



**Village of Park Forest, Illinois  
2011/2012 Budget**

[www.villageofparkforest.com](http://www.villageofparkforest.com)

# Park Forest

Live Grow Discover



# **Village of Park Forest**

## **2011/2012 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, 2010**

President

Executive Director

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The Government Finance Officers Association  
of the United States and Canada (GFOA)  
presented a Distinguished Budget Presentation Award  
to Village of Park Forest, Illinois for the Annual Budget  
beginning July 1, 2010.

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

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

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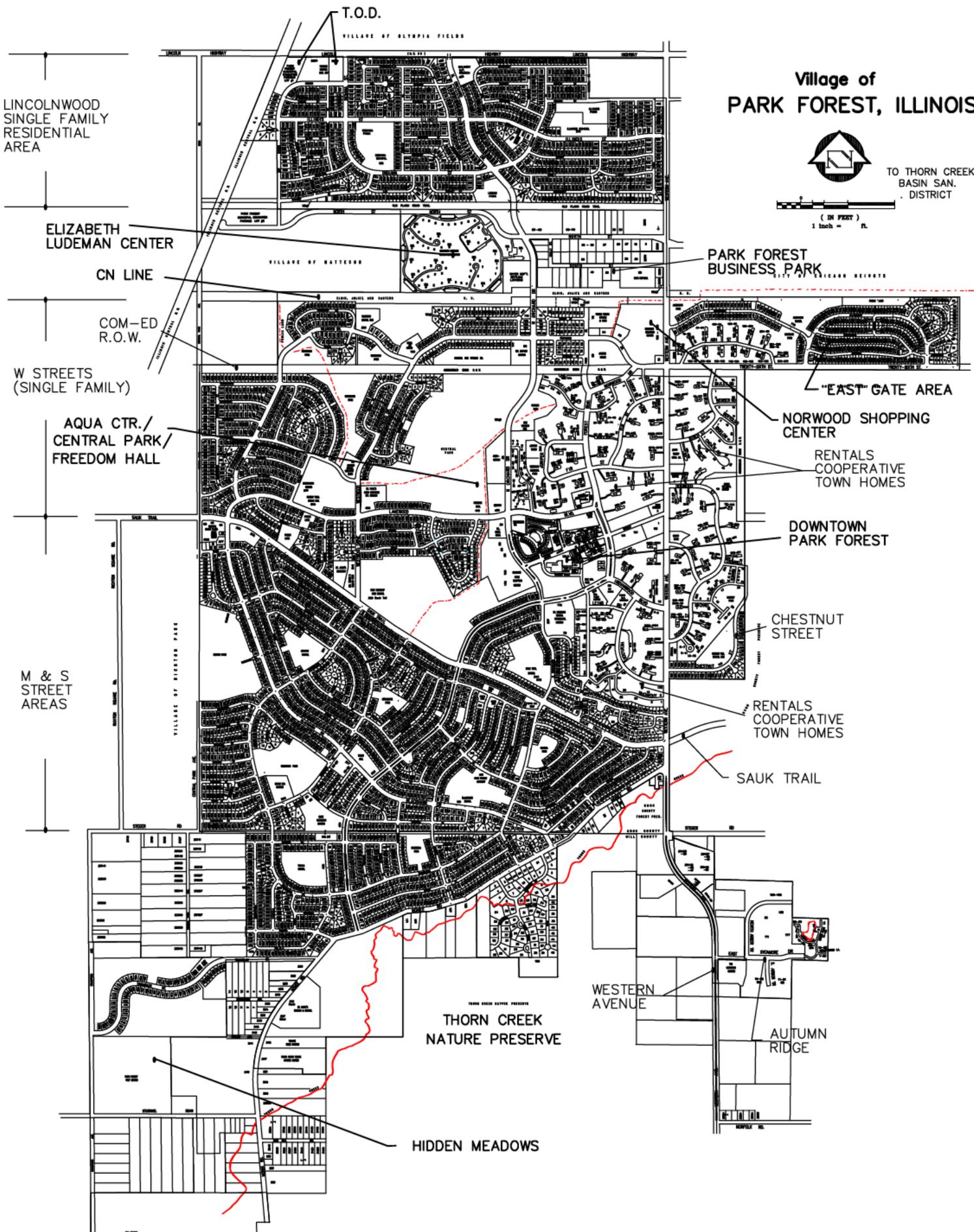
# Park Forest, Illinois Location and Description



# Village of PARK FOREST, ILLINOIS



TO THORN CREEK  
BASIN SAN.  
DISTRICT



LINCOLNWOOD  
SINGLE FAMILY  
RESIDENTIAL  
AREA

ELIZABETH  
LUDEMAN  
CENTER

CN LINE

COM-ED  
R.O.W.

W STREETS  
(SINGLE FAMILY)

AQUA CTR./  
CENTRAL PARK/  
FREEDOM HALL

M & S  
STREET  
AREAS

T.O.D.

VILLAGE OF OLYMPIA FIELDS

VILLAGE OF MATTESON

PARK FOREST  
BUSINESS PARK

"EAST" GATE AREA

NORWOOD SHOPPING  
CENTER

RENTALS  
COOPERATIVE  
TOWN HOMES

DOWNTOWN  
PARK FOREST

CHESTNUT  
STREET

RENTALS  
COOPERATIVE  
TOWN HOMES

SAUK TRAIL

THORN CREEK  
NATURE PRESERVE

WESTERN  
AVENUE

AUTUMN  
RIDGE

HIDDEN MEADOWS

## COMMUNITY PROFILE

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

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

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

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

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

From its inception, Park Forest was one of the few open communities. Although pioneer residents represented religious but not racial diversity, less than ten years after its incorporation, the Village began a Human Relations Commission, adopted a Fair Housing Ordinance and actively sought racial diversity. The Village did not follow the pattern so

prevalent in Chicago's neighborhoods and suburbs of white flight and racial resegregation. Today, Park Forest's minority population (African-Americans, Asians and Hispanics) represents 47 percent of the total. With more than 15 churches and synagogues and a nearly 50-year commitment to fair housing, all ages, races and religious groups call Park Forest home.

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

From its founding, residents valued a rich cultural life. Today, Park Forest is home to the Illinois Philharmonic Orchestra which performs at nearby Governors State University, the Illinois Theatre Center, an equity theater company that performs a full season of plays and offers acting classes for adults and children, the Tall Grass Arts Association, a 54 year-old visual arts organization which sponsors juried shows, a juried art fair, an art gallery and an art school. Park Forest is also home to Freedom Hall, a cultural arts center that hosts a variety of performing groups from jazz to classical including children's theatre and the world-famous Second City Players.

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

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

Originally the majority of its population commuted to work in Chicago. Today, Park Forest residents have numerous local employment opportunities. Continental Midland, a manufacturer of automotive/appliance screws, is located south of the Village and employs 170 individuals. The light industrial park in the Cook County portion of Park Forest contains a U-Haul rental facility, a cable operator, *Chicago Tribune* warehouse facility, Champion Sportswear, Americana Incorporated, Imageworks, several body shops, Hadady Corporation and Star Disposal transfer station. At this time, the major employer in Park Forest is the Elizabeth Ludeman Center, a facility for the developmentally disabled, with 600 employees.

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

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

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

As of April 2011, the Village of Park Forest has 157 full-time employees and approximately 71 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 2009/2010, budgeted and estimated year-end expenditures for Fiscal Year 2010/2011 with proposed expenditures for the 2011/2012 Budget, including the percentage change between Fiscal Year 2010/2011 Budget and Fiscal Year 2011/2012 Proposed.

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

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

### **Other Funds:**

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

### **Supplemental Schedules:**

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

**Example:**

If a resident was interested in how much the Village planned to spend for crossing guards, he/she would first read the sections entitled “Department Function” to determine which department crossing guards are assigned. In doing so, the resident would learn that crossing guards are a function of the Police Department. In the Police Department section, the Departmental Budget Summary would indicate, under Personnel Services, that salaries are budgeted at \$4,180,671 for all personnel for the Fiscal Year 2011/2012. 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  
2011/2012 BUDGET**

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## **Village of Park Forest 2011/2012 Budget**

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

#### **FINANCIAL STATUS - END OF FISCAL YEAR 2009/2010**

For the audited fiscal year that ended June 30, 2010, which is the most current audited financial year, revenues in the General Fund increased from the 2009 level of \$17,281,933 to \$22,332,209, an increase of \$5,050,276. Excluding the CN settlement revenue of \$4,363,063, the increase was \$687,213. The change in the revenue position was the result of several factors. Property tax revenues increased \$604,791. Income tax decreased \$194,231. Utility tax decreased \$122,401. Interest revenue decreased \$69,043. Property taxes provided the majority of the revenue, followed by income tax and then utility taxes.

Operating expenditures, before transfers, in the General Fund for the same time period totaled \$18,216,112. This represents a 3.1% increase over the prior year. Expenditures related to Police and Fire including participation in SouthCom and pensions affected this increase. Actual expenditures for the year were \$819,781 lower than budget as a result of continued cost containment measures and encumbrances.

The unassigned General Fund balance as of June 30, 2010 was \$6,400,630. After use of \$703,760 for the 2010/2011 Budget, this represented a 3.4 months reserve. The reserve calculation is based on a monthly expenditure level of \$1,663,762. 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. 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 December 2010 the Village was awarded a \$4,611,302 combined loan for water and sewer improvements. This 1.25% IEPA loan will be paid through designated water and sewer revenues. The total outstanding debt balance anticipated as of June 30, 2011 is \$25,113,827. The Village has paid off \$4,818,699 over the past four years.

In summary, at the end of Fiscal Year 2009/2010, the Village's audit revealed a continued decline in the economy impacting revenues at multiple levels. Declines were experienced in income tax, utility tax, sales tax, real estate transfer tax and interest earnings. The increase in vacant and foreclosed properties increased property maintenance costs. The Village Board increased the 2010 tax levy by 3.1% to cover increasing operating costs. Unfortunately, there was no excess reserve balance to offset the levy increase.

The Fiscal Year 2011/2012 Budget has been planned within a cautious conservative framework. After delaying hiring of several positions, vacant positions were filled. Because of the reduced population numbers and the impact on revenues new vacancies will be evaluated and hiring will be delayed where possible. The Budget is designed to implement Board goals while holding the line on most operating expenditures. Thus, expenditures have been planned within revenue projections plus the utilization of the General Fund balance.

The Board's fiscal policies express the desirability of a three to four month reserve in the General Fund. The 2011/2012 Budget presents an ending General Fund Balance of 3.1 months expenditure reserve.

### **FINANCIAL PROJECTION - 2011/2012 BUDGET**

**The Village will face several major financial challenges and issues in Fiscal Year 2011/2012. Following is a list of the most critical. These four areas are thoroughly explained in the transmittal letter starting on Page III. In short, they are as follows:**

- 1. Adapting to revenue and expenditure shifts.**
- 2. Identifying opportunities to improve the Village financial position.**
- 3. Village infrastructure and maintenance.**
- 4. Continuation of new initiatives.**

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



www.villageofparkforest.com

April 29, 2011

**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, 2011 and ending June 30, 2012. 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 \$19,965,148. General Fund revenues are projected at \$19,514,304. The General Fund expenditures exceed proposed revenues by \$450,844. 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 2010 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 \$47,895,600. Budgeted revenues for all funds other than the Library Fund are \$44,922,861.

After several years of a poor national economy with high unemployment rates and associated declining income tax, revenues started to recover in 2005/2006. Real Estate Transfer taxes increased as housing values increased and new residential construction began. Unfortunately, in 2008 the nation felt the impact of a financial market that was in crisis. The ripple effect for the Village of Park Forest was reduced income tax receipts because of high unemployment, a decline in the Village commercial base reducing utility taxes, sales tax and water and sewer revenue. In addition, the housing market crisis

stalled two potential housing developments, Hidden Meadows and Legacy Square Phase II, and reduced building permit fees and real estate transfer taxes. A recently sold commercial retail center will most likely be resold without any redevelopment. And, the increased number of vacant and foreclosed homes requires additional maintenance and monitoring costs.

In an effort to maintain service levels the Board approved a 3.1% levy increase for 2010. This levy increase was the result of increasing expenditures and a lower reserve balance. Excess reserve balances have previously been used to reduce the levy increase. Historically, increasing expenditures included IRMA (Intergovernmental Risk Management Association) cost, health insurance and pension costs. These trends are talked about further in financial challenges. In the prior year, another response to declining and delayed revenues was a modified annual salary increase reflecting a lower percentage increase of 1.5% for management and 2% for other personnel not covered by a union contract. The 2011/2012 Budget reflects a 2% salary increase for all levels.

The Village has undertaken several initiatives over the past five years including participation in SouthCom (a combined dispatch center serving Matteson, Olympia Fields, Richton Park and Park Forest), the addition of police officers, added marketing dollars to support economic development, enhanced storm sewer maintenance and the addition of a full-time Director of Communications. Also, land banking efforts including the acquisition of tax delinquent properties. The Village adopted a Crime Free Housing Ordinance and a vacant property registration requirement. These initiatives carry both cost and cost saving features. Fund balance reserves derived from unbudgeted increases in revenues and cost savings in expenditures help fund these initiatives as well as salary and other operating cost increases for 2011/2012.

The Transmittal Letter and Budget Message contain a great deal of history. Over the years, the Village of Park Forest has undertaken many unique and amazing challenges. The Village purchased a failed regional mall and converted it into a traditional main street downtown. Work on this conversion is ongoing but the Village continues to observe signs that its efforts are restoring the economic viability of the community. In addition, because of the Marshall Fields demolition, Common Area Maintenance fees have declined. Also, because of cautious spending practices and reduced uncertainties, the DownTown is able to transfer back \$250,000 of unspent support to the Village.

The Village reacquired a failed residential property within the Downtown. A developer was sought and the new Legacy Square development created 63 new homes. The development is now generating in excess of \$350,000 in tax increment contributing to the \$650,000 property tax abatement. Additional development in the DownTown is now awaiting an economic recovery. In 2003, the Village took possession of Norwood Shopping Center. This center was in a state of disrepair and increasing dilapidation. Possession was gained through the South Suburban Tax Reactivation Program. Nassimi Realty approached the Village through a contracted broker and the sale of Norwood culminated March, 2008. Unfortunately, the developer has not moved forward on any plans and is looking to sell the property.

In Fiscal 2007 the Village decided to convert a money losing municipal golf course into an upscale residential area. A sales contract with Lake Shore Investors was approved. The housing market 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 housing market improves. A reassessment of the development plan will also take place. Therefore, the three major developments highlighted in the prior year have all been impacted by economic conditions.

The structure of the Village of Park Forest is unusually complex. Recreation and Parks and Fire Services, which, in many other communities are structured as separate districts, are departments in Park Forest. The municipal government includes a full service Health Department. It operates a Housing Choice Voucher Program under the aegis of a Housing Authority. The Village has a tradition of providing a high level of municipal services. Based on the unusual challenges undertaken by the Village, the complexity of the government and the menu of services, the budget is equally complex. The goal of the municipal staff has been to present this budget in as clear and comprehensible manner as possible.

As the Financial Summary of the Budget demonstrates, Park Forest is not exempt from the condition of the Federal or State economies. In addition, the preliminary 2010 census numbers indicate a 1,487 reduction in population from 23,462 to 21,975. This reduced population will impact income tax, use tax and motor fuel tax. Revenue projections have been adjusted accordingly. Fortunately for Park Forest, its Fiscal Policies and fiscal planning, which are rooted in the practice of conservative budgeting, have spared it the massive budget/program cuts when revenues shift with the economy. The 2011/2012 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. Adapting to Revenue and Expenditures Shifts**

The financial conditions and concerns present for the Village for the 2009/2010 and 2010/2011 Budgets are just as present for the 2011/2012 budget. Last year at this time the three major developments pending had stalled. This situation has not improved. In addition, the declines in revenue that the Village began to experience two years ago have continued and are expected to continue into 2011/2012. For the 2009/2010 and 2010/2011 Budgets, the following steps were taken to offset revenue declines:

### **2009/2010 and 2010/2011 Budgets**

- Modified salary increases that give management staff a lesser increase than line staff.
- Two years of a 0% increase in controllable expenses allowed for departments.
- Reduction in capital spending in the General Fund.
- Elimination of the Senior Building Inspector position.
- A restructure of two positions to part-time:

- Payroll Technician
- Recreation & Parks Maintenance Worker
- A delay in replacement of the:
  - Director of Public Health
  - Police Officer
  - Public Works Maintenance Worker

For the 2011/2012 Budget, the vacant positions have been filled and the Budget includes:

- 2% salary increase for all personnel.
- 2% increase in other expenditures.

As the Village assesses financial conditions in the 2011/2012 year, in addition to salary positions, other costs will be monitored. The other major costs impacting the Village are IRMA (Intergovernmental Risk Management Association), liability and workers compensation costs, health insurance and pension costs.

**IRMA**

The annual contribution over the past six years has been:

**IRMA Costs**

|       | <u>Annual Contribution</u> | <u>Surplus Credit</u> | <u>Net Paid by Village</u> |
|-------|----------------------------|-----------------------|----------------------------|
| 2005* | \$ 784,528                 | \$104,246             | \$ 680,092                 |
| 2006* | 953,141                    | 148,666               | 804,475                    |
| 2007* | 1,023,751                  | 123,008               | 900,743                    |
| 2008* | 962,341                    | 115,840               | 846,501                    |
| 2009  | 1,235,484                  | 0                     | 1,235,484                  |
| 2010  | 1,314,766                  | 0                     | 1,314,766                  |
| 2011* | 949,699                    | 103,109               | 839,590                    |

\* years where surplus credit reduced payment.

In 2011 the Village increased deductible from \$2,500 to \$10,000 per incident. This could potentially increase payment for deductibles from \$50,000 to \$200,000 still saving the Village \$325,176 for 2011.

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

**Health Insurance**

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

|                  |                |
|------------------|----------------|
| Fiscal 2005/2006 | \$1,036,999    |
| Fiscal 2006/2007 | 1,203,069      |
| Fiscal 2007/2008 | 1,276,767      |
| Fiscal 2008/2009 | 1,478,889      |
| Fiscal 2009/2010 | 1,524,014      |
| Fiscal 2010/2011 | 1,619,298 est. |
| Fiscal 2011/2012 | 1,781,228 est. |

Employee health and wellness initiatives, as well as research into health savings account (HSA) options will be undertaken in 2011/2012 to hold costs down. Included in this number is the Village cost of \$58,706 for health insurance costs for duty disabled police and fire personnel and the fixed stipend offered to retired personnel with twenty years of service for a max ten year period until age 65.

**Pension Funds**

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

**Tax Levies**

|      | <u>IMRF</u> | <u>Police</u> | <u>Fire</u> |
|------|-------------|---------------|-------------|
| 2004 | \$182,910   | \$ 503,306    | \$444,867   |
| 2005 | 319,444     | 566,367       | 459,304     |
| 2006 | 453,535     | 670,568       | 555,895     |
| 2007 | 470,583     | 759,455       | 585,135     |
| 2008 | 486,951     | 856,887       | 619,892     |
| 2009 | 491,736     | 981,636       | 706,393     |
| 2010 | 411,736     | 1,004,951     | 732,073     |

Beginning January 2011, the funding time frame and target for Police and Fire pensions have increased from 100% by 2033 to 90% by 2040. This change should have a positive impact on the 2011 levy. Investment returns on pension fund balances impact levy needs. In addition, benefit enhancements require additional funding. Current participants in the retirement plans are 137 for IMRF, 41 for Police Pension and 24 for Fire Pension.

**Census 2010**

Last year at this time the Village was bracing for the potential reduction in population. Based on the vacancy rate in the Village, a rough estimate of a population decline of 1,338 was discussed. The population actually decreased 1,487 dropping from 23,462 to 21,975. Unfortunately, the population of the state increased 3.3%, further impacting the per capita allocations. Final allocation numbers are not yet available.

|                | Per Capita<br>Allocation<br>(estimated) | Lost<br>Population | Impact        |
|----------------|---|--------------------|---------------|
| Income Tax     | 77.00                                   | 1,487              | \$114,499     |
| Use Tax        | 11.65                                   | 1,487              | 17,324        |
| Motor Fuel Tax | <u>25.30</u>                            | 1,487              | <u>37,621</u> |
|                | \$113.95                                |                    | \$169,444     |

As we mentioned last year, in order to help offset revenue declines, an increase in vehicle sticker rates will be presented. Rates were last increased in 2003/2004. A \$10 increase in rates would produce \$100,000 in revenue. A recommendation to increase late fees will accompany a proposal.

## 2. Identifying opportunities to improve the Village financial position

In addition to reviewing rates and fees, Village staff looks at opportunities to enhance Village infrastructure and services without financially impacting residents. These efforts include negotiating a very favorable settlement and property sale agreement with CN netting the Village \$4,805,000 in cash distribution and an additional \$2,550,000 of other Village improvements, for a total benefit of \$7,355,000. In addition, grant funds have been secured for the following improvements:

### Grants Received

|                                       |               |
|---------------------------------------|---------------|
| Indianwood Street Lighting            | \$217,500     |
| Orchard Drive ARRA Resurfacing        | 409,000       |
| Fire Hydrant Replacement              | 152,715       |
| Aqua Center Renovation                | 416,000       |
| Police Station Renovation             | 95,562        |
| Police Squad Laptop Purchases         | 64,000        |
| Police Radio Replacements             | 70,000        |
| TOD Phase II Study                    | 100,000       |
| Marshall Fields Demolition            | 930,062       |
| Fire Department Training (SAFER)      | 62,800        |
| Fire Training Site Upgrades           | 1,000         |
| Fire Department Personnel (SAFER)     | 198,183       |
| FEMA Snow Disaster Funding            | 42,000        |
| Sewer System Repairs                  | 485,000       |
| Thorn Creek Bridge                    | 800,000       |
| Orchard Drive Reconstruction          | 7,534,800     |
| Lincoln Highway Fence Replacement     | 117,840       |
| Fire Hose Replacement                 | 48,933        |
| Fire Department Mobile Data Terminals | <u>17,578</u> |
| Total Grant Funding:                  | \$11,762,973  |

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

**Partnership Grants**

|                                    |                    |
|------------------------------------|--------------------|
| Neighborhood Stabilization         | \$500,000          |
| Cook County Home Grant             | 540,000            |
| CDBG Energy Efficiency             | 75,000             |
| CDBG Housing Demolition            | 101,000            |
| Delta Institute Demolition         | 44,900             |
| Retail Reinvestment Patterns Study | 225,000            |
| Homes for a Changing Region Study  | 45,000             |
| CMAP Sustainability Study          | 40,000             |
| Other Benefits                     | <u>\$1,570,900</u> |

**IEPA Loans Applications**

The Village has also been able to secure low interest financing through the IEPA. The \$15,940,719 total 2.5% loan for the water plant will save the Village \$5 million in interest costs compared to conventional financing. For fiscal 2012 debt service on a \$4,611,302 combined water and sewer rehab loan will begin. This 1.25% loan will save the Village \$3 million in interest over the life of the loan.

**Drug Seizure Funding**

In 2008, a police officer was assigned to the Federal Drug enforcement Administration (DEA). By November 2008 the Village began receiving a share of federal drug asset seizure funds related to this officer’s involvement. These funds pay the salary and benefits of the replacement officer. For fiscal 2012 sufficient funds are available to pay for an additional officer hired March 2011. A \$120,000 transfer is budgeted in revenue.

**TIF and DownTown**

The Village operates a DownTown Enterprise Fund as well as a DownTown TIF Fund. The difference is that the DownTown TIF fund houses the long-standing debt on the TIF. At the time the TIF was restructured in 1997 that debt was \$10 million with no increment available to pay. Currently the TIF generates a net increment of \$688,500. This allowed for a tax abatement of \$650,000 for the 2010 tax levy. With the Village receiving \$930,062 in CDBG funds for the Marshall Fields demolition, and the favorable demolition bids, the contribution

from the TIF fund was minimized. This allows the Village to increase the abatement incrementally covering a greater portion of the \$1.1 million annual debt service. By increasing the abatement tax dollars can be shifted to operations.

The DownTown Enterprise Fund houses the operations of the Downtown, rent, maintenance, build out, etc. The Village has contributed to this fund since the property was acquired in 1995. Likewise, the Village has contributed to Common Area Maintenance in proportion to the square feet owned. With the Marshall Fields demolition, Common Area Maintenance costs can be reduced. This is true because a fund balance has been accumulated that can offset some costs. Additionally, given the prior uncertainty associated with a large vacant 116,000 square foot building some reserves can be reduced and \$250,000 is included in the Budget as a transfer back to the General Fund.

### **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 \$11,779,155 of capital improvements is included in the Fiscal Year 2011/2012 Budget. This includes \$6,171,333 for Orchard Drive engineering and construction.

The Village has been able to benefit from some major capital improvements over the past seven years. Several projects are complete while some are currently underway.

- Cook County reconstructed Sauk Trail from Western to Blackhawk for a total of 8,031 feet of roadway, new sidewalks and curbs.
- As part of the Sauk Trail reconstruction, 9,526 feet of new water main was installed.
- A CDBG grant funded 2,559 feet of water main replacement in Eastgate.
- Central Park Avenue was reconstructed and widened with brand-new curbs and storm sewers.
- A new \$3 million dollar fire station was constructed on time and within budget.
- The Health Department was moved to Village Hall and an \$800,000 build out was completed utilizing excess reserves and zero borrowing.
- A new \$15.6 million dollar water plant was constructed using IEPA low interest loan funds. The 2.5% interest rate will save the Village \$5 million dollars over the life of the loan.

- Two miles of water mains were replaced, or added, for fire flow safety enhancement and to replace deteriorated mains. This project cost \$2.2 million.
- A new 500,000 gallon water tower was installed at Autumn Ridge.
- Western Avenue widening and resurfacing was completed. The project had a total estimated cost of \$11,000,000. The Village contribution was \$780,000.
- Street lights have been replaced on Indianwood from Orchard to Monee Road. This was completed part of a (TCSP) grant for total cost of \$293,100 with \$217,500 grant funded.
- Twin culverts were replaced on Westwood for \$200,000.
- The Police Station was renovated and the administrative wing established for a total cost of \$192,175.
- Resurfacing of the municipal parking lot #2 valued at \$1,110,000 was completely paid by CN.
- A \$1,020,000 renovation of the Aqua Center bathhouse and the creation of the Wetlands Discovery Center. This project included several “green” initiatives.
- A \$110,000 sign with an LED feature was installed on Route 30 to promote Village businesses and Village activities.
- Twenty-three fire hydrants were replaced for \$152,715.
- A \$1,300,000 Marshall Fields demolition project was completed.
- A \$3,299,546 water main replacement project began (2.2 miles).
- A sanitary sewer rehab and excess flow facility rehab for \$1,311,756 also began.
- Upgraded Village Hall camera and security system

The proposed capital spending for 2011/2012 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 2011/2012 budget includes \$900,000 for Sanitary Sewer improvements, \$192,000 for sewer reconstruction and manhole rehabilitation and an update to the sanitary overflow facility for \$164,000 and cross connections for \$25,000.

- **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 \$3,3 million of water main or approximately 2.2 miles. The Village, in total, has 72.25 miles of water mains.

For Fiscal Year 2011/2012, the following rates are included in the Budget, as presented:

| <u>July 1, 2011 Rates</u> |  |
|---------------------------|--|
| Water                     | \$ 9.36 per 1,000 gallons              |
| Water Infrastructure Fee  | 3.00 per month                         |
| Sewer                     | 2.86 per 1,000 gallons                 |
| Refuse                    | 18.86 per month through December 2011. |
|                           | Rates increase January 2012, to        |
|                           | <b>\$19.35.</b>                        |

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

| <u>Bi-Monthly Average Bill</u>                      |                          |              |
|---|--------------------------|--------------|
| (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            | 108.20       |
| <u>Sewer</u>  | Ready to Serve           | .53          |
|   | Volume Charge            | 33.06        |
| <u>Thorn Creek*</u>                                 | Ready to Serve           | 1.65         |
|   | Volume Charge            | 21.33        |
| <u>Refuse</u>                                       |                          | <u>37.72</u> |
|   | Average Bill             | \$216.47     |

\* Thorn Creek volume charges are \$1.845 per 1,000 gallons effective July 1, 2010.

- **Storm Sewers** – Maintenance of Village storm sewers is not supported by any specific fees. In other words, any maintenance projects are funded by general revenues and taxes. In an effort to minimize tax increases, maintenance projects were

deferred. Beginning with the 2005 tax levy, the Village Board approved \$50,000 in taxes to support storm sewer maintenance. This \$50,000 was accumulated for 3 years and combined with MFT Funds to replace the twin culverts which cross Westwood and run behind Norwood Square. Storm sewer maintenance is budgeted at \$50,000 for 2011/2012.

- **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:

|   | <u>Project Cost</u> | <u>Grant</u> | <u>Local Cost</u> |
|---|---------------------|--------------|-------------------|
| Route 30 Streetscape                    | \$ 150,000          | \$ 117,840   | \$ 32,160         |
| Replace Thorn Creek Bridge Phase I & II | 1,000,000           | 800,000      | 200,000           |
| Orchard Drive Improvements              | 11,564,000          | 7,534,800    | 4,029,200         |
| Assigned CN Settlement                  |                     |              | <u>2,450,000</u>  |
| Balance of Orchard to be borrowed:      |                     |              | \$1,579,200       |

The Board will again be asked to increase the levy for 2011 to shift more dollars out of the MFT fund and allow for additional roadway projects and debt service.

- **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 2,000 square foot 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 was transferred to the Capital Projects fund. Construction will occur after demolition in fiscal 2011/2012.

#### 4. Continuation of New Initiatives.

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

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

In addition an aggressive demolition effort in conjunction with Habitat for Humanity and Cook County will result in excess of 40 properties in some state of demolition in fiscal 2011/2012.

- Land Acquisition – The Village has undertaken an aggressive land acquisition program to acquire tax delinquent properties. When acquiring properties through Cook County’s No Cash Bid Program or the Cook County Tax Reactivation Project (CCTRP), the Village has the ability to acquire property at little cost other than the legal fees to record the transaction. Holding the property and soliciting development interest involves maintenance costs, environmental assessments, appraisals, surveys, title searches and possibly demolition. These costs are included in the Capital Projects Fund. Several properties have already been acquired. Because of the legal costs to acquire, and maintenance cost to own, this initiative will slow in the 2011/2012 fiscal year.

The Village acquired Wildwood School and the 80/90 North Building. Staff is currently working with a potential developer on a sales contract and redevelopment agreement for the 80/90 North building.

- Transit Oriented Development (TOD) – The Board approved the concept plan for the TOD at 211<sup>th</sup> Street in January 2008. The Village has ownership of the former Zee One Honda site at 3200 Lincoln Highway. This property will be pivotal in the development of the TOD. The TOD plan calls for a mixed-use development project centered around the 211<sup>th</sup> Street Metra Station. It also contains phasing and implementation recommendations. The Village has been approved for an Illinois Department of Commerce and Economic Opportunity grant to do a tax increment financing feasibility study, a pro forma statement for respective developers and design guidelines. Creating a TIF district for the TOD will enhance the Village’s ability to implement the plan. A pro forma will show developers the feasibility of a project.
- Strategic Plan for Land Use and Economic Development – The Board of Trustees approved the Strategic Plan for Land Use and Economic Development in November 2008. The plan explicitly incorporates the DownTown Master Plan and the 211<sup>th</sup> Street Metra Station Transit Oriented Development Plan. The priorities for implementation established by the adopted Plan are as follows, in order of priority:
  - First Priority
    - The 211<sup>th</sup> Street Metra Station Transit Oriented Development area (“the TOD Area”)
  - Second Priority
    - DownTown Park Forest, including the DownTown Gateway as defined in the Strategic Plan
    - The South Western Avenue Annexation Area
    - The Eastgate Neighborhood

- Third Priority
  - Scattered Residential Infill and Redevelopment Opportunities
- Fourth Priority
  - Norwood Square Shopping Center
  - The Park Forest Business Park
  - Sauk Trail, including the West Gateway, the East Gateway, and the Corridor between the Gateways

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 2011, the Board approved a budget amendment to transfer \$100,000 to fund land acquisition and maintenance. Because of financial constraints, no additional funds are allocated for 2011/2012. The balance remaining in the Capital Projects Fund for these purposes will be used for maintenance and sales efforts for the property acquired.

- Marketing and Public Relations – The Board approved the hiring of a full-time Director of Public Relations in October 2007. Since that initiative, the Village web site has been enhanced, the Discover Magazine has been upgraded and press releases are posted regularly. Social networking sites have been established, and the Village lobby has become an information hub complete with informational videos highlighting Village services. Many press releases are published and have been reported verbatim in local, regional and national venues in print and broadcast. The Community Relations area under Economic Development has developed a community calendar and new resident information packets. Several successful new community events have occurred including the “Park Forest Idol,” a Wine and Chocolate event, a Mother /Daughter Brunch and “New Residents” events. Marketing materials to promote the commercial and industrial development opportunities in Park Forest have been created. In addition, signage changed throughout the Village featuring the new Village Logo. A sign on Route 30 with an LED feature has been installed to promote Village services and businesses. Included in the Capital Projects budget for 2011/2012 are a reader board LED sign on Orchard, a parking lot capacity sign and a monument sign on Sauk Trail.
- Norwood Shopping Center – In December 2005, the Village established Norwood Square as a Tax Increment Finance (TIF) District. In March 2008 Nassimi Realty purchased Norwood. Unfortunately, Nassimi has been unable to comply with the terms of the sale agreement. At this point in time, Village Staff and the Village Attorney are pursuing actions that are designed to regain title to the property in a manner that will enable us to petition the Cook County Assessor’s Office to extinguish all back taxes. These options include either the foreclosure of outstanding liens (non-payment of water bills) or declaration of the property as abandoned. The Village has begun initial discussions with Michael Marks, with Marcus & Millichap, regarding the marketability of the property.

- Hidden Meadows – In July 2007 the Board approved the sale of the Hidden Meadows property to Lake Shore Investors. Lake Shore Investors completed their site studies including soil surveys, topographic studies and wetland delineation. A concept plan was presented to the Plan Commission and approved. In 2008 the housing market nationally had a major collapse. As yet there has not been a recovery. Fortunately, the Village is under no obligation regarding the Hidden Meadow Redevelopment. Therefore, the plan can be revised when the market improves.
- Sale of Buildings and Land in the DownTown – Since the Village took ownership of the DownTown in 1995 it has been the intent to redevelop and sell buildings and land to private owners. Two buildings have been sold thus far, the Theater Building and the former By-Us Building. The Village re-acquired the By-Us Building in January 2010 because of owner neglect and delinquent taxes. Since 1995 four vacant parcels have been sold and developed including the First Midwest Bank property, the CVS parcel and the Victory Center Senior Independent Living and Assistant Living Complex. Another major sale of land began in March 2006 and culminated in July 2007. This sale ultimately produced Legacy Square with construction of 63 residential homes.

Efforts will continue to market and sell the remaining buildings as well as the 3 ½ acre vacant parcel. As a result of these efforts, tax increment has been generated in the TIF fund. The projected net increment for 2011/2012 for the TIF fund is \$688,500. These funds are used to reduce the tax levy for debt service. As indicated in the DownTown section of the Budget \$5,291,990 of Village Funds has been invested in the TIF redevelopment. The current increment provides a 13% return on investment. These results indicate the value of the efforts.

- Sustainability – Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the Village is a Board goal for fiscal 2011/2012. The principles of “sustainability” was also expressed in the “Contract with the Future” signed by all elected officials and included in the 2010/2011 Budget. Sustainability is a broad umbrella that encompasses all other goals. It involves making decisions for the long-term. *Sustain* is defined as *to keep in existence; maintain or prolong; to endure; withstand; to provide nourishment*. This definition highlights the ongoing efforts for Park Forest to survive and thrive.

**Included in the 2011/2012 budget under the sustainability categories are:**

**Financial Sustainability Initiatives**

- Continuous planning that establishes, revises and when appropriate, perpetuates goals from formation to achievement

- Constant monitoring and tracking that identifies problems and opportunities in a timely manner
- Maintenance of reserve funds that allow flexibility and protection in a volatile financial environment
- Internal audit and procedural review that ensures the integrity of financial information

#### **Environmental Sustainability Initiatives**

- Wetland Discovery Center classroom expanded and used
- Development of a “Sustainability Master Plan” in conjunction with CMAP
- Work with Chicago Southland Economic Development Corporation’s Green Transit, Intermodal, Manufacturing, Environment (TIME) Zone activities
- Incorporate “Green” initiatives in “Homes for a Changing Region” study and plan
- Energy Savings Workshop cosponsored with Commonwealth Edison
- Partnership with the Center for Neighborhood Technology
- Information sessions sponsored by the Environment Commission
- Rain Barrel Program continuation
- Farmers Market supporting local farmers

#### **Infrastructure Sustainability Initiatives**

- Water Main replacement
- Sewer reconstruction
- Excess Flow facility rehab
- Thorn Creek bridge replacement
- Orchard Drive reconstruction
- Storm sewer maintenance
- Vehicle replacement

## **Summary**

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

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

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

## **Conclusion**

The 2011/2012 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 2011/2012 Budget, as presented, continues the fiscally conservative practices of the previous budgets. It is this practice of maintaining fund balances and conservatively estimating revenues and expenditures and operating within those limits that allows the Village to continue the level of service in tough economic times. And, while maintaining emphasis on fiscal conservatism, the 2011/2012 Budget plans to accomplish several major capital improvements.

In short, the 2011/2012 Budget:

- **incorporates the Village Board’s goals as articulated in Strategic Planning.**
- **is balanced with use of a portion of the General Fund leaving at least a three month reserve.**
- **does not significantly cut, reduce or eliminate existing programs.**

- **funds several major capital improvements.**

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

- **includes funding for continuation of Economic Development efforts with dedicated marketing dollars.**
- **Continue housing initiatives involving maintenance and crime control.**

It is also worth reiterating that:

- **Fund balances in most funds meet or exceed financially prudent standards (including the General Fund reserves for IMRF and FICA). The two funds where fund balance is a concern are the Water Fund and the Aqua Center.**

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

### **Vision for 2012\*\***

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

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

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

The budget document presented for your consideration is a line-item budget. Each section begins with a description of the department's function, an analysis of the accomplishment of prior year's objectives, objectives for the 2011/2012 Budget year and performance measures. This is followed by organizational charts and a summary sheet that

includes a history of expenditures for that department. Summary sheets are followed by salary detail and expenditure details. In the proprietary funds, beginning and ending net cash is indicated.

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

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

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

The Village has been notified that its 2010/2011 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, 2010. 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.*

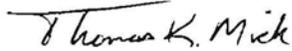
*This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.*

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 2011/2012 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 2011/2012 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 Village’s ongoing struggle to counteract a sluggish economy is strewn across 2011/2012 Budget. Over the past couple of fiscal years, the Village’s efforts were toward addressing financial crises plaguing the housing market and the credit/financial industries. The financial crunch led to financial ramifications at both the state and federal governments and the effects then trickled down to the local government level. As the national economy seems to have stabilized, Illinois seems to be one of the last states to realize consistency. Revenue streams such as income tax are stable but are not trending upward as high unemployment rates continue in Illinois. Exacerbating the struggling local financial environment are downward trends in various other local revenue streams such as hospital transport fees, revenues generated by the Park Forest Aqua Center and water billing receipts.

Fiscal Year 2011/2012 will include a very conservative financial approach as it relates to expenses – and the omission of numerous projects which would otherwise be implemented in a better financial climate. Conservative financial principles are the backbone of the Village’s fiscal planning. Over the recent fiscal years, this fiscal conservatism has helped the Village weather the downturned economy. Conservative principals have included 0% increases in operating expenses over the past two fiscal years in addition to having to lay off one employee, implement a hiring freeze for several other vacated staff positions and scale back some positions from full-time to part-time.

While the Village will maintain its conservative fiscal approach to expenses, 2011/2012 will include Village Staff addressing aging infrastructure needs through as many grants or outside funding sources as possible. In the federal stimulus funding climate of 2009/2010 and 2010/2011, the Village experienced a great deal of success with millions of dollars coming to Park Forest in grant and/or outside funding (see pages 10-3 and 10-4). Along the way, Village Officials have continued their diligence on long-range planning and redevelopment efforts such as the Strategic Land Use Plan for Economic Development, the Transit Oriented Development at the 211<sup>th</sup> Street Metra Station and the continued redevelopment of Downtown Park Forest. All of these planning initiatives will continue in 2011/2012 along with two new planning studies. One is the Homes for a Changing Region study, which will assess the best housing policies to be implemented in serving Park Forest in the years to come and the other is the construction of a Sustainability Master Plan. These two new studies in combination with the aforementioned planning and redevelopment efforts will help situate Park Forest as best possible as economic recovery begins in the region and across the state.

The fiscal budgetary policies of the past few years were designed to cope with a fiscal condition marked by declining sales tax revenues and commercial base coupled with the challenge of redeveloping a formerly regional mall into a main street downtown and transitioning a blighted shopping center, Norwood, into the hands of a competent business owner. Although many accomplishments have been made, the fiscal policies of the 2010/2011 Budget continue on the path of fiscal conservatism. Budgetary revenues are projected at the conservative end of the scale of anticipated revenues. Budgetary expenditures are held to the level of anticipated revenues and predetermined available fund balances. Even with the conservative nature of the 2011/2012 Budget, it is designed to accomplish the Village Board's goals resulting from several strategic planning sessions. Various municipal departments contain objectives designed to implement the Board's goals. In summary, the budget of the Village of Park Forest reflects a need to continue to provide a high level of service to its residents and accomplish the goals of the Village Board while recognizing that the tax base of the Village is limited and the fiscal condition is strained. While revenue levels have declined in several areas, the 2011/2012 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 2011/2012 continue to reflect the goals of the 1992 plan and the Village's budget for the fiscal year also reflects a continued emphasis on the attainment of these goals. In tandem with the Strategic Policy Plan, the Village adopted a Strategic Land Use Plan for Economic Development in 2008. In conducting its strategic planning during 2009/2010, the Board reaffirmed the Vision Statement contained in the 1992 Strategic Plan. The Vision Statement is:

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

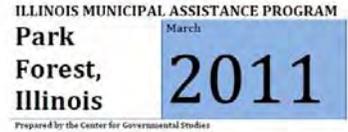
## **2. Community Input:**

The Village undertakes a Strategic Planning process each year. Village Officials seek to evolve and refine the process each year through citizen surveys, focus groups, lectures or brain storming sessions. In preparation for Strategic Planning for the Fiscal Year 2011/2012 Budget, community input was sought as part of a thorough outside review of all Village governance and management practices. This stakeholder survey and review of documents was carried out by the Center for Governmental Studies and Northern Illinois University. This Center's Illinois Municipal Assessment Program (IMAP) and, specifically, its Governance and Municipal Practices Assessment (GMPA) were utilized in a comprehensive review of Village policies, procedures, contracts and planning documents.

As part of the GMPA, the review team conducted interviews with various stakeholders across the community. The sessions were conducted at Village Hall over the course of two weeks in October 2010. In addition to the interviews, the GMPA team conducted driving tours of Park Forest with the Village Manager and requested a comprehensive set of documents related to Village operations. Documents including the budget, audit report, comprehensive plan, personnel manual, union contracts, resident communications materials, planning studies, were forwarded to the review team. From October thru December 2010, the GMPA team analyzed the submitted Park Forest documents, reviewed the Village's web presences and analyzed stakeholder interview responses. In early January, the review team conducted a workshop with the Village Board and members of the Village Management Team as it continued its due diligence in reviewing Park Forest. The GMPA culminated with a presentation to the Elected Board in March 2011 and a final report now accessible to the public on the Village web site.

The Executive Summary of the GMPA includes the following narrative:

*“The Village of Park Forest engaged the Center for Governmental Studies at Northern Illinois University to conduct an assessment of operations for the purpose of identifying better business practices that will help improve economic vitality. The scope was broad-based with a substantial depth of research and reporting . . . Overall, our findings indicate that the Village of Park Forest policy-making and operations are well-connected. In other words, resources expended on services are related closely to governing direction because there are good working relations between administrative staff and the governing board. This positive situation manifests when municipal services are provided to citizens and when the Village is faced with challenges to overcome. In regard to the focus of this report, economic activities, Park Forest has demonstrated a remarkable consistency in planning and following-up to get results. As with all organizations, there is room for improvement. Our team does not identify anything that is completely new to Village officials and staff nor do we offer the proverbial silver bullet solution.”*



The GMPA Report goes on to note the following assets for the Village:

**“Assets:**

1. *The Village of Park Forest has a small town feel even though the population is nearly 25,000*
2. *There is a great sense of community pride in the Village*
3. *There is a tradition of civic involvement*
4. *The Village government is seen as transparent, accessible, and responsive to citizens’ needs*
5. *The Village provides a wide array of services to its citizens, which leads to a high quality of life*
6. *There is a rich arts culture in the community*
7. *The Village has a strong police department that is engaged in the community*
8. *The Village has a strong fire department*
9. *The community embraces diversity*
10. *The Village has a dedicated professional staff that works well together to get things done in a timely fashion*
11. *There is some land available for new development, including light industrial, commercial and residential”*

On the issues of budgeting and financial reporting, the GMPA Report notes:

*“The Park Forest budget format is orderly, informative, and goes well beyond statutory requirements . . . (it) is excellent because it is more than a financial planning document. Internally, it is a way to check on progress or lack thereof regarding stated priorities. Externally, it is transparent and provides a substantial*

*amount of public information. This may be the best overall document that the Village of Park Forest produces.”*

With regard to financial reporting, the review team’s findings state:

*“General Fund balance has slightly diminished in recent years. Treading water during this challenging time is actually a noteworthy accomplishment. This is especially significant considering the difficult and on-going efforts to expand business and reap the benefits of greater tax revenues. It shows how the Village Board and staff have worked diligently to address the financial impact of economic problems. While the dollars in reserve have dipped, officials and employees have sought new revenues, plus cut costs to maintain a substantial General Fund reserve. Village personnel should continue to closely monitor fund balances in the context of the three (3) to four (4) months of expenditure policy, cash flow needs, investment potential, and budgeted costs.”*

### **3. Strategic Planning Workshops:**

Several strategic planning sessions were convened over the course of 2010/2011. Two sessions (October 2010 and February 2011) concentrated on a review of the fiscal condition of the Village to each respective point in the fiscal year. The financial analysis presented at this workshop detailed revenues and expenditures for the previous fiscal year. It contained an analysis of dollars spent as compared to what was budgeted. Also, current trends were highlighted and the proposed tax levy was reviewed. These sessions also updates to the Board on the status of staff’s work toward achieving Budget and department goals.

Another strategic planning workshop undertaken by the Village Board related to setting of goals for Fiscal Year 2011/2012. The session was coordinated by Village Staff and led by the Mayor and an outside professional facilitator. The planning facilitator assisted the Village Board with the articulation of goals and a prioritization of those goals. Following are the goals resulting from the Board during Strategic Planning efforts:

#### **2011/2012 BUDGETARY PRIORITIES:**

1. Maintain excellence in governing and create a more participatory government.
2. Create relationships and program initiatives to engage families, teachers and school board members of the District 163 community to increase collective awareness of problems, challenges, and opportunities to work together to provide the best education possible for the children of Park Forest.
3. Increase commercial, business and residential development in the Village.
4. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the Village.
5. Increase awareness of the quality of life in the Village of Park Forest.

**4. The Capital Improvements Plan:**

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

The Capital Improvements Plan facilitates planning for capital expenditures over a multi-year period. When budget guidelines are issued, those items in the Five-Year Capital Plan that can be afforded and are consistent with Board goals are included in the budget. In a typical fiscal year, not all of the desired/planned improvements are allocated for due to a finite amount of resources. As referenced previously, in 2011/2012, the adverse impacts of deteriorated national and state economies will result in a reduced Capital Improvements Plan compared to recent fiscal years. After several years of deferring capital items, the 2011/2012 Budget includes operation critical capital spending such as a generator and phone recording system for police, HVAC replacement at Village Hall and special handling material disposal station for the public works yard.

**5. Preparation of Proposed Budget:**

As noted above, the budget process begins with Strategic Planning endeavors. Budget worksheets and spending guidelines are distributed to Department Heads in March following the six-month financial review and development of the proposed Capital Improvement Plan. Target budget limits are assigned to each department based on the December 2010 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 6, 2011. 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 [REDACTED] has the admirable track record of receiving the Certificate of Achievement for Excellence in Financial Reporting in *every year from 1996 through 2009*. The [REDACTED] and Audit are publicly reviewed and discussed by the Board. It is available at both the Village Clerk's Office in Village Hall and the Park Forest Public Library for public inspection. The [REDACTED] for 2009/2010, as well as the 4 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 [REDACTED] and Audit, the Village conducts an annual Internal Procedures Review to review and revise monetary handling control functions across all Village departments. This work continued in 2010/2011.

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 2011/2012, the operating budget for the General Fund contains \$19,521,166 of expenditures. This represents a 0% increase in expenditures for the General Fund. After transfers the \$19,965,148 budget decreased 3% because reductions in support for the DownTown and Aqua Center and prior years non-recurring grant funding, such as the \$100,000 TOD study. Revenues for the General Fund are \$19,514,304. **Fund Balance of \$450,844 is being utilized to fund the difference between proposed revenues and expenditures after transfers.**

For Fiscal Year 2011/2012, the combined budget of all funds reflects \$47,895,600 of expenditures (excluding the library). This represents a 10% decrease in expenditures for all funds. Budgeted revenues for all funds other than the Library Fund are \$44,922,861, although it is somewhat misleading to compare total revenues and expenditures for all funds since some of the funds utilize fund balance, such as the Motor Fuel Tax Fund which has accumulated funds toward the Orchard Drive reconstruction.

The Fiscal Year 2011/2012 Budget recommends a transfer of \$146,982 to the Downtown Fund for the Village's share of Common Area Maintenance. This is reduced from the prior year because of the reduction in DownTown Square footage with the demolition of Marshall Fields. Included in revenue is a \$250,000 transfer back from the DownTown reflecting surplus fund balance. No additional support is included. The Budget also recommends transfers to the Aqua Center for \$120,000 and Tennis & Health Club for \$95,000. The Board has discussed an annual monitoring of this support. The Budget also includes a \$10,000 transfer to the Library, an action approved by the Board.

This transfer is supported by Garden House funds. The Library uses the funds for senior services.

The combination of the funds utilized for operating, pension funds and transfers will produce a projected, year-end General Fund Balance of \$5,076,045. This represents a 3.1 month reserve. For several years, fund balances made it possible to reduce the increases in the tax levies that were adopted in December. As the graphic presentation after the Fund Summary in the Financial Summary section of the budget shows, the General Fund Balance has fluctuated over time.

**DEPARTMENTAL OVERVIEW:**

It is imperative in understanding the budget and the budget process to realize that the tax levy adopted in December of a given year funds the budget that is adopted in June of the next year. The Tax Levy adopted in December 2010, which provides the property tax base for the 2011/2012 Budget, provided for a 2% growth in those departments, programs and services funded by general property taxes including capital expenditures. The 2011/2012 Budget funds the Board’s goals of continued economic development, civic engagement and major water/sewer/roadway improvements across the Village. The 2011/2012 Budget includes salary step increases for eligible employees with a 2% cost of living adjustment for all employees outside of collective bargaining units. A 2% increase is in place for unionized personnel in the Fire Department while a similar figure will be pursued with Police Department contract negotiations which are ongoing as of the printing of this document.

