b>	<b>253,619</b>	<b>252,110</b>	<b>258,104</b>	2%
<b><u>Insurance</u></b>	18,597	20,898	20,898	31,097	49%
<b><u>Employee Support</u></b>	59,285	63,671	60,161	67,178	6%
<b><u>Professional Services</u></b>	121,221	41,800	33,800	42,560	2%
<b><u>Operating Supplies</u></b>	5,147	5,500	4,100	6,800	24%
<b><u>Capital Outlays</u></b>	2,284	0	0	2,500	100%
<b><u>Miscellaneous</u></b>	<u>90,081</u>	<u>102,750</u>	<u>79,500</u>	<u>95,900</u>	-7%
<b>TOTAL</b>	<b><u>553,583</u></b>	<b><u>488,238</u></b>	<b><u>450,569</u></b>	<b><u>504,139</u></b>	3%

**Village of Park Forest  
2009/2010  
Budget**

**ECONOMIC DEVELOPMENT AND PLANNING  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Increase Salary 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Hildy Kingma Director of Economic Development & Planning	102,646	103,672	23,9	103,672	9,693	7,931	9,875	1,163	120
Sandra Zoellner Assistant Dir of Economic Development	62,311	62,934	17,3	63,664	5,953	4,870	0	0	120
Evelyn Sterling Community Relations Coordinator	45,575	46,487	12,1	47,026	4,397	3,598	18,440	1,163	113
Monica DeLord Administrative Assistant I	40,978	42,617	7,5	43,111	4,031	3,298	0	0	103
Overtime	600	624		631	59	48			
<b>ECONOMIC DEVELOPMENT &amp; PLANNING TOTAL</b>	<b>252,110</b>	<b>256,334</b>		<b>258,104</b>	<b>24,133</b>	<b>19,745</b>	<b>28,315</b>	<b>2,326</b>	<b>456</b>

\* Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for 17-24

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

**Village of Park Forest  
2009/2010 Budget**

**ECONOMIC DEVELOPMENT & PLANNING  
DETAIL  
01-19-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	257,473
500100	Overtime Salaries	631
500200	Part-time Salaries	<u>0</u>
<b>Total Personnel Services</b>		<b>258,104</b>

**INSURANCE**

510100	Medical Insurance	28,315
	Dental Insurance	2,326
	Life Insurance	<u>456</u>
<b>Total Insurance</b>		<b>31,097</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, International Council of Shopping Centers, American Planning Assn., International Econ. Dev. Corp., and Conferences)	6,000
520100	Car/Mileage Reimbursement	650

520200	Membership Dues/Subscriptions		
	Illinois Lincoln Highway Coalition	335	
	Matteson Area Chamber	2,100	
	Diversity, Inc.	3,800	
	South Suburban Housing Center	500	
	Chicago Area Fair Housing Alliance	250	
	Illinois Municipal Human Rights Association	50	
	Center Point - GSU Business Growth Corp.	100	
	American Planning Association	600	
	International Downtown Association	425	
	International Council of Shopping Centers (3)	150	
	Illinois Development Council (2)	500	
	International Economic Development Council (2)	490	
	3CMA - Associate Membership	400	
	American Marketing Association - IL Chapter	500	
	Illinois Real Estate Journal	250	
	Downtown Idea Exchange	200	
	Miscellaneous	<u>500</u>	
			11,150
520300	Training Staff Development		
	Attendance at workshops and conferences		5,000
520400	Books/Pamphlets		500
520610	FICA		19,745
520620	IMRF		<u>24,133</u>
	<b>Total Employee Support</b>		<b>67,178</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services		
	Marketing Plan Implementation	14,960	
	Design of Community Calendar	1,200	
	Design of Map for New Resident Guide	500	
	Residential Promotion Events	2,800	
	South Suburban Housing Center	4,000	

CoStar	5,600	
Residential relocation websites	1,500	
Econ Development Consulting Staff	<u>12,000</u>	
		<u>42,560</u>

**Total Professional Services** **42,560**

**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 cultural enrichment events)		<u>5,100</u>

**Total Operating Supplies** **6,800**

**CAPITAL OUTLAYS**

560000	Capital Outlays		
	Computer Replacement	<u>2,500</u>	
			<b>2,500</b>

**Total Capital Outlays** **2,500**

**MISCELLANEOUS EXPENDITURES**

590100	Postage		
	Business directory	1,600	
	Community Calendar (2)	3,200	
	Special events	<u>500</u>	
			5,300

590800	Printing/Reproduction/Graphics		
	Economic Development Material	7,000	
	Business Directory	8,000	
	Community Calendar	<u>5,000</u>	
			20,000
590900	Advertising		
	Print ads for Cultural Events	3,000	
	Business/Industry attraction	10,000	
	Visitor/New Resident attraction	5,000	
	Billboards	9,000	
	Other Promotions/Sponsorships	<u>500</u>	
			27,500
591000	Public Notices		
	(Zoning Variances/Appeals)		800
591200	Other Special Events Expense		
	Annual House Tour	1,000	
	Home Make-Over Incentive	500	
	Fashion Show	3,000	
	Park Forest Idol Event	3,000	
	Cultural and Diversity Celebrations	6,700	
	Chamber of Commerce Business After Hours	1,000	
	Good Neighbor/Good Egg events	950	
	Ambassadors Program	3,000	
	Diversity, Inc. Annual Dinner/Meeting	600	
	South Suburban Housing Center Annual Meeting	550	
	Developer Tours (DownTown, Industry Park, Residential	2,000	
	New Business Open Events	2,000	
	New Resident Event (2)	3,000	
	Promotional items (for new logo implementation)	10,000	
	Attendance at trade shows/job fairs	<u>5,000</u>	
			<u>42,300</u>
	<b>Total Miscellaneous Expenditures</b>		<b><u>95,900</u></b>
	<b>TOTAL ECONOMIC DEVELOPMENT &amp; PLANNING DEPARTMENT</b>		<b>504,139</b>

## **Village of Park Forest 2009/2010 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 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 2008/2009 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 2009/2010.*

2. Become a change agent for amending the state formula for allocating funds to school districts.

*Provide information and support to the Board of Trustees, as well as assisting in providing information on Board priorities to the Village's Federal & State elected officials.*

3. 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.*

4. Maintain 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.*

5. 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 2008/2009 as AT&T began to offer cable services to the community.*

*Additionally, Village Board meetings began streaming live on the Village web site in 2008/2009. Finally, 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.*

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. Administering the annual licensing of building contractors.

*This program is ongoing and operating very smoothly.*

2. Continue to promote the architectural design program.

*The department participated in the Fall Home Improvement Show and created a new 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.*

4. Continue to oversee construction of the new single-family residential development at Legacy Square, Phase II.

*Phase II has been put on hold.*

5. Continue to oversee construction of the new multifamily residential development at School House Manor/Center Park.

*In the Lakewood Development, 33 of the planned 48 units are complete. No new construction has taken place this year.*

6. 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 several new businesses.*

7. Oversee the commercial development and expansion in Business Park.

*Staff provided assistance in discussions with potential new businesses interested in locating within Park Forest.*

8. 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. Additionally, the Community Development Department continued to aggressively pursue deteriorated properties in civil court. In calendar years 2006 and 2007, 43 properties were pursued in civil court with five properties ultimately demolished. In 2008, nine more properties were brought into civil court with demolition orders being granted for three.*

*As part of efforts with the Task Force, the Community Development Department researched the components of a vacant building registry ordinance in late 2008/2009. Work on this ordinance is on-going at the time of printing this document.*

#### 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, field operation use of the system has been placed on hold with the Village's contractor Pen System having been sold. A transition is now underway 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 2008/2009. The bulk of the grants sought are related to infrastructure improvements. Applications and/or project awards include following:*

- *Funding related to the Neighborhood Stabilization Program which would allow for Village acquisition of residential parcels that are vacant due to foreclosure and/or the demolition of substandard homes.*

- *Multiple applications related to the planning and/or infrastructure improvements related to the 211<sup>th</sup> Street Transit Oriented Development Study.*
  - *Multiple applications have been submitted to the federal funding agencies and/or the IEPA related to water and sewer improvement needs across the community. In particular, the Village is pursuing a grant for \$3,000,000 in water main replacements, \$1,000,000 in sewer line replacement and repairs and more than \$650,000 in repairs to an existing sanitary overflow facility at the Village's Public Works yard.*
  - *Staff continued with Phase 2 engineering for Orchard Drive from Lincoln Highway to Sauk Trail. Phase 1 engineering is currently being reviewed by IDOT. The Village continues pursuit of grant funding to help offset actual construction work that is anticipated to take place in Fiscal Year 2010/2011. Additionally, as part of federal stimulus funding made available to member communities of SSMMA, Park Forest is projected to receive a grant to fund the resurfacing of Orchard Drive from Sauk Trail north to Lakewood Boulevard. Funding support is expected to be \$409,000 for a project that will unfold during 2009/2010.*
  - *Grant funds and resident donations were secured to offset construction improvements to the administrative wing of the Park Forest Police Station.*
  - *Grant funds were received to offset 75% of construction and installation costs related to new directional signage for the Park Forest Farmers Market.*
  - *At the time of printing this document, the Village had secured \$600,000 in Community Development Block Grant (CDBG) funding to aid with the demolition of the former Marshall Fields building. An additional CDBG grant application has been applied for in hopes of securing an additional \$300,000 toward this project that should be underway in 2009/2010.*
  - *An Open Space and Lands Acquisition and Development (OSLAD) grant application was submitted to the State of Illinois seeking building improvements at the Park Forest Aqua Center.*
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 toward Local Origination Programming.*

4. Continue to promote the Architectural Design Program to encourage residential upgrades and improvements.

*The department participated in the Fall Home Improvement Show as sponsored by the Economic Development and Planning Department. A new brochure for the design program was drafted and advertised.*

5. Coordinate Annual Strategic Planning including recommendation of facilitator.

*In 2008/2009, Dr. Paul Craig facilitated the planning process as the Village Board followed up on its efforts from 2007/2008. 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. 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.*

## **2009/2010 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. Increase commercial, business and residential development in the Village.
3. Improve Village services and infrastructure.
4. Increase citizen involvement in, and awareness of, the life of the Village.

## **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. Continue to promote the architectural design program.
3. Continue the change in the software format for the administration of the annual licensing of building contractors.
4. Oversee the commercial development and expansion in DownTown Park Forest.
5. Oversee the commercial development and expansion in Business Park.
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.

**BUILDING DEPARTMENT PERFORMANCE MEASURES:**

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Number of Building Permits Issued	611	707	611	649
Amount Collected in Permit Fees *	\$79,180	\$141,521	\$103,565	\$58,675
Total Valuation of Work	\$20,837,483	\$9,783,771	\$8,765,881	\$5,640,384
Contractor's License Fees	\$21,850	\$23,700	\$29,900	\$28,900
Residential Inspection Fees	\$70,200	\$76,000	\$71,640	\$66,775
Real Estate Transfer Tax Stamps **	\$398,951	\$381,517	\$399,547	\$148,460
Housing Court/Adjudication Fines	(1) N/A	(1) N/A	\$34,475	\$22,740
Civil Court/Liens	(1) N/A	(1) N/A	(1) N/A	\$38,317
Building & Grounds Maintenance Income	\$16,991	\$36,094	\$22,516	\$24,441
Elevator/Escalator Inspection Fees	\$2,200	\$2,400	\$2,585	\$2,310
<b><u>Inspections</u></b>				
No Access	18	30	29	32
Inspector Initiated	4,893	5,195	5,300	5,274
Call-in/Referral Complaints	897	1,004	936	1,219
Single Family Inspections	835	656	545	513
Multifamily Inspections	570	574	567	566
New Construction	2,666	3,139	2,709	2,307
Violations	8,220	7,878	6,783	6,332
<b><u>Abatement</u></b>				
No Access	10	5	4	7
Inspector Initiated	1,920	2,266	2,050	2,525
Call-in/Referral Complaints	441	478	486	678
Single Family Inspections	665	587	435	505
Multi-family Inspections	440	323	302	332
Violations	5,429	5,510	5,071	4,285
<b><u>Overall Inspection Totals</u></b>				
	<b>13,055</b>	<b>14,222</b>	<b>13,330</b>	<b>13,909</b>
Number of Citations Issued	112	126	228	154

Explanation of Performance Measures:

\* The decrease in building permit fees is directly related to the completion of new house construction by Bigelow Homes at Legacy Square for Phase I early in 2008 and the delay in Phase II.

\*\* The decrease in Real Estate Transfer Tax Stamps Revenue reflexes the downturn in the state of the economy.

(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.

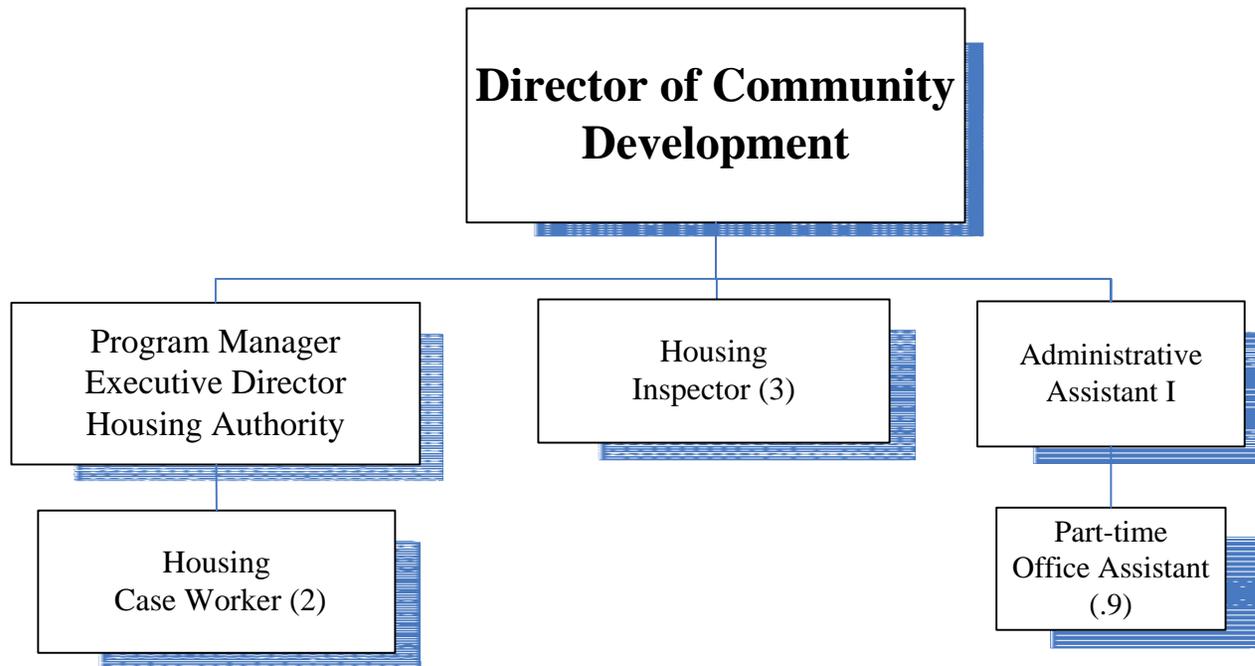
**STAFFING:**

The Community Development Department budget remains constant with last year's in staffing.

<b><u>Position</u></b>	<b><u>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>
Director	1	1	1	1	1
Senior Building Inspector	1	1	1	1	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>.4</u>	<u>.6</u>	<u>.9</u>
Total	9.4	9.4	9.4	9.6	8.9

# Village of Park Forest Community Development Department

## Organizational Chart



**Village of Park Forest  
2009/2010 Budget**

**COMMUNITY DEVELOPMENT  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Personnel Services</u></b>					
Regular Salaries	323,997	335,622	334,608	280,441	-16%
Temporary/Part-time Salaries	<u>18,197</u>	<u>22,478</u>	<u>20,064</u>	<u>33,648</u>	50%
<b>Total Personnel Services</b>	<b>342,194</b>	<b>358,100</b>	<b>354,672</b>	<b>314,089</b>	<b>-12%</b>
<b><u>Insurance</u></b>	41,378	47,952	53,882	46,532	-3%
<b><u>Employee Support</u></b>	63,878	73,653	67,480	69,075	-6%
<b><u>Professional Services</u></b>	25,585	21,050	8,967	27,005	28%
<b><u>Operating Supplies</u></b>	1,110	2,000	1,200	2,000	0%
<b><u>Maintenance</u></b>	57,066	31,500	40,000	34,000	8%
<b><u>Capital Outlays</u></b>	6,962	29,050	0	59,400	104%
<b><u>Miscellaneous</u></b>	1,056	400	69	400	0%
<b><u>Leases and Rentals</u></b>	7,900	8,200	8,200	8,610	5%
<b><u>Utilities</u></b>	<u>3,421</u>	<u>3,000</u>	<u>1,977</u>	<u>3,000</u>	0%
<b>TOTAL</b>	<b><u>550,550</u></b>	<b><u>574,905</u></b>	<b><u>536,447</u></b>	<b><u>564,111</u></b>	<b>-2%</b>

**Village of Park Forest  
2009/2010  
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Lawrence Kerestes Director of Community Development	102,646	103,672	23,9	103,672	9,693	7,931	10,290	765	120
Ernestine Y. Watson Housing Program Manager	66,167	67,490	14,9	67,490	6,310	5,163	6,170	209	120
Janet L. Timm Housing Inspector	47,023	48,904	7,9	48,904	4,573	3,741	0	765	118
Kathleen E. Fisher Housing Inspector	47,023	48,904	7,9	48,904	4,573	3,741	15,278	611	118
Jerry C. Martin Housing Inspector	47,023	48,904	7,9	48,904	4,573	3,741	12,420	765	118

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010  
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Pauline Hawkins Housing Case Worker	47,023	48,904	7,9	48,904	4,573	3,741	4,552	209	118
Dolores Dubois Admin. Assistant I	47,023	48,904	7,9	48,904	4,573	3,741	10,784	765	118
Mattie Tyson Housing Case Worker	42,412	44,108	7,6	44,620	4,172	3,413	5,392	209	108
Part-time	22,478	23,377		33,648	3,146	2,574			
<b>Subtotal</b>	<b>468,818</b>	<b>483,167</b>		<b>493,950</b>	<b>46,186</b>	<b>37,786</b>	<b>64,886</b>	<b>4,298</b>	<b>938</b>
<b>ALLOCATIONS</b>									
Housing (Housing Case Worker @ 100%)				-48,904	-4,573	-3,741	-4,552	-209	-118
Housing (Housing Inspector @ 5%)				-2,445	-229	-187	-621	-38	-6
Housing (Housing Inspector @ 5%)				-2,445	-229	-187	0	-38	-6
Housing (Housing Inspector @ 40%)				-19,562	-1,829	-1,496	-6,111	-244	-47
Housing ( Program Manager @ 95%)				-64,116	-5,995	-4,905	-5,862	-199	-114
Housing (Office Assistant III / HCW @ 95%)				-42,389	-3,963	-3,243	-5,123	-199	-103
<b>Subtotal</b>				<b>-179,861</b>	<b>-16,818</b>	<b>-13,759</b>	<b>-22,269</b>	<b>-927</b>	<b>-394</b>
<b>COMMUNITY DEVELOPMENT DEPARTMENT TOTAL</b>									
	<b>468,818</b>	<b>483,167</b>		<b>314,089</b>	<b>29,368</b>	<b>24,027</b>	<b>42,618</b>	<b>3,370</b>	<b>544</b>

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010 Budget**

**COMMUNITY DEVELOPMENT  
DETAIL  
01-20-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	280,441
500200	Temporary/Part-time	<u>33,648</u>
<b>Total Personnel Services</b>		<b>314,089</b>

**INSURANCE**

510100	Medical Insurance	42,618
	Dental Insurance	3,370
	Life Insurance	<u>544</u>
<b>Total Insurance</b>		<b>46,532</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 (Director, Sr. Building Inspector)	3,000

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	
	Crains Chicago Business	155	
	Chicago Law Bulletin	<u>380</u>	
			1,510
520300	Training Staff Development (BOCA Certification Program)		
	Sr. Building & 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		24,027
520620	IMRF		<u>29,368</u>
	<b>Total Employee Support</b>		<b>69,075</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>21,705</u>	
			<u>27,005</u>
	<b>Total Professional Services</b>		<b>27,005</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	
	Film 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.)	24,000	
	House Demolition	<u>10,000</u>	
	<b>Total Maintenance</b>		<b>34,000</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	4,400
	Pen System	<u>55,000</u>
	<b>Total Capital Outlays</b>	<b>59,400</b>

**MISCELLANEOUS EXPENDITURES**

591000	Public Notices (CDBG Application, Zoning Variances/Appeals)	400
	<b>Total Miscellaneous Expenditures</b>	<b>400</b>

**LEASES AND RENTALS**

600400	Vehicle Interfund	<u>8,610</u>
	<b>Total Leases and Rentals</b>	<b>8,610</b>

**UTILITIES**

610000	Telephone Monthly Charges — six cellular phones	<u>3,000</u>
	<b>Total Utilities</b>	<b><u>3,000</u></b>

**TOTAL COMMUNITY DEVELOPMENT DEPARTMENT** **564,111**

**Village of Park Forest  
2009/2010 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  
2009/2010 Budget**

**RECREATION AND PARKS  
COMBINED ENTERPRISE FUNDS  
(Aqua Center and Tennis and Health Club)**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Property Taxes	35,072	34,531	34,531	33,472	-3%
Services	455,821	454,150	426,750	425,750	-6%
Sales	65,694	55,250	50,604	50,250	-9%
IRMA Surplus Distribution	2,277	0	0	0	0%
Interest	3,590	1,500	1,500	1,500	0%
Transfer from General Fund	<u>400,000</u>	<u>221,900</u>	<u>221,900</u>	<u>215,000</u>	-3%
<b>TOTAL REVENUE</b>	<b><u>962,454</u></b>	<b><u>767,331</u></b>	<b><u>735,285</u></b>	<b><u>725,972</u></b>	<b>-5%</b>
<b><u>Net Income(Loss)</u></b>	<b>64,783</b>	<b>32,501</b>	<b>(967)</b>	<b>(1,420)</b>	<b>-104%</b>
Major Capital Outlays	0	0	0	0	0%
Debt Principal Repayment	(14,364)	(17,556)	(17,556)	(23,550)	34%
Depreciation	<u>10,794</u>	<u>10,961</u>	<u>10,961</u>	<u>11,628</u>	6%
Cash Flow	61,213	25,906	(7,562)	(13,342)	-152%
<b><u>Beginning Net Cash</u></b>			<b>99,319</b>	<b>91,757</b>	
<b><u>Ending Net Cash</u></b>			<b>91,757</b>	<b>78,415</b>	

**Village of Park Forest  
2009/2010 Budget**

**RECREATION AND PARKS  
COMBINED ENTERPRISE FUNDS  
(Aqua Center and Tennis and Health Club)**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	132,946	129,001	97,000	96,050	-26%
Overtime Salaries	4,377	4,550	3,500	3,700	-19%
Temporary/Part-time Salaries	<u>240,034</u>	<u>240,280</u>	<u>270,000</u>	<u>276,900</u>	15%
<b>Total Personnel Services</b>	<b>377,357</b>	<b>373,831</b>	<b>370,500</b>	<b>376,650</b>	<b>1%</b>
<b><u>IRMA</u></b>	18,329	18,329	23,466	25,813	41%
<b><u>Employee Support</u></b>	48,498	47,101	45,967	49,504	5%
<b><u>Professional Services</u></b>	13,822	8,334	8,784	9,080	9%
<b><u>Operating Supplies</u></b>	111,391	87,200	85,500	81,500	-7%
<b><u>Maintenance</u></b>	5,504	7,300	10,300	10,300	41%
<b><u>Capital Outlays</u></b>	157,770	33,400	33,400	22,500	-33%
<b><u>Depreciation</u></b>	10,794	10,961	10,961	11,628	6%
<b><u>Interest Expense</u></b>	21,896	16,374	16,374	9,569	-42%
<b><u>Transfers to Other Funds</u></b>	37,840	37,900	37,900	38,640	2%
<b><u>Miscellaneous</u></b>	1,309	2,500	1,700	1,700	-32%
<b><u>Leases and Rentals</u></b>	4,800	4,400	4,400	3,508	-20%
<b><u>Utilities</u></b>	<u>88,361</u>	<u>87,200</u>	<u>87,000</u>	<u>87,000</u>	0%
<b>TOTAL EXPENSES</b>	<b><u>897,671</u></b>	<b><u>734,830</u></b>	<b><u>736,252</u></b>	<b><u>727,392</u></b>	<b>-1%</b>