Following is a chart that depicts Full Time Equivalent (FTE) personnel, by department, from Fiscal Year 2007/2008 through Fiscal Year 2011/2012 projected.

| <b>Department*</b>                | <b>2007/08</b> | <b>2008/09</b> | <b>2009/10</b> | <b>2010/11</b>         | <b>2011/12</b> |
|-----------------------------------|----------------|----------------|----------------|------------------------|----------------|
| Administration/Finance            | 16.0           | 16.0           | 16.0           | 15.5                   | 15.5           |
| Public Works/Water <sup>1</sup>   | 29.8           | 30.3           | 31.0           | 31.0                   | 31.0           |
| Recreation and Parks <sup>2</sup> | 19.8           | 20.6           | 19.6           | 18.6                   | 18.6           |
| Police <sup>3</sup>               | 54.1           | 55.1           | 55.1           | 55.1                   | 55.1           |
| Fire                              | 25.0           | 25.0           | 25.0           | 25.4                   | 25.4           |
| Health                            | 8.5            | 8.5            | 8.5            | 8.5                    | 8.5            |
| Community Development             | 9.4            | 9.6            | 8.9            | 8.9                    | 8.9            |
| Economic Development & Planning   | 4.0            | 4.0            | 4.0            | 4.0                    | 4.0            |
| Downtown                          | 3.0            | 3.0            | 3.0            | 3.0                    | 3.0            |
| <b>TOTALS</b>                     | <b>169.6</b>   | <b>172.1</b>   | <b>171.1</b>   | <b>170<sup>4</sup></b> | <b>170</b>     |

\* Does not include seasonal positions.

<sup>1</sup> For Fiscal 2009 and 2010 Public Works hired additional part-time Maintenance workers for the Water Department.

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

<sup>3</sup> The increase in staff for the Police Department reflects the assignment of an officer to the Drug Enforcement Agency Task Force. His shift position was filled with an additional officer.

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

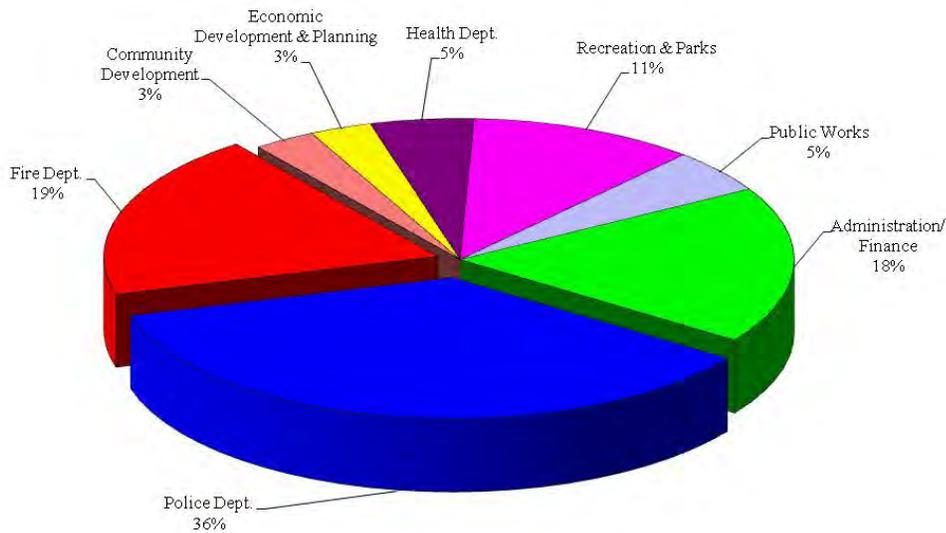
Each section of the Budget follows the same format. First, there is a description of the department and its function in the overall provision of services to the community. It is followed by accomplishment of the prior year's goals, the current year's goals and performance measurements, organizational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

The summary sheets that introduce the budget detail for each department or cost center contain five columns. The first column is labeled Fiscal Year 2009/2010 Actual. This reflects the amount actually spent in Fiscal Year 2009/2010 in each of the listed categories: personnel, insurance, employee support, etc. The second column is Fiscal Year 2010/2011 Budget. This column reflects the amount budgeted to be spent in each of the listed categories in Fiscal Year 2010/2011. The third column is Fiscal Year 2010/2011 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 2011/2012 Proposed. This column is the proposed budget presented to the Board for its consideration for Fiscal Year 2011/2012. 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 2010/2011 Budget to Fiscal Year 2011/2012 Budget. In reviewing this column, it is also important to take note of the Fiscal Year 2010/2011 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 2010/2011, but believes it will actually spend \$12,000, that number will show up in the Fiscal Year 2010/2011 Estimate column. It would explain why the department decided to budget \$13,000 in Fiscal Year 2011/2012.

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 3-56.

Following is an overview of department budgeted highlights. The following graph shows how the General Fund expenditures are allocated. As you can see, public safety (Police and Fire) constitute 55% of the General Fund Budget.

**Village of Park Forest  
General Fund Operating Expenditures  
FY 11/12 Proposed**



**Administration:**

The Administration Department combines the sub-departments of the Manager’s Office, Personnel, Public Relations, Risk Management, Board of Trustees, Boards and Commissions, Legal Services, Information Technology and Finance. The Administration Department has the primary responsibility for implementation of the Board’s goals (see pages 1-5). In 2010/2011 the Village continued a major initiative to engage the citizens of Park Forest in the face of less coverage by the local print media. The Village’s Internet footprint has continued to grow exponentially with upwards of 500,000 hits to its Web Site in calendar year 2010. Additionally, established presences on the Internet via Facebook, YouTube and Twitter continue to grow. Another initiative toward heightening citizen awareness of happenings in the community is the continued evolution of the Village Manager’s Report. This routine communications piece highlights recent activities, presentations and policy discussions at Village Board Meetings while disbursing other timely public relations items. These web-based initiatives compliment civic engagement information on the local cable access channels and more traditional print media. Fiscal Year 2011/2012 will include 4 editions of Discover Magazine, the resident newsletter. This will build on the three editions distributed in 2010/2011. All of the aforementioned work will continue to unfold in 2011/2012 as the Village strives to grow a comprehensive public relations plan to fill the communication void resulting from dwindling press coverage.

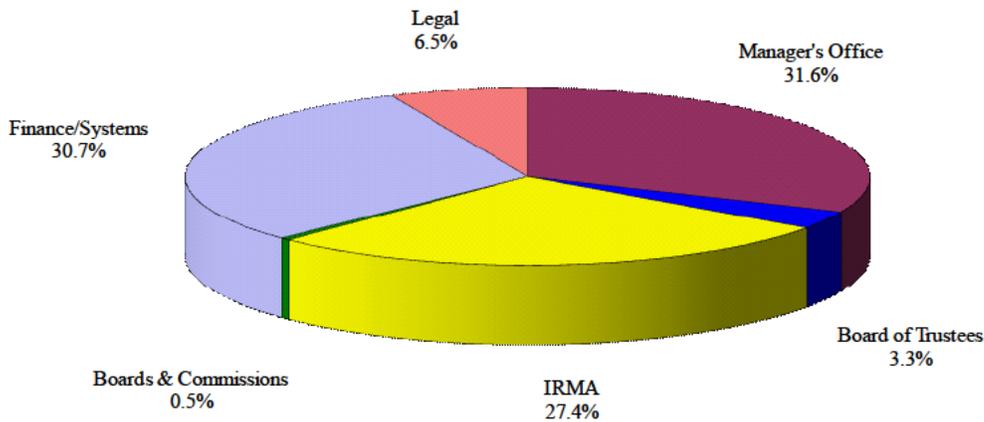
Liability and workers’ compensation coverage rates through the Intergovernmental Risk Management Association (IRMA) are noted in Administration but encompass the entire organization. For 2011/2012 the Village anticipates an approximate 5.6% increase in the overall medical insurance plan premiums but will allocate for a 10% increase to cover any cost overages related to employee plan changes (single coverage to family coverage, new employees, etc.) which might take place over the course of the fiscal year. Dental

premiums are not expected to increase with 2011/2012. An employee Health and Wellness Taskforce, spearheaded by the Director of Personnel and Assistant Finance Director, will continue its efforts to enhance employee wellness in 2011/2012 with such items as wellness expos, information sharing sessions on costs associated with insurance benefits and a third year of the HealthMiles pedometer program. The health and well-being benefits of this Task Force for the employees are many but there are benefits to the Village as well. The cost of health insurance benefits is one of the single largest municipal expenses each fiscal year. It is an expense that must be critically analyzed and fiscally managed. Keeping down health insurance premiums by even 5% can control Village expenses by \$70,000. Health insurance premium increases over the past several years are as follows:

| Health Plan Year | Premium Increase |
|------------------|------------------|
| July 1, 2007     | 2.66%            |
| July 1, 2008     | 12.52%           |
| July 1, 2009     | 3.1%             |
| July 1, 2010     | 6.2%             |
| July 1, 2011     | 5.6%             |

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

**Village of Park Forest  
Administration/Finance Department Operating Expenditures\*  
FY 11/12 Proposed**



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

A modified hiring freeze bridged the 2009/2010 and 2010/2011 fiscal years with extended staff vacancies across several positions/departments. Most of these vacancies were reconciled as of late 2010/2011. Because of continued revenue declines, position replacement will continue to be evaluated. As always, all recruitments carried out by the Village strive to be diverse hires when and where possible. Diversity is, and will continue to be, a focus in hiring to yield a staff which mirrors the population of Park Forest.

In 2011/2012, the Village Manager (Chair), Police Chief (Board Member) and Deputy Village Manager/Finance Director (Treasurer) will serve in SouthCom Executive Board capacities in the Village's participation and oversight of this joint emergency dispatch agency. This pooling of resources with neighboring Villages of Matteson, Olympia Fields and Richton Park keeps down dispatching costs while availing emergency response technologies which could not be provided solely at Park Forest's expense.

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

Finance is included as a sub-department within Administration. The Finance Department will coordinate the inclusion of the Budget and Certified Annual Financial Report for public review and use on the Village web site at [www.villageofparkforest.com](http://www.villageofparkforest.com). For 2011/2012, the Finance Department will continue with internal auditing procedures. In addition, an independent CPA will be asked to review procedures established and report to the Board in January 2011 in conjunction with the audit review. The Finance Department implemented a program that allows residents to pay for Village water bills on-line at the Village web site. A graphic summary of activity is included in the department overview. Information Technology (IT) falls under the responsibility of the Finance Department. The IT staff will continue the process toward a virtualized desktop/server environment for the Village. For 2008/2009 the Finance Department analyzed the outstanding debt and made recommendations for new debt issuance and refinancing that saved the Village significant interest and expedited debt payments. In 2009/2010 a laddered CD portfolio was established to increase interest revenue. In 2011/2012, the Finance Department will work with all Village Departments to enhance efficiencies and cost containment.

### **Police:**

In 2011/2012, the Police Department's non-traditional youth outreach and engagement initiatives will continue. Since the mid-1990's the Police Department has grown its youth outreach programming like very few police operations across the state of Illinois. Across 2010/2011, literally hundreds of Park Forest youth participated in the Police Athletic and Activity Center (PAAC), the Central Park Sports Club and Saturday

Night Life (SNL). Additionally, the Department's Guided Vision/restorative justice program continued to grow with the goal of diverting youth delinquency from the criminal court system. Likewise, the Park Forest Shooters youth wrestling program moved into its second year. These daytime and evening programming initiatives are non-traditional policing concepts in engaging the community, each of which will continue in 2011/2012. The Police Department will also partner with the Fire Department in offering a Community Emergency Response Team.

The 2011/2012 Police Department Budget includes a professional services expense to cover 85% of the Village's costs as part of the Village's membership in SouthCom. This agency provides joint public safety dispatching services to the Villages of Park Forest, Richton Park, Matteson and Olympia Fields. The remaining cost is in the Fire Department.

The Village's Crime Free Housing (CFH) Ordinance, which was implemented in early 2008, has fostered a collective approach between the Village and landlords in the prevention of problematic rental properties. The CFH Program results from the Village's Troubled Building and 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. At the time of printing this document, approximately 600 investment property owners have been identified, with 560 of them currently licensed. Investment properties in Park Forest now total approximately 1,200 units. The unlicensed landlords are pursued in local court and, as such, the percentage of non-compliant investment property owners continues to decline. The implementation of the CFH Program has been instrumental in the continued decline in calls for service to the Police Department in 2010. The 16,236 calls for service in 2010 compares favorably with 19,413 service calls in 2008 and 20,191 calls in 2007. The downward trend of calls for police service results in a better quality of life for Park Forest neighborhoods. The Police Department will continue to administer the CFH Program in 2011/2012.

Over the past several years, the Police Station has been incrementally renovated. In 2010/2011, energy efficient windows were installed on both the east and west sides of the administrative wing while additional greening work took place with replacement energy efficient light fixtures. In 2011/2012, additional criminal cell space will be explored as will an overhaul to the parking lot and sidewalks on the north side of the Police Station. In preceding years, station renovations have been primarily funded through grant funding or drug seizure proceeds. It is likely that the new criminal detention space and parking/sidewalk construction work in 2011/2012 will only be completed with the use of similar funding sources. The 2011/2012 Budget includes funding for phone system upgrades at the Police Station in addition to a replacement emergency generator.

### **Fire:**

Of particular note in the Fire Department operations is the continued decline in hospital transport fees in 2010/2011. Likely attributable to the economy and increased numbers of patients with no insurance coverage, this revenue stream is projected to be down by almost 10%, or \$40,000, compared to the previous fiscal year (2009/2010). While this is bad news, some positives took place in 2010/2011 related to grants. The Fire

Department pursued outside funding to expand full-time staffing through a Staffing for Adequate Fire and Emergency Response (SAFER) Grant. In late 2010/2011 notice was received that Park Forest would receive grant funding for one Firefighter/Paramedic for two years with a requirement that the Village 1) keep the new employee for a third year and 2) not reduce Fire Department staffing during the course of the grant period. Additional SAFER grant funding (\$64,000) was secured for Paid-on-Call personnel recruitment and staffing while another grant was secured for in excess of \$54,000 to replace 7,500 fee of fire hose.

The 2010/2011 Fire Department Budget includes a professional services expense to cover 15% of the Village's costs as part of the Village's membership in SouthCom. This agency provides joint public safety dispatching services to the Villages of Park Forest, Richton Park, Matteson and Olympia Fields. A major initiative for the Fire Department in 2010/2011 was the Fire Chief's integral work and oversight associated with the labor-intensive implementation of the new Frequentis Computer Aided Dispatching (CAD) and records keeping program for SouthCom. The system is being funded by the member communities of SouthCom will become active in late 2010/2011. Another SouthCom initiative in 2010/2011 was the implementation of CodeRED, an automated phone notification system which alerts the public in times of emergent situations.

Engagement of the community through outreach efforts and school education programming continued in 2010/2011 through joint efforts with the local school districts. Additional engagement of the community included ongoing administration of a customer satisfaction survey, targeted public education sessions for senior citizens, and the offering of a Citizen's Fire and Police Academy designed to increase citizen's knowledge of public safety operations. Similar outreach and education efforts will continue in 2011/2012 and will include the exploration of developing a Citizen's Emergency Response Team.

### **Health:**

The Health Department continued to provide quality public health clinics and home health care services across 2010/2011. The modified hiring-freeze impacted the Health Department in that the Director's capacity was vacant for the last half of 2009/2010 and the first quarter of 2010/2011. The position was ultimately filled with the existing Nursing Supervisor with the end result then being another prolonged staff vacancy as this position was recruited for, and ultimately, filled.

Over the course of 2010, a total of 10,686 Health Department contacts were made with the public. Of these, just over 81.5% were with Park Forest residents, 5.9% were with residents of Richton Park and 3.4% were with citizens of Matteson. These service contacts were spread over the full spectrum of health amenities provided including home health visits (2,426 contacts), bath service (940), immunizations (778) and school physicals (129) in addition to glucose blood pressure screenings. The Health Department Staff is heavily involved with providing site visits to various senior living facilities in Park Forest and beyond. A total of 1,466 contacts were made within the senior facilities.

All of the aforementioned work will continue in 2011/2012 with the exception of

senior facility visits to the local Juniper Towers. Additionally, Staff will focus on expanding writing procedures for home nursing licensed-covered services while also concentrating on staff redundancy and back-up plans for all essential job functions through comprehensive cross-training of departmental personnel. 2011/2012 will also see concerted efforts toward accuracy in tracking staff time and client contacts/visits in addition to pursuing grant funding for new home health billing software.

### **Recreation and Parks:**

In calendar year 2009, the Village realized that the Emerald Ash Borer (EAB) beetle had, in fact, made its way into the local Ash Tree population. With no monetarily feasible vaccination known for the EAB, Recreation and Parks Staff have begun to put together a plan, and funding, to address this issue. Over the course of 2010/2011, dozens of Ash Trees were removed in the public rights-of-way where it was evident that the EAB was present. As the effects of the EAB become more drastic, the removal effort will be enhanced exponentially into 2011/2012 with an additional allocation of funding and a diversion of forestry pruning dollars. This issue is expected to impact the hundreds, if not thousands, of Ash Trees Village-wide on public property. Additionally, some limited funding, including a grant from the Metropolitan Mayors Caucus, will be deployed to address replanting of new trees to replace the trees to be removed so that the Village might maintain the character befitting of a Tree City USA community.

In time for the 2010 swim season, a full-scale renovation at the Park Forest Aqua Center was completed. Paid for, in part, by an Open Space Lands Acquisition and Development (OSLAD) grant from the Illinois Department Natural Resources, this public facility was substantially upgraded with new plumbing fixtures, electrical and HVAC improvements, sky lights, a solar hot water heating system, a new concession stand and enhanced storage capacity. With the facility overhaul, the Village was hopeful annual attendance might increase substantially. Unfortunately, and in spite of favorable weather for most of the season, swimmers passing through the turnstiles increased by only 3.2%. With a few more capital improvements slated to be completed in time for the 2011 swim season (Virginia Graeme pool grate modifications and a complete resurfacing of the zero depth pool), the Village will be closely monitoring attendance patterns and assessing how to best go about having the best balance between revenues and expenses.

As part of the Aqua Center overhaul, the Wetlands Discovery Center (a new environmental education center/classroom) was developed. This advancement is the latest step in the Recreation and Parks Department's leading of the Village's charge to be a more sustainable community. The Wetlands Discovery Center builds upon recent green initiatives including the implementation of several rain gardens, installation of a green roof demonstration project at the Aqua Center, energy efficient re-lighting projects and, of course, the largest environmentally-conscious initiative ever undertaken in Park Forest: the Central Park Wetlands restoration and preservation project. The Wetlands now host in excess of 2,000 environmental students annually. This figure will only grow now that the Discovery Center will provide a hub of learning year round of all that evolves in the wetlands ecosystem.

With all of the good environmental news in and around the Central Park Wetlands, a financial crunch of tremendous proportions has unfolded with the Village's association with the Thorn Creek Nature Center. As part of the multi-jurisdictional commission overseeing this Center and the Thorn Creek Nature Preserve, contributions from various commission members has dwindled severely over the past several years. While Park Forest has struggled to maintain its requisite contributions to this amenity, it is very likely that 2011/2012 will see the operating hours of the Nature Center severely compromised due to a lack of funding. The Center may only be open at various intervals across each season as the Village works in concert with Will County as the other economically viable partner to maintain a limited amount of part-time staff and volunteers.

Finally, after years of decline in participation, both local and otherwise, in the Village-sponsored running events (Scenic 10 and the successor Scenic 5 and More . . .), 2011/2012 will be the first budget without such an event in more than 3 decades. In line with Village Board sentiment to provide leisure amenities which attract more Park Foresters, a substantial amount of race event expenses will be diverted toward other programming initiatives undertaken in Recreation and Parks (such as Main Street Nights) as well as Community Relations. Finally, some of the diverted funding could be used in partnership with local service clubs, churches or other groups sponsoring community events.

### **Public Works:**

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

In 2010/2011 major projects began toward addressing inflow and infiltration (I & I) issues within the Thorn Creek Basin Sanitary District. Substantial work toward I & I mitigation is required by ordinance of the Sanitary District. The major work associated with the I & I compliance plan includes an IEPA low-interest loan project to fund the rehabilitation of the Overflow Facility at the Public Works yard in addition to another low-interest loan to fund a sewer line and manholes rehabilitation and replacement project. Completion of both projects will likely take place with funding in and/or debt service in the 2011/2012 Budget. Likewise, funding is in the 2011/2012 Sewer Fund related to another I & I project in which a federal earmark of \$500,000 has been secured from the USEPA. A local match will be needed (for a total project cost of \$896,000) for this project. The work will begin to unfold in 2011/2012 with an RFQ process to identify the selected consulting engineer. A final item of note in the Sewer Fund is that more than 134,000 linear feet of sanitary sewer line were cleaned in 2010/2011.

On a particular worrisome note, the fund balance of the Water Fund continues to decline due to the impacts of the downturned economy which include foreclosed/vacant residential properties and shuttered commercial properties. Even so, the Village continues to address the aging infrastructure needs related to this utility with an extensive water main

replacement project that began in mid-2010/2011 and will continue into 2011/2012. Funding for this project has been obtained in the form of a low-interest loan from the IEPA with debt service likely beginning in 2011/2012. Also, the Village secured a grant in excess of \$150,000 in 2010/2011 to replace dozens of deteriorated fire hydrants. Finally, the Village's water distribution system received substantial recognition in 2010 as Park Forest was awarded the Best Tasting Water in Illinois. This accomplishment was based on judging carried out by the Illinois Section of the Water Works Association. Water rates will be reviewed and recommendations will be presented to the Board in early 2011/2012.

Major Motor Fuel Tax roadway projects in 2010/2011 included completion of Phase II of engineering work related to the reconstruction of Orchard Drive from Route 30/Lincoln Highway south to Lakewood Boulevard. With at least 70% of the project costs to be covered by a federal grant, the Village has pursued another 10% in federal match in 2010/2011 in hopes of achieving the maximum 80% allowable from federal funding sources. As part of the settlement package with Canadian National, the Village has another \$2,450,000 set aside in reserves in hopes that the project, estimated at a cost of nearly \$13,000,000 can be carried out with minimal borrowing. Public Works Staff anticipates this project to be out for bids in mid 2011/2012 with construction underway soon thereafter. The 2011/2012 MFT Budget also includes a \$117,000 grant from the IDOT Transportation Enhancement Program (ITEP) for the removal of deteriorated wood fencing along the south side of Lincoln Highway/Route 30 from Indiana Street east to Orchard Drive. This project, which was engineered by Village Staff in 2010/2011, will include replacing the wood fencing with a natural vegetation barrier. The grant requires a \$30,000 match in local funds for a total project value of \$147,000.

In the Municipal Parking Fund, Canadian National Railroad funded the resurfacing and restriping of Lot #2 (located at Hickory Street and Homan Avenue) which was started in 2009/2010 and will be completed in late-2010/2011 or early- 2011/2012. Additional components of this project included the installation of looping, or traffic counting, mechanisms to transmit parking lot space availability to off-site capacity signs, rerouting of the Kiss and Ride lane, re-fencing around the parking lot, additional lighting at the station entrance/along the Kiss & Ride lane and the installation of new bicycle lockers. CN funding for this project, estimated at \$1,100,000, was secured as part of the settlement package negotiated between the Village and CN. The 2011/2012 Budget includes funding for replacement entry gates and a replacement card reader system at Lot #2 and a resurfacing project of the 211<sup>th</sup> Street commuter lot. Actual extent of need for this resurfacing project will be dependent on the construction wear and tear resulting from a Metra-funded platform overhaul at the 211<sup>th</sup> Street Station which will begin in early 2011/2012.

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

Various Public Works Capital Projects in 2011/2012 worth mentioning include equipment related geographic information system equipment so that the public infrastructure can be tagged and inventoried for better use in the future. Another item is a Special Handling Material Disposal Station which will need to be constructed, per state law, so as to mitigate hazardous materials from any Public Works construction digging that takes place throughout the year. In the Public Works Vehicle Services Fund, a replacement backhoe and a replacement tractor loader are scheduled to be purchased.

The Village contracts with a private hauler for refuse collection across the single-family home portion of the community that encompasses more than 5,700 homes. A ten-year contract for refuse pickup service is in place through 2013. Multi-family dwelling units contract for these services individually through their respective management companies. The single-family contract allotted for a 3% rate increase effective January 1, 2011 and calls for a subsequent 3% increase on January 1, 2012. Related to this contract, Star Disposal delivered brown refuse carts (95-gallon capacity) to the north half of the community in 2009/2010. Similar carts were distributed to the south half of the Village in 2010/2011. This was done at no cost to the Village or its single-family homeowners.

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

As mentioned in the Executive Summary of this overview, several long-range planning initiatives have recently been completed or are in various states of being developed or implemented. The Economic Development and Planning Department is spearheading all of these endeavors. The Strategic Plan for Land Use and Economic Development, approved in November 2008, has been the guide for various land banking initiatives across the Village in addition to discussions with neighboring communities to the south regarding boundary agreements. This plan will continue to guide Village planning in 2011/2012 and in the years beyond.

The 211<sup>th</sup> Street Transit Oriented Development Concept plan is in place and a feasibility study is underway across 2010/2011 and 2011/2012. This work is unfolding as Metra carries out a six million dollar overhaul of the 211<sup>th</sup> Street station platform which is in both Park Forest and the Village of Olympia Fields. Additional grants are being sought from Washington which would provide funding for public improvements such as streetscape amenities, a pedestrian tunnel, etc. Staff will continue working with regional partners to seek out developers who specialize in TOD projects.

The Director of Economic Development and Planning has worked hard in making Park Forest an active contributor to the South Suburban Housing Collaborative – an approach which has received statewide and national recognition. The benefits coming back to the community have been nothing short of tremendous. In 2010/2011, the Housing Collaborative relationship led to a Neighborhood Stabilization Program (NSP) funding partnership with Habitat for Humanity Chicago South Suburbs to allow for the purchase and rehabilitation of vacant homes in a numerous locations across the Village. Additional NSP funding and a Cook County HOMES grant will be utilized to seek additional properties across 2011/2012. The Habitat for Humanity relationship also afforded Energy

Efficiency Community Block Grant funding to improve energy efficiency in residential homes in 2010/2011 and into 2011/2012.

In late 2010/2011, the Village continued its pursuit of funding within the Housing Collaborative by requesting state funding totaling \$1,300,000 for additional housing acquisition, rehabilitation and/or demolition of blighted homes. As of printing this document, positive details have been seen on these funding requests which would be deployed in 2011/2012. Similar project funding is being sought from Cook County. On another housing initiative, the Director was instrumental in the Village being selected as a demonstration site for Delta Institute funding wherein four vacant/blighted homes were deconstructed in 2010/2011. Be it through grant funding or lien foreclosures, the Village will continue its land banking work in 2011/2012 that is in accordance with the Strategic Land Use Plan.

The next planning study needing mention is Park Forest being selected to participate in a "Homes for a Changing Region" analysis to be carried out by the Metropolitan Mayors Caucus. This study, which began in mid-2010/2011 and will carry into 2011/2012 will result in a housing policy plan element for the Village's comprehensive plan and will partner with the Strategic Land Use Plan for Economic Development in guiding Park Forest for the next decade.

Finally, Park Forest has been selected to participate in a Local Technical Assistance (LTA) program with the Chicago Metropolitan Agency for Planning (CMAP) for the purpose of developing a Sustainability Master Plan. CMAP will avail a multitude of staffing/planning expertise for this project which will include an audit of Village development ordinances, a new capital improvement plan that focuses on sustainable initiatives, guidelines for residential housing upgrades to achieve greater energy efficiency, and an examination of how the Park Forest Health Department might become a leader in the discussion of healthy lifestyles and sustainable living. A public process and steering committee will also be used as policies for land banked property are determined. Lastly, an examination of internal operating and purchasing policies and practices will be conducted so that eco-friendly changes might be made accordingly.

Under the Community Relations division of this department, a focus will continue in 2011/2012 on marketing and civic engagement. The Park Forest Ambassadors program will be instrumental in furthering efforts of the Community Relations Coordinator. The Village hosts such events as Good Neighbor Day, Park Forest Idols, Wine and Chocolate Tasting receptions, New Resident welcoming receptions and the Black History Month programming in concert with the Park Forest Commission on Human Relations. With regard to marketing, the bi-annual community calendar has been expanded to include more community-wide activities.

To help foster networking and cross-business awareness, the quarterly Park Forest Business Breakfasts continued in 2010/2011 and will evolve into 2011/2012 as will a Village-sponsored Business After Hours. Despite the difficult economy, new business development continues to move forward in Park Forest. During 2010/2011, staff support was provided to the following new businesses: Consolidated Collision, Smart Tracks

Family Center, Teona's Boutique and Chateau Sylora's banquet facility in addition to shepherding along a due diligence process for RLD Resources' interest in purchasing a vacated property in Business Park and a relocation of the South Suburban Food Cooperative to Downtown Park Forest. The RLD project will likely expand into 2011/2012 as will the Village's continued marketing of various properties to both local and national developers.

### **Capital Projects Fund:**

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

As referenced in the Community Development and Economic Development and Planning Sections, the Village has increased its efforts in the years since 2005/2006 to gain control of properties through the Cook County No Cash Bid Program, the Cook County Tax Reactivation Program, the federally-funded Neighborhood Stabilization Program, and through civil court actions. Since then, a number of parcels have been pursued related to commercial and residential development projects. Once control is gained of a property, ongoing maintenance is needed until it is either demolished or a buyer is identified. The 2011/2012 Budget includes Capital Projects funding for both legal costs associated with these endeavors and maintenance costs for properties once they are in the Village's possession.

The 2011/2012 Capital Projects Fund includes funding for the construction of a storage facility adjacent to the Village Hall. This project is now a necessity with the demolition of the Marshall Fields as of late 2010/2011. Previously, the vehicle bay of the Fields building was used to store miscellaneous items for programming events taking place on the Village Green or at other locations in Downtown Park Forest. This new storage facility project is not likely to move forward until late-2011/2012 or into 2012/2013 pending the time needed for site restoration activities subsequent to the building demolition project. Finally, the Village will continue to seek out grant funding for this project so as to offset as much of the project cost as possible.

The 2011/2012 Capital Projects fund includes funding to construct a rail industry-related park. Much of the funding for this venue will come from a settlement package the Village secured in a land sale negotiation with Canadian National late in calendar year 2009. This attraction, which was in the site-planning and review stages with the Village of Matteson (the park is to be located in Matteson's corporate limits) as of late 2010/2011, will include construction of a rail traffic viewing platform, a rail car feature (with a CN-donated rail caboose). Pending funding availability, a large-scale mural would round out the attraction, all of which will ideally tie into the nearby Old Plank Road Trail and result in a venue which fits the design and feel of other Village parks.

In FY 2011/2012, two other components of the CN settle package are signs related to parking lot capacity and public relations. The parking lot capacity sign will be tied into

traffic looping mechanisms installed in the Matteson commuter lot with the exact location of the off-site sign yet to be determined. Most likely, this sign will be placed along a major arterial route such as Lincoln Highway or Western Avenue. The public relations sign will be an LED-type to be installed on the CN rail overpass of Orchard Drive. If funding allows, LED signs will be placed on both the north and south sides of the overpass.

A portion of the CN settlement package was earmarked for noise mitigation improvements at those Park Forest residences in close proximity to the rail tracks. Effective January 1, 2011, a distance-based tier program allocating \$500,000 in noise mitigation funds was implemented by the Village and will be administered by the Community Development Department. This funding will be in the Capital Projects Fund through December 31, 2015. At least 5% of the funds are expected to have been distributed to impacted residents by the end of 2010/2011.

Finally, the Capital Projects Fund contains contingency funding for the Village to implement yet-to-be-identified green initiatives related to the Sustainability Master Plan. These initiatives will be further fleshed out as the Master Plan study evolves in early 2011/2012.

### **Community Development:**

The Community Development Department is an integral part of several interdepartmental initiatives. One such area is addressing vacant properties located in redevelopment areas identified in the Village's Strategic Plan for Land Use and Economic Development. The downturned economy has resulted in numerous impacts on code enforcement activities. In 2010/2011, staff continued utilizing a lien foreclosure process in which the Village may obtain a deed in lieu of foreclosure on residential and commercial properties. This venture, which is typically deployed only when it appears the owner has effectively abandoned a property, has led to the successful acquisition of deeds for several residential properties and one commercial property. All three properties tie into the strategic long range plan.

The Troubled Building and Property Task Force is another interdepartmental collaboration where Community Development has been instrumental. This Task Force has been the impetus for both the Crime Free Housing Ordinance and the Vacant Building Registry Ordinance which both aim to protect or enhance quality of life in neighborhoods across Park Forest. As part of the Task Force, the Village has pursued code compliance in civil court proceedings where a property either comes into compliance or a demolition order is considered. These proceedings have taken place with 90 properties over the time period spanning 2006 through 2011 with 13 properties ultimately being demolished. The benefits of the Task Force's work are evidenced in the community when assessing the decline in crime statistics noted in the Police Department's section of this document. However, it is after substantial cost. Legal and demolition costs since 2006 have totaled in excess of \$300,000. Like 2010/2011, void of any grant funding that might come to Park Forest the current economic climate will not allow to the Village to take such a proactive approach as was evidenced in recent years.

The Director of Community Development is the Staff Liaison to the Park Forest Cable Communications Commission. As such, the Community Development Department works in tandem with the Village Information Technology Administrator and the Park Forest Cable Commission in upgrading hardware and software technology (cameras, microphones, projectors, recording equipment, etc.) in the Board Room of Village Hall. This continued in 2010/2011 and into 2011/2012 as funding is collected from both cable television providers (Comcast and AT&T) to further resident capacity with local origination programming. By the end of 2011/2012, it is expected that residents will be afforded the ability to check out portable video cameras, tripods and other equipment to contribute finished products to the local origination programming in Park Forest.

The Director of Community Development co-chairs the Village's Grants Seeking Task Force. Park Forest has achieved tremendous success when come to securing outside funding to be brought to benefit of the community. Numerous grants have been applied for over the course of 2009/2010 and 2010/2011. Funding for these grants has unfolded in a multitude of ways with some being paid out in 2010/2011 and others in 2011/2012 and beyond. Details on various outside funding undertakings and awards are detailed in many departments across the 2011/2012 Budget. Pages 10-3 and 10-4 of the Community Development section of this document provides additional details and successes in bringing outside funding sources to augment the Village's goal of quality service delivery to Park Forest.

The Community Development Department oversees the revenues and expenses for the Housing Choice Voucher Program through the Park Forest Housing Authority. The Housing Choice Voucher Program is projected to administer more than \$4.4 million dollars in housing assistance payments and administrative fees in 2011/2012. 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 145 of its own Housing Choice Vouchers and handles 272 portable vouchers, not including 144 certificates issued to Garden House. The Housing Authority is another integral partner of the Troubled Building and Property Task Force as it works to correct tenant problems that may be a part of the Housing Choice Voucher Program.

### **Retirement:**

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

The Police and Fire pension funds are administered by Boards whose composition and powers are regulated by State statute. The levels of these funds are established by actuarial studies done by the State and locally. Both of these funds contain adequate balances with the Fund Balance for the Police Pension Fund anticipated to be \$17,750,215 and the Fire Pension Fund anticipated to be \$9,918,482 for 2011/2012. Currently, the

Police Pension Fund is at 60.08% of future benefit funding level and the Fire Pension Fund is at 53.2%. 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 \$175,986. IMRF is projected to have a year-end reserve General Fund balance of \$510,982. The IMRF funding rate for 2011 is 10.52% with an estimated increase to 11.57% for 2012.

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

### **Bond Retirement:**

In order to understand more clearly the Bond Retirement Fund, bond retirement schedules are included in the section of the Budget labeled "Bond Retirement." The schedules show debt service through 2031. 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. In 2011 the final distribution of loan funds were made.

In Fiscal 2009 the Village restructured the 1997A and 1997B debt and a portion of the 2001 debt. This restructuring will save the Village \$243,231 in interest payments and pay off a large portion of TIF debt sooner. The total General Obligation Debt for 2011 is estimated to be \$25,113,827, a \$4,818,699 reduction in debt over four years. The increase of \$4,611,302 for 2012 relates to a 1.25% IEPA loan for water and sewer infrastructure improvements. Revenue to pay debt service has been identified in those funds.

Page 23-2 shows the annual debt service related to the General Fund as well as the enterprise funds over a three-year period. In Fiscal Year 2011/2012, debt service will be \$2,794,996. In the tax levy adopted in December 2010, \$776,978 of the annual debt service was abated. As the TIF continues to thrive additional tax levy dollars can be abated.

Page 23-4 shows the Village's debt service requirement through 2027. This excludes the new debt service for the water and sewer infrastructure improvements. This debt service is yet to be determined. The total shown is \$31,425,039. This total reflects a \$4,224,459 reduction in debt service payments from the Fiscal 2010 budget presentation as a result of the debt restructuring. Page 23-1 shows a breakdown of the debt. It can be seen that \$13,849,174, or 55%, relates to the Water Fund and 32% 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, the Village purchased the shopping center.

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

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

Starting on page 24-5 of the section of the Budget entitled "TIF" traces the history of the EAV of the Downtown TIF since 1997. The 2009 EAV for the Downtown TIF was \$11,992,235. This \$8,394,102 increase over the 1997 Base EAV allowed the Village to abate \$650,000 of TIF debt service in 2010.

On December 12, 2005, the Village Board adopted the Tax Increment Development Plan and Redevelopment Project for the Norwood Square Redevelopment Project Area. This established the Village's second TIF. The frozen base EAV for the Norwood TIF is \$469,344. A developer was sought and Nassimi Realty Corporation purchased Norwood in March 2008. Unfortunately economic conditions have prevented Nassimi from developing Norwood. The 2009 EAV is \$1,093,643. There is a concern about tax payment.

There is one final point that must be made in regard to the TIF funds. As was noted in the Transmittal Letter and repeated in the Downtown section of the budget, the Village has invested \$5,291,990 of its funds, through June 30, 2010, in Downtown. Net incremental taxes in the amount of \$688,500 represent a 13% return on investment. For that reason, it is essential to continue to move forward with the redevelopment of Downtown. Norwood will continue to be a challenge until a developer who follows through on promises is identified.

### **Library:**

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

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

#### **Rationale:**

Fiscal Policies of the Village of Park Forest are based on the need to address certain economic trends. For the coming fiscal year a continued evaluation of trends and services will be needed. The economic trends currently identified include:

- A decline in housing values and associated real estate transfer tax.
- A high level of State-wide unemployment and associated reduced income tax.
- A decline in commercial tax base, specifically sales tax producing entities.

- A reduction in utility tax revenues also associated with a declining commercial base.
- The Village's purchase of and conversion of DownTown Park Forest. The DownTown is in a TIF District. In the first few years of the TIF, no increment was generated and the TIF debt was a burden on the taxpayers. Starting in Fiscal 2002, over \$200,000 in Tax Increment was generated by the TIF District. For tax levy year 2003, the Village was able to abate \$325,000 in TIF debt service. For tax levy year 2004 and 2005, the abatement increased to \$350,000. In 2006 through 2008, the Village abated \$450,000. For 2009 the abatement increased to \$500,000. In 2010 the abatement increased to \$650,000. Incremental taxes relieve the TIF debt service burden on taxpayers. Increasing increment provides further relief.
- In 2008, the Village took advantage of lower interest rates and favorable financial position to restructure some Village debt. The Village's favorable financial position with adequate reserve balances improved its bond rating from Baa2 to A3. This restructuring will save the Village over \$200,000 in interest and pay off a portion of the TIF debt sooner. In addition, the improved bond rating encourages economic development as noted in the IMAP study.
- The Village's aging infrastructure and plans to address that infrastructure. Construction of a new fire facility was completed in 2005. Build out of the Health Department space in the lower level of Village Hall occurred in 2007. Construction of the new \$15.6 million water plant was completed in Fiscal 2008. A \$2.2 million dollar water main replacement project was funded in Fiscal 2007 along with a \$1.2 million dollar water tower in the Autumn Ridge area. In Fiscal 2011 three projects were funded through IEPA low interest loans and construction began on \$3,299,546 of water main replacement and \$1,311,756 for an excess flow treatment facility and sanitary sewer rehabilitation.

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 2011/2012 Budget are designed to address, not necessarily to solve, these trends and challenges.

**Fiscal Policies:**

1. Budgetary revenues will be projected at the conservative end of the scale of anticipated revenue.
  - Revenues derived from property taxes are most clearly known because they were determined at the time of the prior year's levy.
  - Sales and income tax projections are based on an analysis of historic trends coupled with known changes.

- Revenues derived from intergovernmental sources are projected based upon consultation with the appropriate State or County agencies.
  - Grant revenues are budgeted only for approved grants. Budget amendments are made for any pending grants subsequently awarded.
  - Revenues derived from “fee for service” budgetary categories are conservatively estimated. Fees are adjusted based on an evaluation of the cost to provide said services.
2. Budgetary expenditures will reflect a realistic cap on anticipated expenditures. Expenditures will be paid with current revenues and excess fund balances, to the extent available.
  3. Department Heads will maintain a total overall increase of 2% over the 2010/2011 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 2011/2012 Budget will provide for salary steps. It will also provide for a 2% annual salary increase for all Village employees.
  5. A level of unassigned fund balance will be maintained in the General Fund sufficient to handle emergency needs, cash flow needs associated with the timing of property tax receipts and unfavorable variances in estimating the revenue and expenditure budget. It is the Village’s goal to establish an unassigned fund balance level in the General Fund sufficient to cover three to four months of operations. A three to four month reserve is considered an appropriate reserve level.
  6. Potential areas for budget savings for the Fiscal Year ending 2010/2011 will be identified. Fiscal savings identified in the 2010/2011 Budget will not be permitted to “carry over” into the 2011/2012 Budget, unless specifically approved by the Finance Director, but will contribute to the unassigned fund balance.
  7. Adequate funding, as determined by a State or independent actuarial study, will be provided for Police and Fire pension funds. For FICA and IMRF obligations, the Village will levy amounts sufficient to cover costs.
  8. All departments will be charged an amount sufficient to fund vehicle replacement and maintenance through the Vehicle Services Fund.
  9. The Aqua Center and Tennis Club will operate as enterprise funds with fee-generated revenue supporting expenses. Inasmuch as the Aqua Center and Tennis Club are amenities that enhance the quality of life of the residents of the Village and serve to market the community, in the event that fees are insufficient to cover capital and

operating expenditures, the Board may decide to use the general tax revenues of the Village for that purpose.

10. Capital expenditures will be planned through the mechanism of a five-year capital plan and budget. The Capital Plan will be updated on an annual basis. Actual capital expenditures will be budgeted contingent upon available revenues. Capital expenditures will be accounted for within departmental budgets.
11. DownTown Park Forest will operate as an enterprise fund. The Board may transfer General Fund monies to cover operating and redevelopment costs. The Village will pay its appropriate share of CAM (Common Area Maintenance) costs.
12. Capital expenditures for DownTown will be prioritized and accomplished as funds are identified for those capital expenditures or with the approval of the Board of Trustees. The Budget for DownTown shall be subject to review at six months.
13. The DownTown Budget does not reflect any sale of property. Sales of properties will be actively pursued. The DownTown Budget, also, does not recommend additional borrowing.
14. User fees, such as charges for water, sewer and garbage, will be evaluated annually to ensure that fees cover costs, if intended to do so, including maintenance and replacement costs, and that fees are increased in reasonable increments on an annual basis. Water rates were increased July 1, 2009 and the following subsequent increases were adopted.

| <u>Fiscal Year</u> | <u>Rate per 1,000 gallons</u> |
|--------------------|-------------------------------|
| 2012               | 9.36                          |
| 2013               | 9.73                          |

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

| <u>Calendar Year</u> | <u>Monthly Refuse Rate</u> |
|----------------------|----------------------------|
| 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 USEPA, necessitated additional capital spending. The Village sewer system is also part of the aging infrastructure issue. Rates will be reviewed during Fiscal 2011/2012. Sewer rates for the current budget year are as follows:

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

15. The budget is flexible within departments. Over-expenditures on one line must be compensated for within the departmental budget. However, departments may not overspend their total departmental budget without a budget amendment.
16. Budget amendments will be made at the mid-point of the budgetary cycle. Budget amendments will only be made to accommodate major, unanticipated changes in revenue, expenditures or personnel.
17. The Board will receive detailed quarterly statements on overall operating results. Evaluation will be made of areas where cost savings have occurred that could warrant redirection of funds. In addition, the Board receives a weekly report of bills paid.
18. Budgeted expenditures will clearly enable the accomplishment of the Board's goals. Strategic planning sessions will determine the goals. Affordability of implementation will be determined at the time revenues are projected, as part of the budget process.
19. The Finance Director will determine if a portion of fund balance should be assigned. This determination will be based upon Board directives and goals.
20. The Village will spend the most restricted dollars before less restricted, in the following order:
  - 1) Nonspendable (if funds become spendable)
  - 2) Restricted
  - 3) Committed
  - 4) Assigned
  - 5) Unassigned
21. All Governmental Accounting Standards Pronouncements will be implemented. The Village will strive for the Certificate of Achievement for Excellence in Financial Reporting as well as the Distinguished Budget Presentation Award.
22. The Village's Debt Management Policies will be identified annually in the Budget Document and include narrative about new debt issuances.

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

**LONG-RANGE DEBT MANAGEMENT:**

The Village's long-range debt policies are rooted in the Village's conservative approach to budgeting and the Board's Fiscal Policies, which emanate from that

conservative approach. For many purchases the Village accumulates fund balance rather than borrowing. For projects that require outside borrowing, a revenue stream is identified initially before borrowing.

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

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

Prior to the 2.5% IEPA loan for the water plant, the largest recent impact on the Village’s debt occurred during Fiscal Year 1997/1998, with the refinancing of the TIF debt. Debt service in Fiscal Year 1997/1998 was \$1,924,413. With the refinancing of the TIF debt, debt service dropped to \$871,930 in Fiscal Year 1998/1999. Debt service for Fiscal Year 2010/2011 will be \$2,794,996 and includes debt service for the new IEPA funded water and sewer reconstruction projects. Of this amount \$731,478 was levied in December 2010.

The Village Board has made a commitment not to add to the debt load, but to fund current operations with current revenues. Prior to 2008, during the previous ten years only two projects added to general obligation bonds issued. The first related to \$1,640,000 borrowed to assist in funding Downtown development. Since the debt was originally issued, several parcels of property in Downtown have been developed. **The incremental revenues that are derived from development of those parcels now pay the annual debt service on this debt.** Also in 2001, previously issued bonds were refinanced in order to construct a new fire station. This refinancing was structured to have a minimal impact on property taxes by spreading new debt service at a consistent dollar amount as the original debt service over the extended life of the debt.

In October 2005, the Village was approved for a 2.5% IEPA loan for \$15,603,861 to construct a new water plant. This low interest loan will save the Village \$5,000,000 over the life of the debt. Construction of the water plant was substantially completed in August, 2007. The first debt service payment took place January 2008. The revenue stream to pay the debt service has already been established with water rate increases.

In August 2008 the Village took advantage of an improved interest rate environment and the accumulation of healthy fund balance to refinance the 1997A, 1997B and a portion of the 2001 bonds. This refinancing will save the Village interest going forward and repay a large portion of TIF debt sooner. This debt restructuring was

a major contribution to the reduction in the total future debt service of \$6,005,659 from the Fiscal 2009 budget presentation.

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

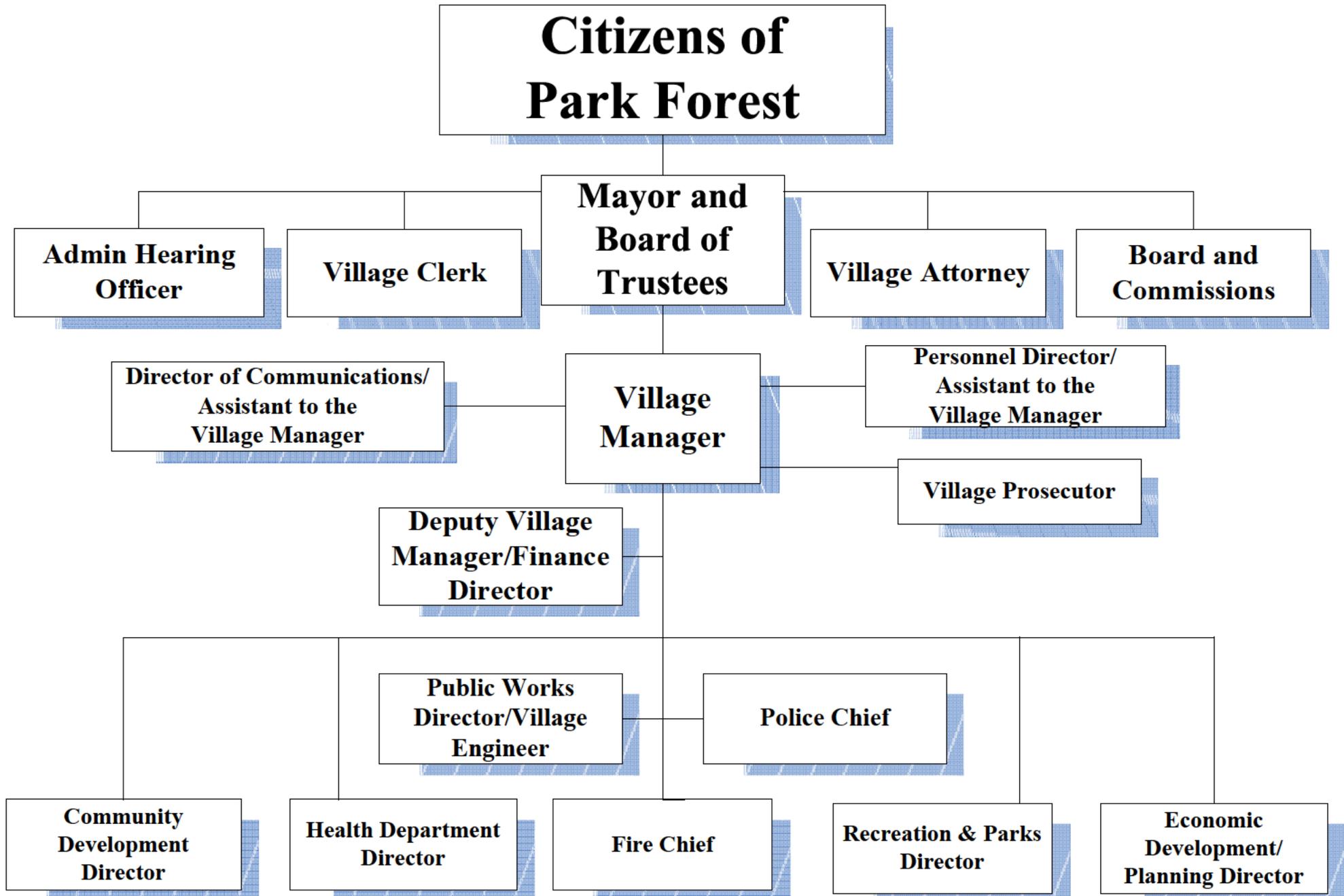
For the tax levy adopted December 2010, \$776,978 of debt service payments were abated or removed from the tax levy. Continued development of the Downtown will allow for increased abatement of the TIF Debt. The Village will attempt to remain frugal with its long-term debt, continuing to repay a portion on an annual basis and fund operations with current revenues and fund balance surpluses. From 2010 to 2011, \$965,641 of debt was repaid.

For Fiscal Year 2011, \$1,779,200 of public works projects may require debt funding. A full assessment will occur to minimize new debt as much as possible. Whenever possible the Village has saved for major capital expenditures such as vehicles, including high ticket fire engines, and water main, sewer line, and roadway repairs and replacement.

**VILLAGE OF PARK FOREST  
2011/2012 BUDGET  
SCHEDULE**

|                      |  |
|----------------------|--|
| October 5 & 6, 2010  | IMAP Interviews  |
| October 13           | IMAP Interviews  |
| October 23           | Strategic Planning/Financial Update/Pending Issues   |
| October 30           | Village Board Strategic Planning/Goal Setting<br>with Consultant   |
|                      | Neighborhood Meetings  |
| December 13          | 2010 Tax Levy Adopted  |
| January 14, 2011     | Submit Capital Plans   |
| January 29           | Present 2009/2010 Audit to the Board   |
| February 8, 9        | Six month review with Manager and Finance Director   |
| February 26          | Present Capital Plan to the Board<br>Present Six Month Reviews<br>Review Budget Amendments<br>Strategic Planning |
| March 1              | Budget Worksheets and Guidelines are distributed   |
| March 2 – 20         | Budgets are prepared by Department Heads   |
| March 7              | IMAP Results Assessment to Board   |
| March 21             | Budgets Due from Department Heads  |
| April 5, 6, 7        | Budget Review with Manager and Finance Director  |
| April 18             | Board Adopts Fiscal Policies   |
| April 30             | Distribute Draft Budget to Board, Library and Place on File<br>with Village Clerk                                |
| May 2                | Overview of Budget with Board at Rules Meeting   |
| April 30, May 18, 19 | Budget Review with Board   |
| May 26               | Legal Notice for Public Hearing  |
| June 6               | Hold Public Hearing /<br>Budget Review by Board at Rules Meeting   |
| June 20              | Introduce Budget (First Reading)   |
| June 28              | Discuss and Adopt Budget   |

# Village of Park Forest Organizational Chart



**Village of Park Forest  
2011/2012 Budget**

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

**FINANCIAL STATUS - END OF FISCAL YEAR 2009/2010**

For the audited fiscal year that ended June 30, 2010, which is the most current audited financial year, revenues in the General Fund increased from the 2009 level of \$17,281,933 to \$22,332,209, an increase of \$5,050,276. Excluding the CN settlement revenue of \$4,363,063, the increase was \$687,213. The change in the revenue position was the result of several factors. Property tax revenues increased \$604,791. Income tax decreased \$194,231. Utility tax decreased \$122,401. Interest revenue decreased \$69,043. Property taxes provided the majority of the revenue, followed by income tax and then utility taxes.

Operating expenditures, before transfers, in the General Fund for the same time period totaled \$18,216,112. This represents a 3.1% increase over the prior year. Expenditures related to Police and Fire including participation in SouthCom and pensions affected this increase. Actual expenditures for the year were \$819,781 lower than budget as a result of continued cost containment measures and encumbrances.

The unassigned General Fund balance as of June 30, 2010 was \$6,400,630. After use of \$703,760 for the 2010/2011 Budget, this represented a 3.4 months reserve. The reserve calculation is based on a monthly expenditure level of \$1,663,762. 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. 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 December 2010 the Village was awarded a \$4,611,302 combined loan for water and sewer improvements. This 1.25% IEPA loan will be paid through designated water and sewer revenues. The total outstanding debt balance anticipated as of June 30, 2011 is \$25,113,827. The Village has paid off \$4,818,699 over the past four years.

In summary, at the end of Fiscal Year 2009/2010, the Village's audit revealed a continued decline in the economy impacting revenues at multiple levels. Declines were experienced in income tax, utility tax, sales tax, real estate transfer tax and interest earnings. The increase in vacant and foreclosed properties increased property maintenance costs. The Village Board increased the 2010 tax levy by 3.1% to cover increasing operating costs. Unfortunately, there was no excess reserve balance to offset the levy increase.

The Fiscal Year 2011/2012 Budget has been planned within a cautious conservative framework. After delaying hiring of several positions, vacant positions were filled. Because of the reduced population numbers and the impact on revenues new vacancies will be evaluated and hiring will be delayed where possible. The Budget is designed to implement Board goals while holding the line on most operating expenditures. Thus, expenditures have been planned within revenue projections plus the utilization of the General Fund balance.

The Board's fiscal policies express the desirability of a three to four month reserve in the General Fund. The 2011/2012 Budget presents an ending General Fund Balance of 3.1 months expenditure reserve.

### **FINANCIAL PROJECTION - 2011/2012 BUDGET**

**The Village will face several major financial challenges and issues in Fiscal Year 2011/2012. Following is a list of the most critical. These four areas are thoroughly explained in the transmittal letter starting on Page III. In short, they are as follows:**

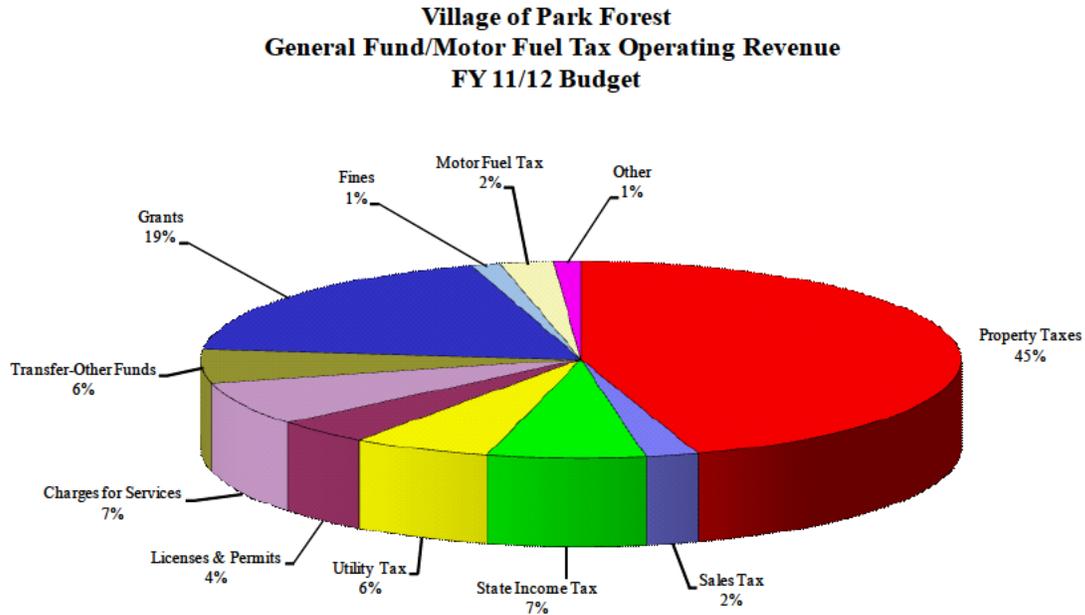
- 1. Adapting to revenue and expenditure shifts.**
- 2. Identifying opportunities to improve the Village financial position.**
- 3. Village infrastructure and maintenance.**
- 4. Continuation of new initiatives.**

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

# Village of Park Forest 2011/2012 Budget

## REVENUE SUMMARY

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



### Property Taxes

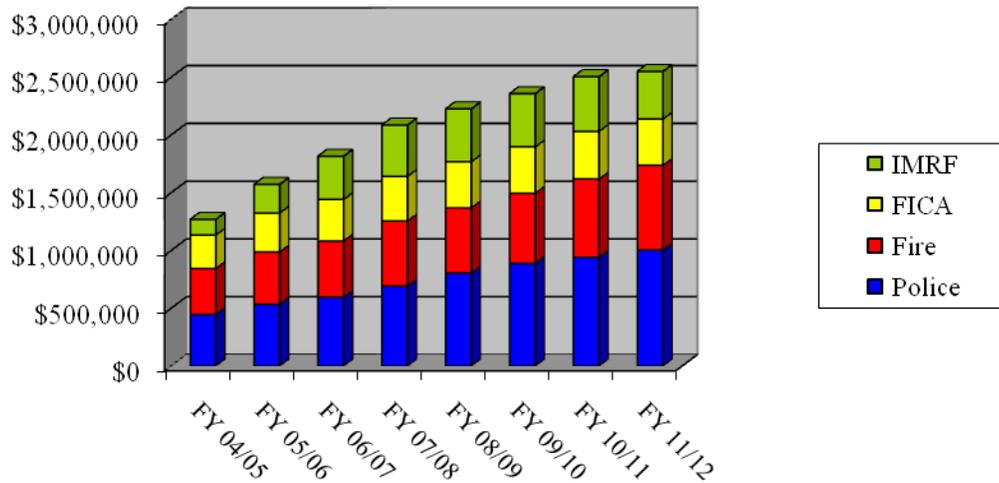
Property taxes levied in December of one year fund the budget of the following year. In other words, the property taxes levied in December 2010 support the 2011/2012 Budget. Inasmuch as the property tax levy is adopted in advance of the development of the budget, property tax revenues have already been clearly determined prior to planning the budget. The total tax levy adopted in December 2010 of \$11,728,682 represented an overall 3.1% increase over the prior year.

|                   | <u>2009 Levy</u>    | <u>2010 Levy</u>    |
|-------------------|---------------------|---------------------|
| General Corporate | \$7,887,507         | \$8,447,507         |
| IMRF              | 491,736             | 411,736             |
| FICA              | 429,501             | 400,667             |
| Police Pension    | 981,636             | 1,004,951           |
| Fire Pension      | 706,393             | 732,073             |
| Bonds             | <u>880,863</u>      | <u>731,748</u>      |
|                   | <b>\$11,377,636</b> | <b>\$11,728,682</b> |

Tax Levy Increase 3.1%

The Police and Fire Pension fund levies increased as a result of Federal or State funding requirements or actuarial assessments. For the 2006 levy, the General Corporate levy was held to a 0% increase. For 2007 and 2008, the General Corporate levy increase contributed to the overall increase. For the 2009 and 2010 levy, there was no excess fund balance to offset the increase in the levy. The receipt of tax increment from the TIF district allowed the bond indebtedness levy to be reduced. Pension funding represents 22% of the overall tax levy.

**Property Tax Levy History - Pensions**



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

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

\* 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 2011/2012 Budget, the 2010 levy increase allows for a 2% increase in salaries for all staff. The fire union contract calls for a 2% increase. The police contract is currently being negotiated. Budget Guidelines allowed for a 2% increase in expenditures excluding salaries and insurance.

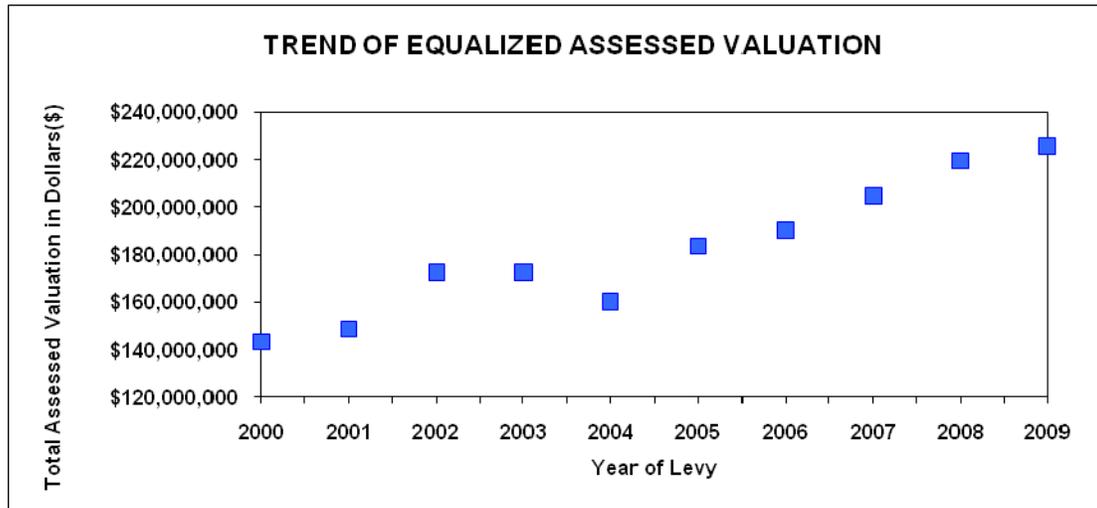
Another factor related to actual property tax revenue collections involves the 3% loss factor that Cook County adds to the Village's tax levy to allow for delinquent taxes. The Village has needed this additional levy in order to collect 96% of the original levy. The following chart taken from the Village's audited financial statements shows the collection level of the extended levy. The extended levy equals the original levy plus a 3% loss factor for Cook County. Cook County represents 82.4% of the Village. Therefore, the extended levy is 102.5% of the original levy. If an average of 95% of that amount is collected, that equates to a 97% collection rate on the original levy. Beginning in 2010 the first installment of taxes paid equaled 55% of the prior year taxes. This increased from 50% of prior year.

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

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.

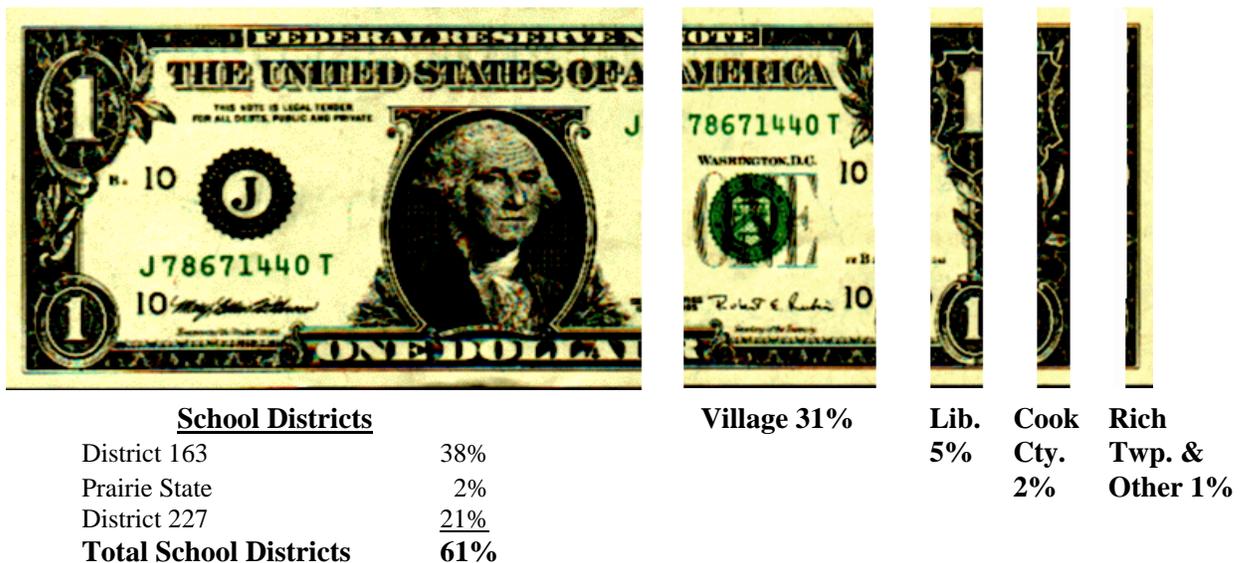
| <b>Municipal Tax Rate Comparison</b> |                               |                               |
|--------------------------------------|-------------------------------|-------------------------------|
| <i><b><u>Year</u></b></i>            | <i><b><u>Tax Rate</u></b></i> | <i><b><u>% Change</u></b></i> |
| 1999                                 | 3.8640                        | -7%                           |
| 2000                                 | 4.2205                        | 9%                            |
| 2001                                 | 4.3165                        | 2%                            |
| 2002                                 | 3.8530                        | -11%                          |
| 2003                                 | 4.2640                        | 11%                           |
| 2004                                 | 5.1960                        | 22%                           |
| 2005                                 | 4.8980                        | -6%                           |
| 2006                                 | 4.9470                        | 1%                            |
| 2007                                 | 4.8920                        | -1%                           |
| 2008                                 | 4.9250                        | 1%                            |
| 2009                                 | 5.2110                        | 6%                            |

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



Citizens often express their concerns about taxes to the Village. They sometimes believe that the Village is responsible for their entire tax bill. The reality is that the Village levy represents only 31% to 39% of the total bill depending on the school districts represented and the county involved. From that \$1,200 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 2008 taxes payable in 2009.

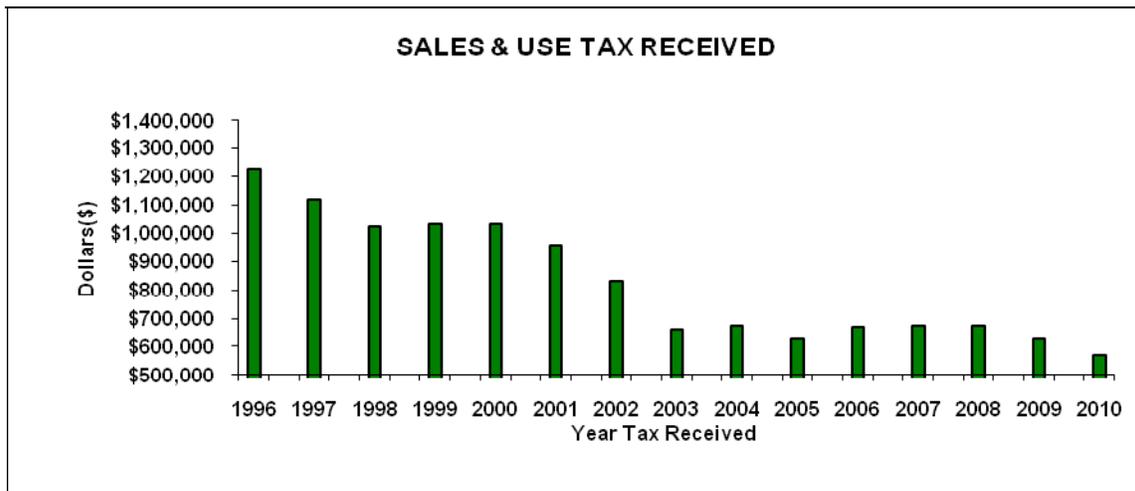


## **Sales and Use Tax**

Sales Tax relates to items sold within Park Forest. This tax is allocated on a per capita method. The population decline from 23,462 to 21,975 will have a negative impact on this tax. Sales tax revenue for the Village over the past eight years has been fairly flat. Over the past fifteen years, the combined loss of Sears, Aldi's, Marshall Fields, Jewel and all car dealerships has caused a \$600,000 decline in sales tax revenues. The new businesses over that same time period include a Walgreens which opened in 1997, and an Osco Foods (now CVS) which opened in 2000. In July 2007 Sterk's Super Foods closed for business reducing net sales tax by \$25,000. Orchard Fresh Market opened and closed within a year's time.

Use tax relates to the Village's share of tax on items purchased outside the State of Illinois and used in Illinois. This tax is allocated on a per capita method. The population decline from 23,462 to 21,975 will have a negative impact on this tax.

For Fiscal 2011/2012, sales tax revenue is expected to continue to be flat. The Village's efforts to attract new retail businesses to the Downtown as well as future efforts with Norwood Plaza will be targeted to increase sales tax. Following is a fifteen year depiction of sales and use tax revenue.



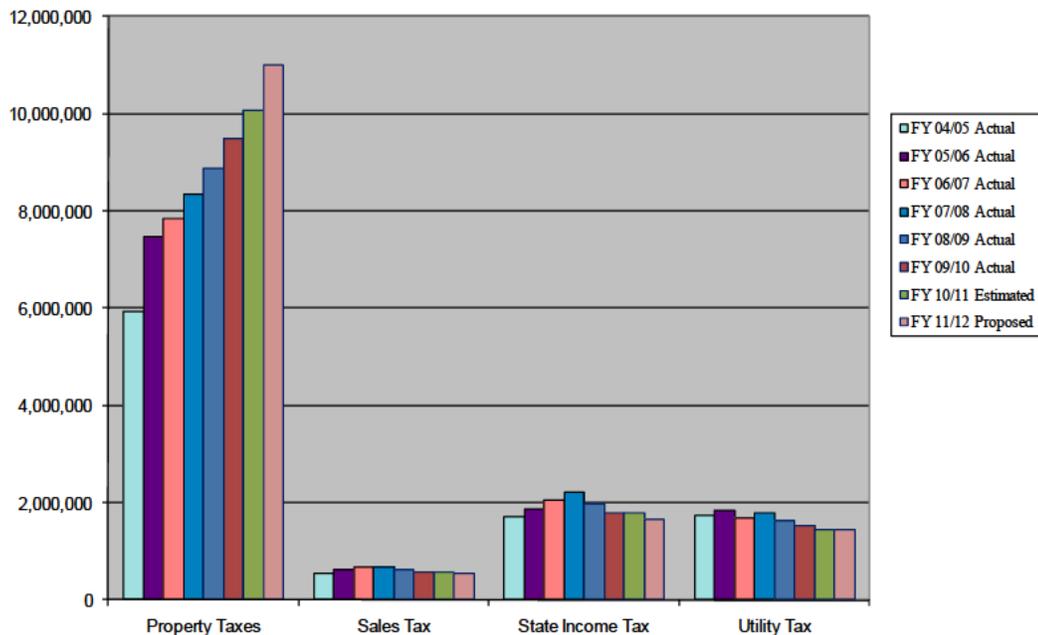
## **Utility Tax**

Utility taxes have declined in the past couple years related to use of cell phones versus land lines. Utility taxes generate 6% of General Fund revenues. The Utility Tax rate is 5% on gas and electric service and 6% on telephone service. Telecommunication rates were increased from 5% to 6% in January 2003 to generate dollars to supplement the reduction in photo processing taxes and the administrative fees retained by the State for processing Telecommunication Taxes. The Municipal Telecommunications Tax Act changed the receipt of telecommunication taxes. Taxes now flow through the State causing an additional three months lag in receipts. Additionally, the State is only disbursing 99.5% of collections. The loss of commercial development has also had a major negative impact on utility tax receipts.

## State Income Tax

The Village receives a State Income Tax allocation based on a per capita share of overall State revenues. A healthy economy and low unemployment rates had favorably impacted these revenues prior to 2001. In year 2000, a census was conducted. Population in Park Forest decreased from 24,646 to 23,462. The preliminary information from the 2010 census indicates that population has again declined from 23,462 to 21,975. Unfortunately, the State population increased. This situation will compound the negative impact of the declining population. For the last five years, the decline in the State's economy caused overall income tax receipts to decline. This was fueled by a 12.5% state unemployment level. The economy has improved somewhat but has not regained former levels, as yet. In addition, the impact of the census will reduce revenue.

Village of Park Forest  
General Fund Selected Revenues  
FY 11/12 Budget



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

## Real Estate Transfer Tax

The current Real Estate Transfer Tax rate is \$5.00 per thousand dollars of sale price. During Fiscal Year 2007/2008 sub-prime mortgage problems impacted housing values and began to reduce real estate transfer tax revenues. Real estate transfer taxes dropped significantly in 2009/2010 and again in 2010/2011 and are expected to stay at this low level.

## Grants

Included in grant revenue are an Arts Council Grant for \$2,500 for Freedom Hall programs. Also included in grant revenue is the PACE Grant for the Jolly Trolley. These

grant funds will be transferred to Rich Township to provide bus service. Rich Township will also retain fare box revenue. The total cost to provide service is as follows:

**JOLLY TROLLEY**

|   |                      |                         |
|---|----------------------|-------------------------|
| * Intergovernmental Agreement w/Rich Township | <b>\$40,000</b>      |                         |
| PACE Grant based on Ridership                 | <b>60,000</b>        |                         |
| Fare Box Revenue                              | <b><u>21,500</u></b> |                         |
|   |                      | <b><u>\$121,500</u></b> |

\* 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  | <b>\$60,000</b>      |
| Arts Council  | <b>2,500</b>         |
| SAFER (Staffing for Adequate Fire and Emergency Response) | <b><u>13,500</u></b> |
| <b>TOTAL</b>  | <b>\$76,000</b>      |

Additional approved grants are included in the MFT Fund:

|   |                       |
|---|-----------------------|
| <b>Thorn Creek Bridge Engineering</b>         | <b>\$ 96,000</b>      |
| <b>Orchard Drive Engineering, Phase II</b>    | <b>222,133</b>        |
| <b>70% of Phase II Orchard Reconstruction</b> | <b>4,080,300</b>      |
| <b>ITEP Streetscape Route 30</b>              | <b><u>117,840</u></b> |
| <b>Total MFT</b>                              | <b>\$4,516,273</b>    |

**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 2011/2012 Budget would be:

| <b><u>Standard Fund Transfers</u></b> | <b><u>2011/2012 Transfer</u></b> |
|---------------------------------------|----------------------------------|
| Water                                 | \$601,484                        |
| Sewer                                 | 149,907                          |
| Refuse                                | 133,616                          |
| Refuse (Municipal Buildings pickup)   | (30,000)                         |
| Municipal Parking                     | 17,035                           |
| Aqua Center                           | 22,000                           |
| Aqua Center (employee use)            | (3,160)                          |
| Tennis and Health                     | 22,000                           |
| Tennis and Health (employee use)      | (2,000)                          |
| Housing Authority                     | 30,000                           |
| Library                               | <u>46,386</u>                    |
| <b>SUB-TOTAL</b>                      | <b>\$987,268</b>                 |

**Other Fund Transfers**

|              |                |
|--------------|----------------|
| DEA Transfer | \$120,000      |
| DownTown     | <u>250,000</u> |

**TOTAL** **\$1,357,268**

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

**Licenses**

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

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

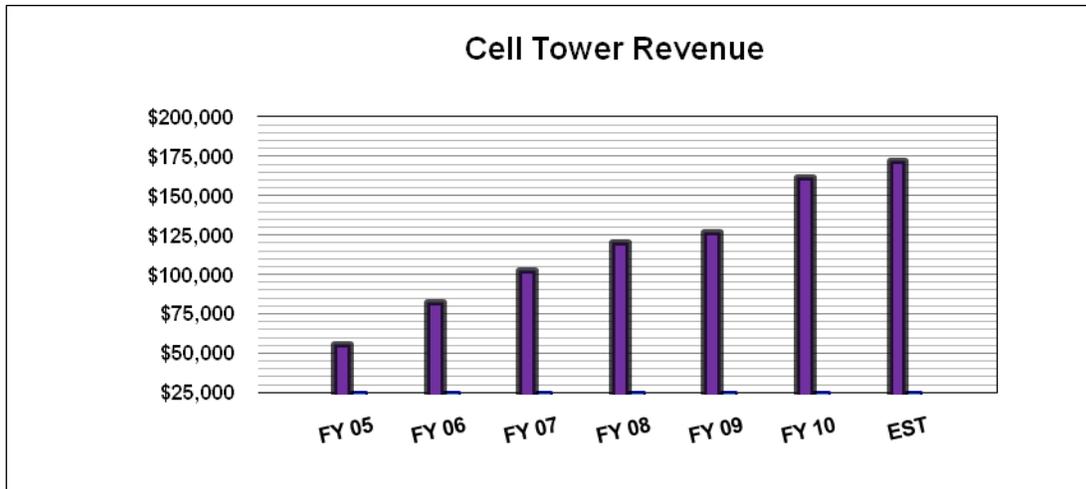
Business and liquor licenses are expected to total \$64,100. The new Crime Free Housing License is expected to generate \$39,000. Animal and bicycle licenses total \$10,010. Elevator inspection fees are budgeted at \$3,300.

**Permits and Fees**

Revenue from permits includes cable franchise fees at \$240,000, PEG access capital fees of \$10,000, as that revenue source expires, building permit fees estimated at \$95,000 and park permits of \$15,000. This budget year includes alarm permits for \$12,000 and vacant building registration fees of \$70,000.

**Charges for Services**

Charges for services have been identified by the area or program generating the revenue. Recreation and Parks program revenue is expected to decrease with the elimination of the Scenic 5 & More Race. Hospital transport is also expected to decline based on the reduction in insurance covered transports. Property lease revenue related primarily to cell tower leases has become a reliable significant revenue source projected at \$195,000 for fiscal year 2011. Garden House revenues ended January 2011 at the direction of HUD.



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 \$3,400 in revenue.

**Fines**

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

**Interest Earnings**

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

## INTERPRETIVE NOTES ON CHARTS AND GRAPHS

### **General Fund Revenues:**

The table on page 2-14 shows a three-year comparison of General Fund revenue. The “FY 11/12 Proposed” column is compared to the “FY 10/11 Budget” column to determine the “percent change.” General Fund Revenues are shown to increase 5% over the prior year’s budget.

### **General Fund Expenditures:**

The General Fund expenditures on page 2-15 are explained in some detail in the Overview section of the Budget and in greater detail in the departmental budgets. The table labeled General Fund Expenditures summarizes the departmental information. Operating General Fund Expenditures are at the same level (0%). After transfers expenditures decreased by (3%). This decrease related to the prior year budget for capital projects, specifically the transfer of funds for the CN Sound Mitigation project. Adding MFT and Foreign Fire Insurance result in an overall 21% increase in adjusted General Fund Expenditures due to the next phase of the Orchard Drive project reflected in MFT.

### **General Fund Expenditures Summary FY 09/10 Actual and FY 11/12 Proposed:**

The tables on page 2-16 and 2-17 show General Fund Expenditures by department and by spending category for FY 09/10 and FY 11/12. This two year comparison shows the impact of increased employee costs including salaries, health insurance and pension costs offset by a reduction in transfers.

### **General Fund Expenditures Summary FY 11/12 Proposed:**

The pie chart on page 2-18 shows the General Fund expenditures by category. Salaries and benefits total 73% of General Fund expenditures.

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

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

### **Oversight Responsibilities by Department:**

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

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

The table on page 2-22 shows revenues for all of the Village’s 19 funds plus the Library. The 9% increase in revenue is a result of the Orchard Drive project’s grant funding budgeted for in the MFT partially fund offset by a decrease in transfers to the Capital Projects fund and decreases in revenues for the Aqua, Tennis and Parking Lot funds.

**Expenditures (All Funds):**

The table on page 2-23 shows expenditures for all 19 Village funds. Transfers from the General Fund are identified separately and includes \$215,000 in support of the Recreation and Parks Enterprise Funds in FY 11/12. Overall increases in Expenditures (All Funds) is 10%. The Library is also noted.

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

The pie chart on page 2-24 shows revenues by source for all funds. The largest revenue sources for the Village are charges for services at 32% and taxes at 32%. As indicated on the pie chart, taxes include property, sales, utility and real estate transfer tax. Charges for services include the General Fund charges such as health, ambulance, recreation and parks and inspection fees, as well as the recreation facilities, water and sewer billing, municipal parking and Downtown leasing.

**Expenditures (All Funds):**

The pie chart on page 2-24 identifies expenditures for all funds as a percent of total. The General Fund represents 42% of Village operations.

**Revenue (All Funds) by Source FY 09/10 Actual and FY 11/12 Proposed:**

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

**Expenditures (All Funds) Summary FY 09/10 Actual and FY 11/12 Proposed:**

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

**Expenditures (All Funds) Summary:**

The pie chart on page 2-29 shows the breakdown by spending category of expenditures for all funds. Employee costs represent 42% of total Village expenditures. Note: Housing Assistance payments represent 10%.

**General Fund Summary:**

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

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

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

**Fund Summary:**

The tables on pages 2-33 through 2-36 show either beginning net assets or fund balances along with the activity for FY 10/11 and FY 11/12 for all the Village's funds with ending net assets or fund balances indicated.

**Village of Park Forest  
2011/2012 Budget**

**GENERAL FUND REVENUES**

|                                   | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|-----------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| Property Taxes - General          | 7,983,540                  | 8,455,117                  | 8,455,117                    | 9,259,910                    | 10%                       |
| - Pension                         | 1,494,985                  | 1,618,947                  | 1,618,947                    | 1,737,024                    | 7%                        |
| Road and Bridge                   | 83,725                     | 80,500                     | 82,000                       | 83,000                       | 3%                        |
| Sales Tax                         | 576,938                    | 560,000                    | 560,000                      | 550,000                      | -2%                       |
| Utility Tax                       | 1,520,243                  | 1,450,000                  | 1,450,000                    | 1,450,000                    | 0%                        |
| State Income Tax                  | 1,788,235                  | 1,790,000                  | 1,790,000                    | 1,650,000                    | -8%                       |
| PPRT - General and Pension        | 147,846                    | 190,000                    | 150,000                      | 150,000                      | -21%                      |
| Real Estate Transfer Tax          | 132,280                    | 80,000                     | 65,000                       | 75,000                       | -6%                       |
| Grants                            | 78,119                     | 232,551                    | 234,751                      | 76,000                       | -67%                      |
| Transfers from Other Funds        | 1,991,528                  | 980,496                    | 1,080,496                    | 1,357,268                    | 38%                       |
| Licenses                          | 604,698                    | 570,225                    | 569,910                      | 569,910                      | 0%                        |
| Permits and Fees                  | 490,016                    | 401,500                    | 464,000                      | 442,000                      | 10%                       |
| Charges for Services              |                            |                            |                              |                              |                           |
| Water/Sewer Pymt in lieu of taxes | 355,561                    | 376,894                    | 376,894                      | 388,201                      | 3%                        |
| Recreation                        | 351,754                    | 319,250                    | 345,270                      | 281,500                      | -12%                      |
| Health                            | 425,397                    | 402,500                    | 402,100                      | 402,100                      | 0%                        |
| Hos_ital Trans_ort                | 375,326                    | 381,300                    | 344,844                      | 338,148                      | -11%                      |
| Inspection Fees                   | 74,474                     | 85,000                     | 82,700                       | 85,000                       | 0%                        |
| Garden House                      | 83,781                     | 32,711                     | 42,386                       | 0                            | -100%                     |
| Property Leases                   | 195,612                    | 174,000                    | 195,000                      | 195,000                      | 12%                       |
| Other Charges                     | 315,767                    | 82,310                     | 153,324                      | 76,843                       | -7%                       |
| Asset Sales                       | 892                        | 5,500                      | 1,400                        | 3,400                        | -38%                      |
| Fines                             | 358,235                    | 317,250                    | 299,000                      | 304,000                      | -4%                       |
| Interest Earnings                 | <u>29,885</u>              | <u>60,000</u>              | <u>60,000</u>                | <u>40,000</u>                | -33%                      |
| <b>Sub-Total</b>                  | <b>19,458,837</b>          | <b>18,646,051</b>          | <b>18,823,139</b>            | <b>19,514,304</b>            | 5%                        |
| Insurance Settlements             | 33,063                     | 0                          | 0                            | 0                            | 0%                        |
| CN Settlement                     | <u>4,330,000</u>           | <u>0</u>                   | <u>0</u>                     | <u>0</u>                     | 0%                        |
| <b>Total Revenues</b>             | <b><u>23,821,900</u></b>   | <b><u>18,646,051</u></b>   | <b><u>18,823,139</u></b>     | <b><u>19,514,304</u></b>     | 5%                        |
| Motor Fuel Tax                    | 1,041,002                  | 1,457,914                  | 1,509,387                    | 5,074,541                    | 248%                      |
| Foreign Fire Insurance            | <u>17,239</u>              | <u>17,000</u>              | <u>17,000</u>                | <u>17,000</u>                | 0%                        |
| <b>Combined Revenues</b>          | <b>24,880,141</b>          | <b>20,120,965</b>          | <b>20,349,526</b>            | <b>24,605,845</b>            | 22%                       |

**Village of Park Forest  
2011/2012 Budget**

**GENERAL FUND EXPENDITURES**

|                                     | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|-------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| Administration/Finance              | 3,190,844                  | 3,522,577                  | 3,366,604                    | 3,450,279                    | -2%                       |
| Police Department                   | 6,609,262                  | 6,906,263                  | 6,860,085                    | 7,075,213                    | 2%                        |
| Fire Department                     | 3,365,004                  | 3,770,847                  | 3,731,835                    | 3,797,128                    | 1%                        |
| Health Department                   | 793,854                    | 829,450                    | 799,498                      | 894,942                      | 8%                        |
| Recreation and Parks                | 2,155,024                  | 2,260,713                  | 2,260,713                    | 2,221,627                    | -2%                       |
| Public Works Department             | 1,022,219                  | 920,323                    | 865,323                      | 1,014,967                    | 10%                       |
| Economic Development & Planning     | 455,692                    | 664,776                    | 657,557                      | 546,386                      | -18%                      |
| Community Development               | <u>498,020</u>             | <u>588,738</u>             | <u>503,738</u>               | <u>520,624</u>               | -12%                      |
| <b>Subtotal</b>                     | <b>18,089,919</b>          | <b>19,463,687</b>          | <b>19,045,353</b>            | <b>19,521,166</b>            | 0%                        |
| Transfer to Aqua Center             | 760,000                    | 200,000                    | 200,000                      | 120,000                      | -40%                      |
| Transfer to Tennis and Health Club  | 75,000                     | 95,000                     | 95,000                       | 95,000                       | 0%                        |
| Transfer to Vehicle Services        | 49,000                     | 0                          | 0                            | 0                            | 0%                        |
| Transfer to DownTown                | 224,527                    | 224,527                    | 224,527                      | 146,982                      | -35%                      |
| 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>345,000</u>             | <u>600,000</u>             | <u>600,000</u>               | <u>50,000</u>                | -92%                      |
| <b>Subtotal Expenditures</b>        | <b>19,575,446</b>          | <b>20,615,214</b>          | <b>20,196,880</b>            | <b>19,965,148</b>            | <b>-3%</b>                |
| Motor Fuel Tax                      | 963,178                    | 1,695,804                  | 951,421                      | 7,076,861                    | 317%                      |
| Foreign Fire Insurance              | <u>13,163</u>              | <u>17,000</u>              | <u>17,000</u>                | <u>17,000</u>                | 0%                        |
| <b>Combined Expenditures</b>        | <b>20,551,787</b>          | <b>22,328,018</b>          | <b>21,165,301</b>            | <b>27,059,009</b>            | <b>21%</b>                |

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

|  | <b>Administrative<br/>Department</b> | <b>Police<br/>Department</b> | <b>Fire<br/>Department</b> | <b>Health<br/>Department</b> | <b>Recreation<br/>&amp; Parks<br/>Department</b> | <b>Public Works<br/>Department</b> | <b>Econ. Dev.<br/>&amp; Planning<br/>Department</b> | <b>Community<br/>Development<br/>Department</b> | <b>TOTAL</b>      |
|--|--------------------------------------|------------------------------|----------------------------|------------------------------|--|------------------------------------|---|---|-------------------|
| <b><u>Personnel Services</u></b>       |                                      |                              |                            |                              |  |                                    |   |   |                   |
| Regular Salaries                       | 960,721                              | 3,453,602                    | 1,862,392                  | 433,337                      | 766,063  | 348,387                            | 259,478   | 281,192   | 8,365,172         |
| Overtime Salaries                      | 1,145                                | 431,282                      | 174,296                    | 4,723                        | 18,635   | 38,826                             | 0   | 0   | 668,907           |
| Temporary/Part-time Salaries           | 99,488                               | 193,427                      | 63,693                     | 16,803                       | 171,024  | 465                                | 0   | 28,637  | 573,537           |
| IRMA Workers Comp Reimb.               | <u>0</u>                             | <u>(20,750)</u>              | <u>(35,792)</u>            | <u>0</u>                     | <u>0</u>   | <u>0</u>                           | <u>0</u>  | <u>0</u>  | <u>(56,542)</u>   |
| <b>Total Personnel Services</b>        | <b>1,061,354</b>                     | <b>4,057,561</b>             | <b>2,064,589</b>           | <b>454,863</b>               | <b>955,722</b>                                   | <b>387,678</b>                     | <b>259,478</b>                                      | <b>309,829</b>                                  | <b>9,551,074</b>  |
| <b><u>Insurance Benefits</u></b>       | 144,909                              | 573,690                      | 248,580                    | 63,601                       | 135,285  | 72,820                             | 21,119  | 44,540  | 1,304,544         |
| <b><u>IRMA</u></b>                     | 867,931                              | 0                            | 0                          | 0                            | 0  | 0                                  | 0   | 0   | 867,931           |
| <b><u>Employee Support*</u></b>        | 296,442                              | 1,050,108                    | 687,107                    | 88,810                       | 154,401  | 66,354                             | 61,549  | 60,125  | 2,464,896         |
| <b><u>Professional Services</u></b>    | 184,811                              | 475,350                      | 73,792                     | 111,196                      | 265,970  | 153,199                            | 31,984  | 11,179  | 1,307,481         |
| <b><u>Legal Services</u></b>           | 184,184                              | 0                            | 0                          | 0                            | 0  | 0                                  | 0   | 0   | 184,184           |
| <b><u>Operating Supplies</u></b>       | 110,513                              | 119,255                      | 48,577                     | 47,520                       | 106,724  | 32,694                             | 3,557   | 1,535   | 470,375           |
| <b><u>Maintenance</u></b>              | 68,401                               | 15,639                       | 15,916                     | 9,768                        | 172,823  | 79,922                             | 0   | 56,800  | 419,269           |
| <b><u>Capital Outlays</u></b>          | 30,804                               | 41,677                       | 40,412                     | 6,741                        | 110,642  | 180,610                            | 218   | 2,403   | 413,507           |
| <b><u>Miscellaneous</u></b>            | 136,264                              | 6,157                        | 2,125                      | 5,205                        | 75,458   | 445                                | 77,787  | 995   | 304,436           |
| <b><u>Leases and Rentals</u></b>       | 11,219                               | 272,230                      | 188,160                    | 0                            | 104,793  | 42,828                             | 0   | 8,610   | 627,840           |
| <b><u>Utilities</u></b>                | 94,012                               | 11,595                       | 3,746                      | 6,150                        | 73,206   | 5,669                              | 0   | 2,004   | 196,382           |
| <b><u>Transfers to Other Funds</u></b> | <u>1,463,527</u>                     | <u>0</u>                     | <u>0</u>                   | <u>0</u>                     | <u>0</u>   | <u>0</u>                           | <u>0</u>  | <u>0</u>  | <u>1,463,527</u>  |
| <b>TOTAL</b>                           | <b>4,654,371</b>                     | <b>6,623,262</b>             | <b>3,373,004</b>           | <b>793,854</b>               | <b>2,155,024</b>                                 | <b>1,022,219</b>                   | <b>455,692</b>                                      | <b>498,020</b>                                  | <b>19,575,446</b> |

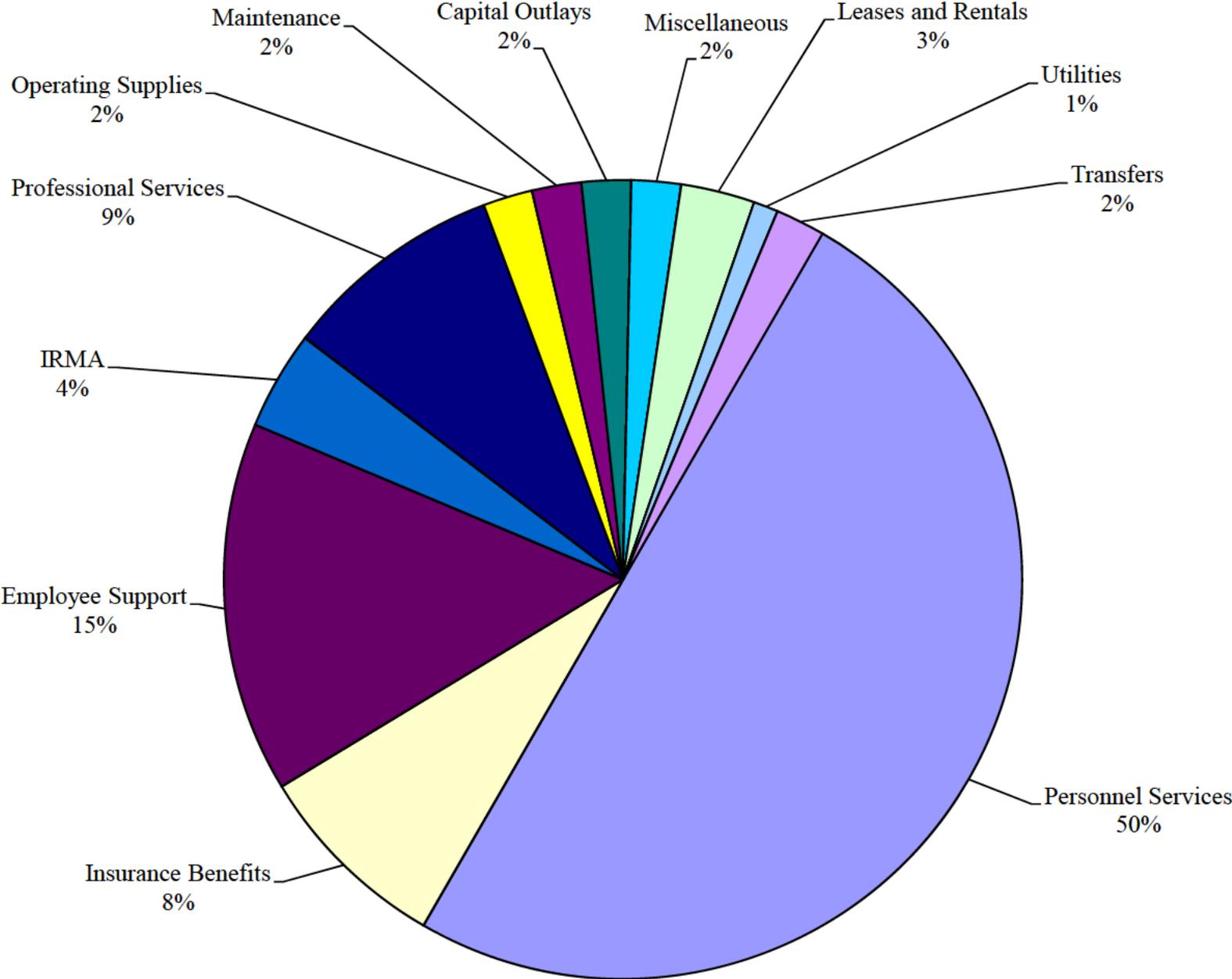
\* Includes PPRT Taxes for Police Pension \$14,000 and Fire Pension \$8,000.