**Village of Park Forest  
2009/2010 Budget**

**PUBLIC WORKS  
COMBINED ENTERPRISE FUNDS  
(Municipal Parking, Refuse Collection, Water and Sanitary Sewer)**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Parking Lot Fees	196,010	197,500	169,577	170,000	-14%
Charges for Service	1,186,036	1,222,589	1,198,756	1,215,600	-1%
Water Sales					
Residential	3,897,669	3,978,498	3,905,000	4,060,000	2%
Commercial	835,072	864,000	832,450	865,500	0%
Infrastructure Fee	0	300,000	291,350	290,000	-3%
Sanitary District Fees	83,695	82,000	83,320	83,500	2%
Water Tap Fees	21,810	10,000	5,396	2,000	-80%
Sewer User Fees					
Residential	895,684	978,380	971,980	1,082,088	11%
Commercial	205,200	222,850	216,333	246,472	11%
Sewer Tap Fees	11,537	8,000	2,800	4,000	-50%
IRMA Surplus Distribution	31,289	0	0	0	0%
Interest	197,978	108,500	36,695	26,400	-76%
Contributions & Donations	16,279	0	9,170	0	0%
Miscellaneous Income	<u>(81,851)</u>	<u>2,000</u>	<u>2,583</u>	<u>2,000</u>	0%
<b>TOTAL REVENUE</b>	<b><u>7,496,408</u></b>	<b><u>7,974,317</u></b>	<b><u>7,725,410</u></b>	<b><u>8,047,560</u></b>	<b>1%</b>
<b><u>Net Income(Loss)</u></b>	<b><u>773,969</u></b>	<b><u>108,122</u></b>	<b><u>278,029</u></b>	<b><u>(429,544)</u></b>	<b>-497%</b>
Major Capital Outlays	(2,065,704)	(3,483,500)	(797,412)	(4,781,000)	37%
Cook County Payable	(100,000)	(100,000)	(100,000)	(29,087)	-71%
Debt Principal Repayment	(64,787)	(801,805)	(701,805)	(840,531)	5%
Loan Proceeds	0	3,000,000	0	3,000,000	0%
Depreciation	<u>690,025</u>	<u>768,521</u>	<u>768,521</u>	<u>824,894</u>	7%
Cash Flow	(766,497)	(508,662)	(552,667)	(2,255,268)	-343%
<b><u>Beginning Net Cash</u></b>			<b><u>4,349,257</u></b>	<b><u>3,796,590</u></b>	
<b><u>Ending Net Cash</u></b>			<b><u>3,796,590</u></b>	<b><u>1,541,322</u></b>	

**Village of Park Forest  
2009/2010 Budget**

**PUBLIC WORKS  
COMBINED ENTERPRISE FUNDS  
(Municipal Parking, Refuse Collection, Water and Sanitary Sewer)**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	1,155,089	1,193,074	1,270,107	1,250,056	5%
Overtime Salaries	131,291	153,932	170,198	159,810	4%
Temporary/Part-time Salaries	<u>80,841</u>	<u>85,151</u>	<u>76,067</u>	<u>99,158</u>	16%
<b>Total Personnel Services</b>	<b>1,367,221</b>	<b>1,432,157</b>	<b>1,516,372</b>	<b>1,509,024</b>	<b>5%</b>
<b><u>Insurance</u></b>	154,172	186,929	185,644	194,133	4%
<b><u>IRMA</u></b>	251,825	251,825	330,243	363,267	44%
<b><u>Employee Support</u></b>	223,684	240,127	245,107	260,981	9%
<b><u>Professional Services</u></b>	1,542,863	1,699,075	1,587,688	1,656,657	-2%
<b><u>Operating Supplies</u></b>	523,818	638,700	607,907	639,700	0%
<b><u>Maintenance</u></b>	398,445	525,000	510,245	573,000	9%
<b><u>Capital Outlays</u></b>	42,043	354,700	107,312	641,800	81%
<b><u>Depreciation</u></b>	690,025	768,521	768,521	824,894	7%
<b><u>Interest Expense</u></b>	405,523	624,135	383,644	581,776	-7%
<b><u>Transfer to Other Funds</u></b>	682,376	768,276	768,278	813,802	6%
<b><u>Miscellaneous</u></b>	30,666	36,250	27,756	32,870	-9%
<b><u>Leases &amp; Rentals</u></b>	170,177	145,500	171,954	148,000	2%
<b><u>Utilities</u></b>	<u>239,601</u>	<u>195,000</u>	<u>236,710</u>	<u>237,200</u>	22%
<b>TOTAL EXPENSES</b>	<b><u>6,722,439</u></b>	<b><u>7,866,195</u></b>	<b><u>7,447,381</u></b>	<b><u>8,477,104</u></b>	<b>8%</b>

## **Village of Park Forest 2009/2010 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.

The last major renovation of the Aqua Center took place in 1989 and 1990 with the addition of two new mechanical buildings and related equipment and the construction of the Zero Depth Pool and Water Slide with Splash Pool. Capital improvement projects have been very limited until this past year because of lack of revenues from the operation.

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 2008/2009 BUDGET OBJECTIVES:**

Several of the 2008/2009 Budget Objectives related to capital improvements at the Aqua Center and some were completed early in advance of the 2008 season:

1. Begin a systematic replacement of the extensive wood timber retaining walls and planter boxes at the site originally installed in 1989/1990.

*Major sections of wood retaining walls and planter boxes were replaced. The stairs and wood decks leading to the top of the waterslide were completely rebuilt.*

2. Replace two liquid chlorinators installed in 1989 with a safer more efficient tablet system.

*Two liquid chlorinators were replaced.*

*In addition to the re-roofing completed in the prior year, a 144 Sq Ft section of “Green Roof” planters was installed on the bathhouse roof as a demonstration project. This green roof project will soon be featured in promotional literature for Fibertite Corporation, the roofing manufacturer that provided the system to us.*

**2009/2010 AQUA CENTER OBJECTIVES:**

1. Continue a systematic replacement of the extensive wood timber retaining walls and planter boxes at the site originally installed in 1989/1990.
2. Replace an additional two liquid chlorinators installed in 1989 with a safer more efficient tablet system.
3. Replace the ice machine in the concession stand.

**PERFORMANCE MEASURES:**

Park Forest Aqua Center passes sold by year:

<u>Season</u>	<u>Passes Sold*</u>	<u>Individuals**</u>	<u>Total Attendance</u>
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  
2009/2010 Budget**

**AQUA CENTER  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Property Taxes	35,072	34,531	34,531	33,472	-3%
Services	184,888	199,500	177,500	172,500	-14%
Sales	16,140	2,250	2,604	2,250	0%
IRMA Surplus Distribution	958	0	0	0	0%
Interest	3,337	1,500	1,500	1,500	0%
Transfer from General Fund	<u>330,000</u>	<u>140,000</u>	<u>140,000</u>	<u>140,000</u>	0%
<b>TOTAL REVENUE</b>	<b><u>570,395</u></b>	<b><u>377,781</u></b>	<b><u>356,135</u></b>	<b><u>349,722</u></b>	<b>-7%</b>
<b><u>Net Income(Loss)</u></b>	<b><u>60,028</u></b>	<b><u>29,798</u></b>	<b><u>(3,195)</u></b>	<b><u>9,714</u></b>	<b>-67%</b>
Major Capital Outlay	0	0	0	0	0%
Debt Principal Repayment	(14,364)	(17,556)	(17,556)	(23,550)	34%
Depreciation	<u>7,804</u>	<u>7,971</u>	<u>7,971</u>	<u>8,638</u>	8%
Cash Flow	53,468	20,213	(12,780)	(5,198)	-126%
<b><u>Beginning Net Cash</u></b>			<b><u>84,453</u></b>	<b><u>71,673</u></b>	
<b><u>Ending Net Cash*</u></b>			<b><u>71,673</u></b>	<b><u>66,475</u></b>	

\* Ending net cash reserved for capital items.

**Village of Park Forest  
2009/2010 Budget**

**AQUA CENTER  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	21,894	12,501	17,000	8,610	-31%
Overtime Salaries	3,653	3,600	3,200	3,200	-11%
Temporary/Part-time Salaries	<u>160,492</u>	<u>155,000</u>	<u>160,000</u>	<u>163,000</u>	5%
<b>Total Personnel Services</b>	<b>186,039</b>	<b>171,101</b>	<b>180,200</b>	<b>174,810</b>	<b>2%</b>
<b><u>Insurance(IRMA)</u></b>	7,713	7,713	9,045	9,950	29%
<b><u>Employee Support</u></b>	21,024	18,423	17,289	18,643	1%
<b><u>Professional Services</u></b>	7,862	3,101	3,851	4,120	33%
<b><u>Operating Supplies</u></b>	51,904	31,700	31,000	27,000	-15%
<b><u>Maintenance</u></b>	2,610	2,500	5,500	5,500	120%
<b><u>Capital Outlays</u></b>	141,275	21,500	21,500	15,000	-30%
<b><u>Depreciation</u></b>	7,804	7,971	7,971	8,638	8%
<b><u>Interest Expense</u></b>	21,896	16,374	16,374	9,569	-42%
<b><u>Transfers to Other Funds</u></b>	17,840	17,900	17,900	18,640	4%
<b><u>Miscellaneous</u></b>	400	1,500	700	700	-53%
<b><u>Leases and Rentals</u></b>	2,400	2,000	2,000	1,438	-28%
<b><u>Utilities</u></b>	<u>41,600</u>	<u>46,200</u>	<u>46,000</u>	<u>46,000</u>	0%
<b>TOTAL EXPENSES</b>	<b><u>510,367</u></b>	<b><u>347,983</u></b>	<b><u>359,330</u></b>	<b><u>340,008</u></b>	<b>-2%</b>

**Village of Park Forest  
2009/2010 Budget**

**AQUA CENTER  
DETAIL  
53-11-33**

**PERSONNEL SALARIES**

**Salaries and Wages**

500000	Regular Salaries	8,610
500100	Overtime Salaries	3,200
500200	Temporary/Part-time	<u>163,000</u>
<b>Total Salaries</b>		<b>174,810</b>

**INSURANCE**

510400	IRMA Premium	<u>9,950</u>
<b>Total Insurance</b>		<b>9,950</b>

**EMPLOYEE SUPPORT**

520300	Training (Manuals, Pool Rental, Licenses)	1,500
520610	FICA	13,373
520620	IMRF	<u>3,770</u>
<b>Total Employee Support</b>		<b>18,643</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services (Ellis Retainer, Three Audits, Instructor Class)	2,800
530300	Audit Services (annual)	320
532600	Credit Card Service Charge	<u>1,000</u>
<b>Total Professional Services</b>		<b>4,120</b>

### **OPERATING SUPPLIES**

540000	Other Operating Supplies (Paints and hardware, small tools, cleaning supplies, paper products, towels and office supplies)	17,000
540400	Meeting Expense	0
540500	Beverage purchases for resale	0
540600	Accessories purchase for resale	0
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		
	Replace Ice Machine	6,500	
	Replace Two Chlorinators	<u>8,500</u>	
			15,000
560700	Depreciation		<u>8,638</u>
<b>Total Capital Outlays</b>			<b>23,638</b>

**DEBT SERVICE**

570000	Debt Service*	23,550
570100	Interest on Debt Service	<u>9,569</u>
*Not included in income calculation		<u>9,569</u>
<b>Total Debt Service</b>		<b>9,569</b>

**TRANSFER TO OTHER FUNDS**

581000	Indirect Transfer to General Fund	<u>18,640</u>
<b>Total Transfer to Other Funds</b>		<b>18,640</b>

**MISCELLANEOUS EXPENDITURES**

590900	Advertising and Marketing Expense	<u>700</u>
<b>Total Miscellaneous Expenditures</b>		<b>700</b>

**LEASES and RENTALS**

600400	Interfund Equipment (Charges for maintenance activities performed by Parks staff)	1,438
600500	Other Rentals Small tools and equipment	<u>0</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>45,000</u>
<b>Total Utilities</b>		<b><u>46,000</u></b>

**TOTAL AQUA CENTER** **340,008**

**Village of Park Forest  
2009/2010 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, aerobics classes, 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 2009/2010 reflect no change as rates were increased last season. Prime Time Court Fees were raised \$1.00/hour for 2008/2009 and will be raised again for the 2009/2010 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 2008/2009 BUDGET OBJECTIVES:**

1. Continue to upgrade the facility where needed to increase membership and lesson base

*The HVAC System that heats and cools the front lobby area was replaced.*

2. Replace the parking lot driveway apron.

*Replaced in September of 2008.*

3. Computer Replacement Program

*Computer at the Front Desk replaced in February of 2009.*

4. Marketing

*Beginning with the 2008 outdoor season the Tennis & Health Club will be expanding its summer tennis program to take over direction of summer tennis for both Frankfort and Frankfort Square Park Districts. Traditionally a good number of club members come from that area. Many of the top junior players especially have traveled to Park Forest for both indoor and outdoor instruction. In 2008, instructors from the club will conduct summer tennis classes at facilities in the Frankfort area. It is hoped that this increased exposure in that area will help bring more of the top juniors to the Tennis & Health Club and build membership sales. The Park Forest Club is looked upon very highly for its quality instruction, friendliness and competitive rates.*

**2009/2010 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>
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
1998	154 (33%)	311 (67%)	465
1997	182 (38%)	298 (62%)	480
1996	186 (38%)	305 (62%)	491

\* 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  
2009/2010 Budget**

**TENNIS and HEALTH CLUB  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Services	270,933	254,650	249,250	253,250	-1%
Sales	49,554	53,000	48,000	48,000	-9%
IRMA Surplus Distribution	1,319	0	0	0	0%
Interest	253	0	0	0	0%
Transfer from General Fund	<u>70,000</u>	<u>81,900</u>	<u>81,900</u>	<u>75,000</u>	-8%
<b>TOTAL REVENUE</b>	<b><u>392,059</u></b>	<b><u>389,550</u></b>	<b><u>379,150</u></b>	<b><u>376,250</u></b>	<b>-3%</b>
<b><u>Net Income (Loss)</u></b>	<b>4,755</b>	<b>2,703</b>	<b>2,228</b>	<b>(11,134)</b>	<b>-512%</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	7,746	5,693	5,218	(8,144)	-243%
<b><u>Beginning Net Cash</u></b>			<b>14,866</b>	<b>20,084</b>	
<b><u>Ending Net Cash</u></b>			<b>20,084</b>	<b>11,940</b>	

**Village of Park Forest  
2009/2010 Budget**

**TENNIS and HEALTH CLUB  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	111,052	116,500	80,000	87,440	-25%
Overtime Salaries	724	950	300	500	-47%
Temporary/Part-time Salaries	<u>79,542</u>	<u>85,280</u>	<u>110,000</u>	<u>113,900</u>	34%
<b>Total Personnel Services</b>	<b>191,318</b>	<b>202,730</b>	<b>190,300</b>	<b>201,840</b>	<b>0%</b>
<b><u>Insurance(IRMA)</u></b>	10,616	10,616	14,421	15,863	49%
<b><u>Employee Support</u></b>	27,474	28,678	28,678	30,861	8%
<b><u>Professional Services</u></b>	5,960	5,233	4,933	4,960	-5%
<b><u>Operating Supplies</u></b>	59,487	55,500	54,500	54,500	-2%
<b><u>Maintenance</u></b>	2,894	4,800	4,800	4,800	0%
<b><u>Capital Outlays</u></b>	16,495	11,900	11,900	7,500	-37%
<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>	909	1,000	1,000	1,000	0%
<b><u>Leases and Rentals</u></b>	2,400	2,400	2,400	2,070	-14%
<b><u>Utilities</u></b>	<u>46,761</u>	<u>41,000</u>	<u>41,000</u>	<u>41,000</u>	0%
<b>TOTAL EXPENSES</b>	<b><u>387,304</u></b>	<b><u>386,847</u></b>	<b><u>376,922</u></b>	<b><u>387,384</u></b>	<b>0%</b>

**Village of Park Forest  
2009/2010 Budget**

**TENNIS and HEALTH CLUB  
DETAIL  
54-11-59**

**PERSONNEL SALARIES**

**Salaries and Wages**

500000	Regular Salaries	87,440
500100	Overtime Salaries	500
500200	Temporary/Part-time	<u>113,900</u>
<b>Total Salaries</b>		<b>201,840</b>

**INSURANCE**

510300	IRMA Premium	<u>15,863</u>
<b>Total Insurance</b>		<b>15,863</b>

**EMPLOYEE SUPPORT**

520200	Dues/Subscriptions (Tennis team entry fees)	1,000
520610	FICA	15,441
520620	IMRF	<u>14,420</u>
<b>Total Employee Support</b>		<b>30,861</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services (Exterminator, equipment servicing)	1,250
530300	Audit Services (annual)	510
532600	Credit Card Service Charge	<u>3,200</u>
<b>Total Professional Services</b>		<b>4,960</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	<u>20,000</u>
<b>Total Transfer to Other Funds</b>		<b>20,000</b>

**MISCELLANEOUS EXPENDITURES**

590100	Postage	0
590900	Advertising and Marketing Expense	<u>1,000</u>
<b>Total Miscellaneous Expenditures</b>		<b>1,000</b>

**LEASES and RENTALS**

600400	Interfund Equipment (Maintenance activities performed by Parks staff)	<u>2,070</u>
<b>Total Leases and Rentals</b>		<b>2,070</b>

**UTILITIES**

610000	Telephone	1,000
610600	Public Utilities (Electric, gas and telephone)	<u>40,000</u>
<b>Total Utilities</b>		<b><u>41,000</u></b>

<b>TOTAL TENNIS and HEALTH CLUB</b>		<b>387,384</b>
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**Village of Park Forest  
2009/2010 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 75.8% occupancy rate by commuters on weekdays. Lot #2 contains 734 paid spaces and averages a 50.6% occupancy rate by commuters on weekdays. This occupancy rate reflects a 1.2% decrease in use over last year.

Lot #2 was re-paved and the staircase was replaced in the summer of 2001. Commuter gates have been repaired and gates are monitored during peak traffic. This lot remains below capacity because of its location, which is not visible from any major roads. The Village is currently negotiating a potential sales contract for the sale of Lot #2 to CN Railroad; therefore, there are no major capital improvements included.

**ACCOMPLISHMENT OF 2008/2009 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.*

*In January 2009, the Federal Government approved the purchase of the EJ&E railroad by Canadian National (CN). Upon approval of the acquisition by the Federal Surface Transportation Board, Village Staff has begun working with CN on the components of a mitigation agreement related to adverse environmental impacts on the community and a potential sales agreement related to a parcel of land (Lot #2) which CN is interested in purchasing from Park Forest.*

**2009/2010 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 2009/2010 pending further work on the 211<sup>th</sup> Street TOD and/or negotiations with CN on the potential sale of commuter lot #2.

**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>
Commuter customers served 211 <sup>th</sup> Street Lot	110,575	114,376	98,584	94,412
Commuter customers served Matteson Lot*	109,910	116,742	86,539	88,398
Monthly pass cards held	100	101	91	85

\* Customer calculation is based on revenue received.

**Village of Park Forest  
2009/2010 Budget**

**MUNICIPAL PARKING FUND  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Parking Lot Fees	196,010	197,500	169,577	170,000	-14%
IRMA Surplus Distribution	896	0	0	0	0%
Interest	<u>2,998</u>	<u>3,500</u>	<u>934</u>	<u>900</u>	-74%
<b>TOTAL REVENUE</b>	<b><u>199,904</u></b>	<b><u>201,000</u></b>	<b><u>170,511</u></b>	<b><u>170,900</u></b>	<b>-15%</b>
<b><u>Net Income(Loss)</u></b>	<b>(1,896)</b>	<b>(68,483)</b>	<b>(43,354)</b>	<b>(55,688)</b>	<b>19%</b>
Major Capital Outlays	0	0	0	0	0%
Depreciation	<u>16,950</u>	<u>19,450</u>	<u>19,450</u>	<u>16,950</u>	-13%
Cash Flow	15,054	(49,033)	(23,904)	(38,738)	<b>21%</b>
<b><u>Beginning Net Cash</u></b>			<b>379,961</b>	<b>356,057</b>	
<b><u>Ending Net Cash</u></b>			<b>356,057</b>	<b>317,319</b>	

**Village of Park Forest  
2009/2010 Budget**

**MUNICIPAL PARKING FUND  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	79,297	86,212	86,239	57,689	-33%
Overtime Salaries	8,355	27,935	8,236	29,389	5%
Temporary/Part-time Salaries	<u>7,352</u>	<u>12,000</u>	<u>10,547</u>	<u>12,625</u>	5%
<b>Total Personnel Services</b>	<b>95,004</b>	<b>126,147</b>	<b>105,022</b>	<b>99,703</b>	<b>-21%</b>
<b><u>Insurance</u></b>	7,704	9,973	9,973	7,404	-26%
<b><u>IRMA</u></b>	7,209	7,209	8,820	9,702	35%
<b><u>Employee Support</u></b>	14,697	20,523	16,080	17,049	-17%
<b><u>Professional Services</u></b>	634	328	328	312	-5%
<b><u>Operating Supplies</u></b>	1,367	5,900	1,000	2,200	-63%
<b><u>Maintenance</u></b>	10,063	18,000	7,900	9,000	-50%
<b><u>Capital Outlays</u></b>	0	20,000	0	20,000	0%
<b><u>Depreciation</u></b>	16,950	19,450	19,450	16,950	-13%
<b><u>Transfer to Other Funds</u></b>	24,758	21,953	21,954	22,268	1%
<b><u>Leases &amp; Rentals</u></b>	12,269	9,000	10,808	9,000	0%
<b><u>Utilities</u></b>	<u>11,145</u>	<u>11,000</u>	<u>12,530</u>	<u>13,000</u>	18%
<b>TOTAL EXPENSES</b>	<b><u>201,800</u></b>	<b><u>269,483</u></b>	<b><u>213,865</u></b>	<b><u>226,588</u></b>	<b>-16%</b>

**Village of Park Forest  
2009/2010 Budget**

**MUNICIPAL PARKING FUND  
DETAIL  
51-17-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salary	57,689
500100	Overtime Wages	29,389
500200	Temporary/Part-time	<u>12,625</u>
<b>Total Personnel Services</b>		<b>99,703</b>

**INSURANCE**

510100	Health Insurance	6,904
	Dental Insurance	382
	Life Insurance	<u>118</u>
		7,404
510300	IRMA Premium	<u>9,702</u>
<b>Total Insurance</b>		<b>17,106</b>

**EMPLOYEE SUPPORT**

520100	Car/Mileage Allowance (Portion of Director's mileage reimbursement)	100
520610	FICA	7,627
520620	IMRF	<u>9,322</u>
<b>Total Employee Support</b>		<b>17,049</b>

**PROFESSIONAL SERVICES**

530300	Audit Services	<u>312</u>
<b>Total Professional Services</b>		<b>312</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	3,000
551000	Parking Lot Maintenance (Repair parts)	<u>2,000</u>
<b>Total Maintenance</b>		<b>9,000</b>

**CAPITAL OUTLAYS**

560000	Other Capital Outlays Replace Card Reader	20,000
560700	Depreciation	<u>16,950</u>
<b>Total Capital Outlays</b>		<b>36,950</b>

**TRANSFER TO OTHER FUNDS**

581000	Indirect Cost to General Fund	<u>22,268</u>
<b>Total Transfer To Other Funds</b>		<b>22,268</b>

**LEASES and RENTALS**

600400	Vehicle Rental - Interfund	<u>9,000</u>
<b>Total Leases and Rentals</b>		<b>9,000</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** **226,588**

## **Village of Park Forest 2009/2010 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:

\$17.92 per month for January 1, 2009 – December 31, 2009  
\$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 9,844 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 type 1 and type 2 plastic bottles
- 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 1,487 tons in recycled materials in 2008.