**Village of Park Forest  
GENERAL FUND EXPENDITURES SUMMARY  
FY 11/12 Proposed**

|  | <b>Administrative<br/>Department</b> | <b>Police<br/>Department</b> | <b>Fire<br/>Department</b> | <b>Health<br/>Department</b> | <b>Recreation<br/>&amp; Parks<br/>Department</b> | <b>Public Works<br/>Department</b> | <b>Econ. Dev.<br/>&amp; Planning<br/>Department</b> | <b>Community<br/>Development<br/>Department</b> | <b>TOTAL</b>      |
|--|--------------------------------------|------------------------------|----------------------------|------------------------------|--|------------------------------------|---|---|-------------------|
| <b><u>Personnel Services</u></b>       |                                      |                              |                            |                              |  |                                    |   |   |                   |
| Regular Salaries                       | 999,611                              | 3,640,544                    | 1,988,976                  | 471,791                      | 804,048  | 354,258                            | 282,259   | 292,863   | 8,834,350         |
| Overtime Salaries                      | 2,205                                | 352,881                      | 216,841                    | 2,212                        | 16,700   | 40,322                             | 619   | 0   | 631,780           |
| Temporary/Part-time Salaries           | <u>121,073</u>                       | 187,246                      | <u>84,773</u>              | <u>25,553</u>                | <u>189,093</u>                                   | <u>0</u>                           | <u>0</u>  | <u>35,007</u>                                   | <u>642,745</u>    |
| <b>Total Personnel Services</b>        | <b>1,122,889</b>                     | <b>4,180,671</b>             | <b>2,290,590</b>           | <b>499,556</b>               | <b>1,009,841</b>                                 | <b>394,580</b>                     | <b>282,878</b>                                      | <b>327,870</b>                                  | <b>10,108,875</b> |
| <b><u>Insurance Benefits</u></b>       | 163,828                              | 649,729                      | 302,354                    | 102,925                      | 164,621  | 85,151                             | 36,278  | 50,607  | 1,555,493         |
| <b><u>IRMA</u></b>                     | 945,424                              | 0                            | 0                          | 0                            | 0  | 0                                  | 0   | 0   | 945,424           |
| <b><u>Employee Support*</u></b>        | 322,098                              | 1,258,163                    | 844,107                    | 110,080                      | 184,135  | 79,517                             | 71,830  | 74,397  | 2,944,327         |
| <b><u>Professional Services</u></b>    | 113,780                              | 530,503                      | 89,095                     | 109,356                      | 260,680  | 180,500                            | 32,800  | 15,400  | 1,332,114         |
| <b><u>Legal Services</u></b>           | 225,265                              | 0                            | 0                          | 0                            | 0  | 0                                  | 0   | 0   | 225,265           |
| <b><u>Operating Supplies</u></b>       | 136,307                              | 96,735                       | 45,904                     | 57,575                       | 116,050  | 33,400                             | 5,550   | 2,150   | 493,671           |
| <b><u>Maintenance</u></b>              | 79,698                               | 31,748                       | 19,410                     | 1,200                        | 149,000  | 102,500                            | 0   | 36,000  | 419,556           |
| <b><u>Capital Outlays</u></b>          | 77,100                               | 59,646                       | 32,000                     | 3,500                        | 100,000  | 89,700                             | 1,900   | 3,800   | 367,646           |
| <b><u>Miscellaneous</u></b>            | 156,890                              | 21,358                       | 1,800                      | 6,150                        | 86,500   | 1,250                              | 115,150   | 400   | 389,498           |
| <b><u>Leases and Rentals</u></b>       | 7,000                                | 251,160                      | 176,568                    | 0                            | 72,600   | 38,569                             | 0   | 7,000   | 552,897           |
| <b><u>Utilities</u></b>                | 100,000                              | 9,500                        | 3,300                      | 4,600                        | 78,200   | 9,800                              | 0   | 3,000   | 208,400           |
| <b><u>Transfers to Other Funds</u></b> | <u>421,982</u>                       | <u>0</u>                     | <u>0</u>                   | <u>0</u>                     | <u>0</u>   | <u>0</u>                           | <u>0</u>  | <u>0</u>  | <u>421,982</u>    |
| <b>TOTAL</b>                           | <b>3,872,261</b>                     | <b>7,089,213</b>             | <b>3,805,128</b>           | <b>894,942</b>               | <b>2,221,627</b>                                 | <b>1,014,967</b>                   | <b>546,386</b>                                      | <b>520,624</b>                                  | <b>19,965,148</b> |

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

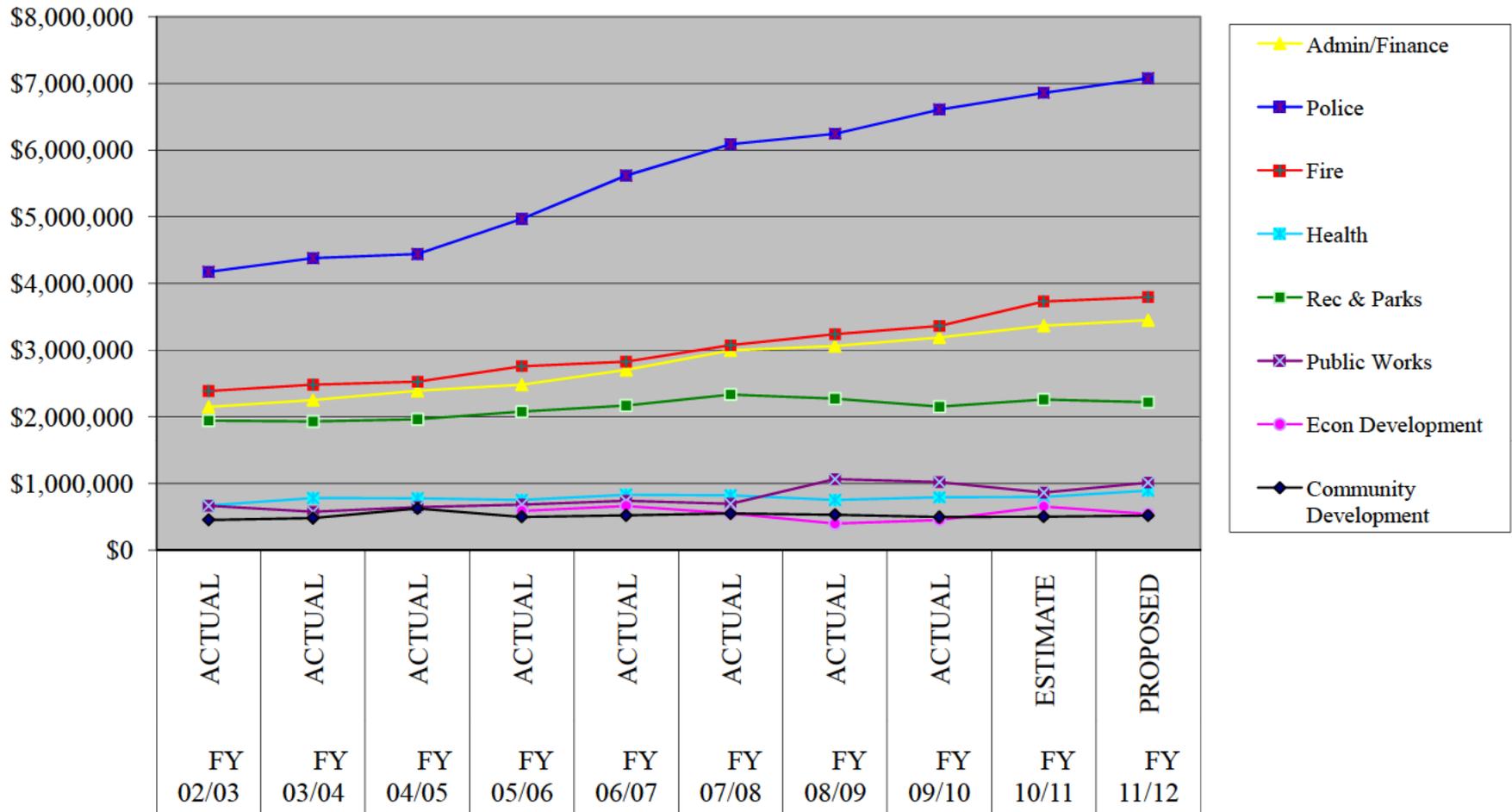
**Village of Park Forest  
General Fund Expenditures Summary  
FY 11/12 Proposed**



**Village of Park Forest  
GENERAL FUND EXPENDITURES TRENDS  
FY 02/03 - FY11/12**

|                            | <b>FY 02/03<br/>ACTUAL</b> | <b>FY 03/04<br/>ACTUAL</b> | <b>FY 04/05<br/>ACTUAL</b> | <b>FY 05/06<br/>ACTUAL</b> | <b>FY 06/07<br/>ACTUAL</b> | <b>FY 07/08<br/>ACTUAL</b> | <b>FY 08/09<br/>ACTUAL</b> | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|------------------------------|------------------------------|
| Administration             | \$2,150,200                | \$2,251,038                | \$2,392,457                | \$2,483,392                | \$2,704,137                | \$2,996,930                | \$3,064,456                | \$3,190,844                | \$3,366,604                  | \$3,450,279                  |
| Police (*)                 | 4,175,381                  | 4,379,328                  | 4,442,187                  | 4,967,708                  | 5,619,860                  | 6,090,087                  | 6,246,401                  | 6,609,262                  | 6,860,085                    | 7,075,213                    |
| Fire (*)                   | 2,387,310                  | 2,482,932                  | 2,527,537                  | 2,760,495                  | 2,828,962                  | 3,074,169                  | 3,239,290                  | 3,365,004                  | 3,731,835                    | 3,797,128                    |
| Health                     | 671,034                    | 784,347                    | 778,134                    | 755,888                    | 833,478                    | 823,744                    | 753,528                    | 793,854                    | 799,498                      | 894,942                      |
| Recreation & Parks         | 1,944,539                  | 1,930,884                  | 1,964,357                  | 2,077,773                  | 2,169,177                  | 2,336,626                  | 2,271,909                  | 2,155,024                  | 2,260,713                    | 2,221,627                    |
| Public Works               | 668,173                    | 576,457                    | 645,853                    | 683,934                    | 741,953                    | 695,791                    | 1,066,877                  | 1,022,219                  | 865,323                      | 1,014,967                    |
| Economic Devel. & Planning |                            |                            |                            | 588,570                    | 665,277                    | 553,583                    | 399,352                    | 455,692                    | 657,557                      | 546,386                      |
| Community Development      | <u>455,276</u>             | <u>482,360</u>             | <u>627,941</u>             | <u>501,094</u>             | <u>522,608</u>             | <u>550,550</u>             | <u>532,869</u>             | <u>498,020</u>             | <u>503,738</u>               | <u>520,624</u>               |
| <b>Sub-total</b>           | <b>\$12,451,913</b>        | <b>\$12,887,346</b>        | <b>\$13,378,466</b>        | <b>\$14,818,854</b>        | <b>\$16,085,452</b>        | <b>\$17,121,480</b>        | <b>\$17,574,682</b>        | <b>\$18,089,919</b>        | <b>\$19,045,353</b>          | <b>\$19,521,166</b>          |

**Village of Park Forest  
GENERAL FUND EXPENDITURES TRENDS  
FY 02/03 - FY 11/12**



**Village of Park Forest  
Oversight Responsibilities by Department  
2011/2012 Budget**

|                               | <u>Admin./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                             |                     | X                                |                              |
| <b>MFT</b>                    | X                                  |               |             |               |                               | X                   |                                  |                              |
| <b>Housing Authority</b>      | X                                  |               |             |               |                               |                     |                                  | X                            |
| <b>CDBG-Cook</b>              | X                                  |               |             |               |                               | X                   |                                  | X                            |
| <b>Retirement Funds</b>       |                                    |               |             |               |                               |                     |                                  |                              |
| <b>Police Pension</b>         | X                                  | X             |             |               |                               |                     |                                  |                              |
| <b>Fire Pension</b>           | X                                  |               | X           |               |                               |                     |                                  |                              |
| <b>Bond Retirement</b>        | X                                  |               |             |               |                               |                     |                                  |                              |
| <b>TIF</b>                    | X                                  |               |             |               |                               |                     | X                                |                              |
| <b>Vehicle Services</b>       | X                                  | X             | X           |               | X                             | X                   |                                  | X                            |
| <b>Foreign Fire Insurance</b> | X                                  |               | X           |               |                               |                     |                                  |                              |

**Village of Park Forest  
2011/2012 Budget**

**REVENUE (All Funds)**

|                        | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>CHANGE</b> |
|------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------|
| General Fund           |                            |                            |                              |                              |               |
| Operating              | 19,458,837                 | 18,646,051                 | 18,823,139                   | 19,514,304                   | 5%            |
| Insurance Settlements  | 33,063                     | 0                          | 0                            | 0                            | 0%            |
| CN Settlement          | 4,330,000                  | 0                          | 0                            | 0                            | 0%            |
| Aqua Center            | 1,352,849                  | 423,736                    | 413,406                      | 332,482                      | -22%          |
| Tennis and Health Club | 338,119                    | 385,750                    | 370,950                      | 374,500                      | -3%           |
| Municipal Parking      | 535,537                    | 140,100                    | 115,455                      | 122,810                      | -12%          |
| Refuse                 | 1,211,296                  | 1,272,000                  | 1,202,511                    | 1,219,142                    | -4%           |
| Water                  | 4,944,456                  | 5,313,412                  | 5,420,576                    | 5,462,461                    | 3%            |
| Sewer                  | 1,232,568                  | 1,818,359                  | 1,378,926                    | 1,843,500                    | 1%            |
| DownTown               | 1,026,100                  | 901,562                    | 866,162                      | 826,017                      | -8%           |
| Capital Projects       | 345,000                    | 600,000                    | 600,000                      | 50,000                       | -92%          |
| MFT                    | 1,041,002                  | 1,457,914                  | 1,509,387                    | 5,074,541                    | 248%          |
| Housing Authority      | 3,857,664                  | 4,113,826                  | 4,330,131                    | 4,750,082                    | 15%           |
| CDBG-Cook              | 0                          | 930,062                    | 930,062                      | 0                            | -100%         |
| Retirement Funds       |                            |                            |                              |                              |               |
| Police Pension         | 2,288,979                  | 1,879,983                  | 1,879,983                    | 1,897,049                    | 1%            |
| Fire Pension           | 1,411,412                  | 1,242,143                  | 1,232,143                    | 1,305,551                    | 5%            |
| Bond Retirement        | 325,700                    | 324,538                    | 324,638                      | 338,062                      | 4%            |
| TIF                    | 1,372,796                  | 1,088,012                  | 1,184,314                    | 1,069,204                    | -2%           |
| Vehicle Services       | 990,586                    | 664,423                    | 775,614                      | 726,156                      | 9%            |
| Foreign Fire Insurance | 17,239                     | 17,000                     | 17,000                       | 17,000                       | 0%            |
| <b>Subtotal</b>        | <b>46,113,203</b>          | <b>41,218,870</b>          | <b>41,374,397</b>            | <b>44,922,861</b>            | <b>9%</b>     |
| Library                | <u>1,884,760</u>           | <u>1,995,106</u>           | <u>1,995,106</u>             | <u>1,998,415</u>             | 0%            |
| <b>TOTAL FUNDS</b>     | <b><u>47,997,963</u></b>   | <b><u>43,213,976</u></b>   | <b><u>43,369,503</u></b>     | <b><u>46,921,276</u></b>     | <b>9%</b>     |

**Village of Park Forest  
2011/2012 Budget**

**EXPENDITURES (All Funds)**

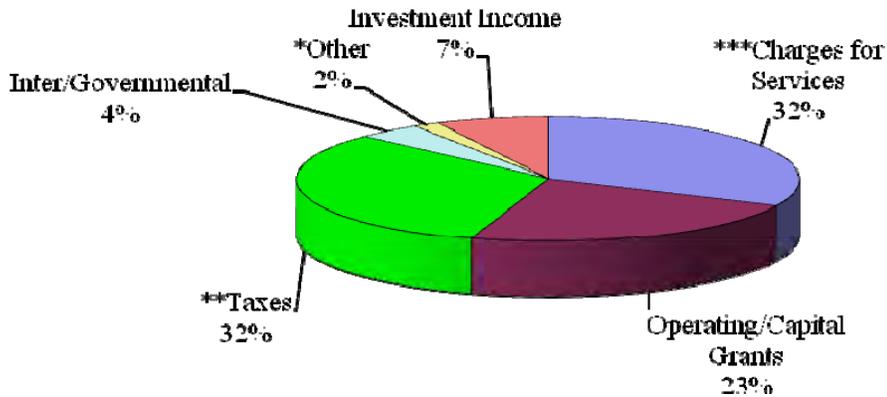
|  | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|--|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| General Fund                               | 18,089,919                 | 19,463,687                 | 19,045,353                   | 19,521,166                   | 0%                        |
| Aqua Center                                | 394,248                    | 314,190                    | 356,673                      | 427,826                      | 36%                       |
| Tennis and Health Club                     | 364,815                    | 389,460                    | 355,650                      | 368,445                      | -5%                       |
| Municipal Parking                          | 641,008                    | 226,639                    | 167,865                      | 368,072                      | 62%                       |
| Refuse                                     | 1,267,444                  | 1,330,165                  | 1,215,478                    | 1,264,759                    | -5%                       |
| Water                                      | 5,208,877                  | 5,660,390                  | 5,589,637                    | 5,776,846                    | 2%                        |
| Sewer                                      | 703,238                    | 907,922                    | 841,833                      | 930,379                      | 2%                        |
| DownTown                                   | 806,479                    | 999,073                    | 986,124                      | 981,834                      | -2%                       |
| Capital Projects                           | 675,572                    | 837,000                    | 66,134                       | 1,221,694                    | 46%                       |
| MFT  | 963,178                    | 1,695,804                  | 951,421                      | 7,076,861                    | 317%                      |
| Housing Authority                          | 3,741,589                  | 4,151,451                  | 4,285,459                    | 4,855,440                    | 17%                       |
| CDBG-Cook                                  | 0                          | 930,062                    | 930,062                      | 0                            | -100%                     |
| Retirement Funds                           |                            |                            |                              |                              |                           |
| Police Pension                             | 1,359,451                  | 1,475,950                  | 1,509,739                    | 1,518,575                    | 3%                        |
| Fire Pension                               | 787,806                    | 828,379                    | 828,154                      | 847,954                      | 2%                        |
| Bond Retirement                            | 299,400                    | 318,794                    | 318,794                      | 322,023                      | 1%                        |
| TIF  | 1,123,139                  | 2,098,739                  | 1,398,739                    | 1,126,896                    | -46%                      |
| Vehicle Services**                         | 813,512                    | 802,449                    | 802,449                      | 825,848                      | 3%                        |
| Foreign Fire Insurance                     | 13,163                     | 17,000                     | 17,000                       | 17,000                       | 0%                        |
| <b><u>Transfers from General Fund:</u></b> |                            |                            |                              |                              |                           |
| To Aqua Center                             | 760,000                    | 200,000                    | 200,000                      | 120,000                      | -40%                      |
| To Tennis and Health Club                  | 75,000                     | 95,000                     | 95,000                       | 95,000                       | 0%                        |
| To Vehicle Services                        | 49,000                     | 0                          | 0                            | 0                            | 0%                        |
| To DownTown                                | 224,527                    | 224,527                    | 224,527                      | 146,982                      | -35%                      |
| 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>345,000</u>             | <u>600,000</u>             | <u>600,000</u>               | <u>50,000</u>                | -92%                      |
| <b>Subtotal</b>                            | <b>38,738,365</b>          | <b>43,598,681</b>          | <b>40,818,091</b>            | <b>47,895,600</b>            | <b>10%</b>                |
| Library                                    | <u>2,754,714</u>           | <u>2,418,030</u>           | <u>2,099,701</u>             | <u>1,795,255</u>             | -26%                      |
| <b>TOTAL FUNDS***</b>                      | <b><u>41,493,079</u></b>   | <b><u>46,016,711</u></b>   | <b><u>42,917,792</u></b>     | <b><u>49,690,855</u></b>     | <b>8%</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. (See individual fund detail for further explanation.)

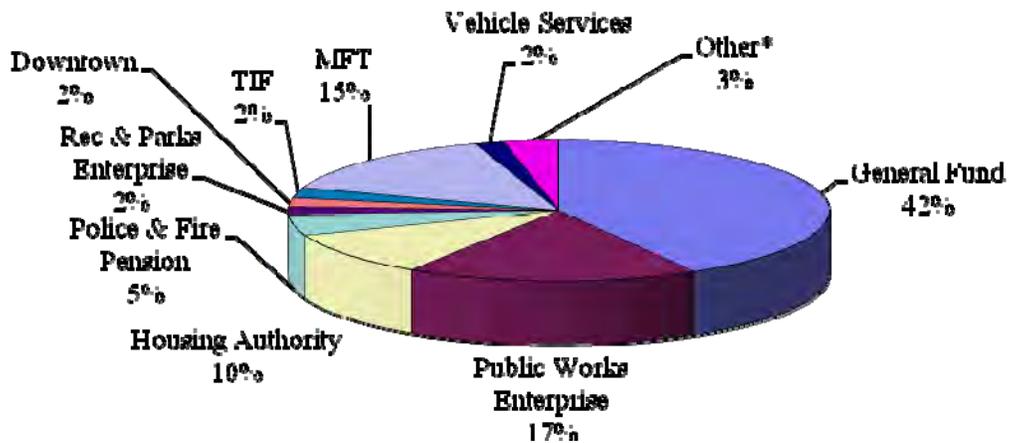
# Village of Park Forest 2011/2012 Budget

## Revenue (All Funds) by Source FY 11/12 Proposed



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

## Expenditures (All Funds) FY 11/12 Proposed



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

**Village of Park Forest  
REVENUE (ALL FUNDS) BY SOURCE  
GASB 34 Presentation  
FY 09/10 Actual**

|                        | <u>Program Revenues</u>    |                                 | Taxes*            | Inter/<br>Governmental | Fines<br>and<br>Forfeits | Interest<br>Income | Misc             | Transfers        | Gain on of<br>Sale Capital<br>Asset | Investment<br>Income | Total             |
|------------------------|----------------------------|---------------------------------|-------------------|------------------------|--------------------------|--------------------|------------------|------------------|-------------------------------------|----------------------|-------------------|
|                        | Charges<br>For<br>Services | Operating/<br>Capital<br>Grants |                   |                        |                          |                    |                  |                  |                                     |                      |                   |
| General Fund           | 5,263,914                  |                                 | 11,791,711        | 2,014,200              | 358,235                  | 29,885             | 4,363,063        |                  | 892                                 |                      | 23,821,900        |
| Aqua Center            | 143,799                    | 400,000                         | 32,585            |                        |                          | 25                 | 16,440           | 760,000          |                                     |                      | 1,352,849         |
| Tennis and Health Club | 263,105                    |                                 |                   |                        |                          | 14                 |                  | 75,000           |                                     |                      | 338,119           |
| Municipal Parking      | 140,030                    |                                 |                   |                        |                          | 86                 |                  |                  | 395,421                             |                      | 535,537           |
| Refuse                 | 1,209,092                  |                                 |                   |                        |                          | 204                | 2,000            |                  |                                     |                      | 1,211,296         |
| Water                  | 4,959,734                  |                                 |                   |                        |                          | 189                | (15,467)         |                  |                                     |                      | 4,944,456         |
| Sewer                  | 1,232,250                  |                                 |                   |                        |                          | 318                |                  |                  |                                     |                      | 1,232,568         |
| DownTown               | 667,304                    |                                 |                   |                        |                          | 1,633              | 32,636           | 324,527          |                                     |                      | 1,026,100         |
| Capital Projects       |                            |                                 |                   |                        |                          |                    |                  | 345,000          |                                     |                      | 345,000           |
| MFT                    |                            | 1,039,353                       |                   |                        |                          | 1,649              |                  |                  |                                     |                      | 1,041,002         |
| Housing Authority      |                            | 3,855,258                       |                   |                        |                          | 942                | 1,464            |                  |                                     |                      | 3,857,664         |
| CDBG - Cook            |                            |                                 |                   |                        |                          |                    |                  |                  |                                     |                      | 0                 |
| Police Pension         |                            |                                 |                   |                        |                          |                    |                  |                  |                                     | 2,288,979            | 2,288,979         |
| Fire Pension           |                            |                                 |                   |                        |                          |                    |                  |                  |                                     | 1,411,412            | 1,411,412         |
| Bond Retirement        |                            |                                 | 325,201           |                        |                          | 499                |                  |                  |                                     |                      | 325,700           |
| TIF                    |                            |                                 | 1,369,619         |                        |                          | 3,177              |                  |                  |                                     |                      | 1,372,796         |
| Vehicle Services       | 906,963                    |                                 |                   |                        |                          | 1,698              | 32,925           | 49,000           |                                     |                      | 990,586           |
| Foreign Fire Insurance |                            |                                 |                   |                        |                          |                    | 17,239           |                  |                                     |                      | 17,239            |
|                        | <u>14,786,191</u>          | <u>5,294,611</u>                | <u>13,519,116</u> | <u>2,014,200</u>       | <u>358,235</u>           | <u>40,319</u>      | <u>4,450,300</u> | <u>1,553,527</u> | <u>396,313</u>                      | <u>3,700,391</u>     | <u>46,113,203</u> |

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

**Village of Park Forest  
REVENUE (ALL FUNDS) BY SOURCE  
GASB 34 Presentation  
FY 11/12 Proposed**

|                        | <u>Program Revenues</u>    |                                 | Taxes*            | Inter/<br>Governmental | Fines<br>and<br>Forfeits | Interest<br>Income | Misc          | Transfers      | Gain on of<br>Sale Capital<br>Asset | Investment<br>Income | Total             |
|------------------------|----------------------------|---------------------------------|-------------------|------------------------|--------------------------|--------------------|---------------|----------------|-------------------------------------|----------------------|-------------------|
|                        | Charges<br>For<br>Services | Operating/<br>Capital<br>Grants |                   |                        |                          |                    |               |                |                                     |                      |                   |
| General Fund           | 4,135,970                  |                                 | 13,154,934        | 1,876,000              | 304,000                  | 40,000             |               |                | 3,400                               |                      | 19,514,304        |
| Aqua Center            | 178,900                    |                                 | 33,582            |                        |                          |                    |               | 120,000        |                                     |                      | 332,482           |
| Tennis and Health Club | 279,500                    |                                 |                   |                        |                          |                    |               | 95,000         |                                     |                      | 374,500           |
| Municipal Parking      | 122,710                    |                                 |                   |                        |                          | 100                |               |                |                                     |                      | 122,810           |
| Refuse                 | 1,216,912                  |                                 |                   |                        |                          | 230                | 2,000         |                |                                     |                      | 1,219,142         |
| Water                  | 5,462,461                  |                                 |                   |                        |                          |                    |               |                |                                     |                      | 5,462,461         |
| Sewer                  | 1,358,000                  | 485,000                         |                   |                        |                          | 500                |               |                |                                     |                      | 1,843,500         |
| DownTown               | 662,035                    |                                 |                   |                        |                          |                    | 17,000        | 146,982        |                                     |                      | 826,017           |
| Capital Projects       |                            |                                 |                   |                        |                          |                    |               | 50,000         |                                     |                      | 50,000            |
| MFT                    |                            | 5,072,241                       |                   |                        |                          | 2,300              |               |                |                                     |                      | 5,074,541         |
| Housing Authority      |                            | 4,749,132                       |                   |                        |                          | 950                |               |                |                                     |                      | 4,750,082         |
| CDBG - Cook            |                            |                                 |                   |                        |                          |                    |               |                |                                     |                      | 0                 |
| Police Pension         |                            |                                 |                   |                        |                          |                    |               |                |                                     | 1,897,049            | 1,897,049         |
| Fire Pension           |                            |                                 |                   |                        |                          |                    |               |                |                                     | 1,305,551            | 1,305,551         |
| Bond Retirement        |                            |                                 | 337,462           |                        |                          | 600                |               |                |                                     |                      | 338,062           |
| TIF                    |                            |                                 | 1,067,204         |                        |                          | 2,000              |               |                |                                     |                      | 1,069,204         |
| Vehicle Services       | 725,156                    |                                 |                   |                        |                          | 1,000              |               |                |                                     |                      | 726,156           |
| Foreign Fire Insurance |                            |                                 |                   |                        |                          |                    | 17,000        |                |                                     |                      | 17,000            |
|                        | <u>14,141,644</u>          | <u>10,306,373</u>               | <u>14,593,182</u> | <u>1,876,000</u>       | <u>304,000</u>           | <u>47,680</u>      | <u>36,000</u> | <u>411,982</u> | <u>3,400</u>                        | <u>3,202,600</u>     | <u>44,922,861</u> |

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

**Village of Park Forest  
EXPENDITURES (All Funds) SUMMARY  
FY 09/10 Actual**

|   | General Fund      | R & P Enterprise | Public Works Enterprise | DownTown and TIF | MFT            | Housing Authority | Retirement Funds | Other*           | TOTAL             |
|---|-------------------|------------------|-------------------------|------------------|----------------|-------------------|------------------|------------------|-------------------|
| <b><u>Personnel Services</u></b>          |                   |                  |                         |                  |                |                   |                  |                  |                   |
| Regular Salaries                          | 8,365,172         | 127,167          | 1,201,316               | 70,741           | 0              | 180,317           | 0                | 36,711           | 9,981,424         |
| Overtime Salaries                         | 668,907           | 3,937            | 84,078                  | 1,742            | 0              | 0                 | 0                | 12,857           | 771,521           |
| Temporary/Part-time Salaries              | 573,537           | 234,853          | 93,366                  | 61,478           | 0              | 0                 | 0                | 1,338            | 964,572           |
| IRMA Workers Comp Reimb.                  | <u>(56,542)</u>   | <u>0</u>         | <u>0</u>                | <u>0</u>         | <u>0</u>       | <u>0</u>          | <u>0</u>         | <u>0</u>         | <u>(56,542)</u>   |
| <b>Total Personnel Services</b>           | <b>9,551,074</b>  | <b>365,957</b>   | <b>1,378,760</b>        | <b>133,961</b>   | <b>0</b>       | <b>180,317</b>    | <b>0</b>         | <b>50,906</b>    | <b>11,660,975</b> |
| <b><u>Insurance Benefits</u></b>          | 1,304,544         | 0                | 179,152                 | 18,494           | 0              | 21,824            | 0                | 0                | 1,524,014         |
| <b><u>IRMA</u></b>                        | 867,931           | 23,173           | 359,015                 | 30,000           | 0              | 14,598            | 0                | 0                | 1,294,717         |
| <b><u>Employee Support</u></b>            | 2,464,896         | 47,929           | 219,250                 | 23,114           | 0              | 30,718            | 2,062,515        | 6,233            | 4,854,655         |
| <b><u>Professional Services</u></b>       | 1,307,481         | 11,566           | 1,627,032               | 16,916           | 33,319         | 31,447            | 84,742           | 22,893           | 3,135,396         |
| <b><u>Legal Services</u></b>              | 184,184           | 0                | 0                       | 0                | 0              | 0                 | 0                | 0                | 184,184           |
| <b><u>Operating Supplies</u></b>          | 470,375           | 87,005           | 536,717                 | 30,010           | 165,200        | 1,481             | 0                | 217,959          | 1,508,747         |
| <b><u>Maintenance</u></b>                 | 419,269           | 9,819            | 514,885                 | 237,427          | 107,274        | 0                 | 0                | 177,519          | 1,466,193         |
| <b><u>Capital Outlays</u></b>             | 413,507           | 20,821           | 175,573                 | 207,233          | 474,096        | 1,077             | 0                | 52,592           | 1,344,899         |
| <b><u>Housing Assistance Payments</u></b> | 0                 | 0                | 0                       | 0                | 0              | 3,429,052         | 0                | 0                | 3,429,052         |
| <b><u>Depreciation</u></b>                | 0                 | 37,294           | 732,870                 | 138,987          | 0              | 0                 | 0                | 368,556          | 1,277,707         |
| <b><u>Debt Service</u></b>                | 0                 | 0                | 0                       | 911,559          | 0              | 0                 | 0                | 141,894          | 1,053,453         |
| <b><u>Interest Expense</u></b>            | 0                 | 10,827           | 374,868                 | 0                | 0              | 0                 | 0                | 157,150          | 542,845           |
| <b><u>Transfers to Other Funds</u></b>    | 1,463,527         | 38,640           | 1,288,802               | 0                | 0              | 30,000            | 0                | 600,000          | 3,420,969         |
| <b><u>Miscellaneous</u></b>               | 304,436           | 2,262            | 30,838                  | 6,464            | 0              | 1,075             | 0                | 0                | 345,075           |
| <b><u>Leases and Rentals</u></b>          | 627,840           | 3,508            | 157,340                 | 9,000            | 109,874        | 0                 | 0                | 0                | 907,562           |
| <b><u>Utilities</u></b>                   | <u>196,382</u>    | <u>100,262</u>   | <u>245,465</u>          | <u>166,453</u>   | <u>73,415</u>  | <u>0</u>          | <u>0</u>         | <u>5,945</u>     | <u>787,922</u>    |
| <b>TOTAL</b>                              | <b>19,575,446</b> | <b>759,063</b>   | <b>7,820,567</b>        | <b>1,929,618</b> | <b>963,178</b> | <b>3,741,589</b>  | <b>2,147,257</b> | <b>1,801,647</b> | <b>38,738,365</b> |

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

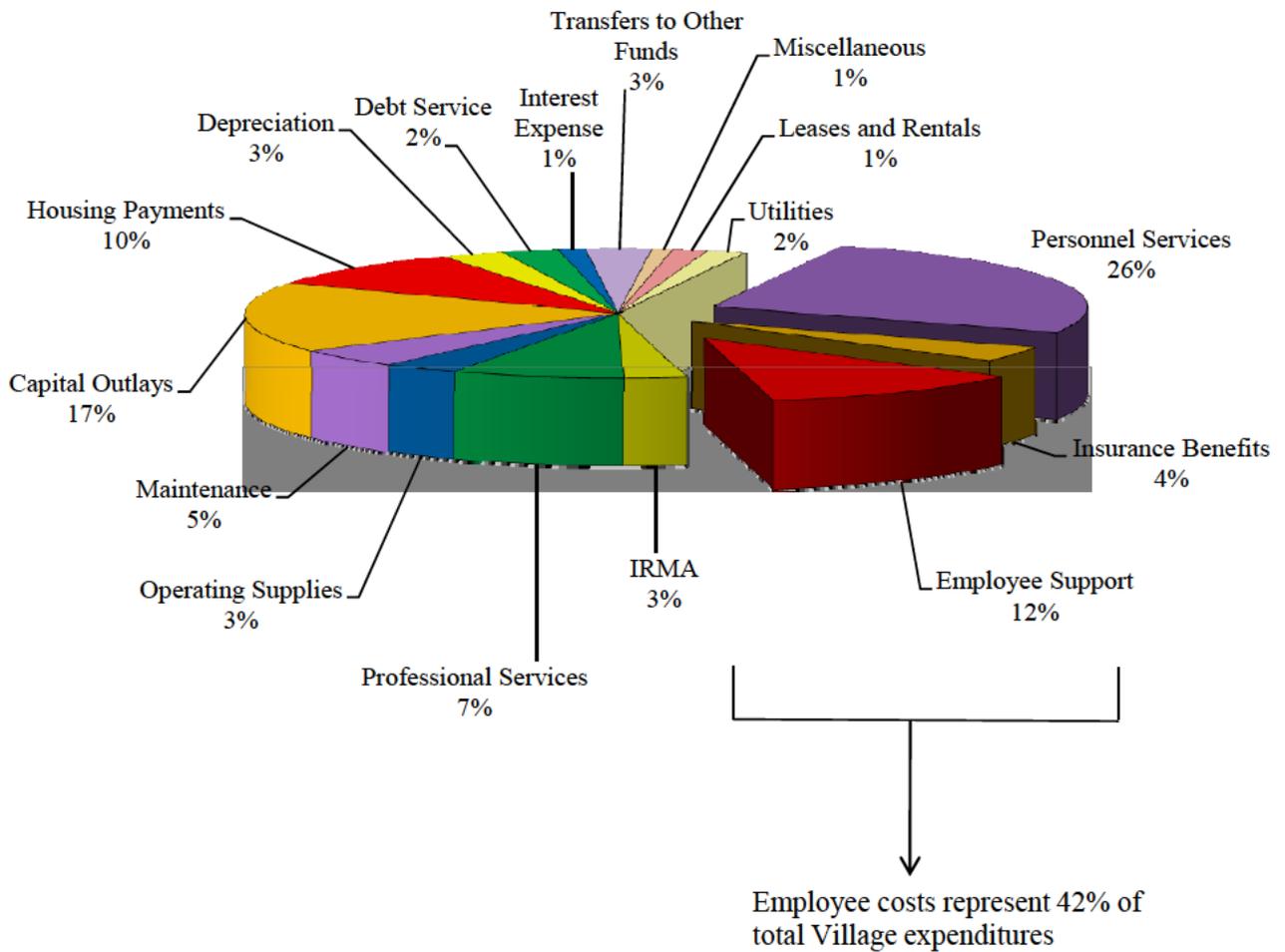
**Village of Park Forest  
EXPENDITURES (All Funds) SUMMARY  
FY 11/12 Proposed**

|   | <b>General<br/>Fund</b> | <b>R &amp; P<br/>Enterprise</b> | <b>Public Works<br/>Enterprise</b> | <b>DownTown<br/>and TIF</b> | <b>MFT</b>       | <b>Housing<br/>Authority</b> | <b>Retirement<br/>Funds</b> | <b>Other*</b>    | <b>TOTAL</b>      |
|---|-------------------------|---------------------------------|------------------------------------|-----------------------------|------------------|------------------------------|-----------------------------|------------------|-------------------|
| <b><u>Personnel Services</u></b>          |                         |                                 |                                    |                             |                  |                              |                             |                  |                   |
| Regular Salaries                          | 8,834,350               | 110,624                         | 1,291,227                          | 82,600                      | 0                | 190,344                      | 0                           | 39,462           | 10,548,607        |
| Overtime Salaries                         | 631,780                 | 4,500                           | 166,266                            | 1,849                       | 0                | 0                            | 0                           | 15,156           | 819,551           |
| Temporary/Part-time Salaries              | <u>642,745</u>          | <u>247,000</u>                  | <u>106,759</u>                     | <u>77,520</u>               | <u>0</u>         | <u>0</u>                     | <u>0</u>                    | <u>0</u>         | <u>1,074,024</u>  |
| <b>Total Personnel Services</b>           | <b>10,108,875</b>       | <b>362,124</b>                  | <b>1,564,252</b>                   | <b>161,969</b>              | <b>0</b>         | <b>190,344</b>               | <b>0</b>                    | <b>54,618</b>    | <b>12,442,182</b> |
| <b><u>Insurance Benefits</u></b>          | 1,555,493               | 0                               | 229,708                            | 21,415                      | 0                | 26,136                       | 0                           | 0                | 1,832,752         |
| <b><u>IRMA</u></b>                        | 945,424                 | 16,505                          | 305,332                            | 30,000                      | 0                | 12,718                       | 0                           | 0                | 1,309,979         |
| <b><u>Employee Support</u></b>            | 2,944,327               | 48,280                          | 286,016                            | 28,926                      | 0                | 39,184                       | 2,246,529                   | 8,513            | 5,601,775         |
| <b><u>Professional Services</u></b>       | 1,332,114               | 10,685                          | 1,743,437                          | 22,500                      | 5,700            | 15,700                       | 120,000                     | 97,300           | 3,347,436         |
| <b><u>Legal Services</u></b>              | 225,265                 | 0                               | 0                                  | 0                           | 0                | 0                            | 0                           | 0                | 225,265           |
| <b><u>Operating Supplies</u></b>          | 493,671                 | 72,100                          | 565,700                            | 21,300                      | 169,800          | 1,100                        | 0                           | 252,535          | 1,576,206         |
| <b><u>Maintenance</u></b>                 | 419,556                 | 9,650                           | 754,500                            | 200,500                     | 221,014          | 0                            | 0                           | 693,111          | 2,298,331         |
| <b><u>Capital Outlays</u></b>             | 367,646                 | 66,200                          | 456,200                            | 264,900                     | 6,556,933        | 1,900                        | 0                           | 600,476          | 8,314,255         |
| <b><u>Housing Assistance Payments</u></b> | 0                       | 0                               | 0                                  | 0                           | 0                | 4,537,108                    | 0                           | 0                | 4,537,108         |
| <b><u>Depreciation</u></b>                | 0                       | 62,960                          | 764,037                            | 147,524                     | 0                | 0                            | 0                           | 354,289          | 1,328,810         |
| <b><u>Debt Service</u></b>                | 0                       | 0                               | 0                                  | 1,015,896                   | 0                | 0                            | 0                           | 169,795          | 1,185,691         |
| <b><u>Interest Expense</u></b>            | 0                       | 8,087                           | 408,467                            | 0                           | 0                | 0                            | 0                           | 151,928          | 568,482           |
| <b><u>Transfers to Other Funds</u></b>    | 421,982                 | 38,840                          | 872,042                            | 0                           | 0                | 30,000                       | 0                           | 0                | 1,362,864         |
| <b><u>Miscellaneous</u></b>               | 389,498                 | 1,400                           | 34,600                             | 7,500                       | 0                | 1,250                        | 0                           | 0                | 434,248           |
| <b><u>Leases and Rentals</u></b>          | 552,897                 | 2,440                           | 114,065                            | 9,000                       | 51,414           | 0                            | 0                           | 0                | 729,816           |
| <b><u>Utilities</u></b>                   | <u>208,400</u>          | <u>97,000</u>                   | <u>241,700</u>                     | <u>177,300</u>              | <u>72,000</u>    | <u>0</u>                     | <u>0</u>                    | <u>4,000</u>     | <u>800,400</u>    |
| <b>TOTAL</b>                              | <b>19,965,148</b>       | <b>796,271</b>                  | <b>8,340,056</b>                   | <b>2,108,730</b>            | <b>7,076,861</b> | <b>4,855,440</b>             | <b>2,366,529</b>            | <b>2,386,565</b> | <b>47,895,600</b> |

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

# Village of Park Forest Expenditures (All Funds) Summary FY 11/12 Proposed

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



## 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 2010/2011 with a total unassigned Fund Balance of \$6,400,630.

Revenue has a positive impact on the General Fund balance while expenditures have a negative impact. It is estimated that expenditures for Fiscal Year 2010/2011 will exceed revenues by \$873,741. For Fiscal Year 2011/2012, expenditures will exceed revenues by \$450,844 after transfers. This was anticipated by the Board when property taxes were levied. Despite utilizing reserves to cover the difference between revenues and expenditures, a reserve equal to 3.1 months of expenditures is maintained in the Fund Balance.

Included in the Fund Summary analysis are transfers to other funds. The fund transfers include transfers to the DownTown. Plat covenants dictate the common area support from DownTown property owners. With the demolition of Marshall Fields, the square footage owned by the Village declines from 224,527 to 146,982, reducing CAM charges by \$77,545. For 2011/2012 DownTown is transferring \$250,000 to the Village from surplus fund balance.

The Village's auditors recommended that the Village Board review operating results of all Enterprise Funds on an annual basis. This review should determine the necessity of increasing fees and/or providing additional Village support. The Board reviewed, and approved, continued support for the Aqua Center and the Tennis and Health Club. The combined support is \$215,000.

Board approved fiscal policies mandate a three to four month reserve to fund cash flow shortages. The ending fund balance presented for Fiscal Year 2011/2012 is at 3.1 months reserve.

Following the one page Fund Summary are summaries for each of the Enterprise or Special Revenue funds. Each of these Fund Summaries show the Beginning Net Assets or Fund Balance, Revenues and Expenditures for that fund and the Ending Net Assets or Balance. The negative ending fund balance in MFT will be offset by the Assigned Fund Balance in the General Fund for the Orchard Drive project.

**Village of Park Forest  
2011/2012 Budget**

**GENERAL FUND SUMMARY**

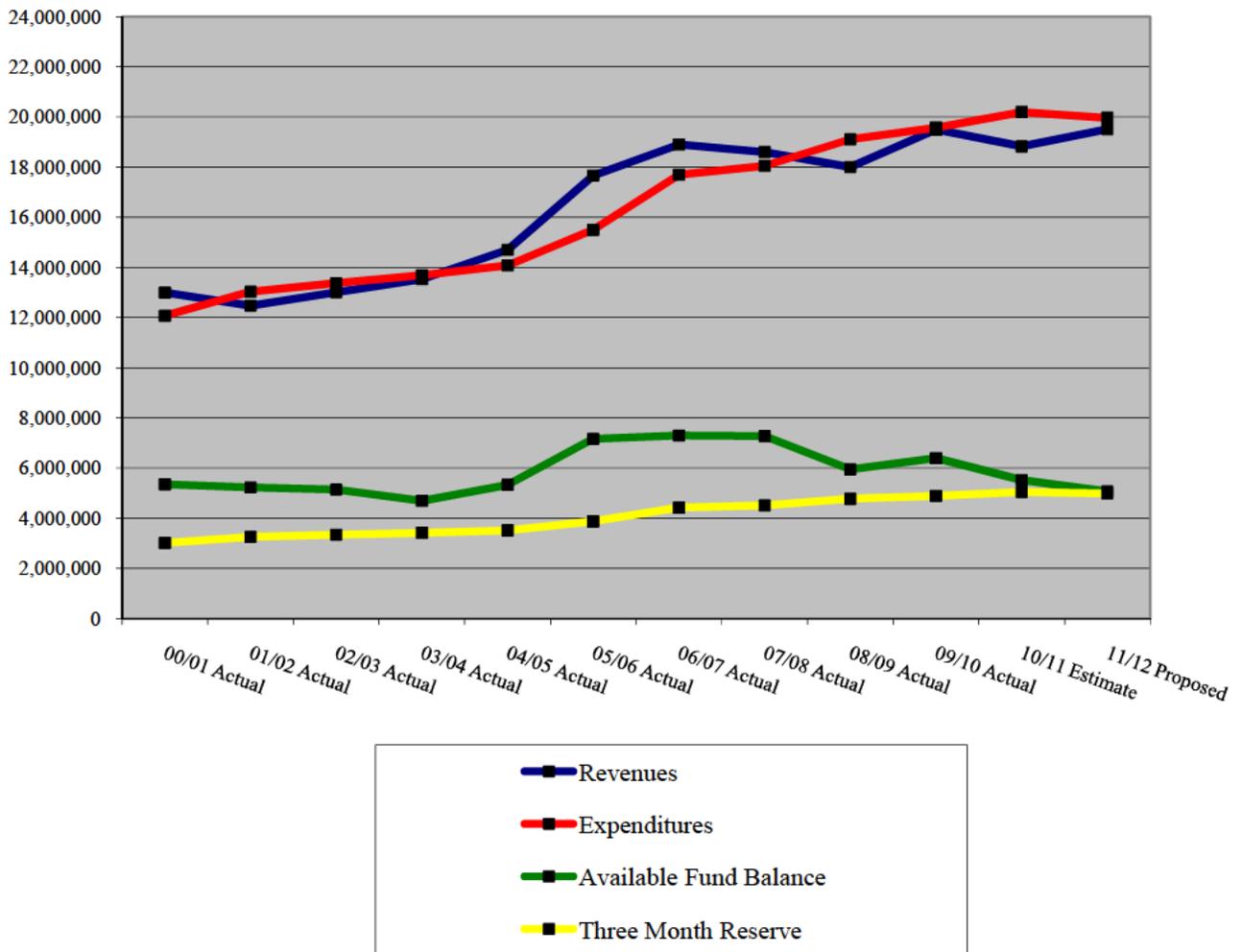
|   | <b>FY 10/11<br/>ESTIMATED</b> | <b>FY 11/12<br/>PROPOSED</b> |
|---|-------------------------------|------------------------------|
| Beginning Unassigned General Fund Balance (6/30/10) | <b>6,400,630</b>              | <b>5,526,889</b>             |
| <br>Operating                                       |                               |                              |
| Revenues  | 18,823,139                    | 19,514,304 <sup>1</sup>      |
| Expenditures  | (19,045,353)                  | (19,521,166)                 |
| <br>Transfers to -                                  |                               |                              |
| DownTown - CAM                                      | (224,527)                     | (146,982)                    |
| Aqua Center   | (200,000)                     | (120,000)                    |
| Tennis & Health                                     | (95,000)                      | (95,000)                     |
| PPRT - Pension Funds                                | (22,000)                      | (22,000)                     |
| Library   | (10,000)                      | (10,000)                     |
| Capital Projects <sup>2</sup>                       |                               |                              |
| - Land Banking                                      | (100,000)                     | 0                            |
| - Environmental Initiatives                         |                               | (50,000)                     |
|   | <u>(873,741)</u>              | <u>(450,844)</u>             |
| <br>Annual Overage(Shortfall)                       | <br><u>(873,741)</u>          | <br><u>(450,844)</u>         |
| <br><b>Net Adjusted Fund Balance <sup>3</sup></b>   | <br><b><u>5,526,889</u></b>   | <br><b><u>5,076,045</u></b>  |

<sup>1</sup> Includes \$250,000 transfer back from the DownTown

<sup>2</sup> Does not include \$500,000 to be transferred from Assigned Fund Balance

<sup>3</sup> One month of expenditures equal \$1,663,762. A three month reserve in expenditures would be \$4,991,286. The Board's desired goal is a three to four month reserve. The ending reserve represents 3.1 months' expenditures.

## General Fund Comparative Revenue, Expenditures and Fund Balance



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

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  
2011/2012 Budget**

**FUND SUMMARY**

|  | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> |
|--|------------------------------|------------------------------|
| <br><b><u>Aqua Center*</u></b>         |                              |                              |
| Beginning Net Assets                   | 1,024,048                    | 1,080,781                    |
| Revenue                                | 413,406                      | 332,482                      |
| Expenses                               | <u>356,673</u>               | <u>427,826</u>               |
| Ending Net Assets                      | 1,080,781                    | 985,437                      |
| <br><b><u>Tennis &amp; Health*</u></b> |                              |                              |
| Beginning Net Assets                   | 102,990                      | 118,290                      |
| Revenue                                | 370,950                      | 374,500                      |
| Expenses                               | <u>355,650</u>               | <u>368,445</u>               |
| Ending Net Assets                      | 118,290                      | 124,345                      |
| <br><b><u>Municipal Parking**</u></b>  |                              |                              |
| Beginning Net Assets                   | 710,859                      | 658,449                      |
| Revenue                                | 115,455                      | 122,810                      |
| Expenses                               | <u>167,865</u>               | <u>368,072</u>               |
| Ending Net Assets                      | 658,449                      | 413,187                      |
| <br><b><u>Refuse**</u></b>             |                              |                              |
| Beginning Net Assets                   | 224,099                      | 211,132                      |
| Revenue                                | 1,202,511                    | 1,219,142                    |
| Expenses                               | <u>1,215,478</u>             | <u>1,264,759</u>             |
| Ending Net Assets                      | 211,132                      | 165,515                      |

\* 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  
2011/2012 Budget**

**FUND SUMMARY**

|                                | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> |
|--------------------------------|------------------------------|------------------------------|
| <b><u>Water Fund**</u></b>     |                              |                              |
| Beginning Net Assets           | 12,248,158                   | 12,079,097                   |
| Revenue                        | 5,420,576                    | 5,462,461                    |
| Expenses                       | <u>5,589,637</u>             | <u>5,776,846</u>             |
| Ending Net Assets              | 12,079,097                   | 11,764,712                   |
| <br>                           |                              |                              |
| <b><u>Sewer Fund**</u></b>     |                              |                              |
| Beginning Net Assets           | 4,012,533                    | 4,549,626                    |
| Revenue                        | 1,378,926                    | 1,843,500                    |
| Expenses                       | <u>841,833</u>               | <u>930,379</u>               |
| Ending Net Assets              | 4,549,626                    | 5,462,747                    |
| <br>                           |                              |                              |
| <b><u>DownTown</u></b>         |                              |                              |
| Beginning Net Assets           | 2,624,670                    | 2,504,708                    |
| Revenue                        | 866,162                      | 826,017                      |
| Expenses                       | <u>986,124</u>               | <u>981,834</u>               |
| Ending Net Assets              | 2,504,708                    | 2,348,891                    |
| <br>                           |                              |                              |
| <b><u>Capital Projects</u></b> |                              |                              |
| Beginning Fund Balance         | 659,081                      | 1,192,947                    |
| Revenue                        | 600,000                      | 50,000                       |
| Expenses                       | <u>66,134</u>                | <u>1,221,694</u>             |
| Ending Fund Balance            | 1,192,947                    | 21,253                       |
| <br>                           |                              |                              |
| <b><u>MFT***</u></b>           |                              |                              |
| Beginning Fund Balance         | 1,058,801                    | 1,616,767                    |
| Revenue                        | 1,509,387                    | 5,074,541                    |
| Expenditures                   | <u>951,421</u>               | <u>7,076,861</u>             |
| Ending Fund Balance            | 1,616,767                    | (385,553)                    |

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

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

**Village of Park Forest  
2011/2012 Budget**

**FUND SUMMARY**

|                                     | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> |
|-------------------------------------|------------------------------|------------------------------|
| <br><b><u>Housing Authority</u></b> |                              |                              |
| Beginning Fund Balance              | 553,244                      | 597,916                      |
| Revenue                             | 4,330,131                    | 4,750,082                    |
| Expenditures                        | <u>4,285,459</u>             | <u>4,855,440</u>             |
| Ending Fund Balance                 | 597,916                      | 492,558                      |
| <br><b><u>CDBG</u></b>              |                              |                              |
| Beginning Fund Balance              | 0                            | 0                            |
| Revenue                             | 930,062                      | 0                            |
| Expenditures                        | <u>930,062</u>               | <u>0</u>                     |
| Ending Fund Balance                 | 0                            | 0                            |
| <br><b><u>Police Pension</u></b>    |                              |                              |
| Beginning Net Assets                | 17,001,497                   | 17,371,741                   |
| Revenue                             | 1,879,983                    | 1,897,049                    |
| Expenditures                        | <u>1,509,739</u>             | <u>1,518,575</u>             |
| Ending Net Assets                   | 17,371,741                   | 17,750,215                   |
| <br><b><u>Fire Pension</u></b>      |                              |                              |
| Beginning Net Assets                | 9,056,896                    | 9,460,885                    |
| Revenue                             | 1,232,143                    | 1,305,551                    |
| Expenditures                        | <u>828,154</u>               | <u>847,954</u>               |
| Ending Net Assets                   | 9,460,885                    | 9,918,482                    |
| <br><b><u>Bond Retirement</u></b>   |                              |                              |
| Beginning Fund Balance              | 372,823                      | 378,667                      |
| Revenue                             | 324,638                      | 338,062                      |
| Expenditures                        | <u>318,794</u>               | <u>322,023</u>               |
| Ending Fund Balance                 | 378,667                      | 394,706                      |

**Village of Park Forest  
2011/2012 Budget**

**FUND SUMMARY**

|   | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> |
|---|------------------------------|------------------------------|
| <br><b><u>TIF Funds</u></b>                 |                              |                              |
| Beginning Fund Balance                      | 1,996,682                    | 1,782,257                    |
| Revenue                                     | 1,184,314                    | 1,069,204                    |
| Expenditures                                | <u>1,398,739</u>             | <u>1,126,896</u>             |
| Ending Fund Balance                         | 1,782,257                    | 1,724,565                    |
| <br><b><u>Vehicle Services</u></b>          |                              |                              |
| Beginning Net Assets                        | 2,692,991                    | 2,666,156                    |
| Revenue                                     | 775,614                      | 726,156                      |
| Expenses                                    | <u>802,449</u>               | <u>825,848</u>               |
| Ending Net Assets                           | 2,666,156                    | 2,566,464                    |
| <br><b><u>Foreign Fire Insurance***</u></b> |                              |                              |
| Beginning Fund Balance                      | 10,339                       | 10,339                       |
| Revenue                                     | 17,000                       | 17,000                       |
| Expenditures                                | <u>17,000</u>                | <u>17,000</u>                |
| Ending Fund Balance                         | 10,339                       | 10,339                       |

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

## **Village of Park Forest 2011/2012 Budget**

### **OPERATING BUDGET IMPACT OF CAPITAL ITEMS**

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

For every capital purchase there is an operational impact. In the past twenty years, the Village of Park Forest has made several enormous capital purchases: a golf course, swimming pool complex, indoor tennis facility, DownTown Park Forest, Norwood Square Shopping Center, a new fire station, a new water plant and, most recently, the construction of the Wetlands Discovery Center. These purchases involve far more than the initial mortgages. They necessitate the costs of managing, marketing and maintaining the facilities on a long-term basis. For several of the Village's facilities, the personnel costs far outweigh the capital costs. Planning the capital and operational costs of the three recreational facilities became a routine part of the Village's overall budget. As these facilities aged, maintenance issues become more problematic. As a result of this review, it was determined that the Hidden Meadows Golf Course would be sold and developed as up-scale residential. Planning for the capital and operational needs of the DownTown has been a challenge. Operating expenses have stabilized as renovation projects have culminated. Unfortunately, the DownTown is not yet at the point where rent revenues match expenses. Additional major capital improvements for the DownTown have been deferred pending sales of buildings or outlots. A major demolition project involving the demolition of Marshall Fields has had a positive impact on the Village budget. One of the largest capital projects completed in recent years was the construction of the \$15.6 million new water plant. The operating costs associated with this expenditure continue to be assessed. In 2009/2010 the Village renovated the Aqua Center bathhouse and created the Wetlands Discovery Center as part of the renovation. Partnerships with the School District has served to share costs and staffing.