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.

**ACCOMPLISHMENT OF 2008/2009 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.*

**2009/2010 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>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Garbage collected (tons)	6,849	6,449	7,686	7,996	7,436
Recyclables (tons)	1,884	1,718	1,726	1,481	1,487
Yard waste (tons)	<u>1,582</u>	<u>1,190</u>	<u>1,036</u>	<u>995</u>	<u>921</u>
Total (tons)	10,315	9,357	10,448	10,472	9,844
Revenue from sale of recyclables	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

**Village of Park Forest  
2009/2010 Budget**

**REFUSE COLLECTION FUND  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Charges for Service	1,186,036	1,222,589	1,198,756	1,215,600	-1%
IRMA Surplus Distribution	4,934	0	0	0	0%
Recycling Rebate	2,000	2,000	2,000	2,000	0%
Interest	<u>10,491</u>	<u>10,000</u>	<u>1,676</u>	<u>1,500</u>	-85%
<b>TOTAL REVENUE</b>	<b><u>1,203,461</u></b>	<b><u>1,234,589</u></b>	<b><u>1,202,432</u></b>	<b><u>1,219,100</u></b>	<b>-1%</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>	20,809	21,555	21,492	21,771	1%
<b><u>Insurance</u></b>	2,094	2,412	2,412	2,661	10%
<b><u>IRMA</u></b>	39,708	39,708	53,457	58,803	48%
<b><u>Employee Support</u></b>	3,308	3,490	3,424	3,701	6%
<b><u>Professional Services</u></b>	1,026,635	1,114,224	1,051,806	1,085,306	-3%
<b><u>Transfer to Other Funds</u></b>	122,327	122,327	122,328	114,970	-6%
<b><u>Miscellaneous</u></b>	<u>4,361</u>	<u>4,750</u>	<u>4,631</u>	<u>5,000</u>	5%
<b>TOTAL EXPENSES</b>	<b><u>1,219,242</u></b>	<b><u>1,308,466</u></b>	<b><u>1,259,550</u></b>	<b><u>1,292,212</u></b>	<b>-1%</b>
<b><u>Net Income (Loss)</u></b>	<b>(15,781)</b>	<b>(73,877)</b>	<b>(57,118)</b>	<b>(73,112)</b>	<b>1%</b>
<b><u>Beginning Net Cash</u></b>			<b>188,511</b>	<b>131,393</b>	
<b><u>Ending Net Cash</u></b>			<b>131,393</b>	<b>58,281</b>	

**Village of Park Forest  
2009/2010 Budget**

**REFUSE COLLECTION FUND  
DETAIL  
56-17-53**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries		<u>21,771</u>
	<b>Total Personnel Services</b>		<b>21,771</b>

**INSURANCE**

510100	Health Insurance	2,484	
	Dental Insurance	153	
	Life Insurance	<u>24</u>	
			2,661
510300	IRMA Premium		<u>58,803</u>
	<b>Total Insurance</b>		<b>61,464</b>

**EMPLOYEE SUPPORT**

520300	Training		0
520610	FICA		1,665
520620	IMRF		<u>2,036</u>
	<b>Total Employee Support</b>		<b>3,701</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services (Contractual garbage collection) Street Sweeping	1,063,415 <u>20,000</u>	1,083,415
530300	Audit Services	<u>1,891</u>	
	<b>Total Professional Services</b>		<b>1,085,306</b>

**TRANSFER TO OTHER FUNDS**

581000	Indirect Cost to General Fund	<u>114,970</u>	
	<b>Total Transfer To Other Funds</b>		<b>114,970</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** **1,292,212**

## **Village of Park Forest 2009/2010 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. One well in the community has been out of use for some time and will be decommissioned in the near future. 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 water softening plant has needed major repair and replacement. In the early 1990s, the Illinois Environmental Protection Agency cited the plant for an excess of dissolved solids in the lime sludge lagoons, a by-product of the softening process. By the late 1990s, suspended solids and pH were also of concern to the IEPA. The Village hired the engineering firm of Baxter and Woodman to study the water plant and propose solutions for its upgrade. During the study, three alternative softening processes were studied along with three water purchase options. In March 2001, the Board of Trustees voted to approve a new lime/soda ash softening process. During Fiscal Year 2002/2003, the Board of Trustees approved the hiring of Baxter and Woodman to design the new water plant. As a requirement to a Consent Decree with the Attorney General's office, construction began in the fall of 2005 on the new water plant. Construction of the new plant was completed and the 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.

## **ACCOMPLISHMENT OF 2008/2009 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 scheduled to begin in the fall of 2009, 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 2008/2009 the annual Consumer Confidence Report relating to the drinking water supplied to Park Forest residents. In calendar year 2008 the Village had no violations of drinking supply requirements as established by the IEPA.*

3. Maintain wells, pumps, plant, mains, hydrants, storage and meters.

*All proposed Fiscal Year 2008/2009 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 2008/2009.*

4. Repair water main breaks quickly and efficiently.

*A total of 154 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.*

9. Undertake \$3,000,000 Water Main Infrastructure Replacement project.

*This project is currently in design and expected to be sent out for bidding for construction work that will begin in the fall of 2009.*

#### **2009/2010 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>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Water main breaks repaired	123	69	70	154
Water main valves replaced	0	0	36	2
Water services repaired	13	2	3	3
Hydrants replaced	2	4	31	2
Water main replaced (linear feet)	0	0	11450	856
Water main installed (linear feet)	0	0	0	0
Water pumped (gallons)	703,491,000	708,761,000	677,237,333	596,582,000
Water billed (gallons)	444,636,407	527,563,520	529,189,315	500,748,436

**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). Two part-time maintenance workers have been added to the water plant staff.

<u>Position</u>	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>
Chief Water Plant Operator	1	1	1	1	1
Assistant Chief Water Plant Operator	1	1	1	1	1
Water Plant Operators II	3	3	3	3	3
Water Plant Operator I	1	1	1	1	1
Utility Billing Supervisor	1	1	1	1	1
Accounting Technician	1	1	1	1	1
Utility Billing Technician	1	1	1	1	1
Part-Time Maintenance Worker	0.3	0.3	0.3	0.8	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>9.8</b>	<b>10.3</b>	<b>11</b>

Note: Staffing schedules does not include Meter Readers whom are paid on a per-read basis.

**Village of Park Forest  
2009/2010 Budget**

**WATER FUND  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Water Sales					
Residential	3,897,669	3,978,498	3,905,000	4,060,000	2%
Commercial	835,072	864,000	832,450	865,500	0%
Infrastructure Fee	0	300,000	291,350	290,000	-3%
Sanitary District Fees	83,695	82,000	83,320	83,500	2%
Merchandising & Jobbing	4,636	0	0	0	0%
Water Connection Fees	0	0	0	0	0%
Tap on Fees	21,810	10,000	5,396	2,000	-80%
Contributions & Donations	16,279	0	9,170	0	0%
IRMA Surplus Distribution	21,134	0	0	0	0%
Interest Income	157,987	80,000	30,000	20,000	-75%
Loss on Disposal of Assets	(88,477)	0	0	0	0%
Miscellaneous Income	<u>(10)</u>	<u>0</u>	<u>583</u>	<u>0</u>	0%
<b>TOTAL REVENUE</b>	<b><u>4,949,795</u></b>	<b><u>5,314,498</u></b>	<b><u>5,157,269</u></b>	<b><u>5,321,000</u></b>	<b>0%</b>
<b><u>Net Income(Loss)</u></b>	<b>292,284</b>	<b>(141,206)</b>	<b>(30,121)</b>	<b>(334,812)</b>	<b>-137%</b>
Debt Principal Repayment	(31,374)	(766,697)	(666,697)	(803,660)	5%
Cook County Payable	(80,000)	(80,000)	(80,000)	(21,507)	-73%
Major Capital Outlays	(1,852,102)	(3,013,500)	(497,412)	(3,674,000)	22%
Loan Proceeds	0	3,000,000	0	3,000,000	0%
Depreciation	<u>603,930</u>	<u>648,051</u>	<u>648,051</u>	<u>692,639</u>	7%
Cash Flow	(1,067,262)	(353,352)	(626,179)	(1,141,340)	-223%
<b><u>Beginning Net Cash</u></b>			<b>2,877,794</b>	<b>2,251,615</b>	
<b><u>Ending Net Cash</u></b>			<b>2,251,615</b>	<b>1,110,275</b>	

**Village of Park Forest  
2009/2010 Budget**

**WATER FUND  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	898,269	918,448	1,001,486	952,742	4%
Overtime Salaries	113,824	113,023	152,817	116,771	3%
Temporary/Part-time Salaries	<u>73,463</u>	<u>73,151</u>	<u>65,520</u>	<u>86,533</u>	18%
<b>Total Personnel Services</b>	<b>1,085,556</b>	<b>1,104,622</b>	<b>1,219,823</b>	<b>1,156,046</b>	<b>5%</b>
<b><u>Insurance</u></b>	135,575	149,187	147,902	153,065	3%
<b><u>IRMA</u></b>	170,094	170,094	217,911	239,702	41%
<b><u>Employee Support</u></b>	179,314	186,999	196,655	200,875	7%
<b><u>Professional Services</u></b>	374,915	417,934	378,025	403,678	-3%
<b><u>Operating Supplies</u></b>	521,844	622,800	606,229	627,500	1%
<b><u>Maintenance</u></b>	334,216	456,000	448,986	513,000	13%
<b><u>Capital Outlays</u></b>	42,043	284,700	105,312	221,800	-22%
<b><u>Depreciation</u></b>	603,930	648,051	648,051	692,639	7%
<b><u>Interest Expense</u></b>	396,530	607,338	377,672	568,622	-6%
<b><u>Transfer to Other Funds</u></b>	485,709	517,979	517,979	550,185	6%
<b><u>Miscellaneous</u></b>	23,355	28,500	19,975	24,500	-14%
<b><u>Leases &amp; Rentals</u></b>	94,979	95,500	96,188	98,000	3%
<b><u>Utilities</u></b>	<u>209,451</u>	<u>166,000</u>	<u>206,682</u>	<u>206,200</u>	24%
<b>TOTAL EXPENSES</b>	<b><u>4,657,511</u></b>	<b><u>5,455,704</u></b>	<b><u>5,187,390</u></b>	<b><u>5,655,812</u></b>	<b>4%</b>

**Village of Park Forest  
2009/2010  
Budget**

**WATER DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Ronald Erickson Chief Water Plant Operator	76,596	77,362	17,9	77,362	7,233	5,918	12,420	765	120
Michael Gasser Assistant Chief Water Plant Opr	66,167	67,490	14,9	67,490	6,310	5,163	16,011	1,163	120
Douglas Knopp Water Plant Operator II	54,435	56,612	10,9	56,612	5,293	4,331	4,552	385	120
Drew Williams Water Plant Operator II	54,435	56,612	10,9	56,612	5,293	4,331	4,552	385	120
Paul Narcisi Water Plant Operator II	52,595	54,699	10,8	55,334	5,174	4,233	4,552	385	120
Marcy Gott Utility Billing Supervisor	52,595	54,699	10,8	55,214	5,163	4,224	15,278	611	120
William Gott Water Plant Operator I	40,747	42,377	9,2	42,869	4,008	3,279	0	0	103
Lorri Bailey Utility Billing Technician	40,978	42,617	7,5	43,111	4,031	3,298	0	0	98
Kimberley Brown Accounting Technician I	40,620	42,245	4,9	42,245	3,950	3,232	18,440	1,163	101

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010  
Budget**

**WATER DEPARTMENT  
SALARY DETAIL**

	<b>6/30/2009 Base</b>	<b>Salary Increase 1 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Michelle Davis Part Time Office Assistant II	23,262	24,192	2,6	24,473	2,288	1,872	0	0	0
Maintenance Worker (900 hrs/year @ avg hrly rate of 12.81/hr)	11,529	11,990	1,1	12,262	0	938	0	0	0
Maintenance Worker (900 hrs/year @ avg hrly rate of 12.81/hr)	11,529	11,990	1,1	12,262	0	938	0	0	0
Maintenance Worker (900 hrs/year @ avg hrly rate of 12.81/hr)	11,529	11,990	1,1	12,262	0	938	0	0	0
Meter Readers (2)	25,274	25,274		25,274	0	1,933	0	0	0
Overtime	39,018	40,579		41,050	3,838	3,141			
Retiree Health Insurance Stipend							1,000		
<b>Subtotal</b>	<b>601,309</b>	<b>620,728</b>		<b>624,432</b>	<b>52,581</b>	<b>47,769</b>	<b>76,805</b>	<b>4,857</b>	<b>1,022</b>
<b>ALLOCATIONS</b>									
<b>Water General</b>				283,047	26,465	21,653	65,587	3,882	912
<b>Water Supply and Purification</b>				5,851	547	448	0	0	0
<b>Water Distribution</b>				<u>242,716</u>	<u>22,694</u>	<u>18,568</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Subtotal</b>				<b>531,614</b>	<b>49,706</b>	<b>40,669</b>	<b>65,587</b>	<b>3,882</b>	<b>912</b>
<b>WATER DEPT. TOTAL</b>				<b>1,156,046</b>	<b>102,287</b>	<b>88,438</b>	<b>142,392</b>	<b>8,739</b>	<b>1,934</b>

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010 Budget**

**WATER FUND - GENERAL SUPPORT  
DETAIL  
60-19-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries		418,717
500100	Overtime Wages		11,686
500200	Temporary/Part-time		<u>49,747</u>
	<b>Total Personnel Services</b>		<b>480,150</b>

**INSURANCE**

510100	Health Insurance	142,392	
	Dental Insurance	8,739	
	Life Insurance	<u>1,934</u>	
			153,065
510300	IRMA Premium		<u>239,702</u>
	<b>Total Insurance</b>		<b>392,767</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.)	1,900
520300	Training (Seminars, conferences, tuition reimbursement)	3,500
520400	Books and Pamphlets (Reference books)	750
520610	FICA	36,732
520620	IMRF	<u>39,091</u>
<b>Total Employee Support</b>		<b>85,973</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services (JULIE charges, software support, material testing)	5,000
530300	Audit Services	7,708
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)	335,470
532600	Credit Card Service Charges	<u>25,000</u>
<b>Total Professional Service</b>		<b>373,178</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)	<u>1,500</u>
<b>Total Maintenance</b>		<b>1,500</b>

**CAPITAL OUTLAYS**

560000	Other Capital Outlay Computer Replacement	5,400
560700	Depreciation	<u>692,639</u>
<b>Total Capital Outlays</b>		<b>698,039</b>

**DEBT SERVICE**

570000	Debt Service*	
	Infrastructure Improvement Loan	100,000
	2008B	51,450
	IEPA Loan	652,210
	Cook County Sauk Trail Installment	<u>21,507</u>

\*Not included in income calculation 0

570100	Interest Expense	<u>568,622</u>
	<b>Total Debt Service</b>	<b>568,622</b>

**TRANSFER TO OTHER FUNDS**

581000	Indirect Cost to General Fund	<u>550,185</u>
	<b>Total Transfer to Other Funds</b>	<b>550,185</b>

**MISCELLANEOUS EXPENDITURES**

590100	Postage (Water bill mailing, consumer confidence report mailing)	21,500
590200	Radio/Communication System (Radio and base station maintenance)	500
590800	Printing Reproduction and Graphics (Blueprints)	2,500
591000	Legal Notices (Notices to bidders)	0
591200	Other Special Events Expense	<u>0</u>
	<b>Total Miscellaneous Expenditures</b>	<b>24,500</b>

**LEASES and RENTALS**

600400	Vehicle Rental - Interfund (Internal vehicle and equipment rental charges)	<u>1,500</u>
	<b>Total Leases and Rentals</b>	<b>1,500</b>

**UTILITIES**

610000	Telephone	<u>2,200</u>
	<b>Total Utilities</b>	<b><u>2,200</u></b>

**TOTAL WATER FUND - GENERAL SUPPORT** **3,185,014**

**Village of Park Forest  
2009/2010 Budget**

**WATER FUND - SUPPLY AND PURIFICATION  
DETAIL  
60-19-51**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	362,130
500100	Overtime Wages	34,264
500200	Temporary/Part-time	<u>36,786</u>
<b>Total Personnel Services</b>		<b>433,180</b>

**EMPLOYEE SUPPORT**

520610	FICA	33,138
520620	IMRF	<u>40,502</u>
<b>Total Employee Support</b>		<b>73,640</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services		
	Laboratory Testing	8,000	
	Meter and Leak Survey	<u>12,000</u>	
			20,000
530200	Construction Engineering Services		10,000
530700	Environmental Permit Fees		<u>500</u>
<b>Total Professional Services</b>			<b>30,500</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies (Repair parts, supplies, lab equipment, etc.)	35,000
540800	Cleaning Supplies/Paper Products (Cleaning supplies, towel rental)	1,600
540900	Uniform and Protective Clothing (Uniform rental & safety supplies)	4,000
541400	Paint/Hardware	4,500
541500	Salt (Water softening salt and sodium hypochloride)	18,000
541600	Lime/Chemicals (Lime, carbon dioxide, soda ash, and hydrofluosilicic acid)	<u>540,000</u>
<b>Total Operating Supplies</b>		<b>603,100</b>

**MAINTENANCE**

550000	Contractual Equipment Maintenance - Other (Contractual repairs of pumps, motors, etc.)	25,000
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>380,500</b>
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**CAPITAL OUTLAYS**

560000	Other Capital Outlay	
	Interim Remediation (Lime Lagoon 2), #ILG640194	100,000
	Water Plant SCADA System Improvements*	20,000
	Well Maintenance - Well #5	50,000
	Rebuild Well #5 Well House*	50,000
	Install Lime Residuals Mixing Equipment*	<u>50,000</u>

* - Not included in income calculation.		<u>150,000</u>
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<b>Total Capital Outlays</b>		<b>150,000</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>1,878,920</b>
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**Village of Park Forest  
2009/2010 Budget**

**WATER FUND - DISTRIBUTION  
DETAIL  
60-19-52**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	171,895
500100	Overtime Wages	70,821
500200	Temporary/Part-time	<u>0</u>
<b>Total Personnel Services</b>		<b>242,716</b>

**EMPLOYEE SUPPORT**

520610	FICA	18,568
520620	IMRF	<u>22,694</u>
<b>Total Employee Support</b>		<b>41,262</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies	6,000
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>18,000</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	
	Design Engineering - Water Main Replacement*	50,000
	Water Main Replacement*	3,450,000
	Construction Engineering - Water Main Replacement*	54,000
	Replace Fire Hydrants	40,000
	Commercial Meter Evaluation	<u>26,400</u>
* Not included in income calculation.		<u>66,400</u>
<b>Total Capital Outlays</b>		<b>66,400</b>

## LEASES and RENTALS

600100	Ground Lease	1,000
600400	Vehicle Rental - Interfund (Internal vehicle and equipment rental charges)	91,000

600500	Other Equipment Rental (Rental of pumps, generators, tools, etc.)	<u>500</u>
	<b>Total Leases and Rentals</b>	<b><u>92,500</u></b>
	<b>TOTAL WATER FUND - DISTRIBUTION</b>	<b><u>591,878</u></b>
	<b>TOTAL WATER DEPARTMENT</b>	<b>5,655,812</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	418,717	362,130	171,895	952,742
500100 Overtime	11,686	34,264	70,821	116,771
500200 Temporary/Part-time	<u>49,747</u>	<u>36,786</u>	<u>0</u>	<u>86,533</u>
<b>Total Salaries</b>	<b>480,150</b>	<b>433,180</b>	<b>242,716</b>	<b>1,156,046</b>
<b><u>INSURANCE:</u></b>				
510100 Insurance Premium	153,065	0	0	153,065
510300 IRMA Premium	<u>239,702</u>	<u>0</u>	<u>0</u>	<u>239,702</u>
<b>Total Insurance</b>	<b>392,767</b>	<b>0</b>	<b>0</b>	<b>392,767</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	1,900	0	0	1,900
520300 Training	3,500	0	0	3,500
520400 Books and Pamphlets	750	0	0	750
520610 FICA	36,732	33,138	18,568	88,438
520620 IMRF	<u>39,091</u>	<u>40,502</u>	<u>22,694</u>	<u>102,287</u>
<b>Total Employee Support</b>	<b>85,973</b>	<b>73,640</b>	<b>41,262</b>	<b>200,875</b>
<b><u>PROFESSIONAL SERVICES:</u></b>				
530000 Other Professional Services	5,000	20,000	0	25,000
530200 Engineering/Architectural Services	0	10,000	0	10,000
530300 Audit Services	7,708	0	0	7,708
530700 Permit Fees	0	500	0	500
531700 Payment in Lieu of Taxes	335,470	0	0	335,470
532600 Credit Card Service Charges	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Total Professional Services</b>	<b>373,178</b>	<b>30,500</b>	<b>0</b>	<b>403,678</b>
<b><u>OPERATING SUPPLIES:</u></b>				
540000 Other Operating Supplies	1,500	35,000	6,000	42,500
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	4,000	6,000	10,500
541200 Plants, Chemicals and Fertilizers	0	0	3,000	3,000
541400 Paint/Hardware	100	4,500	3,000	7,600
541500 Salt	0	18,000	0	18,000
541600 Lime/Chemicals	<u>0</u>	<u>540,000</u>	<u>0</u>	<u>540,000</u>
<b>Total Operating Supplies</b>	<b>6,400</b>	<b>603,100</b>	<b>18,000</b>	<b>627,500</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	25,000	500	27,000
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	0	0	30,000	30,000
552100	<u>0</u>	<u>0</u>	<u>80,000</u>	<u>80,000</u>
<b>Total Maintenance</b>	<b>1,500</b>	<b>380,500</b>	<b>131,000</b>	<b>513,000</b>
<b><u>CAPITAL OUTLAYS:</u></b>				
560000	5,400	150,000	66,400	221,800
560700	<u>692,639</u>	<u>0</u>	<u>0</u>	<u>692,639</u>
<b>Total Capital Outlays</b>	<b>698,039</b>	<b>150,000</b>	<b>66,400</b>	<b>914,439</b>
<b><u>DEBT SERVICE:</u></b>				
570000	0	0	0	0
570100	<u>568,622</u>	<u>0</u>	<u>0</u>	<u>568,622</u>
<b>Total Debt Service</b>	<b>568,622</b>	<b>0</b>	<b>0</b>	<b>568,622</b>
<b><u>TRANSFER TO OTHER FUNDS:</u></b>				
581000	<u>550,185</u>	<u>0</u>	<u>0</u>	<u>550,185</u>
<b>Total Transfers to Other Funds</b>	<b>550,185</b>	<b>0</b>	<b>0</b>	<b>550,185</b>
<b><u>MISCELLANEOUS:</u></b>				
590100	21,500	0	0	21,500
590200	500	0	0	500
590800	2,500	0	0	2,500
591000	0	<u>0</u>	<u>0</u>	<u>0</u>
591200	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Miscellaneous</b>	<b>24,500</b>	<b>0</b>	<b>0</b>	<b>24,500</b>
<b><u>LEASES AND RENTALS:</u></b>				
600199			1,000	
600400	1,500	500	91,000	93,000
600500	<u>0</u>	<u>3,500</u>	<u>500</u>	<u>4,000</u>
<b>Total Leases and Rentals</b>	<b>1,500</b>	<b>4,000</b>	<b>92,500</b>	<b>98,000</b>
<b><u>UTILITIES:</u></b>				
610000	2,200	4,000	0	6,200
610600	<u>0</u>	<u>200,000</u>	<u>0</u>	<u>200,000</u>
<b>Total Utilities</b>	<b>2,200</b>	<b>204,000</b>	<b>0</b>	<b>206,200</b>
<b><u>FUND TOTAL</u></b>	<b><u>3,185,014</u></b>	<b><u>1,878,920</u></b>	<b><u>591,878</u></b>	<b><u>5,655,812</u></b>

**Village of Park Forest  
2009/2010 Budget**

**SANITARY SEWER FUND**

**DEPARTMENT FUNCTION:**

The Public Works Department operates and maintains 68 miles of sanitary sewer along with four lift stations. In addition to routine maintenance, user fees fund capital improvement projects such as sewer reconstruction. The department conducts annual television inspection of sewers to identify problem locations. Television inspection is used to document the condition of the sewers. Inspection results are evaluated to determine priorities for sanitary sewer repair and replacement. The condition of sewer pipe is documented, evaluated and prioritized. Necessary maintenance or repair is then implemented.

User fees fund routine maintenance and capital improvement projects as well as debt service. Fees are evaluated on an annual basis. In 2005, the Thorn Creek Basin Sanitary District (TCBSD) amended their Inflow and Infiltration (I & I) Ordinance for new limits. This ordinance required member communities 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. The Board passed a graduated rate increase that began on July 1, 2006 with a new rate of \$1.85 per one thousand gallons. The current sewer rate of \$2.35 began on July 1, 2008. Sewer rates will increase to \$2.60 effective July 1, 2009, with the last increase beginning July 1, 2010 with a rate of \$2.86 per one thousand gallons. These increases in rates will be necessary to meet the compliance requirements set by the Thorn Creek Basin Sanitary District. This budget also provides for engineering services to assist in progressing toward obtaining I & I compliance.

**ACCOMPLISHMENT OF 2008/2009 BUDGET OBJECTIVES:**

The majority of the objectives that were included in the 2008/2009 Budget were accomplished. However, because of the ongoing nature of the work, most of the objectives are repeated in the 2009/2010 Budget.

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 central portion of the Village sanitary sewer system and to smoke test the south*

*portion of the 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 will help Public Works focus on eliminating the worst areas contributing excessive storm water into the sanitary system. The purpose of the smoke testing is to focus on the heaviest inflow and infiltration areas that were ranked during the flow testing of the south system. Smoke testing helps to determine illegal connections, cross connections of storm sewer to sanitary sewer, 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:

- Maintain and operate sanitary sewers.

*An estimated 6 miles of sanitary sewer were cleaned.*

- Provide inspection services for sewer lateral repairs and cleanout installations.

*Inspections were provided for 56 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, as necessary, to maintain the integrity of the sanitary sewer system and to meet new inflow and infiltration limits.

*Sheridan Plumbing of Burr Ridge and National Power Rodding of Chicago performed sanitary sewer cleaning and televising during the fiscal year and Western Utility of Frankfort performed sanitary sewer replacement during the fiscal year.*

*The Public Works Staff began work with consulting engineers Baxter & Woodman to design the rehabilitation of the Sanitary Sewer Overflow Facility at the Public Works yard. Funding for this project (estimated at more than \$600,000) will be sought from the IEPA in late 2008/2009 as part of funds made available with the federal stimulus initiative.*

**2009/2010 SANITARY SEWER FUND OBJECTIVES:**

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:
  - Maintain and operate sanitary sewers.
  - Provide inspection services for sewer lateral repairs and cleanout installations.
3. Continue to practice and improve safety policies and procedures.
4. Continue to improve infrastructure by reconstructing and/or replacing sanitary sewers, as necessary, to maintain the integrity of the sanitary sewer system and to meet new inflow and infiltration limits.

**PERFORMANCE MEASURES:**

The following specific quantities of work were completed in previous budget years:

	<u>2005</u>	<u>2006*</u>	<u>2007</u>	<u>2008</u>
Sanitary sewer replaced (linear feet)	111	0	285	245
Sanitary sewer televised (linear feet)	13,772	0	18,497	29,001
Sanitary sewer cleaned (miles)	51	25	27	6
Sanitary sewer lined (linear feet)	9,296	0	4,455	280

\* Work was delayed on the sanitary sewer system until the flow monitoring findings were reported. Also, the Village needed to catch up on lining projects.

**Village of Park Forest  
2009/2010 Budget**

**SANITARY SEWER FUND  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Sewer User Fees					
Residential	895,684	978,380	971,980	1,082,088	11%
Commercial	205,200	222,850	216,333	246,472	11%
State Grants	0	0	0	0	0%
Sewer Tap Fees	11,537	8,000	2,800	4,000	-50%
IRMA Surplus Distribution	4,325	0	0	0	0%
Interest Income	26,502	15,000	4,085	4,000	-73%
Miscellaneous Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>TOTAL REVENUE</b>	<b><u>1,143,248</u></b>	<b><u>1,224,230</u></b>	<b><u>1,195,198</u></b>	<b><u>1,336,560</u></b>	<b>9%</b>
<b><u>Net Income(Loss)</u></b>	<b>499,362</b>	<b>391,688</b>	<b>408,622</b>	<b>34,068</b>	<b>-91%</b>
Debt Principal Repayment	(33,413)	(35,108)	(35,108)	(36,871)	5%
Cook County Payable	(20,000)	(20,000)	(20,000)	(7,580)	-62%
Major Capital Outlay	(213,602)	(470,000)	(300,000)	(1,107,000)	136%
Depreciation	<u>69,145</u>	<u>101,020</u>	<u>101,020</u>	<u>115,305</u>	14%
Cash Flow	301,492	(32,400)	154,534	(1,002,078)	-2993%
<b><u>Beginning Net Cash</u></b>			<b>902,991</b>	<b>1,057,525</b>	
<b><u>Ending Net Cash</u></b>			<b>1,057,525</b>	<b>55,447</b>	

**Village of Park Forest  
2009/2010 Budget**

**SANITARY SEWER FUND  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	156,714	166,859	160,890	217,854	31%
Overtime Salaries	9,112	12,974	9,145	13,650	5%
Temporary/Part-time Salaries	<u>26</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>Total Personnel Services</b>	<b>165,852</b>	<b>179,833</b>	<b>170,035</b>	<b>231,504</b>	<b>29%</b>
<b><u>Insurance</u></b>	8,799	25,357	25,357	31,003	22%
<b><u>IRMA</u></b>	34,814	34,814	50,055	55,060	58%
<b><u>Employee Support</u></b>	26,365	29,115	28,948	39,356	35%
<b><u>Professional Services</u></b>	140,679	166,589	157,529	167,361	0%
<b><u>Operating Supplies</u></b>	607	10,000	678	10,000	0%
<b><u>Maintenance</u></b>	54,166	51,000	53,359	51,000	0%
<b><u>Capital Outlays</u></b>	0	50,000	2,000	400,000	700%
<b><u>Depreciation</u></b>	69,145	101,020	101,020	115,305	14%
<b><u>Interest Expense</u></b>	8,993	16,797	5,972	13,154	-22%
<b><u>Transfer to Other Funds</u></b>	49,582	106,017	106,017	126,379	19%
<b><u>Miscellaneous</u></b>	2,950	3,000	3,150	3,370	12%
<b><u>Leases &amp; Rentals</u></b>	62,929	41,000	64,958	41,000	0%
<b><u>Utilities</u></b>	<u>19,005</u>	<u>18,000</u>	<u>17,498</u>	<u>18,000</u>	0%
<b>TOTAL EXPENSES</b>	<b><u>643,886</u></b>	<b><u>832,542</u></b>	<b><u>786,576</u></b>	<b><u>1,302,492</u></b>	<b>56%</b>

**Village of Park Forest  
2009/2010 Budget**

**SANITARY SEWER FUND  
DETAIL  
70-19-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries	217,854
500100	Overtime Wages	13,650
500200	Temporary/Part-time	<u>0</u>
<b>Total Personnel Services</b>		<b>231,504</b>

**INSURANCE**

510100	Health Insurance Premium	28,829
	Dental Insurance	1,744
	Life Insurance	<u>430</u>
		31,003
510300	IRMA Premium	<u>55,060</u>
<b>Total Insurance</b>		<b>86,063</b>

**EMPLOYEE SUPPORT**

520610	FICA	17,710
520620	IMRF	<u>21,646</u>
<b>Total Employee Support</b>		<b>39,356</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services (Contractual sanitary sewer televising)	45,000
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530200	Engineering/Architectural Services (Flow testing, smoke testing, inflow and infiltration analysis and overflow facility)	100,000
530300	Audit Services	1,770
530700	Environmental Permit Fees	500
531700	Payment in Lieu of Taxes	<u>20,091</u>
<b>Total Professional Services</b>		<b>167,361</b>

### **OPERATING SUPPLIES**

540000	Other Operating Supplies	2,000
541400	Paint/Hardware	<u>8,000</u>
<b>Total Operating Supplies</b>		<b>10,000</b>

### **MAINTENANCE**

550000	Contractual Equipment Maintenance - Other (Lift station pump and motor repairs)	4,000
550200	Equipment Maintenance and Repair - Other (Lift station repair parts)	4,000
551600	Sewer Maintenance Supplies (Pipe, castings, stone, asphalt)	3,000
551700	Contractual Sewer Maintenance	<u>40,000</u>
<b>Total Maintenance</b>		<b>51,000</b>

### **CAPITAL OUTLAYS**

560000	Sanitary Sewer Reconstruction*	450,000
	Manhole Rehabilitation Program	375,000
	Correct Cross Connections found in Flood Testing	25,000
	Update Sanitary Overflow Facility*	<u>657,000</u>
*-Not included in income calculation		400,000

560700	Depreciation		<u>115,305</u>
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<b>Total Capital Outlays</b>			<b>515,305</b>
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**DEBT SERVICE**

570000	Debt Service - Series 1993 Bonds*	36,871	
	Debt Service - Cook County Sauk Trail Installment*	<u>7,580</u>	

*-Not included in income calculation			0
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570100	Interest Expense		<u>13,154</u>
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<b>Total Debt Service</b>			<b>13,154</b>
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**TRANSFERS TO OTHER FUNDS**

581000	Indirect Cost to General Fund		<u>126,379</u>
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<b>Total Transfer to Other Funds</b>			<b>126,379</b>
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**MISCELLANEOUS EXPENDITURES**

590100	Postage (Mailing of bills, miscellaneous)		<u>3,370</u>
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<b>Total Miscellaneous Expenditures</b>			<b>3,370</b>
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**LEASES and RENTALS**

600400	Vehicle Rental - Interfund (Internal vehicle rental charges)		41,000
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600500	Other Equipment Rental (Pump and generator rental)		<u>0</u>
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<b>Total Leases and Rentals</b>			<b>41,000</b>
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**UTILITIES**

610000	Telephone (lift stations alarm lines)	0
610600	Public Utilities (Electricity - lift stations)	<u>18,000</u>
	<b>Total Utilities</b>	<b><u>18,000</u></b>

**TOTAL SANITARY SEWER FUND** **1,302,492**

**Village of Park Forest  
2009/2010 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 Field’s, 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 Field's, 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 Field's 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, currently 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.

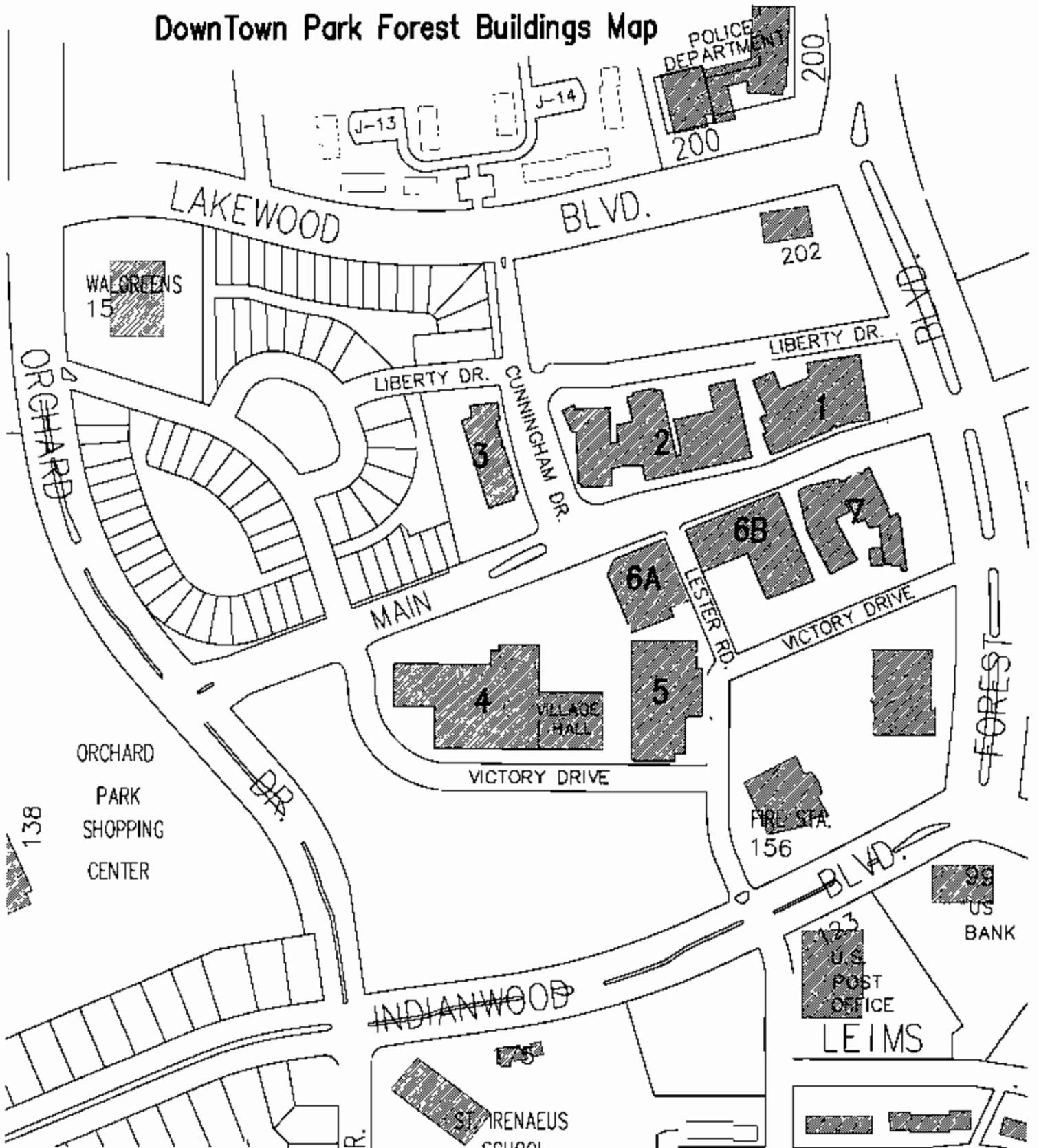
Several of the Phase III projects were completed during Fiscal Year 2000/2001. During Fiscal Year 2000/2001, the sale of a parcel located on the north side of Main Street at Western Avenue was culminated. Bank Calumet (now First Midwest) was constructed at the site. It opened in late 2001. Construction 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, 2008**

**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
Thirteen years' operating income and interest	<u>6,756,041</u>
Total Outside Sources of Funds	\$13,796,309

**Village Funds**

Motor Fuel Tax	850,000
Transfers from the General Fund –	
Identified as CAM Beginning Fiscal 2001	1,796,216
Other Transfers	<u>2,846,720</u>
	\$ 5,492,936

**Borrowing**

1999 Borrowing to be paid by Tax Increment	\$ <u>1,640,000</u>
 COSTS INCURRED THROUGH JUNE 30, 2008:	 <u>\$20,929,245</u>

\* 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 \$4,642,936, represents only 22% of the total cost of the project as of June 30, 2008.

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. Tonya Carl, owner of My Hair Studio retired. Mario Philpotts, with Smooth Cuts, expanded his lease to include the My Hair Studio business. 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 total 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 which include four new ground level tenants: Dr. Nancy Lee (podiatrist), Ellie Pickering (Na'ama Rose Dance Center), Oasis Salon Studio and the Bigelow Homes sales and construction office. Dr. Lee, the podiatrist, is the only tenant that needed a build out. Dr. Lee has seen an increase in patients since moving her practice to the DownTown. Ms. Pickering opened a dance/exercise school in May 2006. 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 for ground level tenants. They included the Matteson Area Chamber of Commerce, Skinology, Aunt Martha's Maintenance Office, and Design'd to go Florist. Cathy Shears opened her Florist shop in April 2007. One More Thing and Smooth Cuts renewed their leases. A new owner for the former My Hair Studio signed a three-year lease. The new name is Kea Design Hair Salon.

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 four new ground level businesses that moved into the DownTown. The Fieldcrest Dance School moved her existing business to the DownTown at 201 Main Street. This was the prior location for the DownTown Management Office. With Fieldcrest moving into 201 Main, the Management Office was relocated to a second floor office in Building #1 at 226 Forest Boulevard. 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 600 plus. Dr. Wolny had an existing business in Park Forest for many years. He moved his practice to the

DownTown and is now at 251 Founders Way. Aunt Martha's Maintenance department moved into 341/351 Founders Way this past year.

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 re-newed their leases. There is a new owner for Smooth Cuts, Earl Stanley. He changed the name of the barber shop to A Gentlemen's 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, John and Judy Redmond relocated their existing gymnastic business to the DownTown. Gainers Gymnastic opened fall 2008 at 300 Victory. There are four ground level and twelve second floor businesses that have renewed their Lease. There was one ground level and three second floor business that are no longer in the DownTown. The closing of three of these businesses was caused by the present economy.

The following tenancy information for Village-owned buildings is presented as of January 1, 2009.

	<u>Square Feet</u>		<u>Percent</u>
	<u>Vacant</u>	<u>Occupied</u>	<u>Occupied</u>
Building #1			
Main Floor	10,673	9,741	48%
2nd Floor Office	<u>491</u>	<u>14,095</u>	<u>97%</u>
Total Building #1	11,164	23,836	68%
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	2,151	20,073	90%
Building #7			
Main Floor	4,402	13,623	76%
2nd Floor Office	<u>2,299</u>	<u>3,662</u>	<u>61%</u>
Total Building #7	6,701	17,285	72%
Bank One Building	<u>2,730</u>	<u>4,785</u>	<u>64%</u>
<b>TOTAL BEFORE FIELDS BUILDING:</b>	<u>25,836</u>	<u>117,093</u>	<u>82%</u>
Building #4A	116,817		

**History of Occupancy**

<u>Year</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
%	70%	71%	63%	69%	71%	77%	82%

**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 2008/2009</u></b>	<b><u>Projected 2009/2010</u></b>
Salaries		
Management (25%)	\$ 25,840	\$ 26,766
Grounds (80%)	<u>40,015</u>	<u>38,650</u>
	\$ 65,855	\$ 65,416
Benefits	\$ 19,757	\$ 19,628
Liability Insurance (IRMA)	5,000	5,000
Common Utilities	60,000	67,000
Operating Supplies	5,109	2,300
Maintenance		
General Maintenance	50,000	63,500
Parking Lot Maintenance	1,060	6,000
Snow Plowing	12,451	15,000
Landscaping	<u>18,000</u>	<u>18,000</u>
	\$ 81,511	\$102,500
Garage Rental	\$ 8,000	\$ 8,000
Marketing & Events	<u>45,662</u>	<u>52,662</u>
	\$ 53,662	\$ 60,662
<b>Total Common Area Costs</b>	<b>\$290,894</b>	<b>\$322,506</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)
Estimated	
2008/2009 CAM Revenue	272,359
2008/2009 CAM Expense	<u>290,894</u>
	(994,915)

Projected	
2009 / 2010 CAM Revenue	272,359
2009 / 2010 CAM Expense	<u>322,506</u>
<b>CAM Balance as of June 30, 2010</b>	<b>(1,045,062)</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

On September 27, 2005, the Village filed a lien of \$39,384.81. A second lien was filed 2008 for \$19,465.57 and a third lien was filed 2009 for \$17,550.73 on the By Us property. An additional \$1,821 is owed for Building #3. In addition to CAM revenue from Village-owned and non-Village owned buildings listed, Aunt Martha's has paid CAM over the 12 year period of \$497,223.

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 2009/2010 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, 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. Currently, 20,316 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. In March 2005, a new theatre operator signed a lease and re-opened the theatre in the summer of 2005. Matanky Realty Group has 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 has continued 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, Baum Realty and NAI Hiffman were approached to sell the 3½ acres across from the Senior Center. They have received some interest in this location. 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.

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 2009.

The revenues for Fiscal Year 2009/2010 for DownTown include rent in the amount of \$574,387 based on current leases, a Village transfer of \$224,527 for Common Area Maintenance and other support of \$100,000, common area revenue in the amount of \$78,035 and interest in the amount of \$15,000. Total revenue is projected at \$1,004,449.

Expenses for the DownTown are anticipated to be \$1,010,378. The net loss is projected at (\$5,929). The Ending Net Cash is \$1,086,625.

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 (Water Feature)	100,000
Reconstruction of Lester Roadway	<u>320,000</u>
	\$1,190,128

**STAFFING:**

<b><u>Position</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>
Property Manager	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  
2009/2010 Budget**

**DOWNTOWN PARK FOREST  
REVENUES**

	FY 07/08 ACTUAL	FY 08/09 BUDGET	FY 08/09 ESTIMATE	FY 09/10 PROPOSED	PERCENT CHANGE
<b>REVENUES</b>					
DownTown Rent	627,789	573,916	625,500	574,387	0%
Farmers Market	4,315	4,500	4,500	4,500	0%
Common Area Revenue	75,988	78,035	78,035	78,035	0%
Transfer from General Fund (CAM)	224,527	224,527	224,527	224,527	0%
Transfer from General Fund (Support)	100,000	100,000	100,000	100,000	0%
Interest	29,568	15,000	15,000	15,000	0%
Change in Accounting Estimate	165,662	0	0	0	0%
Miscellaneous	<u>10,309</u>	<u>13,000</u>	<u>6,000</u>	<u>8,000</u>	-38%
<b>TOTAL REVENUE</b>	<b><u>1,238,158</u></b>	<b><u>1,008,978</u></b>	<b><u>1,053,562</u></b>	<b><u>1,004,449</u></b>	0%
<b><u>Net Income(Loss)</u></b>	<b><u>220,658</u></b>	<b><u>21,740</u></b>	<b><u>147,117</u></b>	<b><u>(5,929)</u></b>	-127%
Major Capital Outlay	(148,244)	0	0	0	0%
Depreciation	<u>117,051</u>	<u>133,820</u>	<u>133,820</u>	<u>129,601</u>	-3%
Cash Flow	189,465	155,560	280,937	123,672	-20%
<b><u>Beginning Net Cash</u></b>			<b><u>682,016</u></b>	<b><u>962,953</u></b>	
<b><u>Ending Net Cash</u></b>			<b><u>962,953</u></b>	<b><u>1,086,625</u></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  
2009/2010 Budget**

**DOWNTOWN PARK FOREST  
EXPENSES**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>EXPENSES</b>					
<b><u>Personnel Services</u></b>					
Regular Salaries	69,065	84,652	75,000	83,687	-1%
Overtime Salaries	2,334	2,443	2,443	2,533	4%
Temporary/Part time Salaries	<u>53,049</u>	<u>67,240</u>	<u>67,240</u>	<u>71,794</u>	7%
<b>Total Personnel Services</b>	<b>124,448</b>	<b>154,335</b>	<b>144,683</b>	<b>158,014</b>	<b>2%</b>
<b><u>Insurance</u></b>	15,880	18,300	18,300	19,723	8%
<b><u>IRMA</u></b>	30,000	30,000	30,000	30,000	0%
<b><u>Employee Support</u></b>	19,438	24,783	24,783	26,640	7%
<b><u>Professional Services</u></b>	12,097	23,500	8,050	19,500	-17%
<b><u>Operating Supplies</u></b>	24,639	20,600	23,109	20,300	-1%
<b><u>Maintenance</u></b>	284,404	214,700	215,500	238,000	11%
<b><u>Capital Outlays</u></b>	170,522	133,000	82,000	147,000	11%
<b><u>Depreciation</u></b>	117,051	133,820	133,820	129,601	-3%
<b><u>Miscellaneous</u></b>	9,181	31,000	20,000	11,000	-65%
<b><u>Rentals</u></b>	9,000	9,000	9,000	9,000	0%
<b><u>Utilities</u></b>	<u>200,840</u>	<u>194,200</u>	<u>197,200</u>	<u>201,600</u>	4%
<b>TOTAL EXPENSES</b>	<b><u>1,017,500</u></b>	<b><u>987,238</u></b>	<b><u>906,445</u></b>	<b><u>1,010,378</u></b>	<b>2%</b>