For Fiscal 2011/2012, the Village will again embark on several major capital projects. Capital spending is detailed in the following schedule. Highlights are as follows:

#### **Public Works Projects/Water and Sewer**

Several Public Works projects are slated to continue in 2011/2012. In the Water Fund, a \$3,300,000 water main replacement project will culminate. Design engineering for this project was complete and construction began in early 2011. Two sewer projects, totaling \$1,537,000, an excess flow facility rehab and sanitary sewer rehab have been design engineered with construction also beginning in early 2011. These water and sewer projects were funded with IEPA loans. Debt service for these loans are located in the Water and Sewer Funds. Water and sewer rates have been established to pay the debt service.

### **Orchard Drive Reconstruction**

A planned \$11,564,000 Orchard Drive reconstruction project has been in the works for several years. Grant money has been sought and 70% funding for the bulk of the project is secured. In Fiscal 2010 the CN settlement allowed the Village to set aside an additional \$2,450,000 towards this project. The current funding and shortfall are as follows:

|                             |                    |
|-----------------------------|--------------------|
| Orchard Drive Project Costs | \$ 11,564,000      |
| STP 70% funding             | (7,564,800)        |
| CN assigned fund balance    | <u>(2,450,000)</u> |
| Remaining need:             | \$ 1,549,200       |

Additional grant opportunities are being sought to close this gap.

### **Marshall Fields Demolition**

Just like new acquisitions and construction have an impact on expenditures, so too, does a major demolition project like the demolition of Marshall Fields. The Village pays common area maintenance costs for the DownTown based on the square footage of leasable space owned. With the demolition of Marshall Fields, leasable square feet declined 77,545, reflecting a reduction in expenses of \$77,545. In addition, with the demolition of such a large vacant space the needed reserve funds maintained for build out and other major maintenance costs could be reduced. Therefore, allowing \$250,000 to be transferred back to the General Fund and recorded in revenue. The added costs will be reflected in the Recreation and Parks Department for added mowing of the expanded Village Green.

### **Village Green Support Building**

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 scheduled for 2011/2012 following the demolition of the Marshall Fields building.

### **Residential Infill and Redevelopment/Land Acquisition**

The Village has undertaken an initiative to acquire tax delinquent commercial properties and begin to foreclose on demolition liens on residential properties. These efforts were a result of the Strategic Plan for Land Use and Economic Development. This initiative has increased maintenance and legal costs. The budgeted dollars for this endeavor is located in the Capital Projects Fund. Several locations have been acquired including a former auto sales office, 80/90 North building, Wildwood school and multiple residential sites. These acquisitions increase maintenance and legal costs and these costs are reflected in the Capital Projects Fund. Developers are being sought for the commercial sites.

Because of the ongoing maintenance and legal costs, acquisition of property will slow in 2011/2012.

### **DownTown Park Forest**

The Village of Park Forest owns the majority of buildings in the DownTown. A complete history of the DownTown is contained with that budget. As previously noted, capital expenditures including demolition, re-roofing, roadway construction and buildout have occurred during the life of this project. The DownTown has a full-time manager and a part-time office assistant and two part-time maintenance staff. All tenant build out is based on having a lease in hand. Other major capital work is tied to sale of buildings. Listed in the DownTown section on page 18-14 are capital items excluded from the budget pending funding. The Village continues to support the DownTown through Common Area Maintenance charges related to buildings owned.

### **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 2011/2012 Budget three police squad cars, and a back hoe and tractor loader for Public Works are all being replaced with funds available in the Vehicle Service Fund.

### **Conclusion**

While there are operating cost considerations involved with many of these capital improvements, there is also the value of creating positive perceptions on the part of Village residents. A community that maintains its infrastructure, addresses its commercial blight, and improves its housing stock is perceived as healthy and proactive.

**Village of Park Forest  
2011/2012 Budget**

**CAPITAL EXPENDITURES BY DEPARTMENT**

**General Fund Departments**

Administration

|                                       |              |        |
|---------------------------------------|--------------|--------|
| Computer Replacement (Administration) | 5,600        |        |
| Laptop Computers (Trustees)           | 6,000        |        |
| File Cabinets                         | 500          |        |
| Network Upgrades: Village-wide        | 20,000       |        |
| Windows OS Upgrade                    | 15,000       |        |
| Virus Software                        | 5,000        |        |
| Other Software Upgrades               | 15,000       |        |
| Computer Replacement (Finance)        | 5,000        |        |
| MSI Software Upgrades                 | <u>5,000</u> |        |
|                                       |              | 77,100 |

Police

|   |               |        |
|---|---------------|--------|
| Computer Upgrades & Associated Hardware | 5,700         |        |
| Generator                               | 23,946        |        |
| Phone Recording System                  | <u>30,000</u> |        |
|   |               | 59,646 |

Fire

|                         |              |        |
|-------------------------|--------------|--------|
| Computer System Upgrade | 5,700        |        |
| Turnout Gear            | 8,040        |        |
| Radios                  | 5,000        |        |
| Copier Replacement      | 7,500        |        |
| Station Furnishings     | <u>5,760</u> |        |
|                         |              | 32,000 |

Health

|                                  |              |        |
|----------------------------------|--------------|--------|
| Copy Machine Replacement         | 8,000        |        |
| Flat Screen TV, DVD, Bookshelves | <u>3,500</u> |        |
|                                  |              | 11,500 |

Recreation and Parks

|                    |               |        |
|--------------------|---------------|--------|
| Copier Replacement | 9,000         |        |
| Computer Upgrades  | <u>20,000</u> |        |
|                    |               | 29,000 |

**Village of Park Forest  
2011/2012 Budget**

Freedom Hall

|                                 |               |        |
|---------------------------------|---------------|--------|
| Caulk & Repaint Window Frames   | 8,000         |        |
| HVAC (Theatre Humidity Control) | <u>15,000</u> |        |
|                                 |               | 23,000 |

Program Services

|  |              |       |
|--|--------------|-------|
| Recreation Center Equipment / School Dist Cooperative Projects | <u>5,000</u> |       |
|  |              | 5,000 |

Building and Grounds

|                           |               |        |
|---------------------------|---------------|--------|
| HVAC Replace Village Hall | 33,000        |        |
| Emergency Repairs         | <u>10,000</u> |        |
|                           |               | 43,000 |

Public Works

|  |               |        |
|--|---------------|--------|
| GIS Implementation                         | 31,000        |        |
| Upgrade Computer System                    | 8,700         |        |
| Special Handling Material Disposal Station | <u>50,000</u> |        |
|  |               | 89,700 |

Economic Development and Planning

|                      |              |       |
|----------------------|--------------|-------|
| Computer Replacement | <u>1,900</u> |       |
|                      |              | 1,900 |

Community Development

|                      |              |              |
|----------------------|--------------|--------------|
| Computer Replacement | <u>3,800</u> |              |
|                      |              | <u>3,800</u> |

**Total General Fund**

**375,646**

**Enterprise Funds**

Aqua Center

|                                    |               |        |
|------------------------------------|---------------|--------|
| V. Graeme Pool Drain Modifications | 29,200        |        |
| Resurface Zero Depth Pool          | <u>31,000</u> |        |
|                                    |               | 60,200 |

Tennis and Health

|                              |              |       |
|------------------------------|--------------|-------|
| Replace Front Counter System | <u>6,000</u> |       |
|                              |              | 6,000 |

**Village of Park Forest  
2011/2012 Budget**

Municipal Parking

|   |               |        |
|---|---------------|--------|
| Replace Card Reader System @ Matteson Station (Lot 2) | 25,000        |        |
| Replace Entrance Gates @ Matteson Station (Lot 2)     | <u>40,000</u> |        |
|   |               | 65,000 |

Water

|  |               |           |
|--|---------------|-----------|
| Computer Replacement                                     | 8,700         |           |
| Copy/fax Machine Replacement                             | 1,500         |           |
| Service Request Software & Equipment                     | 5,000         |           |
| Interim Remediation (Lime Lagoon 2)                      | 100,000       |           |
| Water Plant SCADA System Improvements                    | 20,000        |           |
| Electrical Transfer Switch (Wells 4, 5, & 6)             | 50,000        |           |
| Generator and Trailer (emergency power source for wells) | 30,000        |           |
| Rebuild retaining wall north of the generator            | 27,000        |           |
| Well Maintenance Well # 1                                | 50,000        |           |
| Water Main Replacement                                   | 1,737,500     |           |
| Design Engineering - Water Main Replacement              | 58,000        |           |
| Construction Engineering - Water Main Replacement        | 138,000       |           |
| Water Valve Exercise & Evaluation                        | 14,000        |           |
| Replace Fire Hydrants                                    | 60,000        |           |
| Upgrade chlorine equipment at standpipe                  | <u>20,000</u> |           |
|  |               | 2,319,700 |

Sewer

|  |                |                  |
|--|----------------|------------------|
| Sewer Reconstruction and Manhole Rehab           | 192,000        |                  |
| Sewer Improvements                               | 900,000        |                  |
| Correct Cross Connections found in Flood Testing | 25,000         |                  |
| Sanitary Overflow Facility Construction          | <u>164,000</u> |                  |
|  |                | <u>1,281,000</u> |

**Total Enterprise Funds** **3,731,900**

**DownTown Park Forest**

|                                       |               |                |
|---------------------------------------|---------------|----------------|
| Signage Grant Program                 | 10,000        |                |
| Way Finding                           | 5,000         |                |
| Mural Project                         | 18,000        |                |
| Second Floor Office Windows           | 40,000        |                |
| Computer Upgrade                      | 1,900         |                |
| Tenant Build out 3,000 sq. ft. @ \$30 | <u>90,000</u> |                |
| <b>Total DownTown Park Forest</b>     |               | <b>164,900</b> |

**Village of Park Forest  
2011/2012 Budget**

**Capital Projects**

|  |               |                |
|--|---------------|----------------|
| Monument Sign - Sauk Trail (CN - Econ Dev)     | 30,000        |                |
| Information Kiosks - Commuter Lots (CN - ED)   | 30,000        |                |
| Construction of Railfan Park                   | 98,188        |                |
| Construction of Village Green Service Facility | 347,188       |                |
| Reader Board - Orchard Overpass                | 40,000        |                |
| Parking Lot Capacity Signage                   | <u>40,000</u> |                |
| <b>Total Capital Projects</b>                  |               | <b>585,376</b> |

**Motor Fuel Tax Fund**

|  |               |                  |
|--|---------------|------------------|
| Payment for Indianwood Street lighting (both projects)   | 75,600        |                  |
| Thorn Creek Bridge, Phase II Design                      | 120,000       |                  |
| US30/Lincoln Hwy Corridor Streetscape                    | 150,000       |                  |
| Orchard Drive Phase II Design (US 30 to Sauk Trail)      | 317,333       |                  |
| Orchard Dr. Phase III-Const+Const Egr (US30 to Westwood) | 5,829,000     |                  |
| Orchard Dr. ROW Acquisition                              | 25,000        |                  |
| Traffic Sign Replacement                                 | <u>40,000</u> |                  |
| <b>Total Motor Fuel Tax Fund</b>                         |               | <b>6,556,933</b> |

**Housing Choice Voucher Program**

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

**TIF Downtown**

|                                    |                |                |
|------------------------------------|----------------|----------------|
| Demolition Marshall Fields Balance | <u>100,000</u> |                |
| <b>Total TIF Downtown</b>          |                | <b>100,000</b> |

**Vehicle Service Fund**

|  |              |                       |
|--|--------------|-----------------------|
| Three Squads   | 82,500       |                       |
| Scissor Lift Purchase  | 8,000        |                       |
| Replace Backhoe w/ Attachments #654                                    | 110,000      |                       |
| Replace Tractor Loader #619  | 55,000       |                       |
| Refurbish #650 for Televising Equipment Truck<br>(which replaces #665) | <u>7,000</u> |                       |
| <b>Total Vehicle Services</b>  |              | <b><u>262,500</u></b> |

|   |  |                   |
|---|--|-------------------|
| <b>Total Village Capital Expenditures</b> |  | <b>11,779,155</b> |
|---|--|-------------------|

## **Village of Park Forest 2011/2012 Budget**

### **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

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

#### **BASIS OF ACCOUNTING**

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

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

#### **BASIS OF BUDGETING**

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

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

#### **FUND ACCOUNTING**

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

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

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

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

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

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

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

**Governmental Fund Types:**

General Fund: (Major fund)

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

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

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

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

### Special Revenue Funds:

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

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

### Debt Service Funds: (Major fund)

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

### Capital Projects Funds: (Major fund)

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

### **Proprietary Fund Types: (Business-type Activities)**

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

#### Enterprise Funds

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

#### Major Funds

- Water Fund
- Sewer Fund
- DownTown Park Forest

#### Non-major Funds

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

### **Internal Service Funds:** (Governmental Activities)

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

Vehicle Service Fund

**Fiduciary Fund Types:**

Trust and Agency Funds:

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

- The Police Pension Fund
- The Fire Pension Fund

**Discretely Presented Component Units:**

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

Library

Housing Authority Fund – prior to Fiscal 2010, the Housing Authority Fund was reported as a Special Revenue Fund. Inasmuch as the Authority is a department within Village Hall and reports to the Director of Community Development, for purposes of this document, revenues and expenses will be reported in the All Funds presentation.

**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  
2011/2012 Budget**

**ADMINISTRATIVE  
MANAGER'S OFFICE**

**DEPARTMENT FUNCTION:**

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

The Village Manager supervises all of the departments of the Village, which include Finance, Police, Fire, Public Works, Water, Health, Recreation and Parks, Sewer, Economic Development and Planning, Community Development and General Administration. The Manager is responsible for the efficient administration of the Village according to the scope of his position as set forth by the Illinois Compiled Statutes and Ordinances of the Village of Park Forest. The Manager is responsible for the staffing of the Village Board meetings as well as the various Board Committees, is the Chair of the Executive Board for the SouthCom combined dispatch agency, is actively involved on four committees of the South Suburban Mayors and Managers Association, and one committee of the Illinois City and County Manager's Association.

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

The Deputy Village Manager/Finance Director is responsible for the fiscal functions of the Village. This includes preparation and oversight of budget implementation, cash management and all accounting functions. She administers the Village's responsibilities related to the Village's two Tax Increment Financing Districts. She serves as Village Treasurer and as the staff liaison to the Police and Fire Pension Fund Boards. She also serves as Treasurer for SouthCom's Executive Board.

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

The Village of Park Forest administers all aspects of personnel functions through the Director of Personnel/Assistant to the Village Manager, including maintenance of centralized personnel files, recruitment, training, employee benefits, compliance with applicable laws, workers compensation and general liability claims, disciplinary proceedings, grievance resolution and contract

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

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

## **ACCOMPLISHMENT OF 2010/2011 BUDGET OBJECTIVES:**

### **Village Manager:**

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

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

*The Village enlists the assistance and advice of the citizenry through a full slate of advisory Boards and Commissions which allow for residential input on municipal operations and decision making processes. The 2011 winter edition of Discover Magazine included a full page of details related to volunteer Boards/Commissions and the application in which residents can apply. In January 2011, dozens of residents were either appointed or re-appointed to terms across all volunteer Boards and Commissions. Over the course of 2010/2011, eighty-six appointments or reappointments took place.*

*The Plan Commission has registered for a series of training webinars sponsored by the Lincoln Institute of Land Policy and the American Planning Association. These webinars will address the topics of Retrofitting Corridors, Mastering Meeting Management, and Sustainability Planning for Officials. The Board of Trustees, Zoning Board of Appeals, the*

*Economic Development Advisory Group, and Staff and commissions from nearby communities will be invited to participate in these webinars.*

*The Director of Community Development and Village Manager coordinated the Village's annual strategic planning process as it transitioned Board goals from Fiscal Year 2010/2011 into preparation for Fiscal Year 2011/2012. In October, Paul Craig continued as facilitator in the Board's review and establishment of goals for Fiscal Year 2011/2012. As part of the Board's Annual Strategic Planning Process, the Village undertook a Governance and Municipal Practices Assessment (GMPA) by the Center for Governmental Studies at Northern Illinois University. The GMPA included a comprehensive review of all Village policies and programs and included interviews with public officials and key stakeholders. A workshop was facilitated with the Village Board and Management Staff in early January 2011. A final report was presented to the Board and public in March and the summary document has been posted on the Village web site for sharing with the community.*

*A committee of railroad enthusiasts has been established to assist and advise the staff in the development of the proposed railroad park and observation platform in conjunction with the CN rail spur construction project. Recently the project has picked up momentum again with meetings held with the Holden Park Home Owners Association (related to a nearby neighborhood), the Village of Matteson and the Old Plank Road Trail Management Commission. A site plan has been completed and Staff has prepared an application for a zoning text amendment to allow public recreation areas as a special use in the industrial zoning district in the Village of Matteson as well as an application for a special use permit to allow this park in Matteson industrial zoning district. These applications were submitted to the Village of Matteson in April 2011.*

*The Village seeks resident feedback through numerous initiatives. For example, the Village web site currently contains three survey instruments. One allows site visitors to offer feedback as it relates to general Village services, a second survey allows for insight to be shared on residential shopping preferences and a third survey seeks feedback on Community Relations initiatives. The Fire Department also maintains a customer satisfaction survey instrument designed to measure satisfaction with Fire Department emergent and non-emergent responses to residents. The Fire Department's web page has been enhanced by providing more timely information to customers and an electronic version of the customer satisfaction survey allowing for additional citizen feedback. Finally, handout surveys are distributed as part of various Freedom Hall programs, Community Relations events and at meetings related to the Neighborhood Meeting Program.*

*In preserving the Village's investment in the professional development of personnel, continuing education and additional opportunities for enhanced training has been undertaken to better serve residents. Efforts along these lines include Fire Department Staff engaging in a number of professional development opportunities including: ongoing EMS Continuing Education program for Fire-Medics. In cooperation with Canadian National (CN), a three-day program to better prepare personnel for increased rail traffic was undertaken. Also, Fire and Public Works Staff participated in a joint Lock Out/Tag Out training program offered by IRMA. Village Staff has pursued various training programs*

*through ongoing memberships including the Illinois Municipal League, Illinois Public Employer Labor Relations Association (IPELRA), American Planning Association, the International and Illinois City/County Manager's Associations, Illinois Government Finance Officer's Association, South Suburban Mayors and Managers Association and the American Public Works Association.*

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

*Recreation & Parks Staff are active members of State and local professional organizations. Parks staff members regularly attend the Midwest Park Institute training sessions. The staff also includes a Licensed Plumber, Licensed Electrician, two Certified Playground Inspectors and several certified Pesticide Applicators. All certifications require regular professional development activities and periodic testing. Most of the Recreation and Parks Staff attended a staff retreat in February 2011 with a focus on planning for future operations. Aqua Center Staff participate in extensive training through the risk management consultants of Ellis and Associates. The Director of Recreation & Parks co-leads a statewide chapter of the National Coalition Building Institute, which is headquartered in Washington, DC. The local chapter conducts Diversity Workshops and conflict resolution activities throughout Illinois and the Midwest.*

*The Village Manager is actively involved with SSMMA in serving on its Management & Finance Committee, Technology Committee, Audit Review Committee and, as needed, on the Legislative Committee. The Village Manager is also actively involved within the Illinois City/County Manager's Association on its Professional Development Committee.*

*The Director of Economic Development and Planning is part of an Advisory Committee assisting the Chicago Metropolitan Agency for Planning to draft a Planning Law Manual that will be a resource for planning and zoning officials, elected officials, and planning and economic development professionals.*

*The Director of Human Resources continues to lead the Village's effort to recruit and retain personnel to enhance a diverse workforce which mirrors the community being served. At the onset of all recruitment processes, efforts will be made to find sources to recruit candidates that will diversify applicant pools. Several diverse hires (based on race, gender and profession) were made in late 2010 and early 2011 while also placing an emphasis on the hiring of military veterans when and where possible. The Director of Human Resources is the Staff Liaison to the Board of Fire and Police Commissioners which coordinated new-hire eligibility lists for both the Fire and Police Departments in 2010. Additionally, the Fire and Police Commission also coordinated the establishment of a promotional-eligibility list in*

*2010 for the Police Department ranks of Corporal and Commander.*

*The Village continues to develop audit and budget documents which qualify, respectively, for the Certificate of Excellence in Financial Reporting and the Distinguished Budget Award. Staff submitted the 2010/2011 Budget for the Distinguished Budget Award and forwarded the audit for Fiscal 2010 to the GFOA for consideration for the Certificate of Excellence in Financial Reporting. The Village's longstanding track record in receiving these recognitions is indicative of staff's diligence in oversight of municipal funds and full, clear disclosure to the residents of the community on how these dollars are put to use.*

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

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

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

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

*Forest Trail Middle School has regularly utilized the Park Forest Tennis and Health Club as the site for their annual mandatory school evacuation drill.*

*Staff continues to engage School District 163 officials with regard to fire prevention programs which would benefit the lives of students under their charge. As such, a Bucket Brigade Contest was implemented during the "Open House" during Fire Prevention Week and 4<sup>th</sup> grade students from all schools in Park Forest were invited to compete for a traveling trophy. The Fire Captain met with the Principals of Mohawk and Blackhawk Schools in September 2010 to encourage their involvement in the Bucket Brigade and bringing safety education to their schools. Following the meeting, the Fire Captain made a presentation related to fire safety to ninety 4<sup>th</sup> grade students and their teachers at Blackhawk School. The fire safety trailer was later brought to the school for an entire day where fire safety behaviors were taught to 152 students. A similar activity was held at Algonquin School in October 2010.*

*The Fire Department continues to provide a newsletter to all schools in Park Forest, including School District 163 schools. Thirty-two-hundred Firestoppers are delivered to schools on a quarterly basis with information about Fire Department activities and fire safety.*

*The Fire Department continues to work with School District 163 on their required inspections and to support their life safety initiatives which included several months of assessing and finally correcting a 911 telephone problem in which misinformation on the location of the call was relayed to SouthCom Combined Dispatch Center.*

*School inspections, as developed by the Illinois State Board of Education and the Office of the State Fire Marshal were performed by Fire Department personnel in all schools, including all School District 163 schools in Park Forest. To date, the inspection frequency is on-target to meet this performance benchmark.*

*The Health Department continues to work with the school nurses of Park Forest to offer school physical clinics annually between the months of June throughout September. Some of the school nurses actively work alongside departmental clinic Staff Nurses to provide all required health screenings and immunizations.*

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

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

*In researching the possible annexation of Continental Midland and the associated possible impacts on Fire Department service delivery systems, Village Staff has met with the Village of University Park in beginning to define future boundaries between the two communities. A formal boundary agreement will be presented to the two Boards in the coming months. Similar discussions will occur with the Villages of Crete and Steger related to the future annexation of land along and adjacent to South Western Avenue.*

*The Village's Business Registration Application was revised for the 2011 renewal season and two additional business forms were upgraded to an interactive PDF format. This year 60 businesses received their business renewal packages via email, representing a 57 percent increase over last year.*

*The Village and Prairie State College have collaborated to open a small business incubator at 298 Main Street (the location of the former chamber of commerce). The incubator opened in December 2010 and an Open House was hosted by PSC and the Village.*

*"Friday's Park Forest Business Promos" was developed to assist Park Forest businesses to communicate with and support each other's services and/or products. This is a weekly marketing campaign sent via email to Village employees, Park Forest businesses with registered email accounts, Village commission members, and other established email lists. Customer response has been extremely favorable for the participating businesses.*

*Work continued with the Cook County Department of Planning and Development to maximize the grant funds available to help defray the cost of demolishing the former Marshall Field's building. The Village secured in excess of \$930,000 in CDBG funding for this demolition project. Demolition bids were approved and demolition has been substantially completed. Additionally, a check for more than \$465,000 has been received from Cook County as the first draw of the grant project funding.*

*The second phase of studies related to the 211<sup>th</sup> Street Transit Oriented Development are underway. These studies are being guided by a Steering Committee made up of Board of Trustee and Plan Commission representatives from the three participating municipalities, Park Forest, Matteson and Olympia Fields. A consultant was selected and the contract was approved by the Village Board in February 2011.*

*Economic Development Advisory Group and the Board of Trustees approved a Resolution supporting a Cook County Class 8A incentive for the business owner of 27 North Street. The County has not yet considered the application.*

*For Sale signs were installed on all Village-owned properties which are being marketed for economic development purposes. Since the signs have been in place, 103 inquiries have been received. Related to this, Village Staff has been meeting with a team of developers interested in acquiring the vacant 3.5 acres on Main Street in DownTown Park Forest for a mixed use project.*

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

*The economic development team responded to a large number of inquiries related to the auction of Norwood Square Shopping Center by Nassimi Realty that was held in September 2010. While there was a successful bidder, he subsequently decided not to pursue the acquisition. Nassimi Realty has notified the Village that they do not intend to expend any other efforts on this property. Therefore, Staff is working with the Village Attorney to identify possible means to obtain control of the property and the funds in escrow.*

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

*The Village's annual Business-After-Hours was held in July 2010 and had a record number of participating businesses (27) and more than 100 attendees. This is an event which showcases Downtown businesses to Park Forest and other area residents, as well the business community from throughout the south suburbs.*

*Installation of the second Downtown mural has been completed. A dedication ceremony is planned for Spring 2011. The Village is also working with the Illinois Lincoln Highway Coalition to install a small mural commemorating the impact of the Lincoln Highway (US30) on the development of Park Forest. Village Staff expects this mural will be completed in the 2011 calendar year.*

*The fall Business Breakfast was held in October 2010. The speaker at this event was the Regional Development Director for Constant Contact who spoke about how to use e-mail as a marketing tool. The Business Breakfast in February 2011 was very successful with the Executive Director from Habitat for Humanity speaking on the business benefits which come from doing good works in the community. Richard Dent and Maurice Jones from RLD Resources also presented briefly on their project targeted for Business Park. This business partnership is interested in creating a Great Lakes Center for Energy Smart Communities. This partnership is currently considering the purchase of the property at 80/90 North Street, which is currently owned by the Village. In February 2011 an option agreement was executed on this property giving the interested developer a due diligence period of 180 days. Pending the option period the terms of any sales agreement would be brought before the Village Board for its review and approval.*

*Village Staff and the Mayor attended the Chicago Deal-Making event of the International Council of Shopping Centers in October 2010. The Village hosted a booth at this event to promote Village development opportunities. There were five appointments and follow-up calls resulting from this event. One site visit was confirmed and another is being planned. Staff followed up on 2010 ICSC Las Vegas appointments and leads with more than 50 contacts receiving letters, e-mails and telephone calls. In one case, this also included an on-site tour that resulted from an ICSC Las Vegas appointment. The Village is assembling plans for its attendance of ICSC's national convention to be held in Las Vegas in May 2011.*

*The Director of Economic Development and Planning is working with the Chicago*

*Southland Economic Development Corporation to assist in the creation of the Logistics Park Calumet. This endeavor is a “virtual” logistics park, centered on the CN Railroad’s Gateway Terminal in Harvey, Illinois. This “virtual” logistics park will create opportunities for all land owners and businesses in the South Suburbs to benefit from the new development that will result from the increase in rail traffic and cargo movement at the Gateway Terminal.*

*In continuing the efforts of the Troubled Building and Property Task Force to identify and comprehensively address problem properties, owners and occupants, implementation and administration of the Crime Free Housing Ordinance and Vacant Building Registry Ordinance are well underway. The CFH has shown to have a positive impact on the quality of life for residents, and advertisement of the program has made residents more aware of the importance that the Village places on neighborhood safety. Since the program’s inception in early 2008, evictions have been pursued against almost three dozen properties that were adversely impacting the quality of life in neighborhoods across Park Forest.*

*The Health Department continues to work collaboratively with the Economic Development and the Community Development Departments to provide food safety health inspections for new and existing businesses. The health sanitation inspectors also work and with the Parks and Recreation Department to maintain food safety requirements for temporary vendors and civic groups that have fundraisers at Village functions such as Main Street Nights, Aqua Center events and Kiwanis Pancake Day.*

*The Fire Department works in the development process by providing technical advice in the proper installation of equipment. Such advice has recently been provided to the architects working on projects related to the Park Forest Library, Homewood Star Disposal, Last Minute Printing and Copying and Park Forest Auto Service.*

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

*In response to lagging and/or declining revenues, the Village implemented a hiring freeze in 2009/2010 which continued into 2010/2011. The freeze related to five staff vacancies, including 2 Public Works Maintenance Workers, 2 Police Officers and the Director of Public Health. In some cases, the hiring delays were several months. Additionally, the Village revised two full-time positions as part-time upon employee retirements taking place. Stagnant revenues were also at the core of negotiating a three-year contract with the Fire Department union personnel with annual wage increases of 2% in each of the contract years. Efforts such as these, along with a conscious effort to conserve revenues and hold back expense wherever possible while maintaining strict adherence to fund balance reserves, have allowed the Village to avoid needing to pursue short-term borrowing options to meet payroll and vendor accounts.*

*The Deputy Village Manager/Finance Director thoroughly researched the concept of a ladder CD portfolio with regard to Village finances so as to maximize interest earnings. The ladder CD approach will result in interest earnings in excess of 5 times better than*

*what could be gained with Illinois Funds interest rates which are averaging between .11% to .2%.*

*The Finance Department has established assigned fund balances related to the CN settlement to fund future projects. In the interim, these proceeds will be set aside to earn interest and serve as an additional fund balance reserve, if necessary, should the local, state and federal economic climate not begin to improve.*

*The Information Technology (IT) staff continues its efforts in moving Village operations to a virtualized server/desktop infrastructure. This green initiative will reduce energy costs by decreasing the overall amount of electricity as well as the amount of cooling needed in the datacenter. All current and future hardware purchases feature the latest in processors and memory with reduced power/cost per watt performance.*

*The IT staff has spearheaded the installation of surveillance cameras throughout Village Hall with the latest upgrade being an additional camera installed behind the front counter of the utility billing/water department.*

*The Police Department continues its participation in a Drug Enforcement Agency-run task force, with an officer assigned full-time to that unit. In addition to the social impact of reducing drug crimes, the Department receives a share of seized assets, which are used to purchase equipment and training to make the officers more efficient when dealing with drug-related crime. Much of this training and equipment would be an economic impossibility if not for the asset forfeiture income. Outside drug seizure funding attained by the Police Department since 2008 as a result of this affiliation is in excess of \$550,000. The Police Department is currently conducting a "green study" to assess how best to decrease the environmental impact of the facility. This study includes input from Waste Management, Unique Products, and ComEd. By finding ways to lessen the environmental impact and financial outlay this study is a continuation of recent efforts including replacement of windows with energy-efficient models, conversion of lights to energy-star units and CFL bulbs, and installation of energy-efficient hand dryers/fixtures.*

*The Health Department works diligently behind the scenes every year to plan and coordinate the annual Park Forest Farmers' Market. The 2011 season will be the 38<sup>th</sup> annual edition and the Park Forest Market continues to be one of the more successful Farmers' Markets in the south suburban region. When one visits the Park Forest Farmers' Market, there is an ambiance of community togetherness, wellness and tradition. The Farmers' Market adds to the very heart of the Park Forest community while serving as a revenue source and drawing consumers throughout the southland area to shop in Park Forest.*

*In developing "Green Initiatives" in the Fire Department's physical plant, vehicles and operations, motion detection devices or timers on lights were installed to reduce overall electrical consumption and a program was implemented toward employee awareness to "switch off the lights" in areas where timers, etc. are not practical. Related to 'going green', the DownTown Office has completed the first of a two-year phase related to energy efficient window replacements across all Village-owned properties in the Downtown. The*

*Police Department completed a similar window replacement project in late 2010.*

*The Staff economic development team has engaged the services of Kane McKenna and Associates (KMA) to assist in the review of the development pro forma and incentives request from the developer interested in the 3.5 acres of vacant land on Main Street in DownTown Park Forest. KMA's expertise will allow the Village to ensure that the development proposal is realistic in the current economic market, and that the request for incentives is appropriate to the need to fill a financial gap in the project.*

*In continuing the Village's grant seeking efforts, the Grants Seeking Task Force has applied for more than three dozen grants seeking more than \$27 million over the past year and a half. Funding is sought through Cook County, State of Illinois agencies, the Federal Government and various other foundations.*

*Staff from the Departments of Public Works, Recreation and Parks, and Economic Development and Planning are working together to prepare grant applications for the State IKE-Public Infrastructure Disaster Recovery program. These applications will address flooding problems in the Thorn Creek neighborhood and the "S" streets, and they will develop new wetlands and make improvements to the Central Park Wetlands to accommodate additional storm water.*

*Staff has solicited and received six proposals to conduct a Quiet Zone Feasibility Analysis for the Western Avenue crossing of the CN rail tracks. The selected engineering consultant is Baxter & Woodman Engineering. This study, which has two separate phases (one related to engineering analysis and feasibility and the other related to implantation), will be funded by CN as part of the Voluntary Mitigation Agreement.*

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

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

*Over the course of 2010, three editions of Discover Magazine were distributed to Park Forest residents. Each edition was also posted on the Village web site. The Spring edition was focused on the Village's goal to heighten public awareness of the national census, the Summer edition highlighted all of outdoor events and venues available for the enjoyment of the community and the Fall edition spearheaded the Village's CodeRED public awareness campaign. Another initiative toward heightening citizen awareness of happenings in the community was the continued evolution of the Village Manager's Report. This routine communications piece highlights recent activities, presentations and policy discussions at Village Board Meetings while disbursing other timely public relations items.*

*In October 2010, a new "widget" was added to the Village's Web site for residents to*

*receive e-mail communication. This new graphic, located on the lower left side of the home page, has been very successful in soliciting new resident enrollments for various email lists with new registrants signing up on a monthly basis.*

*New e-mail contacts are also continuing to be made with two sign-up drop boxes in the lobby of Village Hall. Twenty-four new contacts have been added to the e-mail distribution list since June 2010 through this method of sign-up. This is the latest initiative related to the makeover carried out for the lobby of Village Hall.*

*The Director of Communications consistently adds new content and postings to the Village's web site, Facebook and Twitter pages to engage residents and heighten awareness of happenings in town. Recreation & Parks has established Facebook pages for Freedom Hall, the Park Forest Bark District, Aqua Center and the Scenic Five and More to keep current and former residents up to date on programs and amenities in the Village.*

*Local Origination Programming efforts in concert with the Cable Communications Commission continue to evolve as upgrades were made to technology (cameras, microphones, projectors, recording equipment, etc.) in the Board Room of Village Hall. Additionally, portable cameras, computer editing software are being explored as the Cable Commission seeks to provide local origination technology for use by Park Forest residents. In continuing to enhance the viewing of Village Board meetings on the Village web site and on local cable access channels 4 (Comcast) and 99 (AT&T), research is being done regarding equipment refinements such as lapel microphones, etc.*

*The Park Forest Ambassadors are seeking new members and have created a governance board to manage the participation and activities of the group. The group is currently developing a web site which will be sponsored by one of the Ambassadors. This new web presence will be linked to the Village web site. To help engage the citizenry, the Community Relations Coordinator and the Ambassadors facilitated several events, including the July 2010 New Resident Event at the Aqua Center, "Open Mic Night" at Tattler's Restaurant, the annual Mother/Daughter and Father/Son outings, Park Forest Idols, and very successful Wine and Chocolate Tasting events in August 2010 and February 2011.*

*The Community Relations Coordinator, Police Department, Downtown Park Forest, Fire Department, Recreation and Parks Department, and the Park Forest Library coordinated the Safe Halloween event in October 2010. Private businesses were also involved with more than 1,500 attendees at the event.*

*The Good Egg Award was presented in September 2010 to both Jessie Martinez and Derrill Miller.*

*Good Neighbor Day was celebrated in September 2010 in collaboration with Calvary United Protestant Church, Recreation and Parks and the Commission on Human Relations. Radio Station Power 92 promoted the event by commenting on the importance of good neighborliness and openness amongst people.*

*Two hundred fifty bags filled with flyers and information about Village-wide activities and events were distributed to people at the September 2010 Kiwanis Pancake Day.*

*Community Relations, the Commission on Human Relations, and the Park Forest Ambassadors are developing a program to assist residents to improve their financial credit standing. Local business will be recruited to assist with the educational portion of the program.*

*The 2010-2011 Fall/Winter Community Calendar was developed and distributed. It has grown in size with many more community-wide activities being included. The calendar was distributed in newspapers published by Russell Publications. This reached households in Crete, Steger, and Monee.*

*The Park Forest Library, Recreation and Parks Department, the Park Forest Ambassadors and the Community Relations Coordinator collaborated to conduct a four-day Job Readiness Program to offer training in such areas as resume writing, interview skills and how to dress for work. The event included a mini-job fair. Twenty-nine individuals registered and 13 completed the program. Facilitators for the event included DePaul University, the Illinois Department of Employment Services, CEDA, Aunt Martha's Youth Services Center and a personal life coach. Two attendees are reported to have obtained jobs as a result of this event.*

*The Police Department expanded all youth-based programs. The initially introduced "East Side Sports Club" was expanded into the "Central Park Sports Club" in order to include more Park Forest Youth. Daily attendance increased from an average of 60 young people to an average of 120 individuals. The Guided Vision counseling program was also vastly increased and introduced to area schools.*

*The Police Department's involvement in the Police Liaison Program at Rich East High School also increased, with several officers returning to the school after being away, and others starting at the school for the first time. The cooperative effort with District 227 has been a model program for providing positive relations among students, staff, community members, and officers as well as helping provide the best school climate, for more than 25 years.*

*Working together, the Fire and Police Departments conducted a third edition of the Citizen's Fire and Police Academy in 2010. The public safety departments are researching a revised approach for civic education with 2011/2012.*

*The Village continues to develop new programs and activities to increase the awareness of Park Forest residents and the neighboring communities about the venues and programs available in Park Forest. The Economic Development Advisory Group accepted nominations for the 2<sup>nd</sup> Annual Business Person of the Year award, which recognizes a business owner for their commitment to community service and making a difference. Alan Franklin, owner of MuzicNet, was selected as the 2010 Business Person of the Year.*

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

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

*Agenda packages were prepared weekly for Rules Meetings and Regular Board Meetings. These included the materials necessary to facilitate the Board's decision-making processes. Routine communications are made with Board members on the afternoons prior to Village Board Meeting so as to assess any questions or concerns prior to public discussion and/or action. Trustee committee agendas and information were also distributed. A measurement of the effectiveness of materials provided to decision-makers is the number of times an item must be tabled related to the need for additional information. During 2010/2011, 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 2010 Board planning process followed up on successful efforts in 2009. Background materials were provided to assist with the development of strategic goals. A new component to the Village's strategic planning efforts was the inclusion of a Governance and Management Practices Assessment (GMPA) carried out by the Center for Governmental Studies at Northern Illinois University. The GMPA included interviews of more than three dozen stakeholders and a comprehensive review of Village policies, procedures, contracts and planning documents. A workshop with the Village Board was convened in January 2011 and the GMPA culminated with a presentation to the Elected Board in March 2011 with a final report now accessible to the public on the Village web site.*

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

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

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

*The Manager has led by example and has encouraged staff to attend regular training. Many senior staff members are leaders in their professional associations. The Village Manager was regionally involved in a number of areas, serving on the South Suburban Mayors and Managers Association's Management & Finance Committee, a Technology Sub-Committee,*

*an Audit-Review Sub-Committee, an Employee Wellness Sub-Committee and a Bond Bank Review Sub-Committee. The Village Manager is also an active member of the Illinois City and County Manager's Association (ILCMA), serving on the Professional Development Committee.*

**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 2010/2011.*

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

*Legislative activities were monitored utilizing the publications of the South Suburban Mayors and Managers Association and the Illinois Municipal League. Letters and phone calls of comments, support or opposition were sent to relevant legislators within the framework of the direction provided by SSMMA, the IML and the Village Board's Legislative Committee. The Village Manager also aided the Village Board in developing its 2011 Legislative Agenda. This list was shared with Park Forest-area Legislators. The Village Manager also participated in various legislative conference calls with other agencies within SSMMA.*

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

*The Village has established a Grants Seeking Task Force. This Task Force is comprised of members of all Village Departments and is aimed at enhancing the Village's skills and streamlining its processes in seeking out and submitting applications for grant opportunities. A comprehensive update on 'outside funding initiatives' was provided to the Village Board with its strategic planning/6-Month Financial Update in February 2011.*

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

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

*Surpluses in the General Fund have allowed the Board to reduce the increase in the tax levy to 2.9% for five years, 1999 through 2003. In 2004 and 2005, in order to enhance economic development efforts, address infrastructure and improve public safety, the Village increased the levy 8.1% and 9.3% respectively. In 2006, the Board reduced the tax levy increase to 2.6%, funding only pensions, with a 0% increase in the General Corporate levy. The December 2008 tax levy was set at a 3% increase over 2007. Additionally, the Village took action to implement a water infrastructure upgrade fee in the spring 2008 to facilitate the Village's aim to continue upgrading the community's 65+ miles of water and sewer lines. The December 2009 tax levy was set at a 6% increase. With the major economic downturn there were no fund balance surpluses to offset this increase. In 2010 this was again the situation and the Village levied a 3.1% increase. Fiscal condition must be monitored continually, the impact of a reduced census population will also impact the Village.*

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

*The Village Manager is actively involved in the South Suburban Mayors and Managers Association, serving on four 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.*

**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.

*In 2009/2010 and 2010/2011 fiscal years, a modified hiring freeze was put into place where feasible. Personnel were recruited on a need basis and delayed when practical to hold down costs. Personnel were recruited and hired in the following areas where prolonged vacancies averaged close to one year: Department of Public Works (2 full time Maintenance Workers); Health Department (Health Department Director (promotion) and Nursing Supervisor); Police (3 Patrol Officers); and Finance (part-time office assistant)*

Continue to expand employee awareness of the Village's benefits package and provide employees with tools to make sound decisions in long-term financial planning. Provide a retirement planning seminar through IMRF.

*The employee Health and Wellness Taskforce continued to be an active committee that continued its' efforts of a wellness initiative. As part of this initiative, the committee presented the 5<sup>th</sup> Annual Employee Wellness Expo in April 2011 that showcased areas of health, financial, and spiritual wellness. The Taskforce is undertaking extensive study of upcoming changes relative to Health Care Reform and discussing ways to reduce the impact of health insurance to the village and the employees.*

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

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

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

*Changes in the Personnel Policy Manual are ongoing.*

3. Coordinate Village Committees in organizing employee events and programs targeted to increase employee morale, appreciation, safety awareness, policy education and overall employee well being. Continue to participate in committees that have an impact to the Village.

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

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

*The Fire contract that expired was negotiated and the Village has received a notice to bargain letter for the Police contract which is set to expire June 30, 2011. Training through IPELRA was attended by the Director of Personnel and Deputy Chiefs of the Police Department.*

5. Serve as the Village's claims coordinator for IRMA and manage workers' compensation and general liability claims to keep on top of the nature of the issues.

*While Worker's Compensation claims have fallen, general liability claims have continued to escalate. Management of these cases continues to be a high focus. Several on site trainings took place for Public Works. An IMAP visit was completed and the village attained an improved overall rating. The Department of Labor conducted an onsite inspection of all village facilities with no findings.*

**Director of Communications/Assistant to the Village Manager:**

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

*The Director of Communications used multiple channels to communicate information on life in the Village in 2010/2011. Those ways included:*

- *The Village's website, [www.villageofparkforest.com](http://www.villageofparkforest.com)*
- *Discover Magazine, three issues mailed to every registered address in Park Forest*



- *Social networking sites Twitter ([www.twitter.com](http://www.twitter.com)) and Facebook ([www.facebook.com](http://www.facebook.com))*
- *Video sharing site YouTube ([www.youtube.com](http://www.youtube.com))*
- *Photo sharing site Flickr ([www.flickr.com](http://www.flickr.com))*
- *Utilization of e-mail marketing software Constant Contact ([www.constantcontact.com](http://www.constantcontact.com))*
- *The Village's cable access channel (channel 4 for Comcast subscribers and channel 99 for AT&T subscribers)*
- *Content production for televisions in the lobby of Village Hall*
- *Distribution of press releases to media outlets*
- *Distribution of flyers/post cards*



- Monthly posters promoting upcoming events



- Design and placement of advertisements in support of community organizations
- Design of 2011-2012 Park Forest vehicle sticker

Celebrating 60 years of the Park Forest Kiwanis Club



Passenger 12345 Expires 4-30-2012  
2010-2011

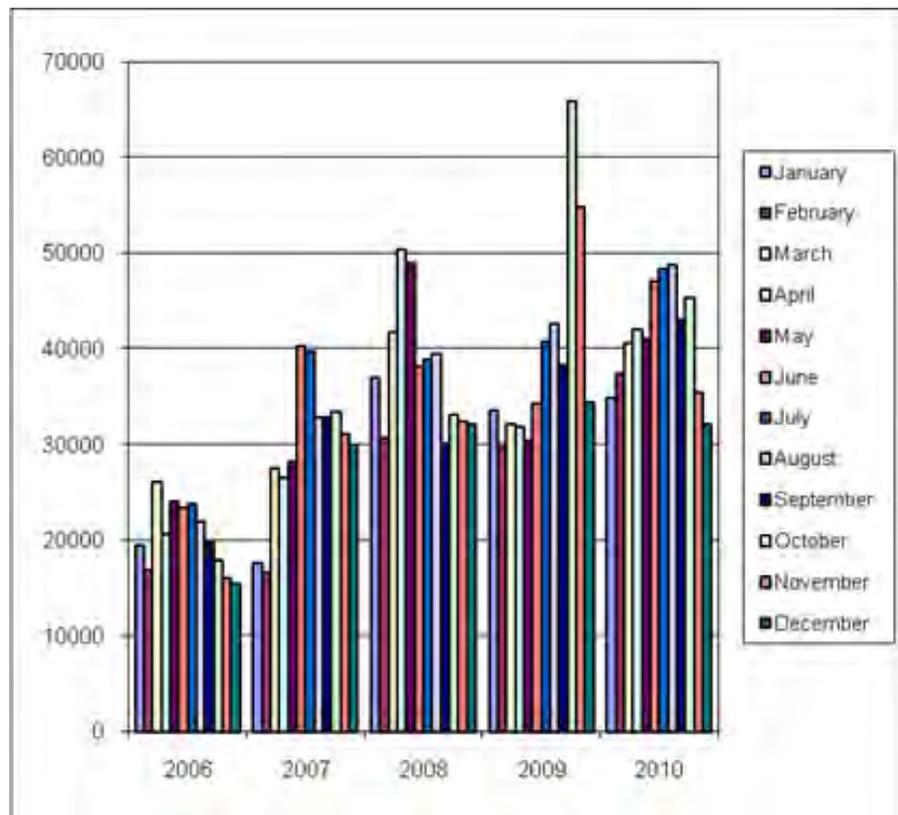
2. Increase the online footprint of the Village, increasing traffic to

[www.villageofparkforest.com](http://www.villageofparkforest.com), as well as the Village’s Facebook, Twitter and YouTube pages.