**Village of Park Forest  
2009/2010  
Budget**

**DOWNTOWN PARK FOREST  
SALARY DETAIL**

	<b>6/30/2009 Current Base</b>	<b>Salary Increase 2 - 4%*</b>	<b>7/1/2009 Grade &amp; Step</b>	<b>Gross**</b>	<b>IMRF 9.35%</b>	<b>FICA 7.65%</b>	<b>Health</b>	<b>Dental</b>	<b>Life</b>
Sharon Bellino Facilities Supervisor	60,014	61,214	12,9	61,214	5,724	4,683	18,440	1,163	120
Office Staff - 25 hrs/wk = 1300 hrs annually	21,189	22,037	1,8	22,293	2,084	1,705			
Maintenance Workers (2) @ 30 hrs/wk (1560 hrs/year @ avg hrly rate of 15.10/hr) (1560 hrs/year @ avg hrly rate of 12.71/hr)	43,384	45,119		45,642	4,268	3,492			
Summer Help				2,384		182			
<b>ALLOCATIONS</b>									
Public Works				13,506	1,263	1,033			
Recreation and Parks				<u>12,975</u>	<u>1,213</u>	<u>993</u>			
<b>TOTAL DOWNTOWN PARK FOREST</b>	<b>124,587</b>	<b>128,370</b>		<b>158,014</b>	<b>14,552</b>	<b>12,088</b>	<b>18,440</b>	<b>1,163</b>	<b>120</b>

\*Salary increase is as follows: 4% for grades 1-11, 2% for grades 12-16 and 1% for grades 17-24

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

**Village of Park Forest  
2009/2010 Budget**

**DOWNTOWN PARK FOREST  
DETAIL  
80-00-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries			
	DownTown		61,214	
	Public Works		11,693	
	Recreation and Parks		<u>10,780</u>	
				83,687
500100	Overtime Wages			
	Public Works		1,813	
	Recreation and Parks		<u>720</u>	
				2,533
500200	Temporary/Part-time			
	Downtown		70,319	
	Recreation and Parks		<u>1,475</u>	
				<u>71,794</u>
	<b>Total Personnel Services *</b>			<b>158,014</b>

**INSURANCE**

510100	Health Insurance *		18,440	
	Dental Insurance*		1,163	
	Life Insurance*		<u>120</u>	
				19,723
510300	IRMA Premiums *			<u>30,000</u>
	<b>Total Insurance</b>			<b>49,723</b>

\* Includes Common Area Costs

**EMPLOYEE SUPPORT**

520610	FICA		12,088
520620	IMRF		<u>14,552</u>
<b>Total Employee Support *</b>			<b>26,640</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>6,000</u>
<b>Total Professional Services</b>			<b>19,500</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 * (Sidewalk and landscaping supplies)		200
541400	Paint, hardware and small tools		100
541500	Salt *		<u>2,000</u>
<b>Total Operating Supplies</b>			<b>20,300</b>

\* Includes Common Area Costs

## MAINTENANCE

550300	Equipment Maintenance		2,000
550400	Janitorial Service	16,000	
	Building and Structural Maintenance and Repair (HVAC, electrical, plumbing and sprinkler(s))	68,500	
	Roof Repairs	5,000	
	Tenant Buildout (5 spaces-office)	<u>50,000</u>	
			139,500
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>238,000</b>

## CAPITAL OUTLAYS

560000	Signage - Grant Program	10,000	
	Way Finding	10,000	
	Mural Project	15,000	
	Second Floor Office Windows	20,000	
	Computer Upgrade	<u>2,000</u>	
			57,000
564700	Capital Improvement		
	Tenant Buildout		
	3,000 sq. ft. @ \$30		90,000
560700	Depreciation		<u>129,601</u>
	<b>Total Capital Outlays</b>		<b>276,601</b>

**MISCELLANEOUS EXPENDITURES**

590900	Advertising Downtown Star ads, promotional material etc.	10,000
591200	Other Special Events * (Farmer's Market)	<u>1,000</u>
	<b>Total Miscellaneous Expenditures</b>	<b>11,000</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 Electric *	<u>67,000</u>
	<b>Total Utilities</b>	<b><u>201,600</u></b>

**TOTAL DOWNTOWN PARK FOREST 1,010,378**

**Village of Park Forest  
2009/2010 Budget**

**CAPITAL PROJECTS FUND**

**DEPARTMENT FUNCTION:**

**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 the Cook County Tax Reactivation Project (CCTRP) to obtain the tax deed to 36 Apache, located in the Eastgate neighborhood. Staff at the CCTRP projects that it will be the end of 2009 before the Village obtains the tax deed to this parcel.

Village Staff has started to identify and evaluate locations where there is a preponderance of rental properties, properties that have significant code violations, and properties that are in foreclosure. Village Staff is also inventorying all the vacant residential properties on which the Village has recorded liens for property maintenance or demolition. All of these conditions might signal opportunities for purchase and land banking, when the properties are strategically located, in order to make our long term vision for redevelopment a reality. The Village can obtain these properties with the No Cash Bid Program or by foreclosing on existing Village liens. There might also be situations where properties can be purchased from HUD or outright from a willing seller.

The Village incurs the following costs when acquiring property through the means described above, with the exception of those being acquired through CCTRP. The CCTRP acquires properties on behalf of the Village at no cost to the Village.

- 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.
- There are approximately 13 properties throughout the Village that may be available for acquisition because the Village demolished the substandard homes on them. Currently, these properties have Village liens and, in some cases, they are also tax delinquent. The legal and administrative costs to acquire properties through the lien foreclosure process could average \$2,000 to \$3,000.

- The cost to demolish a single family home range from \$4,000 to \$13,000, with an average demolition cost of \$6,500. Demolition of a commercial 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.

The Village will also submit a grant application for Neighborhood Stabilization Program funding to purchase and demolish properties which are key to implementation of the Strategic Plan. This grant process is part of the South Suburban Housing Collaborative so Park Forest's ability to obtain funding will be determined based on the overall needs of the region.

## 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 intends 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.

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. At least a portion of the proceeds from these sales should be added to the Capital Projects Fund to be used, in part, to acquire additional properties that further the economic development goals of the Village.

## 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 budgeted in the Fiscal 2008/2009 budget.

## 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. 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.

The FY 2008/2009 Budget included \$50,000 to replace the existing sign at US30 (Lincoln Highway) and Orchard Drive. This sign is at least 20 years old and has become outdated. Over time, new sign panels have been added to it in a manner that detracts from its attractiveness and overall ability to convey a positive message about Park Forest and its businesses. Furthermore, the equipment needed to operate the electronic message is failing and cannot be replaced. Therefore, it is necessary to completely replace this sign with a new one that is consistent with the design and quality of the new signs in the Village. This also provides an opportunity to create visibility for Park Forest businesses that currently are not marketed via this sign. It is possible that the bids to construct the new sign will exceed the \$50,000 budget. In that case, this sign will be postponed until FY 2009/2010 in order to combine funds to cover the full cost.

Additional proposed signs would be located along each of the major arterials that serve the Village of Park Forest, and include:

- 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. The Village sought this property for the sole purpose of creating a location for a pylon sign to advertise the major anchor stores in the DownTown. Staff envisions 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.
- 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.

- Orchard Drive/CN Viaduct: Currently the Village uses the CN (formerly EJ&E) viaduct over Orchard Drive to hang banners that promote activities such as the Farmer's Market, the Park Forest Art Fair and others. 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. This may require the approval and cooperation of the CN Railroad.

The Village Staff proposes to work with the business and property owners that would be featured on these signs to participate in the initial cost of construction. To the extent that the Village is able to generate private funds to offset the cost of the signs, it may be feasible to implement this program in a shorter time frame.

## PRIOR YEAR'S PROJECTS

### Lower Level Village Hall Build Out

In Fiscal 2007/2008, the construction of the Village Hall lower level build out to accommodate the Health Department and certain Recreation & Parks programs was completed. This unanticipated project came up suddenly in Fiscal 2006/2007 when the Health Department was notified by Aunt Martha's, their landlord, that the building lease would not be renewed. With a successful interdepartmental cooperative effort, this build out was completed in a timely manner and within budget.

### Marshall Fields Demolition

Also in Fiscal 2007/2008, it was determined during the negotiation with Bigelow Homes on the Phase II Redevelopment Agreement that the Village would be responsible for the demolition of the Marshall Fields building. While costs are still being finalized, the current estimate for tearing down this large, vacant, two-story, 116,817 square foot building is in excess of \$1.5 million. At the time of printing this document, the Village had secured \$600,000 in Community Development Block Grant (CDBG) funding to aid with this demolition project. An additional CDBG grant application has been applied for in hopes of securing an additional \$300,000. In the absence of any additional funding, budget amendments have been prepared for the Fiscal 2008/2009 year to use \$500,000 in general fund dollars through a budget transfer to this Capital Projects fund. The remaining funding necessary will be paid by using Downtown TIF funds.

**Village of Park Forest  
2009/2010 Budget**

**CAPITAL PROJECTS  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Interest	205,978	0	0	0	0%
Transfers from General Fund					
-Land Acquisition	0	55,000	55,000	55,000	0%
-Lower Level Buildout	175,000	0	0	0	0%
-Marshall Fields Demolition	0	500,000	500,000	0	-100%
-Major Sign Initiative	0	50,000	50,000	50,000	0%
-Village Green Service Facility	0	350,000	350,000	0	-100%
<b>TOTAL REVENUE</b>	<b><u>380,978</u></b>	<b><u>955,000</u></b>	<b><u>955,000</u></b>	<b><u>105,000</u></b>	<b>-89%</b>
<b>EXPENDITURES</b>					
Capital Outlays - Fire Station	5,135	5,000	5,000	0	-100%
Professional Services - Health Buildout	15,105	0	0	0	0%
Capital Outlays - Health Buildout	433,640	0	0	0	0%
Capital Outlays - Village Hall	0	74,557	71,665	0	-100%
Professional Services - Land Acquisition	65,599	25,000	47,000	35,000	40%
Maintenance - Land Acquisition	8,868	50,000	20,000	35,000	-30%
Capital Outlays - Land Acquisition	0	30,000	2,500	25,000	-17%
Public Utilities - Land Acquisition	3,268	0	3,500	0	0%
Capital Outlays - Marshall Fields	0	500,000	0	500,000	0%
Capital Outlays - Village Green Service Facility	0	350,000	0	0	-100%
Capital Outlays - Major Sign Initiative	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>100,000</u>	100%
<b>TOTAL EXPENDITURES</b>	<b><u>531,615</u></b>	<b><u>1,084,557</u></b>	<b><u>149,665</u></b>	<b><u>695,000</u></b>	<b>-36%</b>
<b><u>Beginning Fund Balance</u></b>			<b>134,665</b>	<b>940,000</b>	
<b><u>Ending Fund Balance</u></b>			<b>940,000</b>	<b>350,000</b>	
Cash reserved for Village Green Service Facility				<u>(350,000)</u>	
			Balance	0	

**Village of Park Forest  
2009/2010 Budget**

**CAPITAL PROJECTS  
DETAIL  
33-00-00**

**PROFESSIONAL SERVICES**

530000	Other Professional Services (Engineering, Title Searches, Application Costs, Surveys, etc.)	10,000
530130	Billable Services — Legal	<u>25,000</u>
<b>Total Professional Services</b>		<b>35,000</b>

**MAINTENANCE**

550500	Contractual Grounds (Maintenance/Demolition)	<u>35,000</u>
<b>Total Maintenance</b>		<b>35,000</b>

**CAPITAL OUTLAYS**

560000	Major Sign Initiative	100,000
	Land Acquisition	25,000
	Marshall Fields Demolition (33-02-00)	500,000
	Village Green Service Facility (33-03-00)	<u>0</u>
<b>Total Capital Outlays</b>		<b><u>625,000</u></b>

**TOTAL CAPITAL PROJECTS** **695,000**

**Village of Park Forest  
2009/2010 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 on the Village's fiscal year basis. This budget, after Board approval, must be submitted to the Illinois Department of Transportation for authorization to spend the Motor Fuel Tax funds.

Use of Motor Fuel Tax funds is restricted to direct expenses associated with street improvements and maintenance. Motor Fuel Tax revenues fund the Village's street operations and maintenance. The Motor Fuel Tax operations include street resurfacing, concrete curb, gutter and 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 engineering services.

Street resurfacing, sidewalk replacement, pavement marking, pavement patching, and herbicide spraying are contractual projects. Curbs, gutters and sidewalks are replaced in areas which do not meet established condition criteria or which are not in compliance with the Americans with Disabilities Act (ADA). Curb, gutter and sidewalk replacement locations are identified by surveys conducted by Public Works staff and by inspecting problem locations reported by residents. In addition, the department utilizes sidewalk grinding where possible to alleviate tripping hazards.

During Fiscal Year 2003/2004, the Public Works Department conducted a pavement management study utilizing a consulting engineering firm. The study was funded through Motor Fuel Taxes. From this study the consultant presented a ten-year pavement management plan to the Board. This plan rated the condition of all streets and provided recommended strategies for addressing problems. The consultant emphasized that utilizing only the current Motor Fuel Tax Funds available for contract work would only improve fifteen percent of the streets that need repairs or resurfacing over the ten-year cycle.

For the 2009/2010 Fiscal Year, day labor charges for work within the MFT Budget are being funded through the General Fund for approximately \$150,000 allowing more money to be utilized for projects.

**ACCOMPLISHMENT OF 2008/2009 BUDGET OBJECTIVES:**

The majority of the objectives that were included in the 2008/2009 Budget were accomplished. However, because the ongoing nature of the work involves maintenance, most of the objectives are repeated in the 2009/2010 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.

*The Village continues to repair streets by making full depth repairs, and filling pot holes with pavement patching materials.*

- Maintain, remove and replace substandard curb, gutter and sidewalks.

*Under the 2008/2009 Budget, sidewalks were replaced based on residential complaints and staff field inspections village wide. Department personnel also repaired sidewalks damaged by water main repair excavations.*

- Maintain and repair traffic signals and street lights.

*This work was accomplished using department personnel and a maintenance contractor. A Federal Aid Grant will be used to replace street lighting along Indianwood Boulevard, from Oswego Street to Monee Road. This project began in 2008/2009 and will be completed in 2009/2010.*

- 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.

*This was accomplished through contract sweeping and use of department personnel on an as-needed basis. All streets were swept five times during Fiscal Year 2008/2009.*

- 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 reconstruction of Orchard Drive will enter into Phase II Design

(Route 30 to Westwood) only. 70% of the cost will be funded through the STP Grant Program. The IDOT Western Avenue improvement project will be underway during this fiscal year. The Village's share will be used for various maintenance items.

*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.*

*The IDOT Western Avenue improvement project is nearing completion. Punch list and final restoration/landscaping will be completed in late 2008/2009. This work will include planting of nearly 100 trees to replace existing trees destroyed with the construction work. The Village's share of funding for the Western Avenue project was used for water main abandonment, realignment and replacement. Village funding also covered street light removal and replacement.*

*The reconstruction of Orchard Drive continued in Phase II Design (Route 30 to Sauk Trail only). The Village's consultant, Baxter and Woodman, is working with IDOT for 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, 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 is projected to receive a grant to fund the resurfacing of Orchard Drive from Sauk Trail north to Lakewood Boulevard. Funding support is expected to be \$409,000 for a project that will unfold during 2009/2010. A 10% local match in funding is necessary for this grant.*

*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.*

**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
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GRAND TOTAL	\$10,187,000
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**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
<hr/> Total	\$10,187,000	\$6,920,900	\$3,266,100

**2009/2010 PUBLIC WORKS (MFT) OBJECTIVES:**

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. The reconstruction of Orchard Drive will enter into Phase III – Construction (Route 30 to Westwood) only. 70% of the cost will be funded through the STP Grant Program.
  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 budget years:

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
Sidewalks removed and replaced (square feet)	13,174	10,015	15,773*	14,351
Curbs and gutters removed and replaced (linear feet)	30	100	1,033*	29
Street cracks filled and micro surfaced (square yards)	0	0	0	0
Centerline miles of street maintained	65	65	65	65
Snow and ice control (tons of salt)	980	882	1,826	2,252
Streets patched (square yards)	953	230	33,370*	814
Streets resurfaced (square yards)	5,075	0	0	0

\* Includes work done by Dawn Companies, the contractor for the Water Main Improvement Project for Autumn Ridge, Forest Brook, Rich St. and Green St.

**Village of Park Forest  
2009/2010 Budget**

**MOTOR FUEL TAX FUND  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
External Funding / Thorn Creek Bridge	0	64,000	0	116,000	81%
External Funding / Orchard Avenue	296,133	186,000	158,100	340,200	83%
Ext. Funding / Orchard-Sauk to Lakewood	0	0	0	409,000	100%
Ext. Funding / Indianwood Streetlighting	0	0	0	217,500	100%
Motor Fuel Tax Allotments	651,738	670,000	608,300	650,000	-3%
Charge for Services	4,905	0	0	0	0%
Interest Income	<u>48,945</u>	<u>20,000</u>	<u>12,000</u>	<u>10,000</u>	-50%
<b>TOTAL REVENUE</b>	<b><u>1,001,721</u></b>	<b><u>940,000</u></b>	<b><u>778,400</u></b>	<b><u>1,742,700</u></b>	<b>85%</b>
<b>EXPENDITURES</b>					
<b><u>Professional Services</u></b>	340,948	10,000	55,480	83,250	733%
<b><u>Operating Supplies</u></b>	83,759	127,210	127,355	152,210	20%
<b><u>Maintenance</u></b>	190,513	268,961	235,869	229,068	-15%
<b><u>Capital Outlays</u></b>	171,177	561,177	250,000	1,389,250	148%
<b><u>Leases and Rentals</u></b>	116,991	55,000	77,149	54,348	-1%
<b><u>Utilities</u></b>	<u>70,939</u>	<u>61,000</u>	<u>69,619</u>	<u>71,004</u>	16%
<b>TOTAL EXPENDITURES</b>	<b><u>974,327</u></b>	<b><u>1,083,348</u></b>	<b><u>815,472</u></b>	<b><u>1,979,130</u></b>	<b>83%</b>
<b><u>Revenue Over(Under) Expenditures</u></b>	<b>27,394</b>	<b>(143,348)</b>	<b>(37,072)</b>	<b>(236,430)</b>	<b>-65%</b>
<b><u>Beginning Fund Balance</u></b>			<b>1,360,314</b>	<b>1,323,242</b>	
<b><u>Ending Fund Balance</u></b>			<b>1,323,242</b>	<b>1,086,812</b>	

**Village of Park Forest  
2009/2010 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	<u>83,250</u>
<b>Total Professional Services</b>		<b>83,250</b>

**OPERATING SUPPLIES**

541500	Salt (\$72.50 / ton)	150,000
541600	Lime/Chemicals	<u>2,210</u>
<b>Total Operating Supplies</b>		<b>152,210</b>

**MAINTENANCE**

550000	Contractual Equipment Maintenance - Other (Contractual traffic signal maintenance and repair)	25,842
550400	Contractual Grounds Maintenance (Street sweeping, Herbicide spraying)	36,315
550600	Contractual Street Maintenance (Patching, Striping, Sign contracts)	80,000

550700	Street Maintenance Supplies	3,411
550800	Contractual Sidewalk Maintenance	60,000
552300	Street Name Sign Maintenance Supplies	1,763
552400	Traffic Sign Maintenance Supplies	1,763
552500	Street Light Maintenance Supplies	<u>19,974</u>
<b>Total Maintenance</b>		<b>229,068</b>

**CAPITAL OUTLAYS**

560000	Other Capital Outlays	
	Replace Streetlights on Indianwood Section I Constr.	158,250
	Replace Streetlights on Indianwood Section II Constr.	125,000
	Thorn Creek Bridge Design (Rebudget from prior year)	80,000
	Replace Thorn Creek Bridge, Phase II Design *	65,000
	Orchard Phase II Design (Rt. 30 to Sauk Trail)**	486,000
	Design and Construction costs for Sauk to Lakewood resurfacing	<u>475,000</u>

\*80% Funded through Highway Bridge Program (HBP)

\*\*70% Funded through STP Grant Program.

<b>Total Capital Outlays</b>		<b>1,389,250</b>
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**LEASES and RENTALS**

600400	Vehicle Rental - Interfund (Internal vehicle rental rate charges)	54,000
600500	Other Equipment Rental (Miscellaneous equipment rental)	<u>348</u>
<b>Total Leases and Rentals</b>		<b>54,348</b>

**UTILITIES**

610600	Public Utility Services (Electricity- Traffic Signals and Lighting)	<u>71,004</u>
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	<b>Total Utilities</b>	<b><u>71,004</u></b>
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	<b>TOTAL MOTOR FUEL TAX</b>	<b>1,979,130</b>
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## **Village of Park Forest 2009/2010 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 152 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 2009, the Housing Authority of Park Forest is administering 174 Portable Housing Choice Vouchers. The number of families moving into Park Forest with vouchers from other agencies has begun to stabilize due to federal funding cuts that limit the amount of funding available for housing assistance payments.

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 the potential 2009/2010 grant award of \$300,000 toward the demolition of the former Marshall Field's Building. These funds would be added to the already reserved funding of \$630,062 from CDBG years 2005/2006, 2006/2007 and 2007/2008.

\* This certificate information does not include the 144 certificates issued through the Garden House Program.

**Village of Park Forest  
2009/2010 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>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Park Forest	168	136	128	165	152
Portable	177	193	212	180	174
Garden House	144	144	144	144	144

\* Data for each year is presented for the month of March.