*The Village Web site saw a six percent increase in traffic in 2010. The average number of monthly hits has now surpassed the 40,000 mark - for an average of 41,319. (See Figures 1 and 2)*

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

**Figure 1**



**Figure 2**

Three widgets, or applications that sit on top of a Web site and offer additional interactive features, were added to the Village's Web site. The purpose of adding these widgets was to increase traffic to other web-based opportunities for residents to engage. Now located on the lower left side of the Village's Web site are the following widgets (from top to bottom): Constant Contact, the Village's e-mail newsletter service provider; Facebook, a social networking site used for the posting of photos, video, and news; and Twitter, the social media site used for posting shorter news updates. A green box that reads "Connect with us!" was added above the widgets to draw attention and create a call to action. The Constant Contact widget allows residents to simply input their e-mail address in the box and be added to the e-mail list. The Facebook and Twitter widgets allow users of those sites to "follow" the Village in one click of either box. (See Figure 3)

The lower, right side of the Village's home page is now designated for images related to videos hosted on the video sharing site YouTube. Placing images of the three latest videos was aimed to increase traffic to the Village of Park Forest's page on the site. A green box that reads "Check out our videos!" was also added above the images to draw more attention and create a call to action. When a user clicks on one of the three images, they are taken to the Village's YouTube page, where a video of the image they clicked on immediately plays. (See Figure 3)

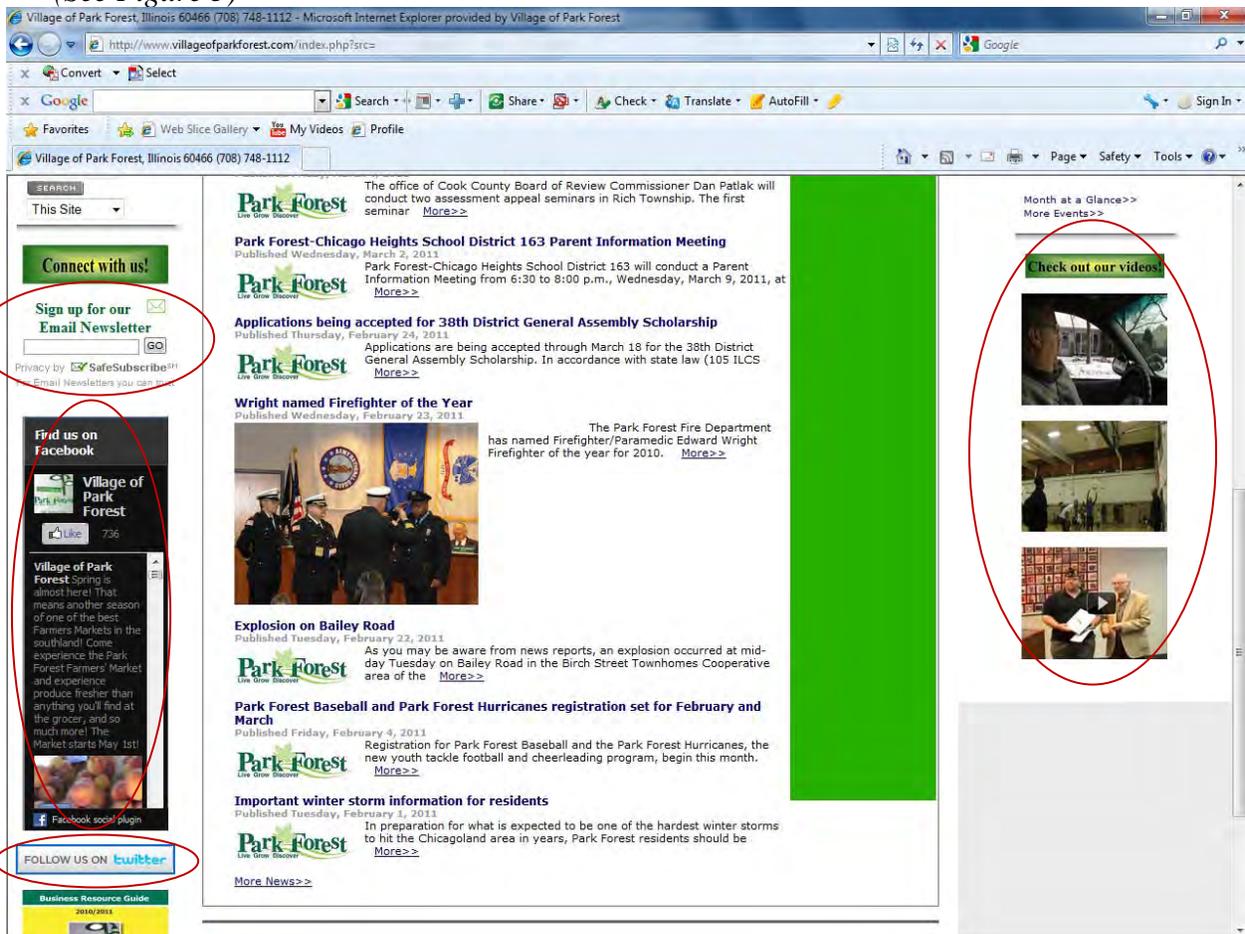


Figure 3



*The Village’s Facebook book page saw an increase in “likes” of just over 100 percent, from 354 to 757, since March 13, 2010. This was accomplished by promoting the page in numerous ways: on cable, in the Village’s newsletter, linking to the page on the Village’s Web site and monthly e-newsletter, and through residents learning about the page through friends they observe who “like” the page.*

*An ad on Facebook was purchased in March 2011 to heighten awareness of the Village’s Facebook page with individuals who previously were not connections. The ad targeted individuals who specified their location to be Park Forest, Illinois and age to be 21 years or older. The ad was shown on the right side of a users screen and allowed them to click on the ad to view the Village’s Facebook page, or simply click the word “like” to be added as a connection. In just shy of five days, the ad created 222,000 impressions, or appearances, 257 clicks, and 104 actions, or people who “liked” the Village of Park Forest. The ad was scheduled for a 30-day run. See Figure 4 for an image of the ad, circled in red, as it appeared on Facebook.*



**Figure 4**



The Village’s Twitter page increased in followers close to 40 percent, from 102 to 140, in the 2010-2011 fiscal year. There were a total of 51 tweets posted to the page. (See Figure 5)

| Year    | Tweets | Total Followers |
|---------|--------|-----------------|
| 2009-10 | 73     | 102             |
| 2010-11 | 51     | 140             |

**Figure 5**



The Village’s YouTube page had 1,563 total views from July 1, 2010 to March 1, 2011. Eleven videos were added, bringing the total number of Park Forest videos now available on the site to 17. The videos shared on YouTube are also shown on local cable channels 4 and 99, the lobby televisions of Village Hall, and on the Village’s Facebook page - to maximize reach.

Video topics cover happenings at Board meetings, programming, and any issue more awareness amongst Park Foresters is deemed necessary.

### **Rebranding of Social Media Pages**

All of the Village’s social media sites were rebranded to provide a higher aesthetic quality to impact resident interest and to clearly present the Park Forest brand. (See Figures, 6, 7, and 8 for screenshots of Facebook, Twitter, and YouTube, respectively.) All pages now have a uniform appearance and share a similar address to create recall in the mind of users:

[www.facebook.com/ParkForestIL](http://www.facebook.com/ParkForestIL) , [www.twitter.com/ParkForestIL](http://www.twitter.com/ParkForestIL) , [www.youtube.com/ParkForestIL](http://www.youtube.com/ParkForestIL) , [www.flickr.com/ParkForestIL](http://www.flickr.com/ParkForestIL) .

All social media pages boldly promote, on the profile image, the addresses of other pages where residents can further engage and learn more about the life in, and of, the Village of Park Forest. See areas circled in red on Figures 6, 7, and 8.



Figure 6



Figure 7

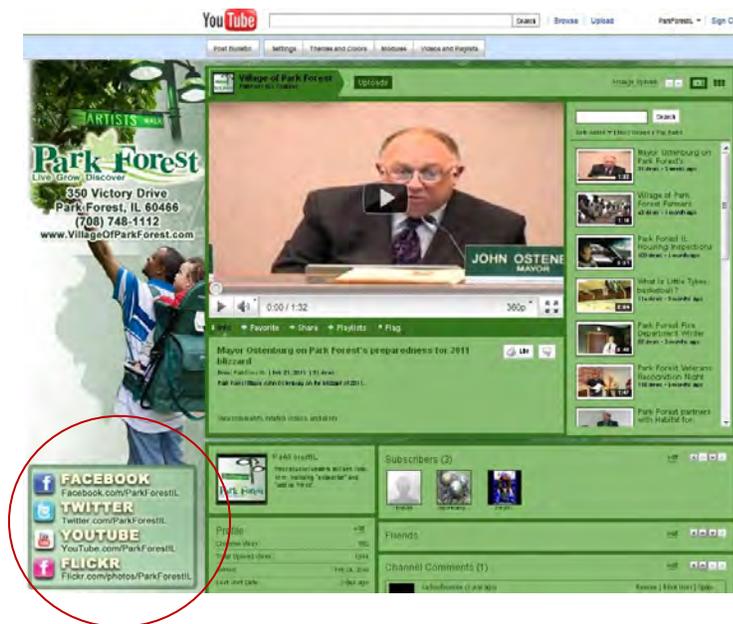


Figure 8

3. Incorporate more programming on the Village's cable access channel as part of overall public relations plan.

*Over the past 12 months, the following news pieces, promotional videos, and commercials have aired on Channel 4/99:*

*Freedom Hall Theatre – an introduction to Freedom Hall and the line-up scheduled for the 2010-2011 year. The video featured Cultural Arts Supervisor Chuck Sabey.*

*Little Tykes – an introduction to the Little Tykes basketball program. The video featured Recreation and Parks Supervisor Kevin Adams.*

*Habitat for Humanity – a news story featuring Economic Development and Planning Director Hildy Kingma and Habitat for Humanity Director David Tracy. This video informed Park Forest residents on measures the Village has taken to address vacant homes in town. Additionally, the video provided information for any current residents interested in being part of the program—as a sponsored family or volunteer.*

*Veteran’s Recognition Night – a news story featuring Park Forest resident Ed Fizer. The video illustrates Park Forest’s continued showing of appreciation for Veteran’s who serve, or have served, in the armed forces.*

*Safe Halloween – A promotional, animated Safe Halloween video catered to kids.*

*Winter Safety Tips from the Park Forest Fire Department – an informative video featuring Captain Mike Wheeler. In the video, Captain Wheeler offers valuable information to Park Forest residents on how to keep their homes safe during the winter months.*

*Street Canvas/Housing Inspections – This 30 second commercial-style video informs Park Forest residents that Building Inspectors will be driving street-by-street inspecting the exterior of homes from January to March, and what they’ll be looking for.*

4. Develop new mechanisms to capture e-mail addresses of Village residents and grow the Village’s e-mail database.

*Two drop boxes were purchased for the lobby of Village Hall. Residents can write their e-mail address on a small index card, located next to the box, place it inside, and be added to the Village’s mailing list.*

*A widget was added to the Village’s Web site to allow a quick and easy opportunity for residents to be added to the Village’s e-mail list. (See Figure 3)*

*A tab on the Village’s Facebook page allows residents to be added to the e-mail list directly from Facebook. (See Figure 9)*



**Figure 9**

*The Village's list of stakeholders who receive monthly communication via e-mail increased by close to 50 percent, from 540 to 789, in the 2010/2011 fiscal year.*

**2011/2012 ADMINISTRATIVE OBJECTIVES AND PERFORMANCE MEASURES:**

**Village Manager Objectives:**

Ensure implementation of the Village Board's Goals for 2011/2012. These goals were the culmination of a series of Strategic Planning Workshops. The goals are:

- 1. Maintain excellence in governing and create a more participatory government.**
- 2. Create relationships and program initiatives to engage families, teachers and school board members of the District 163 community to increase collective awareness of problems, challenges, and opportunities to work together to provide the best education possible for the children of Park Forest.**
- 3. Increase commercial, business and residential development in the Village.**
- 4. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.**
- 5. Increase awareness of the quality of life in the Village of Park Forest.**

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

1. Develop agendas for Rules and Regular Meetings of the Village Board and provide the Board with background materials and research information necessary to assist with decision-making and policy-establishing functions.
2. Provide staff assistance to the Board's Strategic Planning efforts.
3. Supervise Department Heads in the day-to-day administration of their departments.
4. Inspire Village staff to a high level of professionalism, integrity and service delivery.
5. Provide staff assistance to all municipal Boards and Commissions including preparation of minutes and agendas.
6. Respond to public inquiries and complaints.
7. Monitor State and Federal legislative activities as they affect local governments. Provide feedback to legislators regarding legislation that affects local governments.
8. Monitor grant opportunities for the Village.
9. Monitor fiscal condition of Village to ensure long-term viability.
10. Participate in regional or State-wide initiatives of benefit to the Village of Park Forest, the south suburbs, the State of Illinois and the profession of local government management.

#### **VILLAGE MANAGER PERFORMANCE MEASURES:**

The carrying out of Board goals will be measured as follows: Board Goal #1 will be measured by demonstrated quality services being provided to the community and increased opportunities for residents to participate in the Village's decision making processes. Board Goal #2 will be measured by activity on the Village's behalf to bring this issue to the attention of decision makers in the State's legislative process. Board Goal # 3 will be measured by an increased level of interaction and communication with various representatives of School District 163. Board Goal #4 will be measured by maintaining a quality staff with innovative concepts and policies for serving Park Forest while working to replace, repair and upgrade community infrastructure in all ways feasible. Board Goal #5 will be measured by observed residential involvement in community events and enhanced diligence in staff distributing its message to the residents. The Manager's performance in the execution of the additional goals will be measured by a performance evaluation, conducted annually by the Board of Trustees.

### **Director of Personnel/Assistant to the Village Manager Objectives:**

1. Assist all Village Departments with recruitment, interviewing and hiring of staff including assisting the Board of Fire and Police Commissioners in establishing promotional eligibility lists for police and fire.
2. Continue to expand employee awareness of the Village's benefits package and provide employees with tools to make sound decisions in long-term financial planning. Provide a series of financial planning seminars that may include a focus on rebuilding credit, savings and debit management.
3. Implement, evaluate and monitor the Village's personnel policies to assure compliance with changing personnel laws, employment laws and the general needs of the Village.
4. Coordinate Village Committees in organizing employee events and programs targeted to increase employee morale, appreciation, safety awareness, policy education and overall employee well being. Continue to participate in committees that have an impact to the Village.
5. Attend educational programs that pertain to changes in Employment Law. Provide summary updates to the Department heads to keep them abreast of the changes.
6. Negotiate all collective bargaining contracts. Attend professional training related to collective bargaining processes.
7. Serve as the Village's claims coordinator for IRMA and manage workers' compensation and general liability claims to keep on top of the nature of the issues.
8. Begin revising the Personnel Policy Manual.
9. Work with members of finance to research and implement a new payroll processing, HRIS and Time and Attendance systems.

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

Objective 1 will be measured by the successful recruiting and hiring of staff as needed and the establishment of new Police and Fire promotional lists. Objective 2 will be measured by the quantity and quality of relevant seminars held for the benefit and education of the employees. Objective 3 will be measured by tracking legislative changes and ensuring that Village policy changes accordingly and a new handbook is disseminated. Objective 4 will be measured by the level of employee attendance and participation at employee events, programs, and by seeking input from the employees. Objective 5 will be measured by the successful completion of sessions and communication to department heads. Objective 6 will be measured by the completion of a new contract for the Fire Department. Objective 7 will be measured by continued communication between IRMA, assigned attorneys and applicable employees as well as ensuring timely notice to legal representation when needed. Objective 8 will be measured by the release of a new

Personnel Policy Manual. Objective 9 will be measured by the successful implementation of new payroll, HRIS and Time Keeping systems.

**Director of Communications/Assistant to the Village Manager Objectives:**

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

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

Objective 1 will be met by producing four issues of Discover Magazine, posting numerous information pieces each month to the Village Web site and social media pages, adding numerous informative pieces each month to Channel 4/99, seeing a satisfactory amount of coverage in media about Park Forest. Objective 2 will be measured by Web site hits/fans/followers/views, resident support of events, and resident satisfaction with communication efforts and information available. Objective 3 will be by the number of mailing pieces Park Forest residents receive coming out of the Administration Department. Objective 4 will be met by promoting the Village Manager's Report in innovative ways that yield growth and allow the Village to communicate with more residents via e-mail. Objective 5 will be met by producing communication pieces catered toward residents less familiar with the full host of services and offerings in Park Forest. Objective 6 will be met by rewarding select Park Forest youth with recognition for their high achievements that project a positive light on themselves and the Village of Park Forest.

**Village of Park Forest  
2011/2012 Budget**

**ADMINISTRATIVE  
BOARD OF TRUSTEES/ELECTED OFFICIALS**

**DEPARTMENT FUNCTION:**

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

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

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

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

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

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

## **ACCOMPLISHMENT OF 2010/2011 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 2010/2011, 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. Numerous members of the community were engaged as part of stakeholder interviews in conjunction with an outside assessment of Village governance and management practices which was conducted by the Center for Governmental Studies at Northern Illinois University.*

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

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

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

*The Mayor attended meetings of the South Suburban Mayors and Managers Association (SSMMA). The Mayor and the Village Manager each served on a number of the Association's committees. In particular, the Mayor served as an integral part of the SSMMA Legislative Committee and worked toward the implementation of the Association's 2011 Legislative Agenda. The Mayor is also on the SSMMA Executive Committee as well as the Housing Committee.*

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

*The Mayor facilitated communication with a number of taxing bodies in 2010/2011. Multiple joint meetings took place with the Park Forest Library Board so as the remodeling and renovating project at the Library facility came to a completion.*

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

*The Mayor has worked closely with Village staff to maintain a continued emphasis on economic development, requiring and receiving frequent reports on the progress of several such projects. The Mayor presided over breakfast meetings, as needed, with the business community. The Mayor was an integral part of the Village's presence and efforts at the International Council of Shopping Centers Convention to engage the developer community and enhance the attractiveness of locating new business in Park Forest.*

**Board of Trustees:**

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

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

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

*The Board has reviewed and approved the various programs designed to implement the Board's goals. To aid in the Board of Trustee's understanding of Village services and how they might be enhanced, members of the Board attended training sessions on how similar services are administered in other communities across the State of Illinois. In 2010/2011, several members of the Village Board attended sessions at the Illinois Municipal League's annual conference.*

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

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

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

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

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

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

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

*Residents are invited to attend all Board meetings and have provided input at many of them. The Village's web site contains a survey by which residents can evaluate their contacts with their local government.*

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

*Eighty-six appointments and re-appointments to the Village's various Boards and Commissions were made in 2010/2011. 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 2010/2011 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 throughout the year related to Strategic Planning efforts. A financial update took place in October 2010 and included an update on Village Board goals. A subsequent update took place in February 2011 with the 6 Month Financial Update.*

**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 2010/2011 as the Clerk attended the vast majority of Village Board Rules and Regular Meetings. The Clerk's attendance and taking of minutes at these meetings were carried out to the satisfaction of the Village Board.*

**Village Treasurer:**

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

*Over the years the Village Treasurer has increased the Village's return on investments in a risk-free, collateralized environment. Direct wire transfer deposits were established for all property, sales, motor fuel and Tax Increment Finance taxes into the Illinois Treasurers Pool. This process allows the Village to earn two to three days of additional interest on substantial balances. Direct debit accounts have been established for water billing and direct deposit has been established for payroll. In 2007, e-pay was instituted for utility bill payment. A laddered CD was established with the CN settlement proceeds. This investment option will increase interest earnings \$60,000 over the Treasurer's Pool account.*

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

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

**Village Clerk:**

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

*The Village Clerk or the Deputy Village Clerk took minutes at all Rules, Regular, Executive Sessions and Special Meetings of the Board. For calendar year 2010, a total of 25 sets of minutes have been produced. All minutes were presented at a subsequent meeting for approval and were placed on public display.*

**SETS OF MINUTES PRODUCED**

| <b>Calendar Year</b> | <b>2006</b> | <b>2007</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> |
|----------------------|-------------|-------------|-------------|-------------|-------------|
| <b>Number</b>        | 77          | 68          | 65          | 34          | 25          |

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

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

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

*Eighty-seven 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>Calendar Year</b> | <b>2006</b> | <b>2007</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> |
|----------------------|-------------|-------------|-------------|-------------|-------------|
| <b>Number</b>        | 52          | 59          | 76          | 58          | 87          |

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

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

**ABSENTEE VOTERS**

| <b>Calendar Year</b> | <b>2006</b> | <b>2007</b>        | <b>2008</b>        | <b>2009</b>        | <b>2010</b>        |
|----------------------|-------------|--------------------|--------------------|--------------------|--------------------|
|                      |             | <b>Will County</b> | <b>Will County</b> | <b>Will County</b> | <b>Will County</b> |
| <b>Number</b>        | 15          | 35                 | 350                | 7                  | 85                 |

*Cook County Officials facilitated the early voting for Cook County residents for the November 2010 election. According to County information, 811 Cook County residents cast early votes at Village Hall.*

**2011/2012 BOARD OF TRUSTEE OBJECTIVES:**

The Mayor's, Board of Trustee's, Treasurer's and Clerk's objectives will continue to be as important in 2011/2012 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 2011/2012 with the transition of the Village's long-standing legal representative into the judicial system.

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

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

**Village of Park Forest  
2011/2012 Budget**

**ADMINISTRATIVE  
BOARDS AND COMMISSIONS**

**DEPARTMENT FUNCTION:**

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

The standing commissions/committees are:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Cable Communications Commission:** The Cable Commission continued to promote Park Forest in its Local Origination Programming efforts with the recommended purchase of portable cameras and associated camera equipment, new computer and computer editing software which will now provide the public the opportunity to record and edit events of a community nature to be televised on the Village's Municipal Access Channel. Camera equipment will be available at the Village Hall and the computer with editing software to will accessible in the Park Forest Public Library. In April 2011 the Commission provided this update to the Mayor and Board of Trustees. The Commission has continued to oversee the enforcement the cable television franchise agreement with Comcast Cable while monitoring the dissemination of information to the public regarding AT&T Project Light Speed/U-Verse TV.

**Economic Development Advisory Group:** Promoted a second annual Business Person of the Year award, participated in the progressive Business After Hours, promoted sale of Village-owned land, prepared articles for the Quarterly Business Newsletter, identified a vendor for a library kiosk to promote Park Forest businesses, currently designing a mailer to promote the business incubator, drafting a request for proposals for the business capacity training, and promoting a Park Forest version of a national campaign to encourage local shopping.

**Park Forest Environment Commission:** The Commission sponsored the presentation and discussion of the movie “A Chemical Reaction“ at two separate venues this past year. The Commission also sponsored three public workshops on alternatives to pesticides and energy conservation within the home. The Commission also had a representative one Saturday a month through the summer at the Farmers Market promoting the use of rain barrels.

**Housing Authority:** In an effort to increase the assisted housing program, the housing authority has housed four families from its Waitlist and is now issuing Housing Choice Vouchers to other eligible families on the Waitlist. In 2010/2011, the Park Forest Troubled Building and Property Task Force, along with the Crime Free Housing Ordinance, helped the housing authority ban a non-compliant property owner and remove four families from the Housing Choice Voucher program for violating the program’s rules and guidelines.

**Human Relations:** The Commission on Human Relation continued to promote an open community and fostered understanding among the people in the Village’s diverse population by planning cultural celebrations and building partnerships with community associations. During 2010/2011 the Commission highlighted a local young play-writer by co-sponsoring a play at Freedom Hall and partnered with a local Church for its 3<sup>rd</sup> year of celebrating Community Day with activities for the family along with refreshments. The Commission also hosted its Annual Black History Month program which recognized three artists for their excellence in the entertainment industry, highlighted two south suburban citizen humanitarian efforts through the Good Egg Award program and supported the activities of the Mediation Task Force.

**Parks & Recreation Advisory Board:** The Advisory Board continued its monitoring, maintenance and upkeep of the Parks & Recreation System by following the Village’s completion of wide scale renovations to the Park Forest Aqua Center. The Board volunteered as tour guides with the various open houses associated with completion of this project.

**Plan Commission:** The Commission provided input to Staff on several ongoing projects including the quiet zone feasibility study, the retail reinvestment study, and the request for proposals for the implementation of the 211<sup>th</sup> Street Transit Oriented Development Plan. The Commission also updated the future land use plan for areas south of the Village in preparation for a boundary agreement with University Park.

**Senior Citizens Advisory Commission:** The Commission helped to increase accessibility for seniors and the disabled in the Park Forest business district by suggesting handicap access to the front door entrance of Village Hall. The Board also identified areas of unlevelled pavement near the downtown Farmers' Market that could pose as a barrier and met with an engineer from the Village to have the troubled areas corrected. To help improve the health of Park Forest seniors, the senior commission actively planned the 6<sup>th</sup> Annual Senior Fair along with the Rich Township and Park Forest Health Department staff. Every year the fair brings to Park Forest vendors who specialize in services for seniors. The vendors range from medical providers, medical transportation, home health and care giving agencies as well as senior housing and social service programs. The Commission also distributed a senior referral resource book at the fair to help residents identify other local providers who were not present at the fair.

**Youth Commission:** Organized the Commission's yearly youth and family festival, Youth Day, which promoted "going back to school." The Commission also partnered with other Commissions and Village Departments in coordinating the Safe Halloween Event. The Commission developed a Student Liaison program to better involve community youth in the happenings of the Commission and created a logo design contest to develop an Official Youth Commission logo. The Commission also participated in the Village's annual Tree Lighting program. Finally, the Commission held its inaugural Spring Break Open Gym and Skate Jam in April 2010 for Park Forest youth.

## **2011/2012 BOARDS AND COMMISSIONS OBJECTIVES:**

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

**Board of Fire and Police Commissioners:** The Board of Fire and Police Commissioners will complete the process of any Police and Fire new hire eligibility or promotion lists that exhaust before they expire. The Chairman of 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 Phase II they will monitor the use of equipment purchased such as portable cameras, computer editing software, etc. to further enhance Local Origination Programming.

**Economic Development Advisory Group:** Goal 1: Stimulate an environment that encourages all Park Forest business owners to interact with each other and the community. Goal 2: Work with Staff to design and implement a business retention and expansion program. Goal 3: Aid and implement the priority actions of the Strategic Plan for Land Use and Economic Development. Goal 4: Aid and implement

the recommendations of the 211<sup>th</sup> Street Transit Oriented Development Study. 5. Review submitted applications for incentives and make recommendations to implement the Village's adopted Development Incentive Policy.

**Park Forest Environment Commission:** The Commission will continue to promote the use of rain barrels and rain gardens to Village residents. They will plan and conduct an Arbor Day ceremony, host additional environmental workshops and promote alternatives to pesticide use.

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

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

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

**Plan Commission:** The Commission plans to 1) review and act expeditiously to make recommendations on existing and new development proposals; 2) begin implementing recommendations of the 211<sup>th</sup> Street Transit-Oriented Development Study; 3) begin implementing Strategic Plan recommendations regarding the South Western Avenue annexation area; 4) begin implementing Strategic Plan recommendations regarding DownTown Park Forest and the Eastgate Neighborhood; and 4) pursue opportunities for training whenever possible.

**Senior Citizens Advisory Commission:** The Commission plans to increase accessibility to Municipal buildings (Village Hall, Freedom Hall, Police Station) and local businesses. The Commission will investigate potential funding outlets for south suburban seniors and senior programming. The commission is seeking a new speaker for 2011/2012. The Commission will continue its work to improve health of Park Forest seniors by actively participating in planning the Senior Fair with the Rich Township Senior Center and the Rotary Club of Park Forest.

**Youth Commission:** Organize year round youth activities; one per season (Youth Day and Youth Fair college prep). Enhance awareness of youth (Develop and refine

promotional material; Coordinate a meeting with Recreation & Parks; Volunteer services for other activities once per year). Partner with local school districts (Explore peer tutorial possibilities and Explore College Fairs).

**PERFORMANCE MEASURES FOR 2011/2012 OBJECTIVES:**

Since commissions and committees are composed of volunteers, measurement of their stated objectives is not held to the careful performance measures of the Village's departmental objectives. Certain events will measure the achievements of the commissions. The Board of Fire and Police Commissioners will regularly update its Rules and Regulations as may be necessary in accordance with State Law. It will complete the processes to establish Fire and Police Department promotional eligibility lists for the ranks Fire Lieutenant and of Police Commander and Corporal as needed and new hire eligibility lists for Police and Fire. The Cable Commission, on behalf of Park Forest residents, will monitor the performance of Comcast in accordance with the Cable Television Franchise Ordinance and the franchise agreement while continuing its efforts to implement local origination programming. The Economic Development Advisory Group will put an economic development plan into effect and implement plans for business retention, marketing and financial incentives. The Park Forest Environment Commission will coordinate several workshops to meet the needs of the community. The Human Relations Commission will sponsor a series of cultural displays and celebrations related to the diversity of Park Forest so as to promote cultural awareness. The Recreation and Parks Board will monitor the Village's Parks and Recreation System. The Plan Commission will oversee the planning elements of the 211<sup>th</sup> Street Metra Station Transit Oriented Development Plan, review development plans as submitted, and participate in a variety of training opportunities. The Senior Citizens Advisory Commission will research issues related to seniors. The Youth Commission will host Youth Day. 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  
2011/2012 Budget**

**ADMINISTRATIVE  
LEGAL SERVICES**

**DEPARTMENT FUNCTION:**

Expenses associated with Village-wide legal counsel needs are aggregated under Legal Services. It is the cost center that handles the legal affairs of the Village on a contractual basis. This cost center includes the services of the Village Attorney, who advises the Village Board, Village Manager and staff on legal matters. The attorney's firm, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., represents the Village in the legal system in cases that do not involve liability. The Village uses other firms for specialized legal matters, typically at the recommendation of the Village Attorney.

The Village Attorney drafts ordinances relating to a variety of matters for a number of Village departments. Litigation regarding liability issues is handled through the Village's membership in a risk management association, the Intergovernmental Risk Management Association (IRMA). Such liability litigation incurs no costs in this section of the budget.

Legal counsel also provides assistance to the clerk's office in matters relating to municipal and general elections and requests for information and documents. Legal counsel is called upon in matters relating to personnel on an as needed basis. In these instances, services are typically provided by the law firms of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd., Klein, Thorpe and Jenkins, Ltd. or Rosenthal, Murphey, Coblents & Donahue.

Legal counsel advises Village staff on both procedural and substantive law so that the various departments of the government are in compliance with the many statutes of the State of Illinois and the court decisions, which govern the activities of municipal government.

This cost center also includes the costs associated with the Village Prosecutor. The Prosecutor handles the prosecution of violations of Village Code.

**ACCOMPLISHMENT OF 2010/2011 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 14 new ordinances and 48 resolutions during 2010 and in the interpretation of existing ordinances.*

**ORDINANCES ADOPTED**

|                      |      |      |      |      |      |      |
|----------------------|------|------|------|------|------|------|
| <b>Calendar Year</b> | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 |
| <b>Number</b>        | 30   | 17   | 22   | 20   | 25   | 14   |

**RESOLUTIONS ADOPTED**

|                      |      |      |      |      |      |      |
|----------------------|------|------|------|------|------|------|
| <b>Calendar Year</b> | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 |
| <b>Number</b>        | 48   | 55   | 38   | 49   | 48   | 48   |

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

*The Village Attorney, or his designee, assisted in negotiations for the recovery of several properties through the Cook County No Cash Bid Program. Legal counsel was instrumental in establishing property liens where necessary with regard to tax delinquent properties and with drafting a 6-month option agreement for a developer interested in purchasing a larger parcel of land (80-90 North Street) in Business Park.*

**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 Fire Department that will run through June 30, 2013. The Fire Department contract is set to expire June 30, 2011.*

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

*No employee grievances were filed in 2010/2011.*

**6. Advise the Village on personnel issues.**

*The Assistant to the Village Manager sought legal advice from time-to-time on personnel matters. Such matters included interpretation of the new federal laws regarding FMLA, Wage and Hour and the Public Safety Employee Benefits Act (PSEBA).*

**7. Help shift the prosecution of the violation of some ordinances from regional court to local adjudication hearings.**

*Numerous ordinance violations were pursued in local adjudication hearings. The Village Prosecutor has been instrumental in bringing resolution to code violations either prior to litigation or as a result of it. This work in ongoing efforts with Village Staff's Troubled Building and Property Task Force, the Crime Free Housing Ordinance, and the Vacant Building Registry Ordinance.*

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

*Over the course of 2009/2010 and 2010/2011, RSNLT represented the Village's interests in legal proceedings related to lawsuits filed by the former owner of more than 400 multi-family dwelling units. A motion for summary judgment on this case will be pursued in late-2010/2011. Pending a court ruling on this case, trial would be carried out in 2011/2012.*

**2011/2012 LEGAL SERVICES OBJECTIVES:**

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

**2011/2012 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 2011/2012 as carried over from the current fiscal year or that arise in the coming year.

**Village of Park Forest  
2011/2012 Budget**

**ADMINISTRATIVE  
FINANCE DEPARTMENT**

**DEPARTMENT FUNCTION:**

The Finance Department administers and/or assists with all financial operations. The department performs two distinct functions: day-to-day operations and other financial reporting functions. Day-to-day operations of the department include processing payroll and accounts payable, issuing invoices, recording cash receipts, issuing and processing water, sewer and refuse billing, reconciling bank and investment broker accounts, collecting vehicle sticker revenue and managing switchboard operations. Financial reporting functions of the Finance Department include the scheduling and oversight of the annual Village audit, the compilation and coordination of the annual Village budget, preparation and publication of the annual Treasurer's Report, grant reporting and production of all calendar year tax documentation, including W-2's, 1099's and 1099-R's. The Finance Department provides oversight and administration of all economic development incentive agreements including the Tax Increment Financing Districts and DownTown Park Forest.

The Deputy Village Manager/Finance Director is appointed as Village Treasurer. As such, she invests and monitors the Village's funds. She is also the Treasurer of the Police Pension, Fire Pension and Firefighters' Insurance Funds. She participates as a member of the Village's economic development task force, helping to negotiate incentive agreements and analyze the feasibility of Village assistance to development projects. She is the liaison to the Village's financial consultants.

Information Technology (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 2010/2011 BUDGET OBJECTIVES:**

Finance:

1. Process all accounts payable, payroll and accounts receivable for the Village.

*This objective was accomplished in both a timely and accurate manner for the year. It is an ongoing objective. See the chart on page 3-53 for statistical information.*

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

*A special focus in the last fiscal year has been completing cross training in Utility Billing. By the end of this fiscal year, both the supervisor and technician will be fully cross trained on the entire billing cycle. This has allowed the supervisor opportunity for special projects and time for additional analysis. Finance has two new staff members last fiscal year – a replacement payroll specialist and a part-time cashier. 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 2008/2009 Fiscal Year. The Village has submitted the 2009/2010 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 2010/2011 Fiscal Year. The Fiscal Year 2011/2012 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. Currently, the investment tracking is transitioning to a new software provider. Staff in Finance and Administration are evaluating a change in payroll service and the implementation of human resources software and time and attendance software village-wide.*

7. Assist in providing information to the Village Board as needed.

*The Finance Department prepared all requested financial information for the Village Board in a timely manner. The Board receives quarterly financial reports and a thorough six-month review of operations. The Board receives a weekly listing of the expenses that are paid through the accounts payable process. In addition, the current budget, recently completed audit and strategic planning documents have been posted on the website for easy access to employees and citizens. This is an ongoing objective.*

8. Assist Village auditors with internal preparation of schedules.

*Each year, the auditors provide the Finance Department a list of materials and information required for the Village audit. The Assistant Finance Director has assembled the necessary information with the assistance of the Staff Accountant and the Accounting Supervisor. This is an ongoing objective. The Finance Department worked with the auditing firm of Baker Tilly Virchow for the Fiscal Year 2009/2010 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 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.

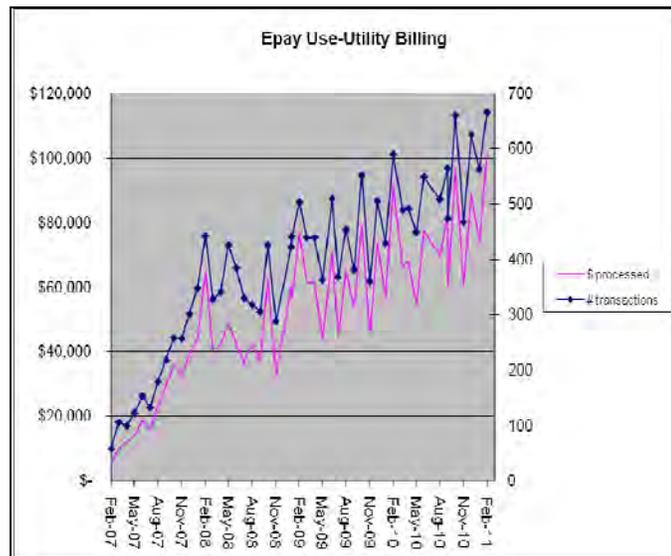
*Since 2005, the finance staff has engaged the services of an independent auditor to conduct internal procedures reviews. A progress report of internal control reviews and audits completed is presented to the Board each February. This is a continuing objective.*

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



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

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

### Information Technology:

1. Migrate desktops and laptops from Windows XP to Windows 7 operating system.

*Windows 7 is now the preferred operating system of the IT department. All new computers are distributed to users with Windows 7 and current computers will continue to be upgraded from XP to Windows 7.*

2. Continue to evaluate the expansion of accepting online payments.

*Several vendors have been identified and are being reviewed for their technical abilities as well as overall cost for implementing and maintaining web based credit card processing.*

3. Continue to evaluate IT policies and procedures.

*Review and maintenance of policies and procedures is a constant process.*

4. Expand coverage of video surveillance equipment for public safety.

*Security cameras have been implemented throughout Village Hall with 24/7 recording. Future camera sites will continue to be evaluated.*

5. Maintain a five year replacement schedule to replace aging equipment.

*Computers and laptops continue to be purchased to replace aging equipment for end users. Older equipment is identified for replacement so new equipment can be budgeted.*

6. Continue to further the computer skills of the entire Village staff.

*No on-site training by an outside vendor was done this year; however, IT staff continues to train individual users on various software packages. An outside vendor for staff training will be evaluated again for this year.*

### Long Term Initiatives

7. Begin the process of moving toward a virtualized desktop/server environment.

*Hardware has been purchased and testing is underway for server virtualization. Virtualized XP workstations inside of Windows 7 have been implemented on a limited basis in the production environment for evaluation of usage on a wider scale.*

8. Increase web development to enhance resident interaction with our website.

*Work has begun on changing our website to an entirely new platform. The new website will facilitate in easier creation of interactive forms, online payments, surveys, among many other enhancements.*

**2011/2012 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.

Finance Performance Measures:

|   | <u>2005/06</u> | <u>2006/07</u> | <u>2007/08</u> | <u>2008/09</u> | <u>2009/10</u> |
|---|----------------|----------------|----------------|----------------|----------------|
| Payroll checks processed                | 8,679          | 8,743          | 8,644          | 8,163          | 7,832          |
| W-2s issued (calendar)                  | 482            | 462            | 459            | 431            | 400            |
| 1099-Rs issued (calendar)               | 45             | 50             | 52             | 52             | 53             |
| Accounts Payable checks processed       | 7,920          | 8,009          | 7,889          | 7,718          | 7,599          |
| 1099-Misc issued (calendar)             | 444            | 420            | 410            | 399            | 418            |
| Accounts Receivable invoices processed* | 701            | 824            | 668            | 630            | 830            |
| Water Bills issued                      | 55,118         | 54,796         | 54,354         | 54,113         | 52,857         |
| Late Notices issued                     | 20,090         | 20,683         | 21,117         | 21,201         | 20,317         |
| Shut Off Notices issued                 | 11,098         | 13,183         | 13,674         | 13,870         | 12,677         |
| Utility Billing E-payments**            | n/a            | 538            | 3,614          | 4,782          | 5,616          |
| Vehicle Sticker Sales                   | <u>2006</u>    | <u>2007</u>    | <u>2008</u>    | <u>2009</u>    | <u>2010</u>    |
| Passenger                               | 12,359         | 12,401         | 11,277         | 11,938         | 11,760         |
| Truck                                   | 874            | 753            | 722            | 526            | 811            |
| RV                                      | 25             | 32             | 32             | 197            | 34             |
| Motorcycle                              | 250            | 248            | 257            | 281            | 260            |

\* In FY2008, the Health department moved to Village Hall where they no longer had health-related tenants to invoice.

\*\* Utility Billing E-pay was launched in February 2007.

All stated objectives are ongoing processes that will be measured by completion and departmental and Board feedback.

Information Technology Objectives:

Yearly Objectives

1. Migrate desktops and laptops from Windows XP to Windows 7 operating system.
2. Continue to evaluate and/or implement the accepting of online payments.
3. Continue to evaluate IT policies and procedures.

4. Maintain a five year replacement schedule to replace aging equipment.
5. Continue to further the computer skills of the entire Village staff.

#### Long Term Initiatives

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

#### Information Technology Performance Measures:

The role of the IT Department in Park Forest is to provide Village staff with the tools they need to service the residents of Park Forest effectively and efficiently. While the progress or completion of stated objectives is detailed in the preceding pages, IT performance is directly measured by overall network/system stability. This does not include availability of the Internet, only internal client/server communication is considered.

Network downtime can be caused by a number of events, including but not limited to server software lockups, server hardware failure, network router/switch failure, and general system maintenance. While the first three can cause prolonged periods of downtime, general maintenance usually takes no more than about 30 minutes to complete. Allowing for maintenance downtime once per quarter equates to about 120 minutes per year. Since the Village Public Safety is a 24 hour operation, system stability can be calculated on a 24 hour x 365 day per year basis.

The Village had several outages due to the Marshal Field's building demolition. No other outages due to the stated causes above occurred. Total network outages totaled about two working days throughout the year, which equates to 99.5% network availability.

**STAFFING:**

| <b><u>Manager's Office</u></b>                                  | <b><u>2007/08</u></b> | <b><u>2008/09</u></b> | <b><u>2009/10</u></b> | <b><u>2010/11</u></b> | <b><u>2011/12</u></b> |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Village Manager   | 1                     | 1                     | 1                     | 1                     | 1                     |
| Director of Personnel/<br>Assistant to the Village Manager      | 1                     | 1                     | 1                     | 1                     | 1                     |
| Director of Communications/<br>Assistant to the Village Manager | 1                     | 1                     | 1                     | 1                     | 1                     |
| Executive Asst. to the V. M.                                    | 1                     | 1                     | 1                     | 1                     | 1                     |
| Administrative Assistant II                                     | 1                     | 1                     | 1                     | 1                     | 1                     |
| Office Asst. III  | <u>1</u>              | <u>1</u>              | <u>1</u>              | <u>1</u>              | <u>1</u>              |
|   | <b>6</b>              | <b>6</b>              | <b>6</b>              | <b>6</b>              | <b>6</b>              |

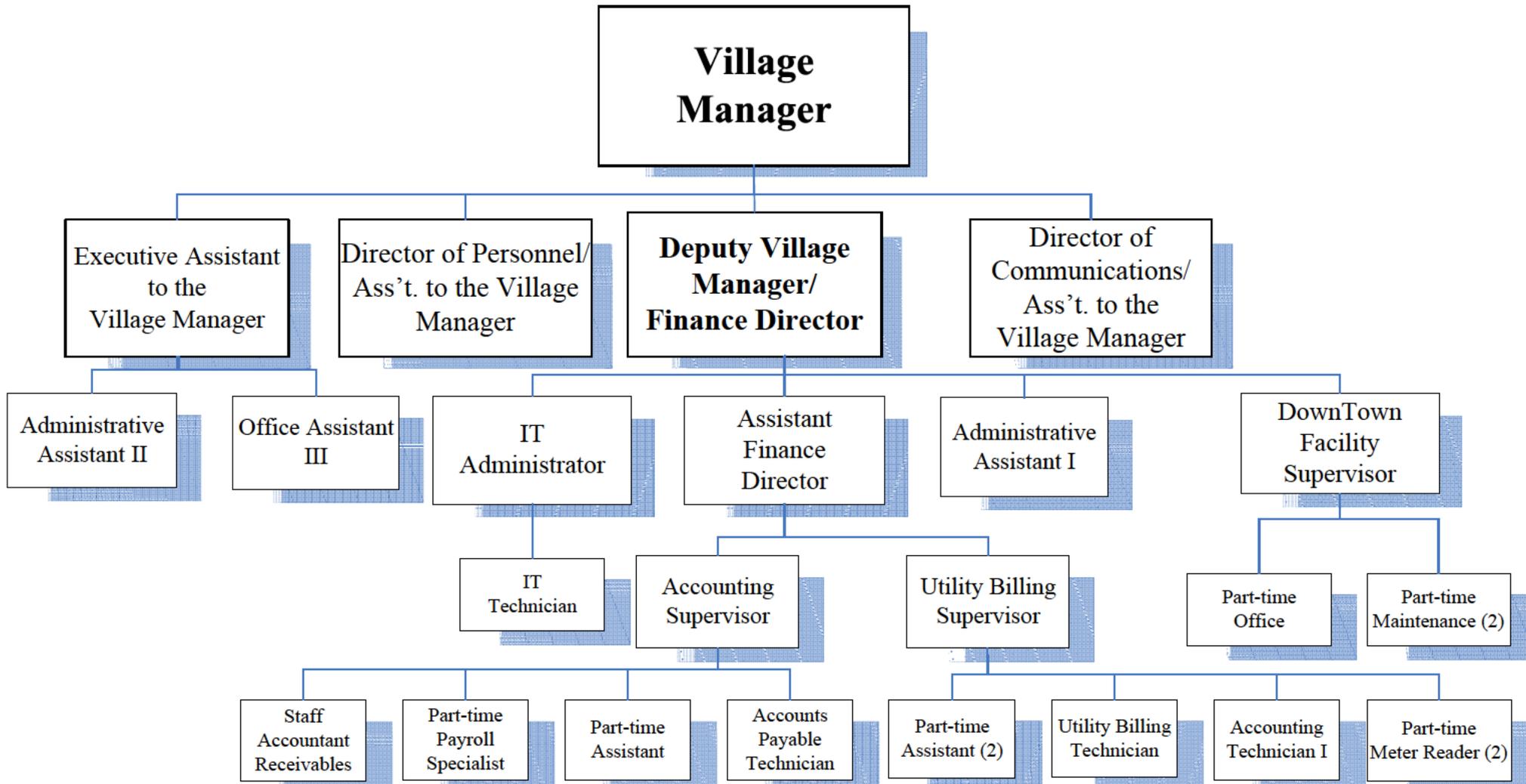
| <b><u>Finance</u></b>                          | <b><u>2007/08</u></b> | <b><u>2008/09</u></b> | <b><u>2009/10</u></b> | <b><u>2010/11</u></b> | <b><u>2011/12</u></b> |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Deputy Village Manager/<br>Director of Finance | 1                     | 1                     | 1                     | 1                     | 1                     |
| Assistant Finance Director                     | 1                     | 1                     | 1                     | 1                     | 1                     |
| IT Administrator                               | 1                     | 1                     | 1                     | 1                     | 1                     |
| IT Technician                                  | 1                     | 1                     | 1                     | 1                     | 1                     |
| Accounting Supervisor                          | 1                     | 1                     | 1                     | 1                     | 1                     |
| Payroll Specialist Part-time                   | 1                     | 1                     | 1                     | 0.5                   | 0.5                   |
| Accounts Payable Technician                    | 1                     | 1                     | 1                     | 1                     | 1                     |
| Staff Accountant                               | 1                     | 1                     | 1                     | 1                     | 1                     |
| Administrative Assistant I                     | 1                     | 1                     | 1                     | 1                     | 1                     |
| Part-time (as full-time equivalents)           | <u>1</u>              | <u>1</u>              | <u>1</u>              | <u>1</u>              | <u>1</u>              |
|  | <b>10</b>             | <b>10</b>             | <b>10</b>             | <b>9.5</b>            | <b>9.5</b>            |
| <b>Subtotal Administration/Finance</b>         | <b>16</b>             | <b>16</b>             | <b>16</b>             | <b>15.5</b>           | <b>15.5</b>           |

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

|                            | <b><u>2007/08</u></b> | <b><u>2008/09</u></b> | <b><u>2009/10</u></b> | <b><u>2010/11</u></b> | <b><u>2011/12</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>19.5</b>           | <b>19.5</b>           | <b>19.5</b>           | <b>19</b>             | <b>19</b>             |

# Village of Park Forest Administration Department

## Organizational Chart



**Village of Park Forest  
2011/2012 Budget**

**ADMINISTRATION  
SUMMARY**

|                                     | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|-------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b><u>Personnel Services</u></b>    |                            |                            |                              |                              |                           |
| Regular Salaries                    | 960,721                    | 977,627                    | 963,959                      | 999,611                      | 2%                        |
| Overtime Salaries                   | 1,145                      | 2,137                      | 1,000                        | 2,205                        | 3%                        |
| Temporary/Part-time Salaries        | <u>99,488</u>              | <u>117,796</u>             | <u>113,750</u>               | <u>121,073</u>               | 3%                        |
| <b>Total Personnel Services</b>     | <b>1,061,354</b>           | <b>1,097,560</b>           | <b>1,078,709</b>             | <b>1,122,889</b>             | <b>2%</b>                 |
| <b><u>Insurance Benefits</u></b>    |                            |                            |                              |                              |                           |
|                                     | 144,909                    | 158,817                    | 155,883                      | 163,828                      | 3%                        |
| <b><u>IRMA</u></b>                  |                            |                            |                              |                              |                           |
|                                     | 867,931                    | 980,554                    | 955,554                      | 945,424                      | -4%                       |
| <b><u>Employee Support</u></b>      |                            |                            |                              |                              |                           |
|                                     | 296,442                    | 308,265                    | 292,185                      | 322,098                      | 4%                        |
| <b><u>Professional Services</u></b> |                            |                            |                              |                              |                           |
|                                     | 184,811                    | 114,666                    | 90,644                       | 113,780                      | -1%                       |
| <b><u>Legal Services</u></b>        |                            |                            |                              |                              |                           |
|                                     | 184,184                    | 239,865                    | 223,400                      | 225,265                      | -6%                       |
| <b><u>Operating Supplies</u></b>    |                            |                            |                              |                              |                           |
|                                     | 110,513                    | 183,480                    | 147,849                      | 136,307                      | -26%                      |
| <b><u>Maintenance</u></b>           |                            |                            |                              |                              |                           |
|                                     | 68,401                     | 78,825                     | 77,425                       | 79,698                       | 1%                        |
| <b><u>Capital Outlays</u></b>       |                            |                            |                              |                              |                           |
|                                     | 30,804                     | 94,000                     | 94,000                       | 77,100                       | -18%                      |
| <b><u>Miscellaneous</u></b>         |                            |                            |                              |                              |                           |
|                                     | 136,264                    | 145,545                    | 142,455                      | 156,890                      | 8%                        |
| <b><u>Leases and Rentals</u></b>    |                            |                            |                              |                              |                           |
|                                     | 11,219                     | 8,500                      | 8,500                        | 7,000                        | -18%                      |
| <b><u>Utilities</u></b>             |                            |                            |                              |                              |                           |
|                                     | <u>94,012</u>              | <u>112,500</u>             | <u>100,000</u>               | <u>100,000</u>               | -11%                      |
| <b>Subtotal</b>                     | <b>3,190,844</b>           | <b>3,522,577</b>           | <b>3,366,604</b>             | <b>3,450,279</b>             | <b>-2%</b>                |
| Transfer to Aqua Center             | 760,000                    | 200,000                    | 200,000                      | 120,000                      | -40%                      |
| Transfer to Tennis and Health Club  | 75,000                     | 95,000                     | 95,000                       | 95,000                       | 0%                        |
| Transfer to Vehicle Services        | 49,000                     | 0                          | 0                            | 0                            | 0%                        |
| Transfer to DownTown                | 224,527                    | 224,527                    | 224,527                      | 146,982                      | -35%                      |
| 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>345,000</u>             | <u>600,000</u>             | <u>600,000</u>               | <u>50,000</u>                | -92%                      |
| <b>TOTAL</b>                        | <b><u>4,676,371</u></b>    | <b><u>4,674,104</u></b>    | <b><u>4,518,131</u></b>      | <b><u>3,894,261</u></b>      | <b>-17%</b>               |