**Village of Park Forest  
2009/2010 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. Pending successful approval of this application, the Village could have 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  
2009/2010 Budget**

**HOUSING CHOICE VOUCHER PROGRAM  
SUMMARY**

	<b>FY 07/08</b>	<b>FY 08/09</b>	<b>FY 08/09</b>	<b>FY 09/10</b>	<b>PERCENT</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>	<b>CHANGE</b>
<b>REVENUE</b>					
Housing Assistance Payments	2,873,263	3,326,851	3,130,953	3,300,480	-1%
Administrative Fees	234,370	222,380	274,949	225,016	1%
Interest	<u>1,183</u>	<u>2,000</u>	<u>4,900</u>	<u>2,000</u>	0%
<b>TOTAL REVENUE</b>	<b><u>3,108,816</u></b>	<b><u>3,551,231</u></b>	<b><u>3,410,802</u></b>	<b><u>3,527,496</u></b>	<b>-1%</b>
<b>EXPENDITURES</b>					
<b><u>Personnel Services</u></b>	165,480	172,773	171,812	179,861	4%
<b><u>Insurance</u></b>	18,613	21,913	20,956	23,590	8%
<b><u>IRMA</u></b>	7,938	9,333	9,333	11,659	25%
<b><u>Employee Support</u></b>	27,941	33,824	30,332	36,427	8%
<b><u>Professional Services</u></b>	8,334	10,361	18,600	10,525	2%
<b><u>Operating Supplies</u></b>	469	700	950	1,000	43%
<b><u>Capital Outlays</u></b>	1,906	2,200	2,200	1,900	-14%
<b><u>Housing Assistance Payments</u></b>	3,120,646	3,346,782	3,136,297	3,310,794	-1%
<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>1,000</u>	<u>1,000</u>	0%
<b>TOTAL EXPENDITURES</b>	<b><u>3,381,327</u></b>	<b><u>3,628,886</u></b>	<b><u>3,421,480</u></b>	<b><u>3,606,756</u></b>	<b>-1%</b>
<b>NET INCOME (LOSS)</b>	<b><u>(272,511)</u></b>	<b><u>(77,655)</u></b>	<b><u>(10,678)</u></b>	<b><u>(79,260)</u></b>	
<b><u>Beginning Net Cash</u></b>			<b>294,476</b>	<b>283,798</b>	
<b><u>Ending Net Cash</u></b>			<b>283,798</b>	<b>204,538</b>	

**Village of Park Forest  
2009/2010 Budget**

**COOK COUNTY CDBG  
SUMMARY  
16-00-00**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Water Main Replacement	0	0	0	0	0%
Street Lighting	31,625	0	0	0	0%
Demolition	0	0	0	930,062	100%
Street Lighting, Sidewalk & Curb Replacement	<u>0</u>	<u>300,000</u>	<u>0</u>	<u>0</u>	-100%
<b>TOTAL REVENUE</b>	<b><u>31,625</u></b>	<b><u>300,000</u></b>	<b><u>0</u></b>	<b><u>930,062</u></b>	<b>210%</b>
<b>EXPENDITURES</b>					
Capital Outlays	<u>31,625</u>	<u>300,000</u>	<u>0</u>	<u>930,062</u>	210%
<b>TOTAL EXPENDITURES</b>	<b><u>31,625</u></b>	<b><u>300,000</u></b>	<b><u>0</u></b>	<b><u>930,062</u></b>	<b>210%</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  
2009/2010 Budget**

**HOUSING CHOICE VOUCHER PROGRAM  
DETAIL  
11-18-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

500000	Regular Salaries		<u>179,861</u>
	<b>Total Personnel Services</b>		<b>179,861</b>

**INSURANCE**

510100	Medical Insurance	22,269	
	Dental Insurance	927	
	Life Insurance	<u>394</u>	
			23,590
510300	IRMA Premium		<u>11,659</u>
	<b>Total Insurance</b>		<b>35,249</b>

**EMPLOYEE SUPPORT**

520000	Other Travel Expenses		1,000
520100	Car/Mileage Allowance		500
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 Housuing Management (NICHM)	1,200	
	Nan McKay	1,400	
	Lindsey	<u>400</u>	
			3,000
520400	Books/Pamphlets		350
520610	FICA		13,759
520620	IMRF		<u>16,818</u>
	<b>Total Employee Support</b>		<b>36,427</b>

**PROFESSIONAL SERVICES**

530000	Other Professional Services		
	Lindsey and Co. (accounting/HUD reports)		5,300
530100	Legal Services		1,000
530300	Audit Services		
	Lindsey	250	
	Sailor Khan	3,600	
	Village Audit	<u>375</u>	
			<u>4,225</u>
	<b>Total Professional Services</b>		<b>10,525</b>

**OPERATING SUPPLIES**

540000	Other Operating Supplies		200
540100	Computer Supplies		800
540200	Printing/Copy Supplies		<u>0</u>
	<b>Total Operating Supplies</b>		<b>1,000</b>

**CAPITAL OUTLAYS**

560000	Computer Replacement		1,900
561800	HCV Assistance Payments	1,371,480	
561801	HCV Assistance Payments - PF Port Out	144,000	
561802	HCV Admin - PF Port Out	10,314	
561810	HCV Assistance Payments - Portables	<u>1,785,000</u>	
			<u>3,310,794</u>
	<b>Total Capital Outlays</b>		<b>3,312,694</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** **3,606,756**

**Village of Park Forest  
2009/2010 Budget**

**COOK COUNTY CDBG  
DETAIL  
16-00-00**

**CAPITAL OUTLAYS**

560000	Demolition of the former Marshall Field's Building (07-124, 08-121 & 09-XXX)	<u>930,062</u>
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<b>Total Capital Outlays</b>		<b>930,062</b>
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<b>TOTAL COOK COUNTY CDBG PROGRAM</b>		<b>930,062</b>
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## **Village of Park Forest 2009/2010 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 requires 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 63.3% for the Police Pension Fund and 58.8% for the Fire Pension Fund for the year ended June 30, 2008.

In 1999, State legislation increased fire pension benefits, thus necessitating an increase in the 1999 levy. In 2001, the State Legislature adopted similar pension increases for police pension funds. Recently adopted legislation allows Police and Fire personnel to transfer service credit from other municipalities. For Fiscal 2003, a police officer transferred credit from University Park. In 2005, another officer transferred from Chicago Ridge. These transfers increase the pension fund obligation. In 2004, surviving spouse's pension distributions were increased to the retiree level, increasing the fire pension costs annually. In 2008 the Police Pension Board approved two duty disability pensions. These circumstances will impact funding levels. Currently the Fire Pension Board is reviewing a duty disability and two transfers of creditable service are being processed for the Police Pension Fund.

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. The Illinois Municipal Retirement Fund investment pool lost 25% in 2008. The Police and Fire Pension Funds also experienced market losses in their investments. These losses will be reflected in higher property tax levies 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

	<u>Rates</u>	<u>Effective Rates</u>	
	<u>IMRF</u>	<u>Police</u>	<u>Fire</u>
2002	3.54%	21.52%	29.09%
2003	3.22%	19.25%	27.28%
2004	6.79%	18.87%	29.05%
2005	8.06%	19.85%	32.58%
2006	9.21%	21.82%	31.17%
2007	8.79%	22.32%	29.61%
2008	8.54%	26.11%	34.688%
2009	8.69%	not	available
2010	9.56% 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 08/09</u>	<u>FY 09/10</u>	<u>FY 08/09</u>	<u>FY 09/10</u>
<b>Beginning Fund Balance</b>	82,544	92,696	146,992	270,487
Tax Levy	396,294	398,560	453,535	456,466
Personal Property Replacement Tax	<u>0</u>	<u>0</u>	<u>18,000</u>	<u>18,000</u>
<b>TOTAL REVENUE</b>	<b>478,838</b>	<b>491,256</b>	<b>618,527</b>	<b>744,953</b>
<b>EXPENDITURES</b>				
Administrative	80,363	82,703	89,077	100,386
Police	82,998	89,176	46,205	52,532
Fire	29,166	30,258	4,427	5,041
Health	36,772	37,443	41,052	45,767
Recreation & Parks	80,397	75,963	81,941	83,417
Public Works	29,650	29,497	33,100	36,048
Community Development	27,394	28,179	30,579	34,443
Economic Development & Planning	<u>19,402</u>	<u>19,745</u>	<u>21,659</u>	<u>24,133</u>
<b>TOTAL EXPENDITURES</b>	<b>386,142</b>	<b>392,964</b>	<b>348,040</b>	<b>381,767</b>
Ending Fund Balance	<b>92,696</b>	<b>98,292</b>	<b>270,487</b>	<b>363,186</b>

In 2008 there was no increase in the FICA and IMRF levy. It is anticipated that for 2009 the IMRF levy will increase slightly and the IMRF restricted fund balance will decline. Separate Police and Fire Pension levies will be determined by actuary.

**Village of Park Forest  
2009/2010 Budget**

**POLICE PENSION  
SUMMARY**

**21**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Property Taxes	684,643	732,752	732,752	802,919	10%
Personal Property Replacement Tax	14,000	14,000	14,000	14,000	0%
Contributions	274,924	260,000	270,600	281,400	8%
Interest & Dividends	425,444	560,000	420,000	410,000	-27%
Unrealized Gain/Loss	(406,397)	0	(400,000)	300,000	100%
Short/Long Term Gain	<u>407,343</u>	<u>0</u>	<u>(800,000)</u>	<u>0</u>	0%
<b>TOTAL REVENUE</b>	<b>1,399,957</b>	<b>1,566,752</b>	<b>237,352</b>	<b>1,808,319</b>	<b>15%</b>
<b>EXPENDITURES</b>					
<b><u>Employee Support</u></b>					
Retirement Benefits	1,162,501	1,160,000	1,296,080	1,334,960	15%
Training Expense	4,705	4,650	5,950	5,950	28%
Professional Services	<u>54,714</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	0%
<b>TOTAL EXPENDITURES</b>	<b><u>1,221,920</u></b>	<b><u>1,214,650</u></b>	<b><u>1,352,030</u></b>	<b><u>1,390,910</u></b>	<b>15%</b>
<b><u>Beginning Fund Balance</u></b>			<b>16,676,827</b>	<b>15,562,149</b>	
<b><u>Ending Fund Balance</u></b>			<b>15,562,149</b>	<b>15,979,558</b>	

**Village of Park Forest  
2009/2010 Budget**

**FIRE PENSION  
SUMMARY**

**22**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Property Taxes	546,716	564,092	564,092	580,919	3%
Personal Property Replacement Tax	8,000	8,000	8,000	8,000	0%
Contributions	163,434	170,000	166,550	171,500	1%
Interest & Dividends	290,185	416,000	200,000	150,000	-64%
Unrealized Gain/Loss	(510,499)	0	(590,000)	200,000	100%
Short/Long Term Gain/Loss	<u>287,769</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>TOTAL REVENUE</b>	<b>785,605</b>	<b>1,158,092</b>	<b>348,642</b>	<b>1,110,419</b>	<b>-4%</b>
<b>EXPENDITURES</b>					
<b><u>Employee Support</u></b>					
Retirement Benefits	679,231	710,000	710,000	730,000	3%
Training Expense	1,769	3,750	10,000	6,000	60%
Professional Services	<u>50,089</u>	<u>60,000</u>	<u>65,000</u>	<u>65,000</u>	8%
<b>TOTAL EXPENDITURES</b>	<b><u>731,089</u></b>	<b><u>773,750</u></b>	<b><u>785,000</u></b>	<b><u>801,000</u></b>	<b>4%</b>
<b><u>Beginning Fund Balance</u></b>			<b>8,864,111</b>	<b>8,427,753</b>	
<b><u>Ending Fund Balance</u></b>			<b>8,427,753</b>	<b>8,737,172</b>	

**VILLAGE OF PARK FOREST  
2009/2010 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>	2003	16,084,400	
	2004	15,791,800	
	2005	15,465,200	
	2006	15,064,500	
	2007	29,932,526	
	2008	28,731,682	
	2009	27,536,078	est.

The 2009 outstanding estimated debt relates to the following funds:

General Fund	\$ 3,249,758
TIF	9,126,548
Aqua	292,020
Water	14,708,658
Sewer	<u>159,094</u>
	<b>\$ 27,536,078</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 approximate \$3 million for watermain infrastructure improvements in 2009. 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 require borrowing at some point in the future.

The chart below shows debt service over the past two years and projected Fiscal Year 2009/2010 debt service:

	<b><u>FY 07/08</u></b>	<b><u>FY 08/09</u></b>	<b><u>FY 09/10</u></b>	<b><u>Percent Change</u></b>
	<b><u>Debt Service</u></b>	<b><u>Debt Service</u></b>	<b><u>Debt Service</u></b>	<b><u>From Prior Year</u></b>
General Fund	341,029	316,779	316,751 *	0%
TIF Debt Service	911,895	951,832	979,853 *	3%
Aqua Center Fund	31,827	33,930	33,119 *	-2%
Water Fund	1,065,712	1,074,035	1,072,282	0%
Sewer Fund	<u>53,679</u>	<u>51,905</u>	<u>50,025</u>	<u>-4%</u>
<b>TOTAL</b>	<b>2,404,142</b>	<b>2,428,481</b>	<b>2,452,030</b>	<b>1%</b>

\* The following Debt Service was levied for these funds in December, 2008. Funds levied in 2008 will be received in 2009.

<b>General Fund</b>	<b>\$ 313,134</b>
<b>TIF</b>	<b>540,322</b>
<b>Aqua Center Fund</b>	<b><u>33,472</u></b>
	<b>\$ 886,928</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.

Water Line Infrastructure Replacement Loan:

The Village Board approved a \$3 per month infrastructure replacement fee. This fee will allow the Village to undertake a \$3,000,000 water line replacement project. Based on the stimulus package options, the Village has applied for an IEPA loan which may have an extremely favorable interest rate and the possibility of grant funding of a portion.

Future Debt Service:

There are two Public Works projects that are currently approved for grant funding and have begun engineering. Both of these projects would take place in 2010 and require added funding.

	<u>Grant Sharing</u>	<u>Total Cost</u>	<u>Village Share</u>
Orchard Drive Reconstruction	(70/30)	\$12,000,000	\$3,600,000
Thorn Creek Bridge	(80/20)	1,000,000	<u>200,000</u>
<b>Total Funding needed</b>			<b>\$3,800,000</b>

The ultimate amount of borrowing will depend on final costs and the Motor Fuel Tax Fund balance.

**DEBT SERVICE REQUIREMENTS**

Fiscal Year Ending June 30	Requirements		
	Principal	Interest	Totals
2010	1,456,607	995,423	2,452,030
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>27,536,078</b>	<b>8,113,420</b>	<b>35,649,498</b>

<b>FISCAL YEAR ENDING 2009 TOTAL DEBT</b>
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	Principal	Interest	Total
1993 Series	450,400	81,746	532,146
1999 Series	1,205,000	605,834	1,810,834
2001 Series	4,955,000	2,286,472	7,241,472
2008A Series	5,925,000	1,598,416	7,523,416
2008B Series	930,000	162,675	1,092,675
IEPA Loan*	<u>14,070,678</u>	<u>3,378,277</u>	<u>17,448,955</u>
	<b>27,536,078</b>	<b>8,113,420</b>	<b>35,649,498</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>Watermain Replacement Loan</b>	\$3,000,000	60-WATER	\$3,000,000	Fund replacement of 2.18 miles of water lines. 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 3.29%.

**Village of Park Forest  
2009/2010 Budget**

**BOND RETIREMENT  
31**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Property Tax*	259,097	310,044	310,044	303,740	-2%
Personal Property Replacement Tax	18,000	18,000	18,000	18,000	0%
Interest Income	<u>10,753</u>	<u>9,000</u>	<u>2,000</u>	<u>2,000</u>	-78%
<b>TOTAL REVENUE</b>	<b><u>287,850</u></b>	<b><u>337,044</u></b>	<b><u>330,044</u></b>	<b><u>323,740</u></b>	<b>-4%</b>
<b>EXPENDITURES</b>					
Professional Services	279	300	300	300	0%
Debt Service*	146,963	131,864	131,864	141,894	8%
Interest Expense*	<u>173,426</u>	<u>184,915</u>	<u>184,915</u>	<u>174,857</u>	-5%
<b>TOTAL EXPENDITURES</b>	<b><u>320,668</u></b>	<b><u>317,079</u></b>	<b><u>317,079</u></b>	<b><u>317,051</u></b>	<b>0%</b>
<b><u>Beginning Fund Balance</u></b>			<b>309,915</b>	<b>322,880</b>	
<b><u>Ending Fund Balance</u></b>			<b>322,880</b>	<b>329,569</b>	

\* Beginning in 2008, Property Taxes and Total Debt Service include Hidden Meadows debt.

**VILLAGE OF PARK FOREST  
DEBT SERVICE PROJECTED**

	<u>Alloc.</u>	<u>FYE 10</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	5,168	5,430	5,702	6,016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22,316
1993 (Golf)	0.5973	62,358	65,524	68,809	72,299	0	0	0	0	0	0	0	0	0	0	0	0	0	0	268,990
2001	0.4648	74,368	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	2,958,452
A/C 31-01-00-57-0000		141,894	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	3,249,758
<b>Interest Expense</b>																				
1993	0.0495	1,843	1,308	743	158	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,052
1993 (Golf)	0.5973	22,243	15,771	8,975	1,833	0	0	0	0	0	0	0	0	0	0	0	0	0	0	48,822
2001	0.4648	150,771	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	1,538,114
A/C 31-01-00-57-0100		174,857	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	1,590,988
<b>TOTAL BOND RETIREMENT FUND 31</b>																				
1993	0.6468	91,612	88,033	84,229	80,306	0	0	0	0	0	0	0	0	0	0	0	0	0	0	344,180
2001	0.4648	225,139	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	4,496,566
<b>PRINCIPAL AND INTEREST (31)</b>		316,751	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	4,840,746
<b>TIF - DEBT SERVICE 36</b>																				
<b>Principal Payment</b>																				
1999	1.0000	75,000	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	1,205,000
2001		85,632	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	1,996,548
2008A	1.0000	390,000	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	5,925,000
A/C 36-00-00-57-0000		550,632	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	9,126,548
<b>Interest Expense</b>																				
1999	1.0000	93,900	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	605,834
2001		98,952	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	748,358
2008A	1.0000	236,369	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	1,598,416
A/C 36-00-00-57-0100		429,221	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	2,952,608
<b>TIF - DEBT SERVICE 36</b>																				
1999	1.0000	168,900	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	1,810,834
2001		184,584	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	2,744,906
2008A	1.0000	626,369	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	7,523,416
<b>PRINCIPAL AND INTEREST (36)</b>		979,853	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	12,079,156
<b>AQUA FUND 53</b>																				
<b>Principal Payment</b>																				
2008B - A/C 53-00-00-22-0100	0.3140	23,550	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	292,020
<b>Interest Expense</b>																				
2008B - A/C 53-11-33-57-0100	0.3140	9,569	8,839	8,086	7,173	6,054	4,840	3,576	2,208	736	0	0	0	0	0	0	0	0	0	51,080
<b>PRINCIPAL AND INTEREST (53)</b>		33,119	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	343,100

**VILLAGE OF PARK FOREST  
DEBT SERVICE PROJECTED**

	<u>Alloc.</u>	<u>FYE 10</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	652,210	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	14,070,678
2008B	0.6860	51,450	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	637,980
		703,660	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	14,708,658
<b>Interest Expense</b>																				
IEPA Loan 2007	1.0000	347,716	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	3,378,277
2008B	0.6860	20,906	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	111,595
A/C 60-19-00-57-0100		368,622	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	3,489,872
<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	17,448,955
2008B	0.6860	72,356	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	749,575
<b>PRINCIPAL AND INTEREST (60)</b>		1,072,282	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	450,210	18,198,530
<b>SEWER FUND 70</b>																				
<b>Principal Payment</b>																				
1993 - A/C 70-00-00-22-0100	0.3532	36,871	38,746	40,689	42,788	0	0	0	0	0	0	0	0	0	0	0	0	0	0	159,094
<b>Interest Expense</b>																				
1993 - A/C 70-19-00-57-0100	0.3532	13,154	9,326	5,307	1,085	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28,872
<b>PRINCIPAL AND INTEREST (70)</b>		50,025	48,072	45,996	43,873	0	0	0	0	0	0	0	0	0	0	0	0	0	0	187,966
<b>ALL FUNDS</b>																				
GRAND TOTAL - PRINCIPAL		1,456,607	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	27,536,078
GRAND TOTAL - INTEREST EXPENSE		995,423	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	8,113,420
<b>GRAND TOTAL - DEBT SERVICE PAYMENTS</b>		<u>2,452,030</u>	<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>35,649,498</u>

## **Village of Park Forest 2009/2010 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 1985, was \$11,710,716.

The Cordish & Embry Company completed a major "face-lift" of the property but changing market conditions (a rapidly burgeoning regional shopping area in nearby Orland Park), the Plaza's distance from major traffic arterials and a quirky marketing

program 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, 2004, 2005, 2006, 2007 and 2008, the entire debt service payment was abated.** As noted in the “Bond Retirement” section of the Budget, the TIF debt of \$9,126,548 represents 33% of the Village’s total outstanding debt of \$27,536,078.
- 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. The EAV for Building #3, the Byus Building, has varied from \$125,385 to \$952,306. Unfortunately this property is tax delinquent. 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.
- In the tax levy adopted December 2002, \$250,000 of the tax levy for TIF debt was abated. In the tax levy adopted December 2003, \$325,000 of the levy for TIF debt was abated. For the 2004 and 2005 tax levy, \$350,000 of the TIF debt service was abated. In 2006 and 2007, \$450,000 of property taxes for debt service were abated. In 2008 \$505,845 was abated.

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.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
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
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
First Midwest Bank (formerly Bank Calumet)	–	–	–	–	–	582,075	579,930	607,255	685,423	649,569	571,001
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
Unidentified	–	–	–	131,277	307,725	665	(22,500)	–	(30,000)	200	10,500
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

- 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 Phase I was completed in 2008. The 2007 EAV reflects full assessment for half of the 63 homes built in Legacy Square.
- 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>2007 EAV</b>	\$10,273,456
Adjustments – Legacy Square Common Area	(307,522)
– Byus Building	<u>(952,306)</u>
Adjusted 2007 EAV	9,013,628
Added Value Legacy Square	600,000
Added Value Chase Bank Sale ½ year	<u>300,000</u>
<b>Projected 2008 Adjusted EAV</b>	9,913,628
Base Value TIF	<u>(3,598,133)</u>
<b>Projected 2008 Incremental EAV</b>	6,315,495
Tax Increment Generated @ 17.305	1,092,896
Refunded to Associated Ventures per Redevelopment Agreement	(280,000)
Refunded per Bigelow Redevelopment Agreement (60% over \$98,697 base)	(205,382)
<b>Tax Incremental Net Revenue 2009</b>	<b><u>\$ 607,514</u></b>

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 2008 tax levy for debt service, which generates revenue for the 2009/2010 Budget, was:

<b><u>General Property Tax</u></b>		
Debt Service		\$1,046,167
Abatement		
1999 Debt	(171,400)	
Other *	<u>(334,445)</u>	<u>505,845</u>
<b>Net Debt Levy</b>		<b>\$ 540,322</b>

\* “Other” represents TIF debt associated with 2001 and the 2008A bonds issuances.

The tax abatement for TIF debt service is anticipated to increase to \$550,000 for the 2009 tax levy.

Over the remaining life of the TIF debt, annual TIF debt service fluctuates from \$979,853 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.

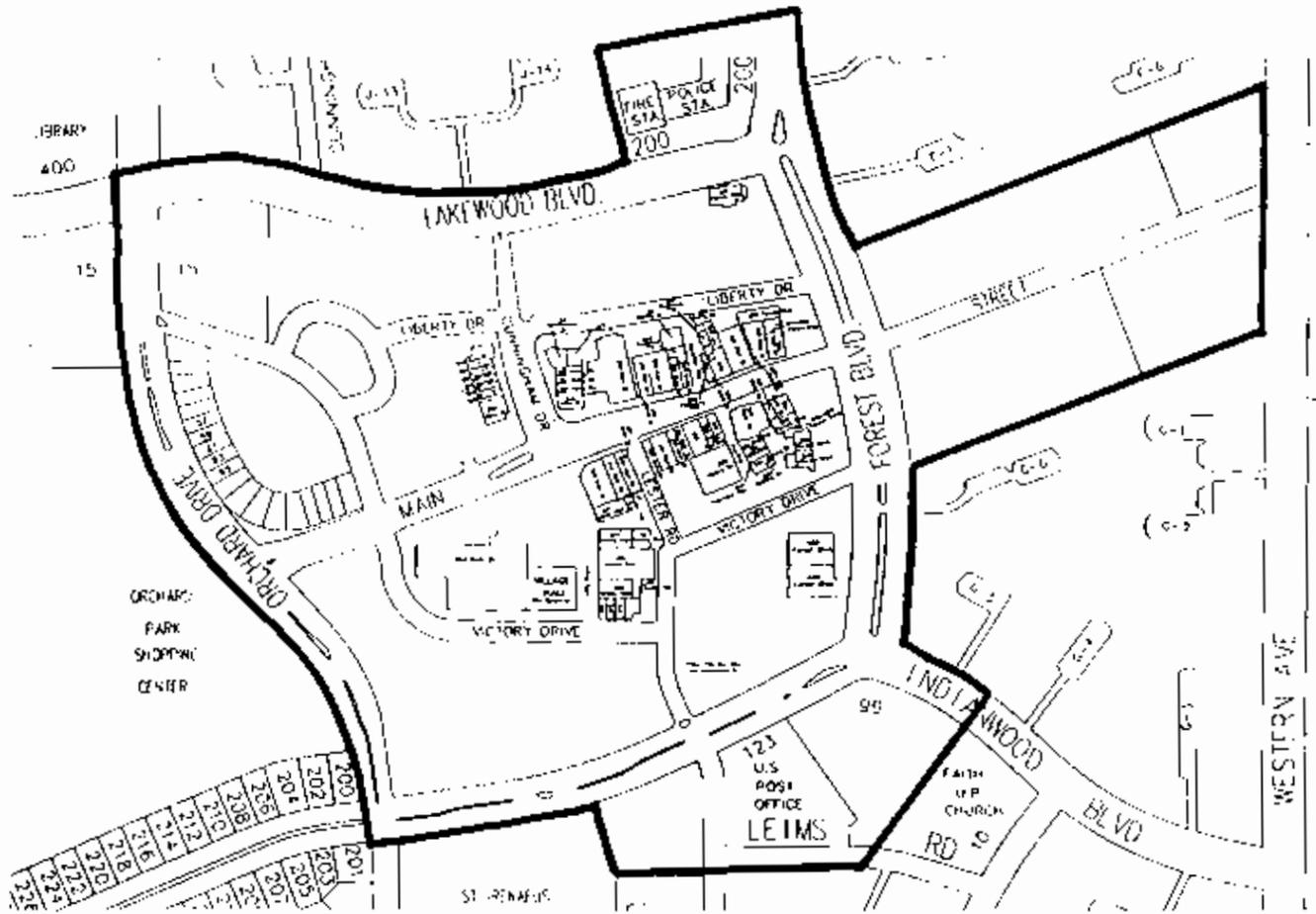
The TIF Budget includes funds for assistance with TIF reporting and analysis. These are mandated by the State Comptroller.