**Village of Park Forest  
2011/2012  
Budget**

**ADMINISTRATION  
SALARY DETAIL**

|   | <b>6/30/2011<br/>Base</b> | <b>Increase<br/>Salary<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b>  | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|---|---------------------------|-----------------------------------|--|----------------|------------------------|-----------------------|---------------|---------------|-------------|
| <b><u>Manager's Office</u></b>                      |                           |                                   |  |                |                        |                       |               |               |             |
| Thomas Mick<br>Village Manager                      | 133,974                   | 136,653                           |  | 136,653        | 14,376                 | 10,454                | 17,522        | 1,115         | 120         |
| Denyse Carreras<br>Director of Personnel / ATVM     | 78,909                    | 80,487                            | 17,9                                     | 80,487         | 8,467                  | 6,157                 | 6,752         | 358           | 120         |
| Jason Miller<br>Director of Communications / ATVM   | 73,662                    | 75,135                            | 17,7                                     | 76,007         | 7,996                  | 5,815                 | 6,752         | 358           | 120         |
| Sandi Black<br>Exec. Asst. to Village Manager       | 57,744                    | 58,899                            | 10,9                                     | 58,899         | 6,196                  | 4,506                 | 11,801        | 695           | 120         |
| Judith Lancaster<br>Administrative Assistant II     | 54,995                    | 56,095                            | 9,9                                      | 56,095         | 5,901                  | 4,291                 | 5,901         | 358           | 120         |
| Janet Brown<br>Office Assistant III                 | 43,090                    | 43,952                            | 4,9                                      | 43,952         | 4,624                  | 3,362                 | 4,982         | 163           | 106         |
| Part-time Help                                      | 1,030                     | 1,061                             |  | 1,446          |                        | 111                   |               |               |             |
| <b>Subtotal Manager's Office</b>                    | <b>443,404</b>            | <b>452,282</b>                    |  | <b>453,539</b> | <b>47,560</b>          | <b>34,696</b>         | <b>53,710</b> | <b>3,047</b>  | <b>706</b>  |
| <b><u>Board of Trustees / Elected Officials</u></b> |                           |                                   |  |                |                        |                       |               |               |             |
| Mayor   | 7,550                     |                                   |  | 7,550          | 794                    | 578                   |               |               |             |
| Trustees (6 @ \$5,100)                              | 30,600                    |                                   |  | 30,600         | 3,219                  | 2,341                 |               |               |             |
| Village Clerk (\$100 per week)                      | 5,200                     |                                   |  | 5,200          |                        | 398                   |               |               |             |

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

**Village of Park Forest  
2011/2012  
Budget**

**ADMINISTRATION  
SALARY DETAIL**

|   | <b>6/30/2011<br/>Base</b> | <b>Increase<br/>Salary<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b> | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|---|---------------------------|-----------------------------------|--|---------------|------------------------|-----------------------|---------------|---------------|-------------|
| Deputy Village Clerk (\$125 per week)                     | 6,500                     |                                   |  | 6,500         | 684                    | 497                   |               |               |             |
| Village Clerk - Election Services<br>20 @ \$40 per hour   | 800                       |                                   |  | 800           |                        | 61                    |               |               |             |
| Part-Time - Board Mtg Minutes<br>12 @ \$75 per hour       | 900                       |                                   |  | 900           | 95                     | 69                    |               |               |             |
| <b>Subtotal Board of Trustees /<br/>Elected Officials</b> | <b>51,550</b>             |                                   |  | <b>51,550</b> | <b>4,792</b>           | <b>3,944</b>          |               |               |             |
| <b><u>Boards / Commissions</u></b>                        |                           |                                   |  |               |                        |                       |               |               |             |
| Temp/Part-time(Recorder of Minutes)                       | 4,000                     |                                   |  | 4,000         | 421                    | 306                   |               |               |             |
| <b>Subtotal Boards / Commissions</b>                      | <b>4,000</b>              |                                   |  | <b>4,000</b>  | <b>421</b>             | <b>306</b>            |               |               |             |
| <b><u>Finance Department</u></b>                          |                           |                                   |  |               |                        |                       |               |               |             |
| Mary G. Dankowski<br>Deputy Village Manager/Finance Dir   | 110,488                   | 112,698                           | 24,9                                     | 112,698       | 11,856                 | 8,621                 | 17,522        | 1,115         | 120         |
| Craig Kaufman<br>IT Administrator                         | 86,997                    | 88,737                            | 19,9                                     | 88,737        | 9,335                  | 6,788                 | 20,180        | 1,115         | 120         |
| Stephanie Rodas<br>Assistant Finance Director             | 78,909                    | 80,487                            | 17,9                                     | 80,487        | 8,467                  | 6,157                 | 17,522        | 1,115         | 120         |
| Theresa McAvoy<br>Accounting Supervisor                   | 62,438                    | 63,687                            | 12,9                                     | 63,687        | 6,700                  | 4,872                 | 0             | 695           | 120         |

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

**Village of Park Forest  
2011/2012  
Budget**

**ADMINISTRATION  
SALARY DETAIL**

|   | <b>6/30/2011<br/>Base</b> | <b>Increase<br/>Salary<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b>    | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b>  | <b>Dental</b> | <b>Life</b>  |
|---|---------------------------|-----------------------------------|--|------------------|------------------------|-----------------------|----------------|---------------|--------------|
| Jonathan Brown<br>IT Technician I                     | 49,602                    | 50,594                            | 9,6                                      | 51,181           | 5,384                  | 3,915                 | 10,807         | 1,115         | 120          |
| Sandra Salmen<br>Staff Accountant                     | 52,377                    | 53,425                            | 8,9                                      | 53,425           | 5,620                  | 4,087                 | 6,752          | 695           | 120          |
| Colette Sulej<br>Administrative Assistant I           | 49,882                    | 50,880                            | 7,9                                      | 50,880           | 5,353                  | 3,892                 | 11,801         | 695           | 120          |
| Vickie Wassell<br>Accounts Payable Technician         | 44,990                    | 45,890                            | 7,6                                      | 46,423           | 4,884                  | 3,551                 | 13,591         | 695           | 110          |
| Anna Johnson<br>Payroll Specialist - 56.25%           | 24,451                    | 24,940                            | 7,5                                      | 25,229           | 2,654                  | 1,930                 | 0              | 0             | 0            |
| Elizabeth Garza<br>Part-time Office Assistant - 52.5% | 20,519                    | 20,929                            | 2,9                                      | 20,929           | 2,202                  | 1,601                 | 0              | 0             | 0            |
| Judy Slavik<br>Part-time Office Assistant - 57%       | 16,918                    | 17,257                            | 2,1                                      | 17,919           | 1,885                  | 1,371                 | 0              | 0             | 0            |
| Overtime  | 2,137                     | 2,180                             |  | 2,205            | 232                    | 169                   |                |               |              |
| <b>Subtotal Finance Department</b>                    | <b>599,708</b>            | <b>611,704</b>                    |  | <b>613,800</b>   | <b>64,572</b>          | <b>46,954</b>         | <b>98,175</b>  | <b>7,240</b>  | <b>950</b>   |
| <b>ADMINISTRATION TOTAL</b>                           | <b>1,098,662</b>          | <b>1,119,536</b>                  |  | <b>1,122,889</b> | <b>117,345</b>         | <b>85,900</b>         | <b>151,885</b> | <b>10,287</b> | <b>1,656</b> |

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

**Village of Park Forest  
2011/2012 Budget**

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

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                     |                |
|---------------------------------|---------------------|----------------|
| 500000                          | Regular Salaries    | 452,093        |
| 500200                          | Temporary/Part-time | <u>1,446</u>   |
| <b>Total Personnel Services</b> |                     | <b>453,539</b> |

**INSURANCE**

|   |   |                  |
|---|---|------------------|
| 510100  | Medical Insurance   | 53,710           |
|   | Dental Insurance  | 3,047            |
|   | Life Insurance  | <u>706</u>       |
|   |   | 57,463           |
| 510300  | IRMA Premium Payment<br>(This includes the premium for all Village departments, excluding enterprise funds.)                                  | 698,852          |
|   | Volunteer Accident Coverage   | 575              |
|   | Other Insurance and Wellness Program  | <u>24,250</u>    |
|   |   | 723,677          |
| 510400  | IRMA Deductible<br>(This includes the projected deductible payments @ \$10,000 each for all Village Departments, excluding enterprise funds.) | 200,000          |
| 510500  | Other Insurance   |                  |
|   | Employee Assistance Program   | 5,370            |
|   | Medical liability coverage for Health Department  | 13,377           |
|   | Dram Shop Insurance for the Tennis/Health Club, and Dining on the Green.  | <u>3,000</u>     |
|   |   | <u>21,747</u>    |
| <b>Total Health, IRMA and Other Insurance</b> |   | <b>1,002,887</b> |

**EMPLOYEE SUPPORT**

|  |   |   |
|--|---|---|
| 520000   | Travel Expenses<br>(Expenses related to attendance at ICSC, ICMA, ILCMA & IPELRA conferences and remote training. Expenses include registration, transportation, meals, parking, lodging, etc.)   | 4,500   |
| 520100   | Mileage Reimbursement   | 800   |
| 520200   | Dues/Subscriptions<br>News Subscriptions<br>Sams Club<br>Notary Association (National & State)<br>ICMA (1)<br>ILCMA (1)<br>Public Relations Society of America<br>IL Public Employer Labor Relations Assoc (IPELRA)<br>National Assoc. of Executive Secretaries<br>Personnel Journals<br>Miscellaneous Dues/Subscriptions (Chamber, etc.)<br>Rotary | 325<br>680<br>40<br>1,000<br>325<br>335<br>190<br>25<br>100<br>1,780<br><u>840</u><br>5,640 |
| 520300   | Training Expenses (tuition reimbursement, ILCMA, IPELRA, NPELRA, in-service training, education reimbursement and seminars.)<br>Leadership Development Training - All Village Depts<br>College Courses<br>Computer Training - All Village Departments<br>Employee Computer Purchase Loan Program*<br>Safety Training - All Village Departments      | 1,300<br>8,000<br>2,000<br>10,500<br>30,000<br><u>3,500</u><br>25,300                       |
| *-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<br>(Includes projected cost to cover all eligible employees who may file for unemployment insurance during the year. This fund represents a Village insurance pool.)  | 17,000  |
| 520600   | Annual Annuity (Pierce)   | 2,700   |

|                               |      |                |
|-------------------------------|------|----------------|
| 520610                        | FICA | 34,696         |
| 520620                        | IMRF | <u>47,560</u>  |
| <b>Total Employee Support</b> |      | <b>139,696</b> |

**PROFESSIONAL SERVICES**

|                                    |   |               |
|------------------------------------|---|---------------|
| 530000                             | Other Professional Services<br>(Hiring processes, polygraphs, psychological testing<br>credit backgrounds, investigations, name plates<br>and engraving.) | 4,000         |
|                                    | Discover Layout/Design (4)  | 4,000         |
|                                    | Technical support for cable acces channel broadcasts  | 4,000         |
|                                    | Marketing & Promotions  | <u>9,100</u>  |
|                                    |   | 21,100        |
| 531500                             | Physical Examinations<br>(Ongoing and new hire physical exams and<br>drug screenings for all required Village positions.)                                 | <u>20,000</u> |
| <b>Total Professional Services</b> |   | <b>41,100</b> |

**OPERATING SUPPLIES**

|                                 |  |                |
|---------------------------------|--|----------------|
| 540000                          | Other Operating Supplies<br>(Central purchasing of supplies for all Village departments<br>which includes notary stamps, signature stamps, pens,<br>pencils, legal pads, etc.) | 57,500         |
| 540200                          | Printing/Copying Supplies<br>Central supply purchasing for all Village departments   | 24,000         |
| 540300                          | Stationery/Envelopes/Forms   | 4,000          |
| 540350                          | Office Equipment/Furnishings   | 1,000          |
| 540400                          | Meeting Supplies   | 5,000          |
| 541100                          | Public Access Cable Purchases (Paid by PEG fees)   | 10,000         |
| 542100                          | Municipal Code Supplements<br>(Adopted ordinances added to the code book.)   | <u>3,000</u>   |
| <b>Total Operating Supplies</b> |  | <b>104,500</b> |

**MAINTENANCE**

|        |  |            |               |
|--------|--|------------|---------------|
| 550000 | Contractual Equipment Leasing and Maintenance  |            |               |
|        | Postage Machine/Scale/Folding Machine/Software   | 4,320      |               |
|        | Copier Machine Maintenance Contracts<br>(Print Room, Finance, Recreation & Parks,<br>Building, Police, Fire) | 32,855     |               |
|        | Digital Copier Maintenance & Repair  | 2,060      |               |
|        | Fax Maintenance (Recreation and Parks)   | <u>180</u> |               |
|        |  |            | 39,415        |
| 550200 | Equipment Maintenance and Repair   |            | <u>1,400</u>  |
|        | <b>Total Maintenance</b>   |            | <b>40,815</b> |

**CAPITAL OUTLAYS**

|        |                              |  |              |
|--------|------------------------------|--|--------------|
| 560100 | Capital Outlays              |  |              |
|        | Computer Replacement         |  | <u>5,600</u> |
|        | <b>Total Capital Outlays</b> |  | <b>5,600</b> |

**MISCELLANEOUS EXPENDITURES**

|        |  |               |        |
|--------|--|---------------|--------|
| 590100 | Postage  |               |        |
|        | (Centralized billing for all Village departments:<br>Federal Express, messenger services, bulk mailings, vets mailings,<br>Manager's report, UPS, US mail, etc.) | 58,000        |        |
|        | Discover Magazine (4)  | <u>7,000</u>  |        |
|        |  |               | 65,000 |
| 590800 | Printing/Reproduction/Graphics   |               |        |
|        | Discover Magazine (4)  |               | 24,000 |
| 590900 | Advertising  |               |        |
|        | Help Wanted Advertising  | 6,000         |        |
|        | Sponsorships of Village-wide Organizations<br>(PF Baseball, Tall Grass Events, Scholarships, 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   | 1,800        |                |
|        | Art Fair Sponsorship   | 1,400        |                |
|        | Safe Halloween   | 200          |                |
|        | Other Events (Scenic5 savings - use to be determined by<br>Special Events Committee) | 4,000        |                |
|        | Holiday Tree Lighting  | <u>1,375</u> |                |
|        |  |              | <u>29,175</u>  |
|        | <b>Total Miscellaneous Expenditures</b>  |              | <b>138,875</b> |

**LEASES AND RENTALS**

|        |                                 |  |              |
|--------|---------------------------------|--|--------------|
| 600400 | Vehicle Interfund Rentals       |  | <u>7,000</u> |
|        | <b>Total Leases and Rentals</b> |  | <b>7,000</b> |

**UTILITIES**

|        |                                       |               |                       |
|--------|---------------------------------------|---------------|-----------------------|
| 610000 | Telephone                             |               |                       |
|        | Centralized billing for Village       | 87,500        |                       |
|        | Internet connection (T-1 & Broadband) | <u>12,500</u> |                       |
|        | <b>Total Utilities</b>                |               | <b><u>100,000</u></b> |

**TOTAL MANAGER'S OFFICE** **2,034,012**

**Village of Park Forest  
2011/2012 Budget**

**ADMINISTRATIVE  
BOARD OF TRUSTEES/ELECTED OFFICIALS  
DETAIL  
01-01-01**

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |  |               |
|---------------------------------|--|---------------|
| 500200                          | Temporary/Part-time<br>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<br>for Election Services (\$40 per hour) | <u>800</u>    |
| <b>Total Personnel Services</b> |  | <b>51,550</b> |

**EMPLOYEE SUPPORT**

|        |   |       |
|--------|---|-------|
| 520000 | Travel Expenses<br>(Expenses related for Village Clerk and Trustees to attend regional and national seminars. Expenses include transportation, meals, parking, lodging, etc.) | 3,400 |
| 520100 | Car Mileage Reimbursement/Allowance   | 1,500 |
| 520200 | Dues/Subscriptions  |       |
|        | SSMMA - Membership  | 7,920 |
|        | Will County Center for Economic Development   | 2,000 |
|        | SSMMA - Meeting Assessments   | 400   |
|        | Metropolitan Mayors Caucus  | 836   |
|        | Chicago Metropolitan Agency for Planning  | 500   |
|        | Municipal Clerks of Illinois (2)  | 50    |
|        | International Institute of Municipal Clerks (2)   | 165   |

|        |  |            |               |
|--------|--|------------|---------------|
|        | Access to Care   | 1,500      |               |
|        | Munic. Clerks of South & Southwest Cook County (2)   | 50         |               |
|        | National Civic League  | 250        |               |
|        | Illinois Municipal League  | 1,481      |               |
|        | Chicago Southland Economic Development Corporation   | 3,000      |               |
|        | National League of Cities  | 1,916      |               |
|        | Miscellaneous  | <u>650</u> | 20,718        |
| 520300 | Training Expense<br>(IL Municipal League Conference, Municipal Clerks of<br>Illinois Seminar, International Institute of Municipal<br>Clerks Conference and miscellaneous other trainings) |            | 7,000         |
| 520400 | Books/Pamphlets  |            | 250           |
| 520610 | FICA   |            | 3,944         |
| 520620 | IMRF   |            | <u>4,792</u>  |
|        | <b>Total Employee Support</b>  |            | <b>41,604</b> |

**PROFESSIONAL SERVICES**

|        |   |              |              |
|--------|---|--------------|--------------|
| 530000 | Other Professional Services                             | 200          |              |
|        | Deputy Village Clerk attendance at meetings (\$100/mtg) | 1,000        |              |
|        | Strategic Planning                                      | <u>5,500</u> |              |
|        | <b>Total Professional Services</b>                      |              | <b>6,700</b> |

**OPERATING SUPPLIES**

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

**CAPITAL OUTLAYS**

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

**MISCELLANEOUS EXPENDITURES**

|   |   |                     |
|---|---|---------------------|
| 591200                                  | Other Special Events Expense Outside of Village Hall<br>(Ex: School Board Meetings, New Business Grand<br>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** **114,729**

**Village of Park Forest  
2011/2012 Budget**

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

**PERSONNEL SERVICES**

**Salaries and Wages**

|        |  |              |
|--------|--|--------------|
| 500200 | Temporary/Part-time<br>(Recorder of minutes) | <u>4,000</u> |
|--------|--|--------------|

|  |                                 |              |
|--|---------------------------------|--------------|
|  | <b>Total Personnel Services</b> | <b>4,000</b> |
|--|---------------------------------|--------------|

**EMPLOYEE SUPPORT**

|        |  |       |
|--------|--|-------|
| 520300 | Training Expense<br>(Human Relation Commission, Plan Commission<br>and Board of Fire and Police Commissioners) | 2,600 |
|--------|--|-------|

|        |      |     |
|--------|------|-----|
| 520610 | FICA | 306 |
|--------|------|-----|

|        |      |            |
|--------|------|------------|
| 520620 | IMRF | <u>421</u> |
|--------|------|------------|

|  |                               |              |
|--|-------------------------------|--------------|
|  | <b>Total Employee Support</b> | <b>3,327</b> |
|--|-------------------------------|--------------|

**PROFESSIONAL SERVICES**

|        |  |            |
|--------|--|------------|
| 530000 | Other Professional Services<br>(Calligraphy for beautification awards) | <u>750</u> |
|--------|--|------------|

|  |                                    |            |
|--|------------------------------------|------------|
|  | <b>Total Professional Services</b> | <b>750</b> |
|--|------------------------------------|------------|

**OPERATING SUPPLIES**

|        |   |              |                     |
|--------|---|--------------|---------------------|
| 540000 | Other Operating Supplies                              |              |                     |
|        | Subscription - Plan Commission Journal                | 81           |                     |
|        | Beautification Certificates and Plaques               | <u>650</u>   | 731                 |
| 540400 | Special Events & Meetings                             | 4,000        |                     |
|        | Environment Commission Events<br>(Example: Earth Day) | 1,100        |                     |
|        | Senior Commission Initiatives                         | 1,100        |                     |
|        | Youth Commission Events<br>(Example: Youth Day)       | <u>1,100</u> | <u>7,300</u>        |
|        | <b>Total Operating Supplies</b>                       |              | <b><u>8,031</u></b> |
|        | <b>TOTAL BOARDS AND COMMISSIONS</b>                   |              | <b>16,108</b>       |

**Village of Park Forest  
2011/2012 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                 |
| <br>   |   |              |                       |
| 530100 | Legal Services - Other<br>(Litigation performed by consulting attorneys)  |              | 25,000                |
| <br>   |   |              |                       |
| 530110 | Special Legal Services<br>(Prosecutorial services, traffic<br>and housing court - \$100/hour)   |              | 20,000                |
| <br>   |   |              |                       |
| 530120 | Retainer - Village Attorney<br>(Monthly fee for attendance at Village Board<br>meetings - \$1,200/month)  |              | 14,400                |
| <br>   |   |              |                       |
| 530130 | Billable Services/Village Attorney<br>(Development of ordinances<br>reflective of State and Federal<br>legislation, review of revisions to<br>zoning code, advise housing authority,<br>litigation, franchise renewal negotiations,<br>processing Fair Housing complaints @ \$178/hour) |              | 142,000               |
| <br>   |   |              |                       |
| 530140 | Billable Services/Personnel Attorney<br>(Litigation, contract negotiations<br>with Fire and Police Unions,<br>grievances arising from personnel<br>and labor contract)  |              | <u>15,000</u>         |
| <br>   |   |              |                       |
|        | <b>Total Professional Services</b>  |              | <b><u>225,265</u></b> |
|        | <br><b>TOTAL LEGAL SERVICES</b>   |              | <br><b>225,265</b>    |

**Village of Park Forest  
2011/2012 Budget**

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

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                     |                |
|---------------------------------|---------------------|----------------|
| 500000                          | Regular Salaries    | 547,518        |
| 500100                          | Overtime Salaries   | 2,205          |
| 500200                          | Temporary/Part-time | <u>64,077</u>  |
| <b>Total Personnel Services</b> |                     | <b>613,800</b> |

**INSURANCE**

|                        |                   |                |
|------------------------|-------------------|----------------|
| 510100                 | Medical Insurance | 98,175         |
|                        | Dental Insurance  | 7,240          |
|                        | Life Insurance    | <u>950</u>     |
|                        |                   | <u>106,365</u> |
| <b>Total Insurance</b> |                   | <b>106,365</b> |

**EMPLOYEE SUPPORT**

|        |                                     |              |
|--------|-------------------------------------|--------------|
| 520000 | Travel Expenses                     |              |
|        | Local                               | 500          |
|        | Out of Town                         | <u>3,150</u> |
|        |                                     | 3,650        |
| 520100 | Car Mileage Reimbursement/Allowance | 1,800        |
| 520200 | Dues/Subscriptions                  |              |
|        | AICPA (3)                           | 600          |
|        | GFOA - State (4) and National (2)   | 1,150        |
|        | IL CPA Society (3)                  | 810          |
|        | APA                                 | 225          |
|        | Payroll Managers Newsletter         | 351          |
|        | Kiplinger Letter                    | 110          |
|        | Accounts Payable Newsletter         | 300          |

|        |                               |              |                |
|--------|-------------------------------|--------------|----------------|
|        | GMIS                          | 100          |                |
|        | Other                         | <u>125</u>   | 3,771          |
| 520300 | Training                      |              |                |
|        | College Classes               | 4,800        |                |
|        | Payroll Training              | 500          |                |
|        | Accounts Payable              | 250          |                |
|        | Accounts Receivable           | 250          |                |
|        | Customer Service              | 450          |                |
|        | GFOA State and National       | 2,000        |                |
|        | AICPA Annual Conference       | 750          |                |
|        | Computer Network              | 5,900        |                |
|        | Other Training                | <u>1,579</u> | 16,479         |
| 520400 | Books/Pamphlets               |              | 245            |
| 520610 | FICA                          |              | 46,954         |
| 520620 | IMRF                          |              | <u>64,572</u>  |
|        | <b>Total Employee Support</b> |              | <b>137,471</b> |

**PROFESSIONAL SERVICES**

|        |  |              |               |
|--------|--|--------------|---------------|
| 530000 | Other Professional Services                        |              |               |
|        | Payroll Service/Time & Attendance                  | 16,000       |               |
|        | Bond Fees  | 1,100        |               |
|        | Vehicle Sticker Mailing Services                   | 1,000        |               |
|        | Audit Schedules (Statistical & GASB 45)            | 3,400        |               |
|        | Distinguished Budget Presentation                  | 330          |               |
|        | GFOA Certificate of Achievement                    | 435          |               |
|        | ADT-Front Counter Security                         | 1,000        |               |
|        | Secretary of State Registration (Vehicle Stickers) | 500          |               |
|        | Document Destruction                               | 600          |               |
|        | Bank Fees  | <u>575</u>   | 24,940        |
| 530300 | Audit Services                                     |              |               |
|        | External   | 13,290       |               |
|        | Internal   | <u>3,000</u> | 16,290        |
| 531400 | Computer Programming Services                      |              | <u>24,000</u> |
|        | <b>Total Professional Services</b>                 |              | <b>65,230</b> |

**OPERATING SUPPLIES**

|        |                                 |            |               |
|--------|---------------------------------|------------|---------------|
| 540000 | Other Operating Supplies        |            |               |
|        | Register Tape - Front Counter   | 800        |               |
|        | Miscellaneous                   | <u>700</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                      | 21,649       |               |
|        | Printer Maintenance                       | 2,000        |               |
|        | Software Contracts (Financial)            | 11,934       |               |
|        | Software Contracts (Vehicle Stickers)     | 1,200        |               |
|        | Burster Maintenance                       | 575          |               |
|        | Check Signer Maintenance                  | 325          |               |
|        | Other Maintenance                         | <u>1,200</u> |               |
|        | <b>Total Maintenance</b>                  |              | <b>38,883</b> |

**CAPITAL OUTLAYS**

|        |                                |              |               |
|--------|--------------------------------|--------------|---------------|
| 560000 | Capital Outlays                |              |               |
|        | Network Upgrades: Village-wide |              |               |
|        | Network Upgrades               | 20,000       |               |
|        | Windows OS Upgrade             | 15,000       |               |
|        | Virus Software                 | <u>5,000</u> |               |
|        |                                |              | 40,000        |
|        | Other Software Upgrades        | 15,000       |               |
|        | Computer Replacement           | 5,000        |               |
|        | MSI Software Upgrades          | <u>5,000</u> |               |
|        |                                |              | <u>65,000</u> |
|        | <b>Total Capital Outlays</b>   |              | <b>65,000</b> |

**MISCELLANEOUS EXPENDITURES**

|        |  |              |                      |
|--------|--|--------------|----------------------|
| 590100 | Postage (Vehicle Stickers 1st & 2nd notices) |              | 6,000                |
| 590800 | Printing/Reproduction/Graphics               |              |                      |
|        | W-2's, 1099's and 1099-R's                   | 300          |                      |
|        | Payroll and Accounts Payable Checks          | 1,000        |                      |
|        | Vehicle Stickers & Animal Licenses           | 5,100        |                      |
|        | Preprinted Deposit Slips                     | 200          |                      |
|        | Vehicle Sticker Envelopes                    | <u>1,500</u> |                      |
|        |  |              | 8,100                |
| 591000 | Legal Notices                                |              |                      |
|        | Treasurer's Report                           | 1,500        |                      |
|        | Tax Levy Notice                              | 490          |                      |
|        | Budget Public Hearing Notice                 | <u>50</u>    |                      |
|        |  |              | <u>2,040</u>         |
|        | <b>Total Miscellaneous Expenditures</b>      |              | <b><u>16,140</u></b> |

**TOTAL FINANCE DEPARTMENT** **1,060,165**

**TOTAL ADMINISTRATION** **3,450,279**

## Village of Park Forest 2011/2012 Budget

### POLICE DEPARTMENT

#### DEPARTMENT FUNCTION:

The mission of the Park Forest Police Department, in cooperation with the community, is to protect life and property and enhance the quality of life for all citizens. The Police Department continually seeks citizen input in order to set department goals and objectives. The Park Forest Police Department believes that its mission direction is set by the community. Professional policing mandates that as society grows and changes, police operations must change also. The men and women of the Park Forest Police Department are indeed "Proud to Serve" the Village.

The Department has forty-two sworn officers and ten civilian full time employees. Part time and seasonal employees are utilized to perform crossing guard duties and PAAC youth programs/counseling services.

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

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

The Records Supervisor, a civilian senior staff position, supervises the **Records Section**. The Records Section ensures the Police Department is fully compliant with all state standards for record retention and dissemination, preparing court/bond transfers, L.E.A.D.S./warrants and maintaining a 24-hour Police Station citizen service front desk. The Records Section is responsible for complying with any Freedom of Information Act requests made for Police documents. The Records Section makes use of both full and part-time staff.

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

The Administrative Deputy Chief oversees the **Crossing Guard Program**. The Police Department hires local citizens who have flexible hours to be employed as Crossing Guards. Costs are shared (50%) by the various school districts within the Village and the Police Department. Guards are responsible for monitoring the safe crossing of school children at designated locations. The Police Department hires, manages and equips the guards.

Animal Control duties are performed by the **Community Service Officer (CSO)** assigned to the Community Policing Division. The CSO provides response to citizen complaints, impoundment of stray domesticated animals and enforcement of animal licensing requirements. The program provides assistance to citizens with humane removal of wild animals only when they cause immediate danger to the public. The CSO completes tasks that are essential to the daily operation of the department but do not need to be done by a sworn police officer such as transferring court documents, transporting evidence to the State Police and assisting with traffic control and parking enforcement.

The **Administrative Adjudication Program** provides an alternative method for dealing with parking violations and municipal ordinance offenses. A local hearing officer adjudicates parking tickets and/or Municipal citations; however, his/her ruling can be appealed through the Circuit Court if desired. The Village receives 100% of fines paid through the local adjudication program. The program is designed to reinforce the Village's commitment to deal with minor breaches of public order as outlined by village ordinances, illegal parking and vehicle sticker violations.

The **Vehicle Seizure Program** is designed to send a strong message to violators that the illegal possession of firearms and/or drugs will result in the seizure of their vehicles and a fine of up to \$500. The program includes vehicle seizures for vehicles that contain illegal drugs or weapons, those driving with suspended/revoked driver's licenses, noise amplification violators and drunk driving. During the last fiscal year, the Village of Park Forest obtained over \$125,000 of fine income. At the direction of the Village Board, twenty percent of all vehicle seizure fines are directed back to the Police Department to be used as additional funds for youth services, which resulted in over \$25,000 being spent on the youth of Park Forest.

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

Since 2007, the Police Department has been instrumental in the operation of a Troubled Building and Property Task Force. The Community Police Unit initiated an interdepartmental study group that brought together the Police, Fire, Health, Community Development, Information Technology, Administration and the Housing Authority to evaluate and take action in reference to the Village's housing and quality of life issues. Since its formation, this task force has evolved and is now able to focus on and remove

blighted, foreclosed, and dilapidated properties which detract from the beauty and quality of life in the Village's residential neighborhoods. Also instrumental in this endeavor is the Village's **Crime Free Housing Ordinance (CFH)**. This ordinance compels landlords to obtain a Crime Free Housing license and take an active interest in the actions of their tenants. All landlords are mandated to register for a license, attend a Crime Free Housing seminar and take eviction action against tenants who criminally violate lease agreements. Landlords who refuse to comply with the provisions of the Crime Free Housing Ordinance face removal from the program and a potential \$1,500 per day fine. Presently, the Department has indentified just under twelve hundred rental properties in the Village. More than 600 landlords are part of this community policing project. The CFH Community Policing initiative has had a dramatic influence on reducing police calls for service. Police resources are better able to be redirected to actions taken to further "quality of life" improvements in Park Forest. The CFH unit continues to collaborate with all local condo/cooperative owners boards by attending monthly and yearly association meetings. Crime Free Housing/Business security inspections and the Community Supervision/ Court Diversion program are attached to the department's Administrative Municipal Court.

**Youth Services** efforts include the Saturday morning "**Community Supervision**" program. For the past fifteen years, the Village of Park Forest has used its local Municipal Court as a resource in deferring minor juvenile offenders away from the Cook County Juvenile Court system if the circumstances dictate and when the community and the youth would be better served with intervention services. This restorative justice program provides an alternative to a Juvenile Court referral and has made a positive impact on the behavior of some "at risk" youth. When a juvenile is assigned community service hours by the Municipal Court Administrator, he/she completes those hours on Saturday mornings for four hours at the Police Station. The original concept of the program is to have the young transgressor atone for their action by doing positive acts for the community. Those acts include landscaping and cleaning local parks, schools, public buildings and parkways.

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

For the past three years, Command staff officers, Governor's State University School Counseling Professors, and several School Counseling graduate school interns worked together to produce a developing model called the "Guided Vision" program. The program uses volunteer graduate students from GSU's School Guidance Counselor Program. Interns involve the assigned youth into small and large discussion groups which concentrate on issues such as self respect, respect of others, consequences of choices and loss. Federal narcotics seizure funds are used where appropriate to help fund this program. Federal and State grant funding continue to be pursued in the law enforcement/juvenile justice and mental health funding areas. This program has been hugely successful, diverting over 120 juveniles in the past year from the Criminal Court system. The Guided Vision program is being utilized as a model program across the state and at the national level.

The **Police Athletic and Activity Center (PAAC), Youth Services** program provides positive structured youth activities year round. The PAAC Summer Program provides service to more than three hundred children for seven weeks, every summer afternoon and evening. Last year, the Eastside Sports Club evolved into the Central Park Sports Club in order to be more centrally located and appeal to the youth from all areas of the Village. As a result of this change, youth involvement soared to over 120 participants, all between the age of 5 and 16. In the fall and winter, PAAC operates a Senior High School age, open gym on Saturday evenings called “Saturday Nite Live.” Each session has drawn at least 50 participants. The SNL season ends with Park Forest’s own March Madness, at the annual “five on five” basketball tournament. Due to the popularity of this program, this year it will move into the larger gymnasium areas of Rich East High School in order to accommodate the increasing number of participants.

The Police Department has continued the “Shooters” youth wrestling club. This year, thirty youths, grades one through eight made up the team. The Shooters have partnered with the Rich East Rocket wrestling team. “Shooters” is held at the Rich East facility twice weekly January to March. Members of the Police Department serve as instructors.

The department provides Police Liaison Officers at Rich East High School on a daily basis. SouthCom, a centralized joint dispatching agency, provides Emergency 9-1-1 education in all primary schools of Park Forest. All of these programs are intended to promote positive interaction between youth and law enforcement.

Budgeted funds and a share of Vehicle Seizure Fines support the Community Policing and Youth Services programs.

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

The **Patrol Division** operates on a 24-hour (two 12-hour shifts) format. Officers respond to calls for service to maintain order and preserve public peace. Patrol Officers make arrests, perform preliminary investigations, enforce traffic regulations and form strong partnerships with Citizens to maintain a high quality of life. At the present time, the Patrol Division is staffed by four platoons, or teams, each consisting, when fully staffed, of one Commander, one Corporal and five Patrol Officers. The current K-9 unit consists of two multipurpose patrol dogs which are used for narcotic detection, offender apprehension and search/rescue. Different Police Officers are assigned to the South Suburban Emergency Response Team (SSERT), a multi-jurisdictional SWAT/Hostage negotiations team, the Suburban Major Accident Reconstruction Team (SMART), a multi-jurisdictional major accident unit, and the newly-formed Illinois Emergency Alarm System (ILEAS) Mobile Field Force, a regional team responsible for responding to both natural and made-made disasters, along with Homeland Security issues.

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

The **Investigations Division** is responsible for complex criminal investigations. The Investigations Unit is mandated by the Cook County States Attorney's Office to take control of all Part I type criminal investigations, which include such crimes against persons as Homicides, Sexual Assaults, Armed Robberies, etc. This unit is also responsible for tracking and referring serious juvenile offenders to both Cook and Will County Juvenile Courts. Detectives gather facts and intelligence for criminal prosecutions, recover stolen property and perform employment background checks for other Village departments. These Detectives collaborate with the LaRabida Child Advocacy Center (CAC) and Advocate Suburban Hospital Sexual Assault Nurse Examiner (SANE) in all adult and child sexual assault cases.

The Detective Commander and Detective Corporal conduct Police Department Internal Affairs investigations as assigned by the Deputy Chief of Field Operations. All Investigations Detectives are assigned to the South Suburban Major Crimes Task Force (SSMCTF), a multi-jurisdictional homicide unit. They are deployed on a rotating basis, as needed, throughout the South Suburbs, having responded to fourteen homicide/death investigations throughout the south suburbs in the past year. The Investigations Division, with assistance from the SSMCTF, investigated and successfully cleared five homicides in the past year, including one case that was several years old. Each of these cases resulted in the arrest and prosecution of the offender(s).

The **STAND-UP unit (Special Tactical and Neighborhood Deployment Unit of Policing)** is designed to allow detectives to be proactive in troubled areas of the Village and higher calls for service areas of Park Forest. These detectives conduct surveillances of possible drug houses and areas where neighbors have complained about potential drug and gang activity. Detectives attend Neighborhood Meetings with other Village Staff and talk to residents about their concerns and act as direct "problem solvers" for quality of life complaints by making connections with the Community, often times giving out their direct cell phone numbers for the residents to call with problems and crime information. These detectives are also tasked to assist the Community Policing unit with the Crime Free Housing program inspections and landlord notifications.

**One full time Park Forest Police Officer is currently assigned to a special federal drug** task force operated by the Federal Drug Enforcement Administration. The **High Intensity Drug Trafficking Area** or **HIDTA unit**, as it is commonly called, is one of several such federal initiatives in the Chicago metropolitan area. By being a member of this local/federal partnership, the Police Department benefits by receiving a share of any federal drug asset seizure funds made by the HIDTA unit. Currently, monies received are being used to pay the salary and benefits of one additional police officer position hired to replace the officer assigned to the DEA. Funding of an additional officer is included in Fiscal 2012. This translates into one police officer position not being tax-supported. This task force assignment is open ended and reviewed yearly in partnership with the DEA. For the past three years, the Park Forest/DEA partnership has been very beneficial for Park Forest.

## MISSION STATEMENT

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

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

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

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

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

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

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

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

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

*Command Staff and members of the Investigations Division/STAND UP unit, as well as representatives from the Community Policing Unit, attended neighborhood meetings throughout the year. These meetings included Condominium and Cooperative Board meetings, homeowner’s association meetings, and other gatherings organized by neighborhood activist, and formed positive relationships between the Police Department and the members of these organizations. Many landlords and property owners were provided with guidance in order to ensure that their tenants complement the neighborhoods in which they reside.*

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

*The Guided Vision Program continues to grow and evolve, involving more youth as well as more counselors from area universities. An unpaid internship position was created and filled through Prairie State College, in which a college student was heavily involved in the PAAC program and Saturday Nite Live. Juveniles who reside in Park Forest and were involved in delinquent activity elsewhere have been allowed to participate in the **Guided Vision** program in order to divert them from the Criminal Court system in order to best serve the community. The second annual mental health providers meeting brought together social workers, psychologists, and administrators from School Districts 162, 163, 227, as well as local alternative schools. Two Park Forest Police Officers continued their involvement with the annual Outdoor Education program from School District 162; a three-day outdoor education experience for elementary school students.*

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

*The Police Department continues to complete Crime Free Housing inspections on rental properties and conduct a quarterly landlord building safety and education class. There are currently approximately 1,200 properties on file. Since the start of the fiscal year, approximately \$59,000 in CFH license fees has been collected. There are 600 property owners on file, of which 560 hold current licenses. Non-compliant landlords decreased from a high of over 300 to less than 150. Crime Free Housing staff regularly communicates with landlords and property managers, issuing citations where necessary. Citations include not only the violations, but tips and information to aid the property owner in his/her effort to resolve the problems.*

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

*The Police Department will continue its efforts to make the police station a more ecologically "green" facility, including recycling of appropriate materials, utilization of energy-efficient lighting fixtures and the use of only green cleaning materials. In addition, the existing large generator will be replaced with a newer, more energy efficient one and new "green" insulation for the renovation of existing space that will be used as a holding area.*

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

*The PAAC youth programs have been relocated to Central Park. The program, known as the Central Park Sports Club, serves an ever-increasing number of young participants. This move made the programs accessible to the largest number of Park Forest youth, serving over 300 children. Park Forest Police were instrumental in the formation of a new initiative involving the Safe Halloween Program in Downtown Park Forest, and continued their organization of the 4<sup>th</sup> of July Parade. The Police*

*Department also assisted the Rich Township Senior Citizens Center in its efforts to serve the citizens of Park Forest. Shooters, the police youth wrestling club completed its second year.*

## **2011/2012 POLICE DEPARTMENT OBJECTIVES:**

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

The Police Department will increase its utilization of the Local Municipal Ordinance Adjudication program for the enforcement/adjudication of minor traffic violations and ordinance offenses, and investigate the use of this program for additional offenses. The Municipal Adjudication program allows residents of Park Forest and area municipalities to have cases heard locally and gives the Village more control over the dispositions. Included in this are the allocation of fines collected, referrals to the Guided Vision program and other counseling and/or treatment programs, and allows youthful violators a diversion from the Juvenile Criminal Court system.

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

In the administration of the Guided Vision Community Service Program, the Police Department will continue its relationship with National Louis University, Lewis University, South Suburban College, and Governors State University, as well as expand the network of available interns and graduated students in order to best serve the youth of Park Forest by obtaining the widest range of experience and expertise.

The Police Department will continue to utilize its facilities, staff and administration to host and conduct meetings involving the public, school officials, and mental health professionals, such as the LAN 53 meetings. Local Area Network 53 (LAN 53) is a group comprised of Social Service providers, businesses and parents who are concerned about the families and children of Bloom, Bremen, Rich and Thornton Townships.

The Community Police unit is exploring a new, three session, child sexual assault awareness program for local school children. The department hopes to partner with the local grammar schools.

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

The Police Department's Crime Free Housing Program will conduct quarterly landlord training classes to assist local landlords on growing their business by showing landlords and property managers methods to make their properties safe, attractive, and rent-ready. The property owners are advised how to make more effective background checks to ensure more stable tenants.

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

The Police Department will continue its efforts to make the police station a more ecologically “green” facility, including recycling of appropriate materials, utilization of energy-efficient fixtures and the use of only green cleaning materials.

The Police Department will replace the existing large generator with a newer, more energy efficient generator and new “green” insulation for the renovation of existing space to be used as a holding area.

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

The Police Department will move the PAAC youth programs from the current facility to the much larger facilities at Rich East High School, in order to serve a larger number of area youth. The Department will continue to supply Officers as part of the Rich East liaison staff, along with coaching the “Shooters” wrestling program.

#### **PERFORMANCE MEASURES:**

During the years 2007, 2008 and 2009 and 2010 the Park Forest Police Department handled the following incidents. Clearance indicates the number of crimes cleared by arrest or exceptionally cleared. Exceptionally cleared relates to cases where a perpetrator was identified and arrested.

#### **Index Crimes**

|                           | <b>2007</b> | <b>Clearance</b> | <b>2008</b> | <b>Clearance</b> | <b>2009</b> | <b>Clearance</b> | <b>2010</b> | <b>Clearance</b> |
|---------------------------|-------------|------------------|-------------|------------------|-------------|------------------|-------------|------------------|
| Criminal Homicide         | 1           | 1                | 2           | 1                | 1           | 0                | 4           | 4                |
| Attempted Homicide        | 0           | 0                | 0           | 0                | 0           | 0                | 0           | 0                |
| Concealing Homicide       | 0           | 0                | 0           | 0                | 0           | 0                | 0           | 0                |
| Criminal Sexual Assault   | 11          | 10               | 19          | 12               | 12          | 4                | 18          | 9                |
| Robbery                   | 53          | 39               | 40          | 25               | 16          | 10               | 21          | 10               |
| Aggravated Battery        | 27          | 26               | 27          | 25               | 15          | 14               | 18          | 17               |
| Assault                   | 21          | 21               | 25          | 23               | 23          | 21               | 14          | 14               |
| Burglary                  | 204         | 110              | 187         | 56               | 178         | 67               | 194         | 45               |
| Burglary to Motor Vehicle | 136         | 40               | 93          | 17               | 87          | 18               | 91          | 12               |
| Theft                     | 285         | 132              | 286         | 121              | 213         | 100              | 194         | 90               |
| Motor Vehicle Theft       | 65          | 17               | 39          | 19               | 22          | 10               | 27          | 12               |
| Arson                     | <u>4</u>    | <u>0</u>         | <u>9</u>    | <u>1</u>         | <u>7</u>    | <u>2</u>         | <u>4</u>    | <u>0</u>         |
| <b>Total Index Crimes</b> | <b>807</b>  | <b>396</b>       | <b>727</b>  | <b>300</b>       | <b>574</b>  | <b>246</b>       | <b>585</b>  | <b>213</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

| Year | Offenses | Offenses Cleared |
|------|----------|------------------|
| 2010 | 2,290    | 1,980            |
| 2009 | 2,656    | 2,290            |
| 2008 | 3,071    | 2,444            |
| 2007 | 3,154    | 2,528            |
| 2006 | 3,261    | 2,632            |

### Police Department Crime Clearance Rate

|             |                                  |       |
|-------------|----------------------------------|-------|
| <u>2010</u> | All Crimes (Index and Non-index) | 76.2% |
| <u>2009</u> | All Crimes (Index and Non-index) | 78.5% |
| <u>2008</u> | All Crimes (Index and Non-index) | 72.2% |
| <u>2007</u> | All Crimes (Index and Non-index) | 73.8% |
| <u>2006</u> | All Crimes (Index and Non-index) | 73.7% |

The Department's 2006 through 2010 Traffic/Parking statistics are as follows:

#### Tickets

|         | <u>2006</u> | <u>2007</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> |
|---------|-------------|-------------|-------------|-------------|-------------|
| Traffic | 3,768       | 3,138       | 3,287       | 3,089       | 2,298       |
| Parking | 5,181       | 4,979       | 5,131       | 4,414       | 3,210       |

The following is a breakdown of the charges heard in Municipal Court:

#### Municipal Court

|                                  | <u>2006</u> | <u>2007</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Alarms                           | 94          | 94          | 108         | 142         | 150         |
| Alcohol                          | 35          | 29          | 19          | 12          | 12          |
| Animal                           | 70          | 56          | 55          | 69          | 38          |
| Assault                          | 2           | 3           | 3           | 0           | 3           |
| Battery                          | 25          | 41          | 34          | 18          | 30          |
| Curfew                           | 9           | 20          | 14          | 9           | 7           |
| Criminal Damage                  | 15          | 26          | 9           | 9           | 10          |
| Discharge Air Gun                | 2           | 3           | 0           | 3           | 1           |
| Disorderly Conduct               | 84          | 84          | 62          | 59          | 56          |
| Disorderly House                 | 4           | 3           | 4           | 2           | 1           |
| License, Registration            | 881         | 623         | 619         | 416         | 205         |
| Junk Vehicles                    | 8           | 1           | 5           | 23          | 9           |
| Obstruct/Resist Police           | 25          | 21          | 9           | 10          | 12          |
| Possession of Cannabis           | 30          | 44          | 23          | 57          | 75          |
| Possession of Drug Paraphernalia | 2           | 4           | 2           | 3           | 5           |

|                         | <b>2006</b>  | <b>2007</b>  | <b>2008</b>  | <b>2009</b> | <b>2010</b> |
|-------------------------|--------------|--------------|--------------|-------------|-------------|
| Possession of Tobacco   | 23           | 14           | 2            | 8           | 2           |
| Theft                   | 10           | 10           | 13           | 12          | 14          |
| Trespass                | 29           | 19           | 11           | 13          | 12          |
| Truancy                 | 1            | 12           | 6            | 0           | 11          |
| Housing Code Violations | 79           | 186          | 54           | 81          | 177         |
| Miscellaneous*          | <u>65</u>    | <u>63</u>    | <u>63</u>    | <u>40</u>   | <u>18</u>   |
| <b>Total</b>            | <b>1,495</b> | <b>1,356</b> | <b>1,115</b> | <b>986</b>  | <b>848</b>  |

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

### **SouthCom Police Calls for Service**

| <b>2005</b> | <b>2006</b> | <b>2007</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> |
|-------------|-------------|-------------|-------------|-------------|-------------|
| 23,552      | 19,674      | 20,191      | 19,413      | 16,440      | 16,236      |

Park Forest joined SouthCom Joint Dispatching in September of 2005. The calls for that year are a combination of the two systems. With the implementation of Crime Free Housing in 2008-2009 the calls have dropped to 16,236. Most area towns have seen a reduction in calls but none as dramatic as this figure.

| <b>Park Forest Police Juvenile/ Youth Program Participation</b>          |                  |                  |                  |
|--|------------------|------------------|------------------|
|  | <b>2008-2009</b> | <b>2009-2010</b> | <b>2010-2011</b> |
| Police Activities and Athletic Center (PAAC)                             | 120              | 150              | 150              |
| East Side Sports Club (ESSC) (moved to Central Park Sports Club in 2010) | 85               | 100              |                  |
| Central Park Sports Club (CPSC) (started 2010)                           |                  |                  | 150              |
| Saturday Night Live (SNL)  | 60               | 60               | 60               |
| Park Forest Shooters Wrestling(started 2010)                             |                  |                  | 30               |
| Guided Vision Counseling/Community Service                               |                  | 80               | 100              |

| <b>Park Forest Police Crime-Free Housing Program</b> |                      |                      |                      |
|--|----------------------|----------------------|----------------------|
|  | <b>3/2008-2/2009</b> | <b>3/2009-2/2010</b> | <b>3/2010-2/2011</b> |
| Number of Properties Registered                      | 1,100                | 1,230                | 1,189                |
| Number of Property Owners/<br>Landlords              | 600                  | 615                  | 600                  |
| Number of Non-Compliant Landlords                    | 175                  | 175                  | 5                    |

**STAFFING:**

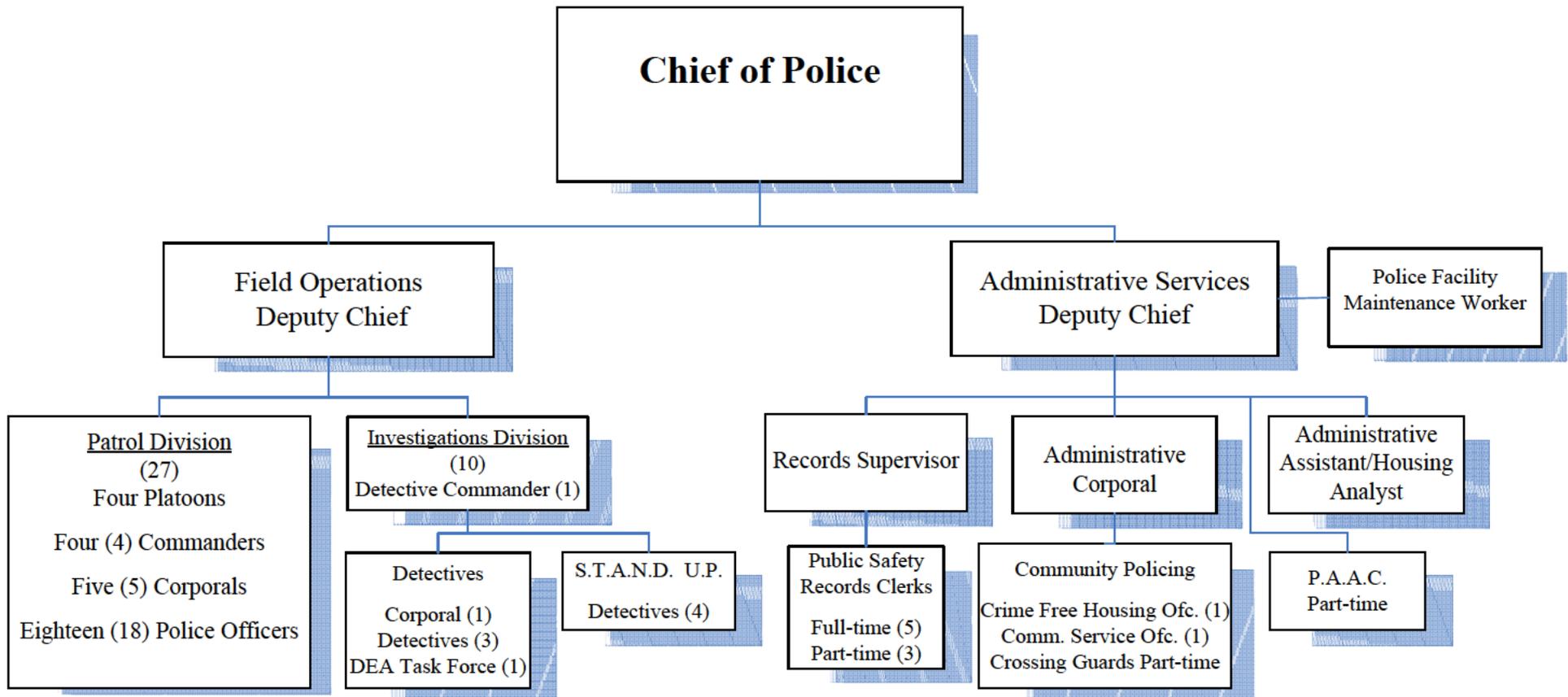
| <u>Positions</u>                     | <u>2007/08</u> | <u>2008/09</u>  | <u>2009/10</u> | <u>2010/11</u> | <u>2011/12</u> |
|--------------------------------------|----------------|-----------------|----------------|----------------|----------------|
| Chief of Police                      | 1              | 1               | 1              | 1              | 1              |
| Deputy Chief                         | 2              | 2               | 2              | 2              | 2              |
| Police Commander                     | 5              | 5               | 5              | 5              | 5              |
| Police Corporal                      | 7              | 7               | 7              | 7              | 7              |
| Police Officer                       | 26             | 27 <sup>1</sup> | 27             | 27             | 27             |
| Records Supervisor                   | 1              | 1               | 1              | 1              | 1              |
| Records Clerk/Desk Attendant (FT)    | 3              | 2               | 2              | 2              | 2              |
| Records Clerk/Desk Attendant(PT) FTE | 1.9            | 1.9             | 1.9            | 1.9            | 1.9            |
| Admin. Assistant/Housing Analyst     | 0              | 1               | 1              | 1              | 1              |
| Senior Records Clerk                 | 3              | 3               | 3              | 3              | 3              |
| Community Service Officer            | 1              | 1               | 1              | 1              | 1              |
| Crossing Guard (PT) (FTE)            | 2.2            | 2.2             | 2.2            | 2.2            | 2.2            |
| Police Facility Maintenance Worker   | <u>1</u>       | <u>1</u>        | <u>1</u>       | <u>1</u>       | <u>1</u>       |
| <b>Total Positions</b>               | <b>54.1</b>    | <b>55.1</b>     | <b>55.1</b>    | <b>55.1</b>    | <b>55.1</b>    |

<sup>1</sup> An additional police officer was budgeted for 2008/2009 to replace the position of the officer detailed to the Drug Enforcement Agency Task Force.  
(Total sworn officers increased to 42.)