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, \$4,642,936 of Village Funds has been invested through June 30, 2008. A net tax increment of \$607,514 represents a 13.1% 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 is still moving ahead with the demolition of the Marshall Fields building and is anticipating a total of \$930,062 in CDBG grant funds to help offset costs. The total anticipated cost is \$2,030,062. The remaining \$1,100,000 will come from the Capital Projects Fund and the TIF Fund, \$600,000 for demolition is included in the 2009/2010 TIF expenditures. The Economic Development team is also soliciting for residential and mixed use developers for the site. The sale of the Chase Bank building is in the final stages. This sale will add incremental taxes. Currently the vacant parcel on Main Street across from Victory Center is being brokered by Baum Realty. Baum was successful in selling Norwood Plaza. 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, based on these Agreements, includes the requirement that within 90 days of the closing on the property, Nassimi will submit plans to obtain permits for Initial Improvements to the property, the cost of which will 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 estimates that over time they could spend an additional \$3 million to \$5 million for improvements necessary to lease the property. This \$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 new owner has undertaken a major marketing effort to begin leasing the property. The Village continues to work with Nassimi to support these efforts.

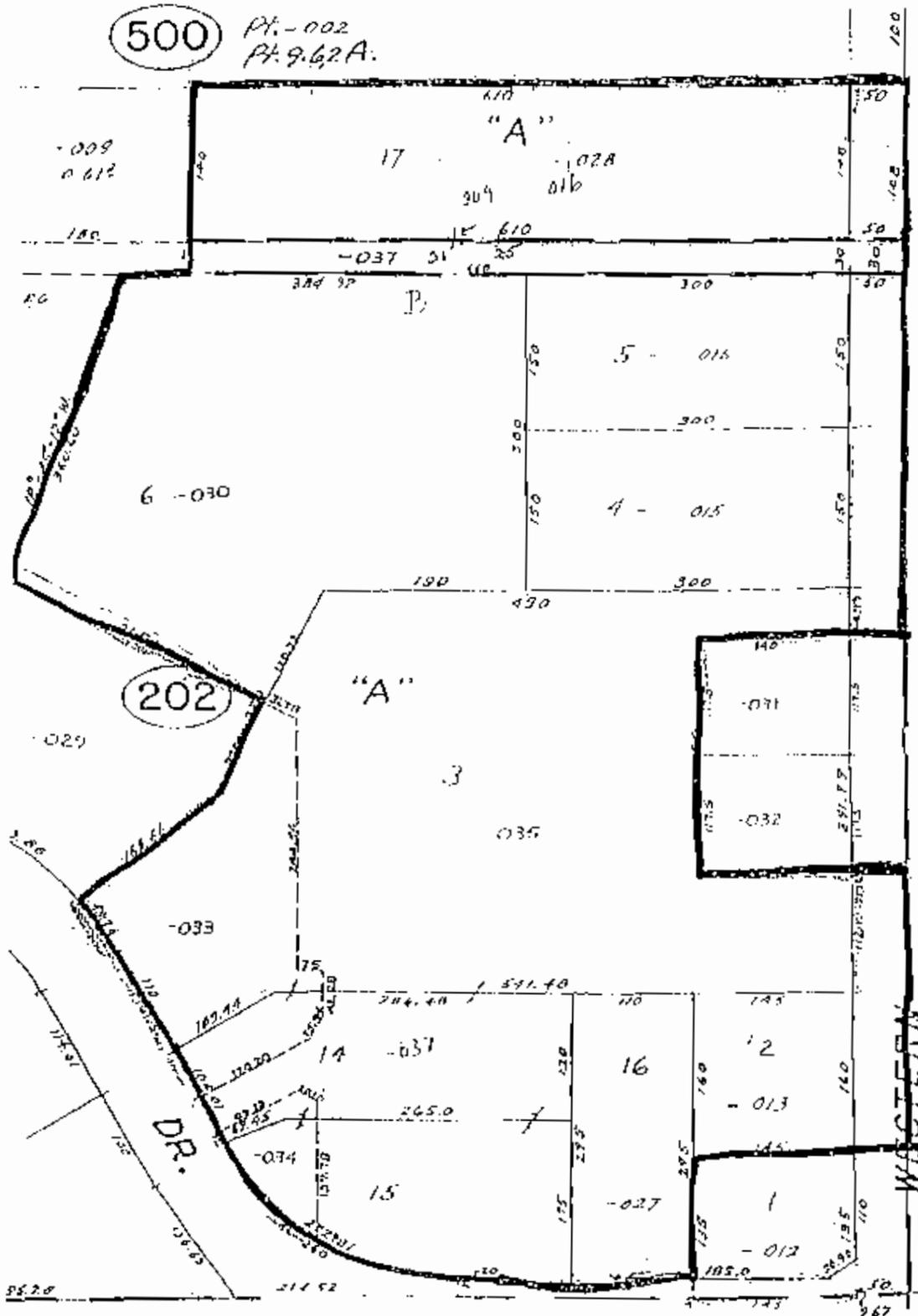
A summary of the history of the TIF value is as follows:

**Tax Incremental Financing District  
Norwood  
Historic Equalized Assessed Value**

<u>2005 EAV</u>	<u>2006 EAV</u>	<u>2007 EAV</u>
\$469,344	\$525,538	\$618,531

On the following page is the Norwood TIF District map:

# Tax Incremental Financing District Norwood (TIF)



TIF Boundary Map

**Village of Park Forest  
2009/2010 Budget**

**TIF-DOWNTOWN FUND  
SUMMARY  
36-00-00**

	FY 07/08	FY 08/09	FY 08/09	FY 09/10	PERCENT
	ACTUAL	BUDGET	ESTIMATE	PROPOSED	CHANGE
<b>REVENUE</b>					
Property Tax - Levy	495,786	515,333	515,333	524,112	2%
- Increment	698,243	914,347	1,091,125	1,092,896	20%
Increment Rebate - Victory Center	(186,026)	(360,000)	(361,352)	(280,000)	-22%
- Legacy Square	0	0	(23,154)	(205,382)	100%
Sale of Assets	(1,510)	0	0	0	0%
Interest	<u>59,408</u>	<u>20,000</u>	<u>20,000</u>	<u>15,000</u>	-25%
<b>TOTAL REVENUE</b>	<b><u>1,065,901</u></b>	<b><u>1,089,680</u></b>	<b><u>1,241,952</u></b>	<b><u>1,146,626</u></b>	<b>5%</b>
<b>EXPENDITURES</b>					
Professional Services	57,598	15,000	15,000	15,000	0%
Capital Projects	116,346	1,198,000	0	798,000	-33%
Debt Service	<u>857,991</u>	<u>951,832</u>	<u>951,832</u>	<u>979,853</u>	3%
<b>TOTAL EXPENDITURES</b>	<b><u>1,031,935</u></b>	<b><u>2,164,832</u></b>	<b><u>966,832</u></b>	<b><u>1,792,853</u></b>	<b>-17%</b>
<b><u>Beginning Fund Balance</u></b>			<b>1,316,182</b>	<b>1,591,302</b>	
<b><u>Ending Fund Balance</u></b>			<b>1,591,302</b>	<b>945,075</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  
2009/2010 Budget**

**TIF - NORWOOD FUND  
SUMMARY  
37-00-00**

	FY 07/08 ACTUAL	FY 08/09 BUDGET	FY 08/09 ESTIMATE	FY 09/10 PROPOSED	PERCENT CHANGE
<b>REVENUE</b>					
Property Tax - Increment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>TOTAL REVENUE</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>EXPENDITURES</b>					
Professional Services	<u>405</u>	<u>265,000</u>	<u>265,000</u>	<u>0</u>	-100%
<b>TOTAL EXPENDITURES</b>	<b><u>405</u></b>	<b><u>265,000</u></b>	<b><u>265,000</u></b>	<b><u>0</u></b>	<b>-100%</b>
<b><u>Beginning Fund Balance</u></b>			(1,095)	(266,095)	
<b><u>Ending Fund Balance</u></b>			(266,095)	(266,095)	

**Village of Park Forest  
2009/2010 Budget**

**TIF - DOWNTOWN  
DETAIL  
36-00-00**

**PROFESSIONAL SERVICES**

530000	TIF Report and analysis	<u>15,000</u>
	<b>Total Professional Services</b>	<b>15,000</b>

**CAPITAL OUTLAYS**

560000	Demolition Marshall Fields	600,000
	Legacy Square Road Base Repair	<u>198,000</u>
	<b>Total Capital Outlays</b>	<b>798,000</b>

**DEBT SERVICE**

570000	Debt Service — Principle	550,632
570100	Interest Expense	<u>429,221</u>
	<b>Total Debt Service</b>	<b><u>979,853</u></b>

**TOTAL TAX INCREMENT FINANCING - DOWNTOWN FUND      1,792,853**

**Village of Park Forest  
2009/2010 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  
2009/2010 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 2008/2009 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.*

**2009/2010 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.

**Village of Park Forest  
2009/2010 Budget**

**VEHICLE SERVICES FUND  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b>REVENUE</b>					
Lease Payments					
Administration	16,000	13,000	13,000	11,000	-15%
Community Development	7,900	8,200	8,200	8,610	5%
Police	252,000	264,600	209,600	272,230	3%
Fire	160,000	179,200	179,200	188,160	5%
Recreation and Parks	118,000	118,000	118,000	104,363	-12%
Aqua Center	2,400	2,000	2,000	1,438	-28%
Tennis & Health Club	2,400	2,400	2,400	2,070	-14%
Public Works	31,071	29,000	17,186	29,000	0%
Municipal Parking	12,269	9,000	10,808	9,000	0%
Motor Fuel Tax	116,991	54,000	77,149	54,000	0%
Water	91,681	93,000	92,188	93,000	0%
Sewer	62,929	41,000	64,958	41,000	0%
Downtown	9,000	9,000	9,000	9,000	0%
Library	<u>2,888</u>	<u>3,200</u>	<u>3,200</u>	<u>2,888</u>	-10%
<b>Total Lease Payments</b>	<b>885,529</b>	<b>825,600</b>	<b>806,889</b>	<b>825,759</b>	<b>0%</b>
Interest	49,684	30,000	10,000	10,000	-67%
Miscellaneous	<u>25,439</u>	<u>0</u>	<u>96,002</u>	<u>0</u>	0%
<b>TOTAL REVENUE</b>	<b><u>960,652</u></b>	<b><u>855,600</u></b>	<b><u>912,891</u></b>	<b><u>835,759</u></b>	<b>-2%</b>
<b>Revenues Over (Under) Expenditures</b>	<b>102,017</b>	<b>(6,070)</b>	<b>43,151</b>	<b>3,392</b>	<b>156%</b>
Major Capital Outlays			(550,000)	(215,000)	
Depreciation			<u>391,539</u>	<u>370,888</u>	
Cash Flow			(115,310)	159,280	
<b><u>Beginning Net Cash</u></b>			<b>1,069,640</b>	<b>954,330</b>	
<b><u>Ending Net Cash</u></b>			<b>954,330</b>	<b>1,113,610</b>	

**Village of Park Forest  
2009/2010 Budget**

**VEHICLE SERVICES FUND  
SUMMARY**

	FY 07/08 ACTUAL	FY 08/09 BUDGET	FY 08/09 ESTIMATE	FY 09/10 PROPOSED	PERCENT CHANGE
<b>EXPENDITURES</b>					
<b><u>Administration</u></b>					
Operating Supplies	2,574	3,200	3,000	3,000	-6%
Maintenance	422	600	1,100	800	33%
Depreciation	5,548	0	0	0	0%
Capital Outlays	78	0	100	100	100%
Interest	<u>375</u>	<u>230</u>	<u>53</u>	<u>0</u>	-100%
<b>Total Administrator</b>	<b>8,997</b>	<b>4,030</b>	<b>4,253</b>	<b>3,900</b>	<b>-3%</b>
<b><u>Police</u></b>					
Operating Supplies	110,157	95,000	95,000	95,000	0%
Maintenance	70,655	64,000	64,000	64,000	0%
Depreciation	98,705	105,443	105,443	105,097	0%
Capital Outlays*	<u>13,068</u>	<u>9,600</u>	<u>17,600</u>	<u>9,600</u>	0%
<b>Total Police</b>	<b>292,585</b>	<b>274,043</b>	<b>282,043</b>	<b>273,697</b>	<b>0%</b>
<b><u>Fire</u></b>					
Personnel Services	13,864	14,000	14,000	14,000	0%
Employee Support	653	1,153	853	1,153	0%
Operating Supplies	25,378	26,400	26,400	26,400	0%
Maintenance	22,846	18,943	18,943	18,943	0%
Depreciation	95,018	117,319	117,319	118,554	1%
Capital Outlays	<u>48,672</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
<b>Total Fire</b>	<b>206,431</b>	<b>177,815</b>	<b>177,515</b>	<b>179,050</b>	<b>1%</b>
<b><u>Recreation and Parks</u></b>					
Personnel Services	29,861	27,893	26,050	25,500	-9%
Employee Support	4,647	4,141	4,141	4,335	5%
Operating Supplies	25,980	26,000	22,800	22,500	-13%
Maintenance	20,219	20,000	20,000	20,000	0%
Depreciation	<u>26,698</u>	<u>30,563</u>	<u>30,563</u>	<u>25,196</u>	-18%
<b>Total Recreation and Parks</b>	<b>107,405</b>	<b>108,597</b>	<b>103,554</b>	<b>97,531</b>	<b>-10%</b>

**Village of Park Forest  
2009/2010 Budget**

**VEHICLE SERVICES FUND  
SUMMARY**

	<b>FY 07/08 ACTUAL</b>	<b>FY 08/09 BUDGET</b>	<b>FY 08/09 ESTIMATE</b>	<b>FY 09/10 PROPOSED</b>	<b>PERCENT CHANGE</b>
<b><u>Public Works</u></b>					
Personnel Services	22,349	22,955	29,604	24,306	6%
Employee Support	3,642	3,716	4,917	4,132	11%
Operating Supplies	88,416	83,600	68,132	78,600	-6%
Maintenance	32,632	29,500	42,308	29,500	0%
Depreciation	88,855	138,214	138,214	122,041	-12%
Capital Outlays*	<u>105</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	0%
<b>Total Public Works</b>	<b>235,999</b>	<b>288,985</b>	<b>294,175</b>	<b>269,579</b>	<b>-7%</b>
<b><u>Community Development</u></b>					
Operating Supplies	2,678	2,200	2,200	2,000	-9%
Maintenance	<u>4,540</u>	<u>6,000</u>	<u>6,000</u>	<u>6,610</u>	10%
<b>Total Community Developmen</b>	<b>7,218</b>	<b>8,200</b>	<b>8,200</b>	<b>8,610</b>	<b>5%</b>
<b>TOTAL EXPENDITURES</b>	<b>858,635</b>	<b>861,670</b>	<b>869,740</b>	<b>832,367</b>	<b>-3%</b>

**\*Capitalized Capital Outlays for FY 09/10 Proposed**

Police	
Four squads	110,000
Public Works	
2-1/2 Ton Dump Truck #603	<u>105,000</u>
<b>Total Capitalized Capital Outlays</b>	<b>215,000</b>

**Village of Park Forest  
2009/2010 Budget**

**VEHICLE SERVICES FUND  
ADMINISTRATION  
DETAIL  
52-01-00**

**OPERATING SUPPLIES**

541000	Fuel	<u>3,000</u>
<b>Total Operating Supplies</b>		<b>3,000</b>

**MAINTENANCE**

550300	Routine Maintenance	<u>800</u>
<b>Total Maintenance</b>		<b>800</b>

**CAPITAL OUTLAYS**

560200	Vehicle (registration)	<u>100</u>
<b>Total Capital Outlays</b>		<b>100</b>

**DEBT SERVICE**

570100	Interest Expense	<u>0</u>
<b>Total Debt Service</b>		<b><u>0</u></b>

**TOTAL ADMINISTRATION VEHICLE SERVICES                      3,900**

**Village of Park Forest  
2009/2010 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	Four squads @ \$27,500 ea*	110,000
	Two leased unmarked squads	<u>9,600</u>
*Not included in income calculation		9,600
560700	Depreciation	<u>105,097</u>
<b>Total Capital Outlays</b>		<b><u>114,697</u></b>
<b>TOTAL POLICE DEPARTMENT VEHICLE SERVICES</b>		<b>273,697</b>

**Village of Park Forest  
2009/2010 Budget**

**VEHICLE SERVICES FUND  
FIRE DEPARTMENT  
DETAIL  
52-08-00**

**SALARIES**

500100	Overtime Salaries Hireback 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
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>18,943</b>

**CAPITAL OUTLAYS**

560000	Capital Outlays		0
560700	Depreciation		<u>118,554</u>
	<b>Total Capital Outlays</b>		<b><u>118,554</u></b>

**TOTAL FIRE DEPARTMENT VEHICLE SERVICES** **179,050**

**Village of Park Forest  
2009/2010 Budget**

**VEHICLE SERVICES FUND  
RECREATION and PARKS DEPARTMENT  
DETAIL  
52-11-00**

**PERSONNEL SERVICES**

500000	Regular Salaries	23,500
500100	Overtime Salaries	500
500200	Temporary/Part-time	<u>1,500</u>
<b>Total Personnel Services</b>		<b>25,500</b>

**EMPLOYEE SUPPORT**

520610	FICA	1,951
520620	IMRF	<u>2,384</u>
<b>Total Employee Support</b>		<b>4,335</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 and repairs to vehicles	<u>20,000</u>
<b>Total Maintenance</b>		<b>20,000</b>

**CAPITAL OUTLAYS**

560000	Capital Outlay	0
560700	Depreciation	<u>25,196</u>
<b>Total Capital Outlays</b>		<b><u>25,196</u></b>

**TOTAL RECREATION and PARKS DEPARTMENT  
VEHICLE SERVICES** **97,531**

**Village of Park Forest  
2009/2010 Budget**

**VEHICLE SERVICES FUND  
PUBLIC WORKS  
DETAIL  
52-17-00**

**PERSONNEL SERVICES**

500000	Regular Salaries	23,388
500100	Overtime Salaries	918
500200	Temporary/Part-time	<u>0</u>
<b>Total Personnel Services</b>		<b>24,306</b>

**EMPLOYEE SUPPORT**

520610	FICA	1,859
520620	IMRF	<u>2,273</u>
<b>Total Employee Support</b>		<b>4,132</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	2-1/2 Ton Dump Truck #603*	105,000
	Two salt spreaders for 1 ton pickups (rebudgeted)	<u>11,000</u>
* Not included in income calculation		11,000
560700	Depreciation	<u>122,041</u>
<b>Total Capital Outlays</b>		<b><u>133,041</u></b>

**TOTAL PUBLIC WORKS DEPARTMENT  
VEHICLE SERVICES** **269,579**

**Village of Park Forest  
2009/2010 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>6,610</u>
<b>Total Maintenance</b>		<b>6,610</b>

**CAPITAL OUTLAYS**

560700	Depreciation	<u>0</u>
<b>Total Capital Outlays</b>		<b>0</b>

**TOTAL COMMUNITY DEVELOPMENT VEHICLE SERVICES** **8,610**

**TOTAL VEHICLE SERVICES** **832,367**



*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

March 31, 2009

Mr. John Ostenburg, Village President  
Village of Park Forest  
350 Victory Dr  
Park Forest, IL 60466

Subject: FY 2009-2010 Park Forest Public Library Budget

Dear President Ostenburg

Enclosed please find the Park Forest Public Library budget request for FY 2009-2010

Included in the Library's budget, rather than the Village budget, is \$127,400 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, \$42,050 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 beginning a renovation project but it will still need to maintain the current building.

This process will pose many challenges and provide 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 will be undergoing a renovation, 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 general cleaning of the building, including interior and exterior windows and carpet maintenance. With improved wiring that will be in place after the construction, we will be better able to provide technology services and continue to 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. Our Friends of the Library group raised \$9,200 this year from continuous book sales offered in the Library's lobby. 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, but more Internet stations have been requested and will be provided for use by the public. We recently upgraded our computer network with a new optical networking service contract. The new flexible fiber-optic service provides patrons with better and faster access to the Internet. The new service coincides with our recently acquired laptop computers, which have been put into service for free computer instruction classes that we are now offering 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.

After the necessary roof repairs were completed in the summer of 2008, and funded by the Village, the Library was able to make several enhancements to the facility for which we have joint responsibility. New equipment installations included public entrance doors, projection unit and A-V system in the Ringing Room, phone system and surveillance cameras.

Additionally, and in conjunction with the Village, the Library developed a prairie-style landscaping motif incorporating native plantings to accentuate the Library's architectural character and the surrounding environs. The second installment of the landscaping includes a commemorative brick patio, a children's garden area, west and north side gardens, and the bike rack area.

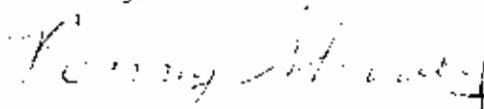
In May, the Board of Trustees voted to hire a library consultant and conduct a compensation review. Work was divided into two segments; the first was to review every position description in the Library and to re-write each one to conform to a new model. The second phase was a review of the salary schedule. A new salary system will be phased in beginning in 2009. The new salary system sets a base salary per position category.

We actively solicit Memorial and Endowment Fund contributions. Our Endowment Fund brochure and Gifts and Donations Fund brochure inform potential donors of the various ways of contributing to the Library which will impact the community for many years to come.

The Library Board will conduct its Annual Budget Public Hearing on March 30, 2009. Passage and approval of the FY 2009-2010 Library budget occurred at the March 19, 2009 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. Over 12,855 patrons visit the Library each month. 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,



Penny Shnay, President  
Board of Trustees

PS/bbo

Enclosures: FY 2009-2010 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  
2009-2010 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.

**2009 AND BEYOND**

In January of 2009 the Park Forest Village Board of Trustees met jointly with the Park Forest Library Board to agree to terms for financing a full-scale renovation project that includes remodeling of the entire main floor of the Library facility. At the current time, the Park Forest Library's funding availability is \$1,336,112.

The current Library administration, trustees, and staff are moving forward with a plan to seriously consider the precise needs and necessary changes to best serve the community of Park Forest. This will enable the Library to expand its role as a community resource center by offering a warm and welcoming facility equipped to provide comparable contemporary services to those of the surrounding communities at the present time. In an age of changing standards, the Park Forest Library and its Board of Trustees has taken a giant step into planning for the 21<sup>st</sup> century in Park Forest. For many years, the Park Forest Public Library has owned the most important public library book collection in the south suburbs. Responding to the changing needs and preferences of service in the community, as well as the increasing importance of audiovisual materials and public computer workstations in libraries, the role of the Park Forest Public Library has led the Library Board to adopt a new mission, vision, and priorities for library service in our community.

The current renovation project reinforces the key role the Library plays as a community resource, a selling point for those who chose a quality of life found in this village and supported and protected by its elected officials. The Library Trustees seek to continue the distinguished contribution so many others have made throughout Park Forest's history, as the Board looks ahead with a far-reaching plan that will support and develop 21<sup>st</sup> Century library services and a facility that will continue the tradition of excellence so much a part of the community life in Park Forest. The proposed space plan provides

flexibility of space to meet current and future needs and accessibility requirements. This includes more computer workstations to serve community need; better sight lines and a more open layout that will allow for flexibility in staffing at service points; an expanded children's room for early literacy, craft programs, and story hours, and additional Family Technology Centers to better serve families.

Alongside the space planning, Library staff and Trustees reexamined our service philosophy. We took a very close look at the underpinnings of the Library's collection development practices to ensure that current practices and the collection mirror Park Forest in 2009 and beyond. The space reconfiguration in both Adult and Youth Services necessitated a reduction in collection size. The Park Forest Library has long been a wonderful amenity serving the residents of Park Forest and the region. The facility upgrades to be embarked upon 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 2008-2009**

#### **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 Ringier Room. The monthly visit to the Library for the film program attracts residents from throughout the Village.

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, demand for large print books continues to grow as large print 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 \$33.00. We currently purchase approximately 340 large print books each year at a cost of over \$11,220 to the Library. The \$33.00 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 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 2009-2010 are \$20,785 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, 2008-2009**

**Garden House Funds**

Clerical Services, 12 hours week	\$ 6,889	(031500-500200)
Supervisor, 1-1/2 hours week	1,675	(031500-500000)
Travel	351	(031500-520000)
Annual Holiday Program	200	(031500-591200)
Refreshments	400	(031500-540400)
* Large Print Books	11,220	(031500-563000)
Printing	<u>      50</u>	(031500-590800)
<b>Total Cost to Library</b>	<b>\$ 20,785</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
Golam Kibreah, Adult Services Manager	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 Librarian	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

Natasha Banks, Assistant  
Ellen Bohentin, Assistant  
Nancy Dannels, Assistant  
Denise Douglas, Assistant  
Patricia Gilbert, Assistant  
Julie Gurganus, Assistant  
Ted Gwozdz, Assistant  
Abeni Hester, Assistant  
Susan Holm, Assistant  
Loretta Knight, Assistant  
Mark Krahn, Assistant  
Jennifer Oosterbaan, Assistant  
Maria Pannone, Assistant  
Stanton Rayson, Assistant  
Milagros Robles, Assistant  
Rita Savare, Assistant  
Larissa Smith, Assistant  
Grayson Stamm, Assistant  
Jasmine Swinea, Assistant  
Lisa Thomas, Assistant  
Francesca Wessely, Assistant

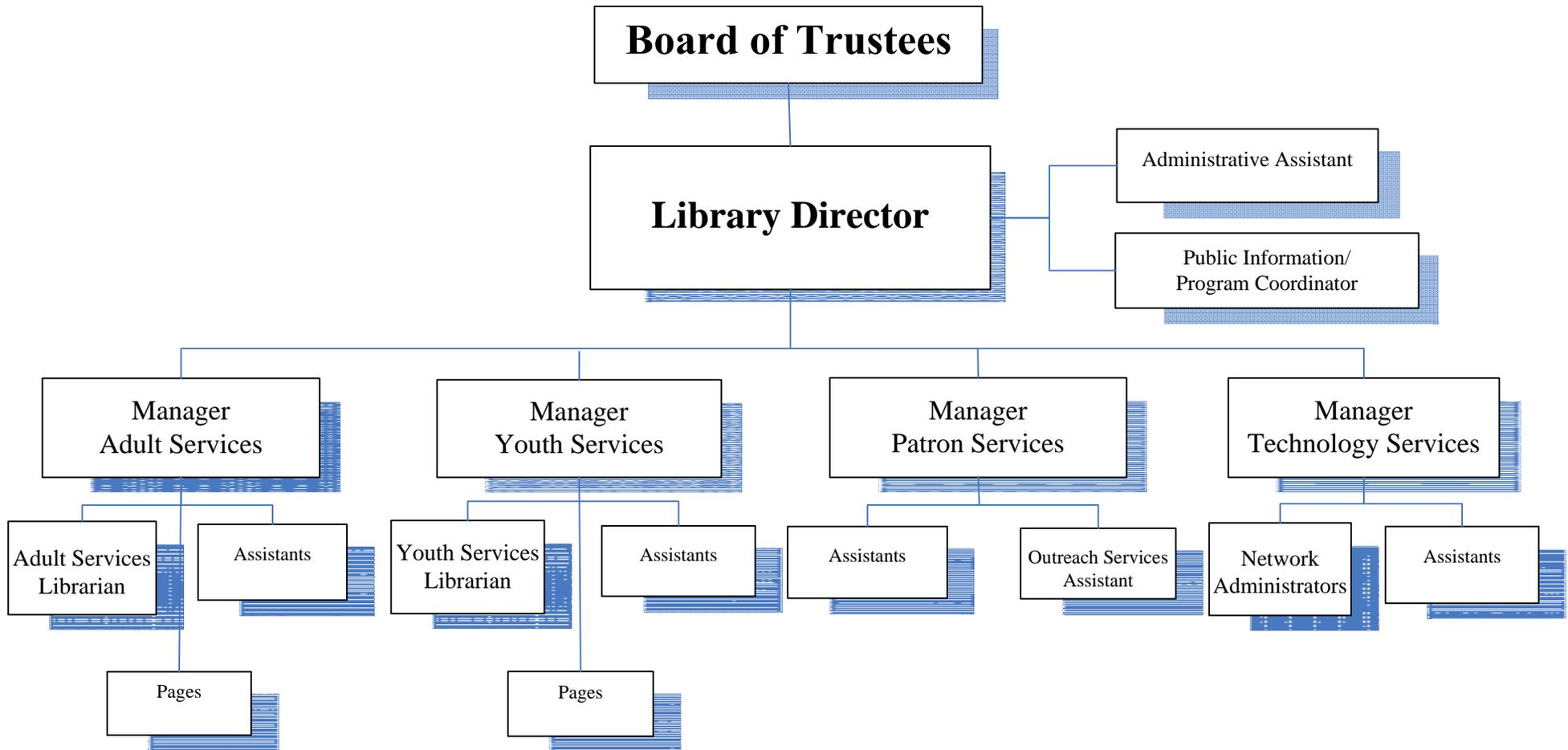
### Page Staff

Phanethia Carter  
Maxwell Green  
Erin Hovis (Substitute)  
Kevin Kumar  
Sulaymaan Muhammad (Substitute)  
Anthony Ocanas  
Joshua Williams

**CURRENT TOTAL:**

**38.5 FTE**

# Park Forest Public Library Organizational Chart



**PARK FOREST PUBLIC LIBRARY**  
Income Projections  
FY 2009-2010

<u>Account #</u>	<u>Name</u>	<u>Actual Income 2007-2008</u>	<u>Budget 2008-2009</u>	<u>Proposed 2009-2010</u>
<b>A. OPERATING BUDGET</b>				
031500-400100	Property Tax	1,264,838	1,359,859	1,399,493 **
031500-400600	State Payments	18,080	18,080	18,080
031500-410000	Federal Grants	0	0	0
031500-410100	State Grants	28,405	29,327	29,327
031500-420000	Transfer From Other Funds	10,000	10,000	10,000
031500-440430	Library Impact Fees	1,700	0	0
031500-451400	Professional Services	1,100	0	0
031500-452500	Library Use Fee	122,588	128,193	122,588 ***
031500-452600	AV Equipment Use	0	0	0
031500-452710	Lost Materials	1,929	1,500	1,500
031500-452900	Library Book Rental	0	0	0
031500-454000	Printing/Copying	14,435	12,000	12,000
031500-454100	Handling Charge	1,594	1,000	1,000
031500-454700	Miscellaneous Income	6	100	100
031500-454800	Computer Use Charge	0	0	0
031500-460100	Library Book Sale	9,553	8,000	8,000
031500-480200	Library Fines	26,189	28,000	28,000
031500-490000	Interest Income	40,851	40,000	40,000
031500-491000	IRMA	7,103	0	0
031500-523100	Insurance Settlement	11,936	0	0
	<b>OPERATING BUDGET TOTAL:</b>	<b>1,560,309</b>	<b>1,636,059</b>	<b>1,670,088</b>
<b>*B. IMRF - RETIREMENT BENEFITS</b>				
031500-400101	IMRF Property Tax	23,776	26,804	50,000
	<b>IMRF Total</b>	<b>23,776</b>	<b>26,804</b>	<b>50,000</b>
<b>*C. FICA - RETIREMENT BENEFITS</b>				
031500-400102	Property Tax	53,317	54,000	60,000
	<b>FICA Total</b>	<b>53,317</b>	<b>54,000</b>	<b>60,000</b>
<b>*D. AUDIT SERVICES</b>				
031500-400103	Property Tax	4,680	4,776	4,776
	<b>Audit Services Total</b>	<b>4,680</b>	<b>4,776</b>	<b>4,776</b>
<b>*E. IRMA - LIABILITY INSURANCE</b>				
031500-400104	Property Tax	71,069	35,000	37,491
	<b>IRMA Liability Insurance Total</b>	<b>71,069</b>	<b>35,000</b>	<b>37,491</b>
<b>*F. IRMA - WORKMEN'S COMPENSATION</b>				
031500-400105	Property Tax	0	35,000	37,491
	<b>IRMA Workmen's Total</b>	<b>0</b>	<b>35,000</b>	<b>37,491</b>

**PARK FOREST PUBLIC LIBRARY**  
Income Projections  
FY 2009-2010

<u>Account #</u>	<u>Name</u>	<u>Actual Income</u> <u>2007-2008</u>	<u>Budget</u> <u>2008-2009</u>	<u>Proposed</u> <u>2009-2010</u>
<b>*G. UNEMPLOYMENT INSURANCE</b>				
031500-400106	Property Tax	791	1,410	1,410
	Unemployment Insurance <b>Total</b>	791	1,410	1,410
<b>*H. BUILDING AND MAINTENANCE</b>				
031500-400107	Property Tax Bldg./Maint.	37,875	38,344	38,344
031500-410000	Federal Grants	0	-	-
	Building Project <b>Total</b>	37,875	38,344	38,344
	Other Levies <b>Total</b>	191,508	195,334	229,512
	<b>GRAND TOTAL</b>	<b>1,751,817</b>	<b>1,831,393</b>	<b>1,899,600</b>
<b>Note: Operating</b>				
<b>Budget Total:</b>	<b>1,670,088</b>			
<b>Other Levies Total:</b>	<u><b>229,512</b></u>			
<b>GRAND TOTAL:</b>	<b>1,899,600</b>			

\* Separate Levies  
 \*\* From 2008 Levy  
 \*\*\* Olympia Fields current contract payment and 5 Non-Resident card fees

PARK FOREST  
PUBLIC LIBRARY  
BUDGET FY 2009-2010

<u>Account No.</u>	<u>Name</u>	<u>Actual</u> <u>Expenditures</u> <u>2007-2008</u>	<u>Budget</u> <u>2008-2009</u>	<u>Budget</u> <u>2009-2010</u>
<b>OPERATING BUDGET</b>				
<b>Salaries and Wages</b>				
031500-500000	Regular Salaries	440,527	497,792	503,595
031500-500100	Overtime Salaries	18,796	21,000	15,558
031500-500200	Temporary/Part-Time	<u>333,189</u>	<u>391,980</u>	<u>369,388</u>
	<b>Total</b>	<b>792,513</b>	<b>910,772</b>	<b>888,541</b>
<b>Insurance</b>				
031500-510000	Life Insurance Premium	848	1,213	1,213
031500-510100	Health Insurance Premium	<u>41,183</u>	<u>63,845</u>	<u>63,845</u>
031500-510300	IRMA Premium	*	*	*
	<b>Total</b>	<b>42,031</b>	<b>65,058</b>	<b>65,058</b>
<b>Employee Support</b>				
031500-520000	Other Travel	1,323	2,000	2,000
031500-520100	Car/Mileage Allowance	1,495	1,654	1,654
031500-520200	Dues/Subscriptions	1,758	2,000	2,000
031500-520300	Training Expense	1,570	2,000	2,000
031500-520400	Books and Pamphlets	<u>181</u>	<u>1,500</u>	<u>1,500</u>
031500-520500	Unemployment Benefits	*	*	*
	<b>Total</b>	<b>6,327</b>	<b>9,154</b>	<b>9,154</b>
<b>Professional Services</b>				
031500-530000	Other Professional Services	13,189	35,000	35,000
031500-530100	Legal Services	1,624	4,000	4,000
031500-531400	Computer Programming Services	<u>20,701</u>	<u>20,000</u>	<u>24,000</u>
	<b>Total</b>	<b>35,514</b>	<b>59,000</b>	<b>63,000</b>
<b>Operating Supplies</b>				
031500-540000	Other Operating Supplies	2,645	2,141	2,141
031500-540100	Computer Supplies	2,452	6,000	6,000
031500-540200	Printing/Copying Supplies	12,679	15,750	15,750
031500-540300	Stationery Forms	1,884	2,000	2,000
031500-540400	Meeting Expense	4,227	4,000	4,000
031500-540800	Cleaning Supplies/Paper Products	2,835	3,500	3,500
031500-541100	Public Information/Educational	2,221	2,205	2,205
031500-541200	Plants and Fertilizer	86	400	400
031500-541400	Paint/Hardware/Tools	924	1,216	1,216
031500-542000	Library Childrens Materials	56	0	0
031500-542500	Other Library Materials	2,707	0	0
031500-542600	Library Processing Supplies	20,744	25,000	25,000
031500-542700	Library Operating Supplies	<u>11,840</u>	<u>15,000</u>	<u>15,000</u>
	<b>Total</b>	<b>65,299</b>	<b>77,212</b>	<b>77,212</b>

PARK FOREST  
PUBLIC LIBRARY  
BUDGET FY 2009-2010

<u>Account No.</u>	<u>Name</u>	<u>Actual Expenditures 2007-2008</u>	<u>Budget 2008-2009</u>	<u>Budget 2009-2010</u>
<b>Maintenance</b>				
031500-550000	Contractual Equipment	20,726	30,000	34,000
031500-550200	Equipment Maintenance	23,925	30,000	55,000
031500-550400	Contractual Building	37,327	42,000	42,000
031500-550500	Contractual Grounds/ Maintenance	<u>1,875</u>	<u>3,647</u>	<u>3,647</u>
	<b>Total</b>	<b>83,853</b>	<b>105,647</b>	<b>134,647</b>
<b>Capital Outlays</b>				
031500-560000	Other Capital Outlays	7,019	76,211	65,000
031500-560100	Office Equipment	1,598	5,513	5,513
031500-561400	Contractual Facility Development	0	0	0
031500-563000	Library Books (Adult)	87,846	70,283	70,283
031500-563100	Library Books (Rental)	0	0	0
031500-563200	Library Reference Materials	33,065	42,588	42,588
031500-563300	Library Childrens Books	44,980	49,272	49,272
031500-563400	Library Periodicals	19,041	24,445	24,445
031500-563500	Library A-V Materials	34,554	37,670	37,670
031500-563600	Library Book Binding	0	500	500
031500-563700	Family Technology Center	<u>1,038</u>	<u>500</u>	<u>500</u>
	<b>Total</b>	<b>229,140</b>	<b>306,982</b>	<b>295,771</b>
<b>Transfer to Other Funds</b>				
031500-580000	Transfer to Other Funds	331	331	331
031500-581000	Indirect Cost to General Fund	<u>40,047</u>	<u>42,050</u>	<u>42,050</u>
	<b>Total</b>	<b>40,378</b>	<b>42,381</b>	<b>42,381</b>
<b>Miscellaneous Expenditures</b>				
031500-590100	Postage	14,812	14,000	14,000
031500-590300	Telecommunication Expenses	1,899	3,000	3,000
031500-590800	Printing/Reproduction/Graphics	1,538	2,200	2,200
031500-590900	Advertising	0	250	250
031500-591000	Legal Notices	58	67	67
031500-591200	Other Special Events	<u>16,189</u>	<u>13,750</u>	<u>13,750</u>
	<b>Total</b>	<b>34,496</b>	<b>33,267</b>	<b>33,267</b>
<b>Leases and Rentals</b>				
031500-600400	Vehicle Rental-Interfund	2,888	2,888	2,888
031500-600500	Other Equipment Rentals	<u>7,697</u>	<u>11,000</u>	<u>11,000</u>
	<b>Total</b>	<b>10,585</b>	<b>13,888</b>	<b>13,888</b>
<b>Utilities</b>				
031500-610000	Telephone/Telegraph	7,141	11,000	11,000
031500-610600	Public Utility Services	<u>2,028</u>	<u>3,647</u>	<u>8,000</u>
	<b>Total</b>	<b>9,169</b>	<b>14,647</b>	<b>19,000</b>
	<b>OPERATING BUDGET TOTAL</b>	<b>1,349,303</b>	<b>1,638,008</b>	<b>1,641,919</b>

PARK FOREST  
PUBLIC LIBRARY  
BUDGET FY 2009-2010

<u>Account No.</u>	<u>Name</u>	<u>Actual Expenditures 2007-2008</u>	<u>Budget 2008-2009</u>	<u>Budget 2009-2010</u>
<b>*IMRF - RETIREMENT BENEFITS</b>				
031500-520620	IMRF Retirement Benefits	<u>61,023</u>	<u>28,144</u>	<u>61,023</u>
	<b><i>IMRF Total</i></b>	<b>61,023</b>	<b>28,144</b>	<b>61,023</b>
<b>*FICA - RETIREMENT BENEFITS</b>				
031500-520610	FICA Retirement Benefits	<u>59,897</u>	<u>56,700</u>	<u>54,000</u>
	<b><i>FICA Total</i></b>	<b>59,897</b>	<b>56,700</b>	<b>54,000</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>57,169</u>	<u>41,001</u>	<u>57,169</u>
	<b><i>IRMA Total</i></b>	<b>57,169</b>	<b>41,001</b>	<b>57,169</b>
<b>*IRMA - WORKMEN'S COMPENSATION</b>				
031500-510700	Workmen's Compensation	<u>0</u>	<u>41,001</u>	<u>37,491</u>
	<b><i>Workmen's Compensation Total</i></b>	<b>0</b>	<b>41,001</b>	<b>37,491</b>
<b>*UNEMPLOYMENT BENEFITS</b>				
031500-520500	Unemployment Benefits	<u>2,864</u>	<u>1,555</u>	<u>1,555</u>
	<b><i>Unemployment Total</i></b>	<b>2,864</b>	<b>1,555</b>	<b>1,555</b>
<b>*BUILDING AND MAINTENANCE PROJECT</b>				
031200-560400	Contractual Facility Development	30,865	96,339	41,042
	<b><i>Building and Maintenance Total</i></b>	<b><u>30,865</u></b>	<b><u>96,339</u></b>	<b><u>41,042</u></b>
	<b>Other Levies Total</b>	<b>215,783</b>	<b>268,705</b>	<b>256,245</b>
	<b>GRAND TOTAL</b>	<b>1,565,086</b>	<b>1,906,713</b>	<b>1,898,164</b>

<u>GRADE</u>	<u>POSITION</u>	<u>POSITION</u>	<u>PAY RANGE</u>
1	Office Assistant I Community Service Officer	General Maintenance Worker	27,713 - 36,494
2	Office Assistant II	Home Health Aide	29,099 – 38,317
4	Accounting Technician I	Office Assistant III	32,081 – 42,245
5	Police Records Clerk		33,687 – 44,357
7	Payroll Technician 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	37,137 – 48,904
8	Public Works Maintenance Worker Parks Maintenance Worker II	Recreation Supervisor I Staff Accountant	38,996 – 51,350
9	Administrative Assistant II IT Technician I	Water Plant Operator I	40,944 – 53,917
10	Water Plant Operator II Building Maintenance Specialist Engineering Technician	Executive Assistant Utility Billing Supervisor	42,993 – 56,612
12	Community Relations Coordinator Registered Nurse Records Supervisor	Facility Supervisor Program Supervisor Accounting Supervisor	46,487 – 61,214
14	Tennis and Health Club Manager Public Works Crew Chief Assistant Chief Water Plant Operator	Parks Crew Chief Housing Program Manager	51,253 – 67,490
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	58,749 – 77,362
19	Police Commander	IT Administrator	64,772 – 85,291
20	Fire Captain		68,010 – 89,556
21	Deputy Chief of Police	Deputy Chief of Fire	71,409 – 94,033
22	Director of Public Health		74,980 – 98,736
23	Director of Recreation and Parks Director of Community Development	Fire Chief Director of Economic Development & Planning	78,730 – 103,672
24	Deputy Village Manager/Finance Director Director of Public Works/Village Engineer	Chief of Police	82,666 – 108,855

VILLAGE OF PARK FOREST, ILLINOIS									
1-Jul-09	<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>									
4% increase									
<b>1</b>	27,713	28,683	29,688	30,726	31,801	32,915	34,066	35,259	36,494
<b>2</b>	29,099	30,117	31,172	32,262	33,392	34,560	35,770	37,021	38,317
<b>3</b>	30,554	31,622	32,730	33,876	35,062	36,288	37,559	38,874	40,234
<b>4</b>	32,081	33,204	34,367	35,569	36,814	38,102	39,436	40,816	42,245
<b>5</b>	33,687	34,864	36,086	37,347	38,655	40,009	41,408	42,857	44,357
<b>6</b>	35,370	36,608	37,888	39,214	40,587	42,009	43,479	45,001	46,574
<b>7</b>	37,137	38,438	39,784	41,176	42,617	44,108	45,652	47,250	48,904
<b>8</b>	38,996	40,360	41,774	43,235	44,748	46,314	47,936	49,613	51,350
<b>9</b>	40,944	42,377	43,862	45,397	46,985	48,629	50,332	52,095	53,917
<b>10</b>	42,993	44,497	46,053	47,666	49,336	51,061	52,849	54,699	56,612
<b>11</b>	45,141	46,722	48,357	50,050	51,801	53,615	55,490	57,433	59,443
2% increase									
<b>12</b>	46,487	48,114	49,798	51,541	53,344	55,213	57,146	59,145	61,214
<b>13</b>	48,812	50,521	52,288	54,118	56,012	57,973	60,003	62,103	64,276
<b>14</b>	51,253	53,045	54,903	56,824	58,813	60,872	63,002	65,208	67,490
<b>15</b>	53,815	55,698	57,648	59,665	61,755	63,915	66,033	68,468	70,863
<b>16</b>	56,507	58,484	60,530	62,648	64,841	67,111	69,459	71,892	74,408
1% increase									
<b>17</b>	58,749	60,806	62,934	65,136	67,416	69,776	72,218	74,746	77,362
<b>18</b>	61,687	63,845	66,080	68,393	70,788	73,264	75,829	78,483	81,229
<b>19</b>	64,772	67,039	69,385	71,813	74,326	76,927	79,620	82,407	85,291
<b>20</b>	68,010	70,389	72,853	75,404	78,043	80,774	83,602	86,528	89,556
<b>21</b>	71,409	73,911	76,496	79,173	81,945	84,813	87,781	90,855	94,033
<b>22</b>	74,980	77,605	80,321	83,132	86,043	89,053	92,171	95,397	98,736
<b>23</b>	78,730	81,485	84,338	87,289	90,343	93,506	96,778	100,166	103,672
<b>24</b>	82,666	85,559	88,555	91,653	94,861	98,181	101,618	105,173	108,855

## POLICE PAY SCHEDULE / PLAN FISCAL 2009/2010

### POLICE UNION CONTRACT IS UNDER NEGOTIATION

	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								

	A	B	C
Position	0-48 Months	49-95 Months	Over 96 Months
Corporal			
Combined Service	Over 240 Months	Over 240 Months	Over 240 Months

### 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 2009/2010

### Firefighter/Paramedic Pay Schedule

	<b>A</b> <b>Probation</b>	<b>B</b> <b>over 12</b> <b>months</b>	<b>C</b> <b>over 24</b> <b>months</b>	<b>D</b> <b>over 36</b> <b>months</b>	<b>E</b> <b>over 48</b> <b>months</b>	<b>F</b> <b>over 96</b> <b>months</b>
<b>040</b>	\$48,341	\$53,495	\$57,826	\$62,315	\$66,770	\$69,981

### Lieutenant/Paramedic Pay Schedule

	<b>A</b> <b>0-12</b> <b>months</b>	<b>B</b> <b>13-24</b> <b>months</b>	<b>C</b> <b>25 +</b> <b>months</b>
<b>039</b>	\$77,400	\$80,336	\$83,383

**VILLAGE OF PARK FOREST  
ANNUAL BUDGET  
2009/2010**

**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>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>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>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.