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

# Village of Park Forest Police Department

## Organizational Chart



**Village of Park Forest  
2011/2012 Budget**

**POLICE DEPARTMENT  
SUMMARY**

|                                     | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|-------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b><u>Personnel Services</u></b>    |                            |                            |                              |                              |                           |
| Regular Salaries                    | 3,453,602                  | 3,537,571                  | 3,507,571                    | 3,640,544                    | 3%                        |
| Overtime Salaries                   | 431,282                    | 361,962                    | 365,391                      | 352,881                      | -3%                       |
| Temporary/Part-time Salaries        | 193,427                    | 210,531                    | 210,531                      | 187,246                      | -11%                      |
| IRMA Workers Comp Reimb.            | <u>(20,750)</u>            | <u>0</u>                   | <u>(12,000)</u>              | <u>0</u>                     | 0%                        |
| <b>Total Personnel Services</b>     | <b>4,057,561</b>           | <b>4,110,064</b>           | <b>4,071,493</b>             | <b>4,180,671</b>             | <b>2%</b>                 |
| <b><u>Insurance</u></b>             | 573,690                    | 643,860                    | 643,860                      | 649,729                      | 1%                        |
| <b><u>Employee Support</u></b>      | 1,036,108                  | 1,197,556                  | 1,194,683                    | 1,244,163                    | 4%                        |
| <b><u>Professional Services</u></b> | 475,350                    | 504,809                    | 503,564                      | 530,503                      | 5%                        |
| <b><u>Operating Supplies</u></b>    | 119,255                    | 96,078                     | 105,195                      | 96,735                       | 1%                        |
| <b><u>Maintenance</u></b>           | 15,639                     | 31,748                     | 30,000                       | 31,748                       | 0%                        |
| <b><u>Capital Outlays</u></b>       | 41,677                     | 51,290                     | 51,290                       | 59,646                       | 16%                       |
| <b><u>Miscellaneous</u></b>         | 6,157                      | 21,358                     | 10,500                       | 21,358                       | 0%                        |
| <b><u>Leases and Rentals</u></b>    | 272,230                    | 240,000                    | 240,000                      | 251,160                      | 5%                        |
| <b><u>Utilities</u></b>             | <u>11,595</u>              | <u>9,500</u>               | <u>9,500</u>                 | <u>9,500</u>                 | 0%                        |
| <b>TOTAL</b>                        | <b><u>6,609,262</u></b>    | <b><u>6,906,263</u></b>    | <b><u>6,860,085</u></b>      | <b><u>7,075,213</u></b>      | <b>2%</b>                 |

**Village of Park Forest  
2011/2012  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

|  | 6/30/2011<br>Base | Increase<br>2% Non-Union | 7/1/2011<br>Grade &<br>Step | Gross*  | IMRF<br>10.52% | FICA<br>7.65% | Health | Dental | Life |
|--|-------------------|--------------------------|-----------------------------|---------|----------------|---------------|--------|--------|------|
| <b><u>NON UNION</u></b>                      |                   |                          |                             |         |                |               |        |        |      |
| Thomas W. Fleming<br>Chief of Police         | 110,488           | 112,698                  | 24,9                        | 112,698 |                |               | 6,752  | 695    | 120  |
| Clifford R. Butz<br>Deputy Chief of Police** | 95,914            | 97,832                   | 21,9                        | 101,932 |                |               | 11,801 | 695    | 120  |
| Michael McNamara<br>Deputy Chief of Police** | 95,914            | 97,832                   | 21,9                        | 101,932 |                |               | 6,752  | 358    | 120  |
| Steven Coe<br>Commander**                    | 86,997            | 88,737                   | 19,9                        | 92,837  |                | 1,346         | 11,325 | 1,115  | 120  |
| Peter J. Green<br>Commander**                | 86,997            | 88,737                   | 19,9                        | 92,837  |                | 1,346         | 16,720 | 1,115  | 120  |
| Paul A. Winfrey<br>Commander**               | 86,997            | 88,737                   | 19,9                        | 92,837  |                | 1,346         | 17,522 | 1,115  | 120  |
| Christopher Mannino<br>Commander**           | 86,997            | 88,737                   | 19,9                        | 92,837  |                | 1,346         | 17,522 | 1,115  | 120  |
| Michael D LoSchiavo<br>Commander***          | 84,055            | 85,736                   | 19,8                        | 86,731  |                | 1,258         | 17,522 | 1,115  | 120  |

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

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**Village of Park Forest  
2011/2012  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

|   | 6/30/2011<br>Base | Increase<br>2% Non-Union | 7/1/2011<br>Grade &<br>Step | Gross*           | IMRF<br>10.52% | FICA<br>7.65% | Health         | Dental        | Life         |
|---|-------------------|--------------------------|-----------------------------|------------------|----------------|---------------|----------------|---------------|--------------|
| Jane Troescher<br>Records Supervisor                    | 62,438            | 63,687                   | 12,9                        | 63,687           | 6,700          | 4,872         | 5,901          | 358           | 120          |
| Carol Sterrett<br>Senior Records Clerk                  | 49,882            | 50,880                   | 7,9                         | 50,880           | 5,353          | 3,892         | 11,801         | 695           | 120          |
| Pam Jones<br>Senior Records Clerk                       | 49,882            | 50,880                   | 7,9                         | 50,880           | 5,353          | 3,892         | 11,801         | 695           | 120          |
| Yolanda Martinez<br>Senior Records Clerk                | 49,882            | 50,880                   | 7,9                         | 50,880           | 5,353          | 3,892         | 4,982          | 358           | 120          |
| Natasha McElroy<br>Admin Assistant I                    | 49,882            | 50,880                   | 7,9                         | 50,880           | 5,353          | 3,892         | 4,982          | 163           | 120          |
| Darrell L. Bewsey<br>Police Facility Maintenance Worker | 48,195            | 49,159                   | 7,8                         | 49,729           | 5,231          | 3,804         | 11,261         | 695           | 120          |
| Eshe McGee<br>Police Records Clerk                      | 45,244            | 46,149                   | 5,9                         | 46,149           | 4,855          | 3,530         | 16,720         | 435           | 110          |
| Christy Coyle<br>Police Records Clerk                   | 40,809            | 41,625                   | 5,6                         | 42,108           | 4,430          | 3,221         | 11,325         | 358           | 101          |
| James Jachymiak<br>Community Service Officer            | 34,747            | 35,442                   | 1,7                         | 35,853           | 3,772          | 2,743         | 6,752          | 358           | 86           |
| <b>Subtotal Non-Union</b>                               | <b>1,165,320</b>  | <b>1,188,628</b>         |                             | <b>1,215,687</b> | <b>46,400</b>  | <b>40,380</b> | <b>191,441</b> | <b>11,438</b> | <b>1,977</b> |

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**Village of Park Forest  
2011/2012  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

|   | 6/30/2011<br>Base | Increase<br>2% Non-Union | 7/1/2011<br>Grade &<br>Step | Gross* | IMRF<br>10.52% | FICA<br>7.65% | Medicare<br>1.45% | Health | Dental | Life |
|---|-------------------|--------------------------|-----------------------------|--------|----------------|---------------|-------------------|--------|--------|------|
| <b><u>UNION</u></b>                           |                   |                          |                             |        |                |               |                   |        |        |      |
| Richard G. Oldenburg<br>Corporal              | 84,202            |                          | Step C+                     |        |                |               |                   | 13,592 | 695    | 206  |
| Scott A. Sheets<br>Corporal                   | 84,202            |                          | Step C+                     |        |                | 1,245         |                   | 16,720 | 1,115  | 206  |
| Mel S. Dunnagan<br>Corporal - Step C+ 7/14/11 | 80,966            |                          | Step B+                     |        |                | 1,244         |                   | 16,720 | 0      | 206  |
| Tellous J. Boulden<br>Corporal                | 80,966            |                          | Step B+                     |        |                | 1,197         |                   | 4,982  | 0      | 199  |
| Devin R. Strahla<br>Corporal                  | 78,607            |                          | Step B                      |        |                | 1,163         |                   | 0      | 358    | 192  |
| Michael Baugh<br>Corporal - Step B 8/12/11    | 75,583            |                          | Step A                      |        |                | 1,204         |                   | 17,522 | 1,115  | 199  |
| Brian H. Rzyski<br>Corporal                   | 75,583            |                          | Step A                      |        |                | 1,118         |                   | 16,720 | 318    | 185  |
| Thomas J. Naughton<br>Police Officer          | 71,749            |                          | Step G                      |        |                | 1,061         |                   | 5,901  | 0      | 175  |

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**Village of Park Forest  
2011/2012  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

|                                     | <b>6/30/2011<br/>Base</b> | <b>Increase<br/>2% Non-Union</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b> | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|-------------------------------------|---------------------------|----------------------------------|--|---------------|------------------------|-----------------------|---------------|---------------|-------------|
| Latara Chaney<br>Police Officer     | 71,749                    |                                  | Step G                                   |               |                        | 1,061                 | 17,522        | 1,115         | 175         |
| James J. Varga<br>Police Officer    | 71,749                    |                                  | Step G                                   |               |                        | 1,061                 | 16,720        | 1,115         | 175         |
| Lloyd E. Elliot<br>Police Officer   | 71,749                    |                                  | Step G                                   |               |                        | 1,061                 | 17,522        | 1,115         | 175         |
| Mitchell G. Greer<br>Police Officer | 71,749                    |                                  | Step G                                   |               |                        | 1,061                 | 20,180        | 1,115         | 175         |
| Darin Studer<br>Police Officer      | 71,749                    |                                  | Step G                                   |               |                        | 1,061                 | 17,522        | 1,115         | 175         |
| Todd Beilke<br>Police Officer       | 71,749                    |                                  | Step G                                   |               |                        | 1,061                 | 17,522        | 1,115         | 175         |
| John Sweitzer<br>Police Officer     | 71,749                    |                                  | Step G                                   |               |                        | 1,061                 | 16,720        | 435           | 175         |
| Craig Taylor<br>Police Officer      | 68,992                    |                                  | Step F                                   |               |                        | 1,020                 | 0             | 1,115         | 168         |
| James W. Kessler<br>Police Officer  | 68,992                    |                                  | Step F                                   |               |                        | 1,020                 | 17,522        | 1,115         | 168         |

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**Village of Park Forest  
2011/2012  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

|                                     | 6/30/2011<br>Base | Increase<br>2% Non-Union | 7/1/2011<br>Grade &<br>Step | Gross* | IMRF<br>10.52% | FICA<br>7.65% | Health | Dental | Life |
|-------------------------------------|-------------------|--------------------------|-----------------------------|--------|----------------|---------------|--------|--------|------|
| David Habecker II<br>Police Officer | 68,992            |                          | Step F                      |        |                | 1,020         | 6,752  | 358    | 168  |
| Paul Morache<br>Police Officer      | 68,992            |                          | Step F                      |        |                | 1,020         | 0      | 695    | 168  |
| Justin Rimovsky<br>Police Officer   | 68,992            |                          | Step F                      |        |                | 1,020         | 6,752  | 358    | 168  |
| Thomas Piszczor<br>Police Officer   | 68,992            |                          | Step F                      |        |                | 1,020         | 4,982  | 358    | 168  |
| Julius Moore<br>Police Officer      | 68,992            |                          | Step F                      |        |                | 1,020         | 0      | 1,115  | 168  |
| Charlie Hoskins<br>Police Officer   | 68,992            |                          | Step F                      |        |                | 1,020         | 16,720 | 358    | 168  |
| Paul Shulman<br>Police Officer      | 68,992            |                          | Step F                      |        |                | 1,020         | 16,720 | 695    | 168  |
| Jonathan Mannino<br>Police Officer  | 68,992            |                          | Step F                      |        |                | 1,020         | 4,982  | 163    | 168  |
| Kristopher Vallow<br>Police Officer | 68,992            |                          | Step F                      |        |                | 1,020         | 5,901  | 358    | 168  |

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**Village of Park Forest  
2011/2012  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

|  | <b>6/30/2011<br/>Base</b> | <b>Increase<br/>2% Non-Union</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b>    | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b>  | <b>Dental</b> | <b>Life</b>  |
|--|---------------------------|----------------------------------|--|------------------|------------------------|-----------------------|----------------|---------------|--------------|
| William Busse III<br>Police Officer - Step F 1/10/12 | 65,000                    |                                  | Step E                                   |                  |                        | 989                   | 13,592         | 695           | 163          |
| Kristopher Kush<br>Police Officer - Step F 1/10/12   | 65,000                    |                                  | Step E                                   |                  |                        | 989                   | 4,982          | 358           | 163          |
| Timothy Hoskins<br>Police Officer - Step F 4/30/12   | 65,000                    |                                  | Step E                                   |                  |                        | 970                   | 17,522         | 695           | 161          |
| Erin Lara<br>Police Officer - Step E 8/20/11         | 60,533                    |                                  | Step D                                   |                  |                        | 951                   | 4,982          | 163           | 158          |
| John Deceault<br>Police Officer - Step E 10/2/11     | 60,533                    |                                  | Step D                                   |                  |                        | 944                   | 11,261         | 695           | 156          |
| Robert T Johnson<br>Police Officer - Step B 3/11/12  | 48,718                    |                                  | Step A                                   |                  |                        | 734                   | 4,982          | 358           | 122          |
| Kathryn A Singer<br>Police Officer - Step B 3/11/12  | 48,718                    |                                  | Step A                                   |                  |                        | 734                   | 6,752          | 358           | 122          |
| Brandie N Dalton<br>Police Officer                   | 48,718                    |                                  | Step A                                   |                  |                        | 721                   | 6,752          | 358           | 120          |
| <b>Subtotal Union</b>                                | <b>2,355,233</b>          | <b>2,402,339</b>                 |  | <b>2,424,857</b> | <b>0</b>               | <b>33,911</b>         | <b>367,021</b> | <b>21,094</b> | <b>5,806</b> |

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**Village of Park Forest  
2011/2012  
Budget**

**POLICE DEPARTMENT  
SALARY DETAIL**

|                                     | 6/30/2011        | Increase         | 7/1/2011        |                  | IMRF          | FICA          | Health         | Dental        | Life         |
|-------------------------------------|------------------|------------------|-----------------|------------------|---------------|---------------|----------------|---------------|--------------|
|                                     | Base             | 2% Non-Union     | Grade &<br>Step | Gross*           | 10.52%        | 7.65%         |                |               |              |
| <b>Total Non-Union and Union</b>    | <b>3,520,553</b> | <b>3,590,967</b> |                 | <b>3,640,544</b> | <b>46,400</b> | <b>74,291</b> | <b>558,462</b> | <b>32,532</b> | <b>7,783</b> |
| Part-Time                           |                  |                  |                 |                  |               |               |                |               |              |
| Record Clerks                       | 83,019           | 84,678           |                 | 84,994           | 8,941         | 6,502         |                |               |              |
| Crossing Guards                     | 38,681           | 38,681           |                 | 38,681           |               | 2,959         |                |               |              |
| Police Athletic Activities Center   | 63,571           | 63,571           |                 | 63,571           |               | 4,863         |                |               |              |
| <b>Subtotal Part-Time</b>           | <b>185,271</b>   | <b>186,930</b>   |                 | <b>187,246</b>   | <b>8,941</b>  | <b>14,324</b> |                |               |              |
| Overtime                            |                  |                  |                 |                  |               |               |                |               |              |
| Administration/Records              | 47,391           | 48,339           |                 | 48,339           | 5,085         | 3,698         |                |               |              |
| Field Operations                    | 298,571          | 304,542          |                 | 304,542          |               | 4,451         |                |               |              |
| <b>Subtotal Overtime</b>            | <b>345,962</b>   | <b>352,881</b>   |                 | <b>352,881</b>   | <b>5,085</b>  | <b>8,149</b>  |                |               |              |
| Disability Pension Health Insurance |                  |                  |                 |                  |               |               | 46,252         |               |              |
| Retiree Health Insurance Stipend    |                  |                  |                 |                  |               |               | 4,700          |               |              |
| <b>POLICE DEPT. TOTAL</b>           | <b>4,051,786</b> | <b>4,130,778</b> |                 | <b>4,180,671</b> | <b>60,426</b> | <b>96,764</b> | <b>609,414</b> | <b>32,532</b> | <b>7,783</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.

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**Village of Park Forest  
2011/2012 Budget**

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

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                                   |                  |                  |
|---------------------------------|-----------------------------------|------------------|------------------|
| Regular Salaries                |                                   |                  |                  |
| 500010                          | Administration/Records            | 1,215,687        |                  |
| 500020                          | Field Operations                  | <u>2,424,857</u> | 3,640,544        |
|                                 |                                   |                  |                  |
| Overtime Salaries               |                                   |                  |                  |
| 500110                          | Administration/Records            | 48,339           |                  |
| 500120                          | Field Operations                  | <u>304,542</u>   | 352,881          |
|                                 |                                   |                  |                  |
| Part-time Salaries              |                                   |                  |                  |
| 500210                          | Records                           | 84,994           |                  |
|                                 | Crossing Guards                   | 38,681           |                  |
|                                 | Police Athletic Activities Center | <u>63,571</u>    | <u>187,246</u>   |
| <b>Total Personnel Services</b> |                                   |                  | <b>4,180,671</b> |

**INSURANCE**

|                        |                               |              |                |
|------------------------|-------------------------------|--------------|----------------|
| 510100                 | Medical Insurance             | 558,462      |                |
|                        | Dental Insurance              | 32,532       |                |
|                        | Life Insurance                | <u>7,783</u> | 598,777        |
|                        |                               |              |                |
| 510110                 | Health Insurance - Disability |              | 46,252         |
| 510120                 | Health Insurance - Stipend    |              | <u>4,700</u>   |
| <b>Total Insurance</b> |                               |              | <b>649,729</b> |

**EMPLOYEE SUPPORT**

|        |  |              |       |
|--------|--|--------------|-------|
| 520000 | Travel Expenses<br>(Chief's Conferences - Exec. Development and<br>Illinois Association of Chiefs of Police.<br>Mileage/parking fees for court hearings,<br>depositions, meetings, etc.) |              | 1,500 |
| 520200 | Dues/Subscriptions   |              |       |
|        | IL Assoc. of Chiefs of Police - Chief/Deputy Chiefs  | 300          |       |
|        | North American Police  |              |       |
|        | Work Dog Assoc. (NAPWDA) Three K-9 Officers  | 210          |       |
|        | Northwestern University - Traffic Institute  |              |       |
|        | Alumni Association - 6   | 150          |       |
|        | International Association of Chiefs of Police  | 200          |       |
|        | FBI Dues   | 210          |       |
|        | So. Sub. Assoc. of Chiefs of Police - Chief/Deputy Chiefs  | 75           |       |
|        | Police Chiefs of Will County   | 35           |       |
|        | Honor's Ceremony   | 2,150        |       |
|        | IL Crime Prev. Assoc 2 officers  | 75           |       |
|        | South Suburban Emergency Response Team - (SSERT)   | <u>1,000</u> |       |
|        |  |              | 4,405 |
| 520300 | Training   |              |       |
|        | <u>Administration</u>  |              |       |
|        | International Chief Conference   | 1,000        |       |
|        | Executive Development Conf. - Chief/Deputy Chiefs  | 1,500        |       |
|        | FBI Retraining   | 400          |       |
|        | IACP Internet Training   | 1,000        |       |
|        | Matron Training  | 500          |       |
|        | Miscellaneous seminars - 5 Commanders  | 1,000        |       |
|        | Misc seminars for Staff/Clerical Staff   | <u>658</u>   |       |
|        |  |              | 6,058 |
|        | <u>Crime Prevention and Control</u>  |              |       |
|        | NEMRT fee - (42 Officers @ \$90)   | 3,780        |       |
|        | Intoxilyzer Technician   | 800          |       |
|        | ERT Training   | 1,000        |       |
|        | ERT Basic Training   | 700          |       |
|        | Police Strategy/Tactics  | 900          |       |
|        | Police Supervisor School   | 1,000        |       |
|        | Defensive Driving  | 860          |       |
|        | Recruit Training   | 3,000        |       |
|        | Use of Force Seminar   | 1,150        |       |
|        | FTO Training   | 800          |       |
|        | Evidence Tech Training   | 300          |       |
|        | Homeland Security  | 900          |       |
|        | Hostage Negotiation Seminar  | 650          |       |
|        | Career Development   | <u>5,000</u> |       |

|        |   |              |                  |
|--------|---|--------------|------------------|
|        |   | 20,840       |                  |
|        | <u>Crime Investigations</u>   |              |                  |
|        | Juvenile Officers Training - 2 Officers   | 600          |                  |
|        | Investigators School - 2 Officers   | 1,000        |                  |
|        | Crime Scene Specialists Training  | 500          |                  |
|        | Miscellaneous seminars/tuition reimbursement  | <u>1,700</u> |                  |
|        |   | <u>3,800</u> | 30,698           |
| 520400 | Books and Pamphlets   |              |                  |
|        | <u>Administration</u>   |              |                  |
|        | “Guide to Criminal Justice Grants”,<br>Gang Prevention Book, Driver's License Guide,<br>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  |              | 96,764           |
| 520620 | IMRF  |              | 60,426           |
| 520621 | Police Pension Contributions  |              | <u>1,049,100</u> |
|        | <b>Total Employee Support</b>   |              | <b>1,244,163</b> |

**PROFESSIONAL SERVICES**

|        |   |              |        |
|--------|---|--------------|--------|
| 530000 | <u>Administrative Hearing Program</u>   |              |        |
|        | Collection Fees                         | 2,410        |        |
|        | Hearing Officers Contract Fee           | 1,800        |        |
|        | <u>Municipal Adjudication</u>           |              |        |
|        | Hearing Fees(\$85/hr x 4 hrs x 26 hrs.) | 8,840        |        |
|        | DUI Hearings (\$85 per hour)            | 1,000        |        |
|        | <u>Vehicle Seizure Hearings</u>         |              |        |
|        | 300 Hearings @ \$25 per hearing         | <u>7,500</u> | 21,550 |

|        |                                      |                |
|--------|--------------------------------------|----------------|
| 530500 | Veterinary/Impounding Fees           | 4,080          |
| 535700 | SouthCom contribution - Police share | <u>504,873</u> |
|        | <b>Total Professional Services</b>   | <b>530,503</b> |

**OPERATING SUPPLIES**

|        |  |              |
|--------|--|--------------|
| 540000 | Other Operating Supplies   |              |
|        | <u>Administration</u>  |              |
|        | Miscellaneous Office Supplies<br>(Toner cartridges for copier and microfilm reader/printer,<br>audio/video tapes, FAX paper, ni-cad batteries,<br>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,<br>evidence bags, property bags,<br>latex gloves, range targets, batteries, etc.   | 4,365        |
|        | Simulation Ammunition (Practice)   | 1,000        |
|        | Taser practice/duty cartridges   | 1,680        |
|        | Less than lethal practice rounds   | 2,165        |
|        | Distraction Devices for ERT  | 600          |
|        | Range Maintenance  | 1,000        |
|        | <u>Crime Investigation</u>   |              |
|        | Line-Up Fees/Informant Fees  | 1,300        |
|        | Film and Film Processing   | 1,500        |
|        | Miscellaneous: Fingerprint supplies,<br>camera supplies, etc.  | 1,000        |
|        | S.T.A.N.D. U.P. Equipment  | 1,000        |
|        | <u>Crossing Guards</u>   |              |
|        | Miscellaneous equipment  | 100          |
|        | <u>Community Service Officer</u>   |              |
|        | Miscellaneous: Tranquilizer darts,<br>animal cages, K-9 food, etc.   | 500          |
|        | <u>Crime Free Housing/Municipal/Vehicle Seizure Hearings</u>   |              |
|        | Miscellaneous office supplies,<br>envelopes, tapes for hearings,<br>suspension fees, recording fees  | <u>2,450</u> |

31,560

|        |   |              |               |
|--------|---|--------------|---------------|
| 540100 | Computer Supplies   |              |               |
|        | <u>Administration</u>   |              |               |
|        | Printer cartridges  | 600          |               |
|        | Safety deposit box rental   | 250          |               |
|        | Misc. computer switches, cables, carts, cards,<br>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<br>envelopes, MVNA forms, juvenile forms,<br>tow tags, warning notices, etc. | 1,000        |               |
|        | Crime Free Housing/Community Supervision  | <u>1,200</u> |               |
|        |   |              | 5,100         |
| 540350 | Office Equipment/Furnishings  |              |               |
|        | Miscellaneous office furniture for<br>Building reconfiguration  |              | 4,100         |
| 540400 | Food Expense  |              |               |
|        | Prisoner meals, other meetings, etc.<br>@ approx. \$508/month   |              | 6,100         |
| 540900 | Uniforms  |              |               |
|        | 42 Regular Officers @ approx. \$490 each  | 20,580       |               |
|        | 11 Clerical Employees @ approx. \$300 each  | 3,300        |               |
|        | Detective Clothing Allowance  | 2,795        |               |
|        | Community Service Officer Uniforms  | 250          |               |
|        | Miscellaneous - Special Operations Group  | 450          |               |
|        | Basic Training Recruit Uniform  | 500          |               |
|        | Crossing Guard Uniforms   | <u>200</u>   |               |
|        |   |              | 28,075        |
| 541100 | Youth Services - Crime Prevention   |              |               |
|        | Miscellaneous supplies:   |              |               |
|        | Youth Services/PAAC Equipment and Programs  | 3,500        |               |
|        | <u>Community Policing Events</u>  |              |               |
|        | Community Service Program, PAAC Basketball Tournament<br>Halloween Show, Saturday Night Live, etc.                    | <u>6,000</u> |               |
|        |   |              | <u>9,500</u>  |
|        | <b>Total Operating Supplies</b>   |              | <b>96,735</b> |

## MAINTENANCE

|        |   |              |
|--------|---|--------------|
| 550200 | Equipment Maintenance and Repair - Other          |              |
|        | LiveScan (Level II 5x8)                           | 8,738        |
|        | Radar repairs                                     | 1,500        |
|        | Microfilm Reader/Printer non contract maintenance | 100          |
|        | FAX maintenance (estimated service call/parts)    | 200          |
|        | Camera/Typewriter repairs                         | 990          |
|        | Imaging System                                    | 1,600        |
|        | Laptop Repairs                                    | 5,000        |
|        | In Car Video Maintenance                          | 3,375        |
|        | In Car Video Repairs outside of contract          | 1,600        |
|        | Truck Scale Certification                         | 1,200        |
|        | Evidence Management Storage system                | 3,900        |
|        | CCTV Maintenance                                  | <u>3,545</u> |

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

## CAPITAL OUTLAYS

|        |   |               |
|--------|---|---------------|
| 560000 | Other Capital Outlays                   |               |
|        | Computer Upgrades & Associated Hardware | 5,700         |
|        | Generator                               | 23,946        |
|        | Phone Recording System                  | <u>30,000</u> |

**Total Capital Outlays** **59,646**

## MISCELLANEOUS EXPENDITURES

|        |  |              |
|--------|--|--------------|
| 590100 | Postage                                      |              |
|        | <u>Administration</u>                        |              |
|        | Daily department mail                        | 3,460        |
|        | <u>Administrative/Municipal Hearings</u>     |              |
|        | Cost of sending violation notices            | 3,400        |
|        | <u>Vehicle Seizure Program</u>               |              |
|        | Cost of sending notices - certified          | 300          |
|        | <u>Community Policing/Crime Free Housing</u> |              |
|        | Letters and miscellaneous mailings           | <u>1,000</u> |
| 590200 | Radio/Telephone Communications Expense       |              |
|        | Console Radio Maintenance                    | 1,380        |
|        | Network II contract                          | 2,940        |

**8,160**

|        |   |              |               |
|--------|---|--------------|---------------|
|        | Non Contract Parts Maintenance          | <u>2,300</u> | 6,620         |
| 590300 | Emergency Communications Expense        |              |               |
|        | Portable radios maintenance             | 5,328        |               |
|        | Miscellaneous radio repairs             | <u>1,250</u> |               |
|        |   |              | <u>6,578</u>  |
|        | <b>Total Miscellaneous Expenditures</b> |              | <b>21,358</b> |

**LEASES AND RENTALS**

|        |                                 |               |                |
|--------|---------------------------------|---------------|----------------|
| 600400 | Vehicle Interfund Rentals       |               |                |
|        | 3 Squads @ \$27,500 each        | 82,500        |                |
|        | Vehicle Maintenance             | 69,625        |                |
|        | Vehicle Fuel                    | <u>99,035</u> |                |
|        | <b>Total Leases and Rentals</b> |               | <b>251,160</b> |

**UTILITIES**

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

**TOTAL POLICE DEPARTMENT** **7,075,213**

**Village of Park Forest  
2011/2012 Budget**

**FIRE DEPARTMENT**

**DEPARTMENT FUNCTION:**

The primary mission of the Park Forest Fire Department is to protect the lives and property of those residing in, doing business in, or visiting the fire service area. The department strives to deliver the highest level of emergency response with the greatest margin of safety for staff in the most fiscally responsible manner.

The Park Forest Fire Department is a “full service” combination career and paid-on-call organization providing fire suppression, emergency medical, technical rescue, hazardous materials, water rescue, public education, fire prevention, fire investigation and disaster management services. Emergency medical services are provided at the paramedic level by the department's two advanced life support ambulances.

The internal structure of the organization is designed around four operating divisions including administration, emergency operations, fire prevention and vehicle maintenance. The administrative division is responsible for the coordination and oversight of all operating divisions and provides assistance to both internal and external customers to guarantee mission specific objectives of both the Village Board and department are satisfied.

The emergency operations division includes both fire and emergency medical operations. This division is comprised of, and organized under, a three platoon system. Each of the three platoons works twenty-four hours on-duty followed by forty-eight hours off-duty covering 365 days each year. Each platoon consists of a Shift Lieutenant with six firefighter/paramedics working under the general direction of the Deputy Fire Chief. The emergency operations division responds to more than three thousand emergent and non-emergent incidents each year.

**Fire Department Responses**

| <b><u>Calendar Year</u></b> | <b><u>Ambulance</u></b> | <b><u>Fire</u></b> | <b><u>Total</u></b> | <b><u>% Change</u></b> |
|-----------------------------|-------------------------|--------------------|---------------------|------------------------|
| <b>2006</b>                 | 2,144                   | 821                | 2,965               | <b>+6.6%</b>           |
| <b>2007</b>                 | 2,163                   | 1,105              | 3,268               | <b>+10.2%</b>          |
| <b>2008</b>                 | 2,304                   | 961                | 3,265               | <b>-.09%</b>           |
| <b>2009</b>                 | 2,222                   | 801                | 3,023               | <b>-7.4%</b>           |
| <b>2010</b>                 | 2,254                   | 783                | 3,037               | <b>+.046%</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 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 2010/2011 BUDGET OBJECTIVES:**

The following objectives have been established to work in concert with Board Goals:

1. Maintain excellence in governing and create a more participatory government.
  - a) Maintenance of the existing customer satisfaction survey instrument designed to measure satisfaction with Fire Department emergent and non-emergent responses.

*The Fire Department maintains a customer satisfaction survey instrument designed to measure satisfaction with Fire Department emergent and non-emergent responses to residents. Responses received to-date continue to support that customers are very satisfied with the service provided to them by the Department. The Fire Department is currently meeting this benchmark.*

- b) Enhance the department's Web Site by providing more timely information to customers and provide an electronic version of the customer satisfaction survey allowing additional citizen feedback.

*The Fire Department Web Page is currently being updated to become much more user friendly and informational. The goal is to complete this update by the close of the Fiscal Year.*

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

*During the first four months of the Fiscal Year the Fire Department has been engaged in a number of professional development opportunities including ongoing (in-house) EMS Continuing Education program for Fire-Medics. The implementation of this program several years ago affords the Village a considerable savings in overtime while maintaining the Fire-Medics proficiency; in cooperation with Canadian National (CN) offered a three-day emergency program to better prepare personnel for increased rail traffic; staff participated in a joint Lock Out/Tag Out training program with Public Works offered by IRMA; through the use of CN funds instituted an on-line incident size-up and assessment training program (Blue Card) to assist in maintaining firefighter safety while focusing on the management of emergency scenes. The Fire Prevention Bureau staff has attended a number of continuing education classes relating to fire prevention. The Fire Department is currently meeting this benchmark.*

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

*The department has received notice that ISO will be conducting an update on the Village of Park Forest in the upcoming year. In the meantime work continues on the three basic elements of the review. The Dispatch Component is complete and work continues on the Fire Suppression and Water Supply elements. This benchmark is still a work in progress.*

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

- a) Continue to engage School District 163 officials with regard to fire prevention programs that would benefit the lives of students under their charge.

*A Bucket Brigade Contest was implemented in conjunction with the "Open House" during Fire Prevention Week and 4<sup>th</sup> grade students from all schools in Park Forest were invited to compete for a traveling trophy. It is hoped the spirit of friendly competition will make an in-road in presenting safety education programs in School District 163. Captain Wheeler met with the Principals of*

*Mohawk and Blackhawk Schools on September 9, 2010 to encourage their involvement in the Bucket Brigade and bringing safety education to their schools. In the end six teams from five schools participated in the Bucket Brigade competition with Blackhawk Intermediate Center winning the competition.*

*Following that meeting Captain Wheeler made a presentation to ninety 4<sup>th</sup> grade students and their teachers at Blackhawk School on fire safety. He also brought the fire safety trailer to the school on October 6 for the entire day. He taught fire safety behaviors to 152 students from the school. A similar activity was held at Algonquin School on October 27, 2010 where over 190 students attended.*

*In December Captain Wheeler met with Superintendent Dr. Joyce Carmine and her administrative team to discuss fire safety education ideas for the students in S.D. 163. As a result of this meeting several programs are scheduled for Blackhawk and 21<sup>st</sup> Century Primary Center in March and April.*

*The Fire Department continues to provide the "Firestopper" newsletter to all schools in Park Forest, including School District 163 schools. Thirty-two-hundred Firestoppers are delivered to schools three times annually with information about Fire Department activities and fire safety.*

- b) Work with School District 163 on their required inspections and to support their life safety initiatives.

*The Fire Department worked with staff at School District 163 for several months to finally correct a 911 telephone problem in which misinformation on the location of the call was relayed to SouthCom Combined Dispatch Center. This matter is now resolved.*

*School inspections, as developed by the Illinois State Board of Education and the Office of the State Fire Marshal, were performed by Fire Department personnel in all schools, including all School District 163 schools in Park Forest. This performance benchmark has been satisfied.*

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

- a) Remain proactive in the enforcement of fire prevention codes to ensure the department does everything possible to prevent hostile fires from occurring thereby maintaining the viability of the limited tax base.

*The Fire Department continues to enforce the provisions of fire codes, 2009 International Fire Code and 2006 NFPA, Life Safety Code. Staff also have worked with the Illinois State Fire Marshal and Illinois Board of Education in inspecting the public schools in Park Forest using the new School Life Safety Inspection form.*

- 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 prevention bureau has assisted community development in technical support at pre-construction meetings, in performing “vanilla box” inspections and in timely review of all building plans. Captain Wheeler became a Certified Fire Plans Reviewer through NFPA to better serve the customer base.*

*The Fire Department worked with Shrimp Max by providing technical advice in the proper installation of their exhaust hood and hood suppression system. Staff have also offered technical advice to architects working on the Park Forest Library, Homewood Star Disposal, Last Minute Printing and Copying and Park Forest Auto Service.*

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

- a) Continue to seek out grant funding to help support fire operations from Federal, State and private sources.

*Applied for a Federal Grant (2010 SAFER) in an attempt to increase career staffing by one Fire-Medic (received award notice April 2011). The Fire Department also received notice that Park Forest is a recipient of a 2009 SAFER Grant (\$64,000) which was submitted to increase staffing within POC Division by six members.*

*Applied for and received an Assistance to Firefighter Grant for the replacement of fire hose. This grant totals \$54,370 including the Village’s match. Before the end of this fiscal year, 7,500 feet of fire hose will be replaced.*

*A FEMA Fire Prevention and Safety Grant proposal was submitted in 2010 for the purchase of smoke detectors for distribution and installation in homes occupied by senior citizens or in economically challenged neighborhoods in Park Forest. The Fire Department received notice that the Village was not awarded this Grant.*

*Sought and received a \$1,000 grant from Enbridge Pipelines for improvements at the fire training site.*

*Continued research and development of other grants to support Fire Department operations and, to that end, have again assigned Deputy Chief Ziegler to assist in peer review of DHS grants to increase understanding and institutional knowledge thereby hopefully increasing future grant successes.*

- b) Maintain fire prevention inspectional activities to include minimally one original inspection for all properties each year, with high hazard and assembly properties inspected a minimum of twice each year, to safeguard current businesses from the threat of fire.

*This benchmark is on-target to be fulfilled at year's end.*

- c) Develop and implement where possible "Green Initiatives" into the fire department's physical plant, vehicles and operations.

*Installed motion detection devices or timers on lights that service support areas to reduce overall electrical consumption. Initiated program of employee awareness to "switch off the lights" for areas where timers, etc. were not practical.*

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

- a) Continue the development and implementation of outreach programs to residents of the Village needing special services in order to meet mission objectives. (Senior citizen programs, direct intervention to sections of the Village that may be experiencing higher loss profiles.)

*A fire safety program was presented to the residents of Victory Centre at 151 Main Street on August 18, 2010 and a fire drill was conducted for the residents on October 27<sup>th</sup>. The Fire Department had pre-drill and post-drill meetings with the residents. The Department also had a fire alarm and voice communications test at Juniper Tower on September 9, 2010. The fire prevention bureau has also worked with the management staff at both Garden House and Juniper Tower to upgrade their respective fire alarm communications systems.*

*The fire prevention bureau worked with the staff of Ludeman Center to alleviate problems with parking on the roadways that was obstructing responding fire and EMS apparatus. All roadways were designated fire lanes and signs were posted. Fire and Police personnel have enforced the fire lane parking violations. The Fire Prevention Bureau also completed fire extinguisher training for sixty staff members from Ludeman.*

- b) Continue departmental involvement with programs which positively impact the quality of life for all residents (Fourth of July Celebration, Scenic 5-mile Run, Youth Day, Earth Day, Fire Prevention Week, Silent Parade, and Open House).

*The Fire Department remains an active participant in these community programs including 4<sup>th</sup> of July celebration, Scenic 5-mile Run, Youth Day and Fire Prevention Week activities including the Silent Parade.*

*The fire department remains very active in a number of other community programs designed to enhance the quality of life in Park Forest. Some of those include a Tryke-a-thon teaching bike safety, attendance at several Block Parties with the fire safety trailer and attendance at several youth camps.*

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

*The school education programs instituted in Fiscal 2007/2008 have continued without expansion. With that said, the Fire Safety Trailer has seen an increase in activity including schools in School District 163. The Department's Risk Watch program and Fire Safety education program have not yet expanded into this area. Even so, fire safety presentations have been given to over 3,000 children since July 1, 2010 and have scheduled presentations for another 500 students in the next couple of months.*

*Two separate Babysitters classes were also held in August of 2010.*

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

*This objective will not be met this year as the department looks to move away from a Citizen's Fire and Police Academy and towards a Community Emergency Response Team (CERT) concept. Lieutenant Bobzin and Corporal Sheets from the Police Department are working on this transition.*

## **2011/2012 FIRE DEPARTMENT OBJECTIVES:**

1. Maintain excellence in governing and create a more participatory government.
  - a) Maintenance of the existing customer satisfaction survey instrument designed to measure customer satisfaction with Fire Department emergent and non-emergent responses. Include an electronic component on the Web-Site.
  - b) Preserve the investment in the professional development of personnel through continuing education and seek out additional opportunities for enhanced training to better serve the Village's residents.
  - c) Meet with ISO Officials to conduct a new rating inspection for the Village with the goal of improving the ISO rating to a class four.

2. Create relationships and program initiatives to engage families, teachers and school board members of the District 163 community to increase collective awareness of problems, challenges and opportunities to work together to provide the best education possible for the children of Park Forest.
  - a) Continue to engage School District 163 officials with regard to fire prevention programs that would benefit the lives of students under their charge.
  - b) Work with School District 163 on their required inspections and to support their life safety initiatives.
3. Increase commercial, business and residential development in the Village.
  - a) Assist Community Development activities by providing timely technical support and plan review of prospective businesses. Engage new businesses by providing them a clear understanding of code concerns and issues regarding their prospective development.
4. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.
  - a) Continue to seek out grant funding to help support fire operations from Federal, State and private sources.
  - b) Remain proactive in the enforcement of fire prevention codes to ensure the department does everything possible to prevent hostile fires from occurring thereby maintaining the viability of the Village's limited tax base. Maintain fire prevention inspectional activities to include minimally one original inspection for all properties each year, with high hazard and assembly properties inspected a minimum of twice each year.
  - c) Look to expand where possible "Green Initiatives" into the Fire Department's physical plant, vehicles and operations.
5. Increase awareness of the quality of life in the Village of Park Forest.
  - a) Continue the development and implementation of outreach programs to residents of the Village needing special services in order to meet mission objectives. (Senior citizen programs, direct intervention to sections of the Village that may be experiencing higher loss profiles.)
  - b) Continue departmental involvement with programs which positively impact the quality of life for all residents (Fourth of July Celebration, Youth Day, Earth Day, Fire Prevention Week, Silent Parade and Open House).

- c) Maintain (District #162) and expand (District #163 and 201U) school educational programs for all third grade students.
- d) In conjunction with the Police Department, finalize plans for the implementation of a Community Emergency Response Team.

**PERFORMANCE MEASURES:**

There are three department objectives listed under goal number one. The first initiative will be satisfied by maintaining the existing customer satisfaction survey program and by adding the ability to provide feedback electronically through the department web site. The second initiative will be met when each of the members have finalized the practical segment of the skills learned in their Blue Card training. Additional Hazardous Material, NIMS and refresher training will be completed under this initiative. Initiative three will be met when the Fire Department completes the site testing phase of the ISO review planned for mid-summer 2011.

With regard to goal number two, the Fire Department has identified two objectives to support this goal. The first initiative will be satisfied as fire prevention staff continues to encourage administrators and teachers alike to actively engage in fire prevention programs throughout District #163. The second initiative will be met after conducting the required state inspection of all School District #163 buildings. Staff will also review and provide commentary on the school crisis plan.

One initiative has been identified which will support goal number three. Staff's involvement in this area is fairly limited and is satisfied as the Fire Department provides technical advice and supports community development on a variety of development issues; attends development meetings designed to completely inform potential new businesses of Code requirements prior to leasing or purchasing space and providing technical advice on Code issues.

There are three objectives that will work in collaboration with goal number four. The first initiative will be satisfied by applying for as many grant opportunities as present themselves in support of Fire and EMS operations. The second initiative will be met as staff stays focused on timely, rigorous and consistent code enforcement by maintaining at least one original inspection on all properties within the Village. Staff continues to seek out cost effective methods to implement "Green Initiatives" into all aspects of the fire department. The building will be surveyed this year for potential green initiative opportunities.

With regard to the final board goal, the Fire Department has listed four initiatives. The first initiative will be satisfied through continued outreach to seniors and school age children. The goal is to make 3,000 public education contacts during the year. The third initiative will be satisfied when the established benchmark is met. Finally, the remaining benchmark will be satisfied when a training program is finalized for a Community Emergency Response Team. The program educates people about disaster preparedness

for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. The ultimate objective is to have trained CERT members available to support Fire and Police agencies by taking a more active role in emergency preparedness projects in the Village.

| Performance Measure  | Benchmark   | MET   |       |       |
|--|---|-------|-------|-------|
|  |   | 08/09 | 09/10 | 10/11 |
| <u>Dispatch:</u> Alarm answering time of not more than 15 seconds for at least 95% of the alarms received and not more than 40 seconds for at least 99% of alarms received.  | 15 Seconds/95%  | N/A   | ✓     | ✓     |
|  | 40 Seconds/99%  | N/A   | ✓     | ✓     |
| <u>Dispatch:</u> From the time an emergency call is received until the time the call is dispatched (call handling time) shall not exceed 60 seconds for 90% of calls and not more than 90 seconds at least 99% of the time.  | 60 Seconds/90%  |       |       | 86%   |
|  | 90 Seconds/99%  | N/A   | ✓     | ✓     |
| <u>Turnout time:</u> Personnel once dispatched to an ambulance call will be on-board the response vehicle and place the vehicle en-route within 60 seconds 95% of the time.  | 60 Seconds  | N/A   | 75%   | 76%   |
| <u>Turnout time:</u> Personnel once dispatched to a fire call will be on-board the response vehicle and place the vehicle en-route within 60 seconds 95% of the time.  | 80 Seconds  | N/A   | 82%   | 93%   |
| <u>Emergency Medical (ALS):</u> All ALS units will arrive on the scene within eight minutes (480 seconds), 90% of the time.  | 8 Minutes   | ✓     | ✓     | ✓     |
| <u>Emergency Medical (BLS):</u> All Basic Life Support level responses will arrive on scene within four minutes (240 seconds), 90% of the time.  | 4 Minutes   | N/A   | 86%   | 81%   |
| <u>Fire Prevention:</u> Maintain fire prevention inspectional activities to include minimally one original inspection for all business properties each year, with high hazard and assembly properties inspected a minimum of twice each year, to safeguard current businesses from the threat of fire. | Conduct 320 Original Inspections.                         | ✓     | ✓     | ✓     |
| <u>Fire Prevention:</u> Assist Community Development activities by providing timely technical support and plan review of prospective businesses.   | Internal Plan Reviews completed within 10 working days.   | ✓     | ✓     | ✓     |
| <u>Public Education:</u> Maintain the school educational programs reinstated last year.  | Conduct all-risk programming for all third grade classes. | ✓     | ✓*    | ✓*    |

|   |  |   |   |     |
|---|--|---|---|-----|
| <u>Public Education</u> : Develop and implement outreach programs to residents of the Village needing special services in order to meet mission objectives. | Public Ed contacts ≥ 3,000 contacts a year.                            | ✓ | ✓ | ✓   |
| <u>Fire Suppression</u> : Keep the number of structure fires at 50% below the average for communities between 10,000 and 24,999 in the Northcentral Region. | 49 structure fires (2.1 fires per 1,000 population served).            | ✓ | ✓ | ✓   |
| <u>Fire Suppression</u> : Keep civilian fire injuries at or below the average for communities between 10,000 and 24,999 in the Northcentral Region.         | 2 or fewer civilian fire injuries (.0874 per 1,000 population served). | ✓ | ✓ | ✓   |
| <u>Fire Suppression</u> : Have no civilian or firefighter fire fatalities.  | 0 fire fatalities.   | ✓ | ✓ | ✓   |
| <u>Survey Responses</u> : Respondents to the survey rate the services above average.  | 90% of respondents.  | ✓ | ✓ | 63% |
| <u>Collection</u> : Exceed the industry average for ambulance billing collection.   | > 65% collection   | ✓ | ✓ | ✓   |

\*Met standard within control of department.

## STAFFING:

The issue of adequate staffing is very challenging as there is no definitive requirement on appropriate staffing levels with the notable exception of the federally imposed 2-in 2-out mandate. Many professionals will now refer to the National Fire Protection Association (NFPA), specifically NFPA 1710, titled Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Department, as a benchmark for various staffing scenarios, however the most often applied standard when considering what on-duty staffing levels should be is to define what the crew is expected to place in operation and what critical tasks they are expected to perform when they arrive at the scene.

Currently the minimum staffing level is five (5) Fire-Medics a day shown below in the “Current Allocation” column of the Table. Remember, it’s the department’s internal capacity to immediately intervene that plays the largest factor in the determination of the outcome of a fire and the safety of firefighters. Given the nature of the community’s risk, frequency of multiple requests for assistance and the size and complexity of residential properties, it is imperative that the Village move forward with more optimal staffing on first responding units as funding becomes available.

|   |                                   |
|---|-----------------------------------|
| <b>National Fire Protection Association</b>                                   |                                   |
| <b>NFPA 1710 Standard</b>   |                                   |
| <b>Initial Full-Alarm Assignment Capability Deployed Within Eight Minutes</b> |                                   |
| <i>Required</i>   | <i>Current Allocation On-Duty</i> |
| 1- incident commander   | 1- incident commander (IC)*       |
| 4- firefighters for fire attack lines   | 2- firefighters                   |
| 2- firefighters for back-up of the fire attack lines                          |                                   |
| 1- pump operator  | 1- pump operator                  |
| 2- firefighters for search and rescue   |                                   |
| 2- firefighters for ventilation   |                                   |
| 2- firefighters for the rapid intervention team                               | 1- firefighter + (IC)*            |
| 14- Total   | 5- Total                          |

\* = Single member filling multiple roles during minimum staffing situations.

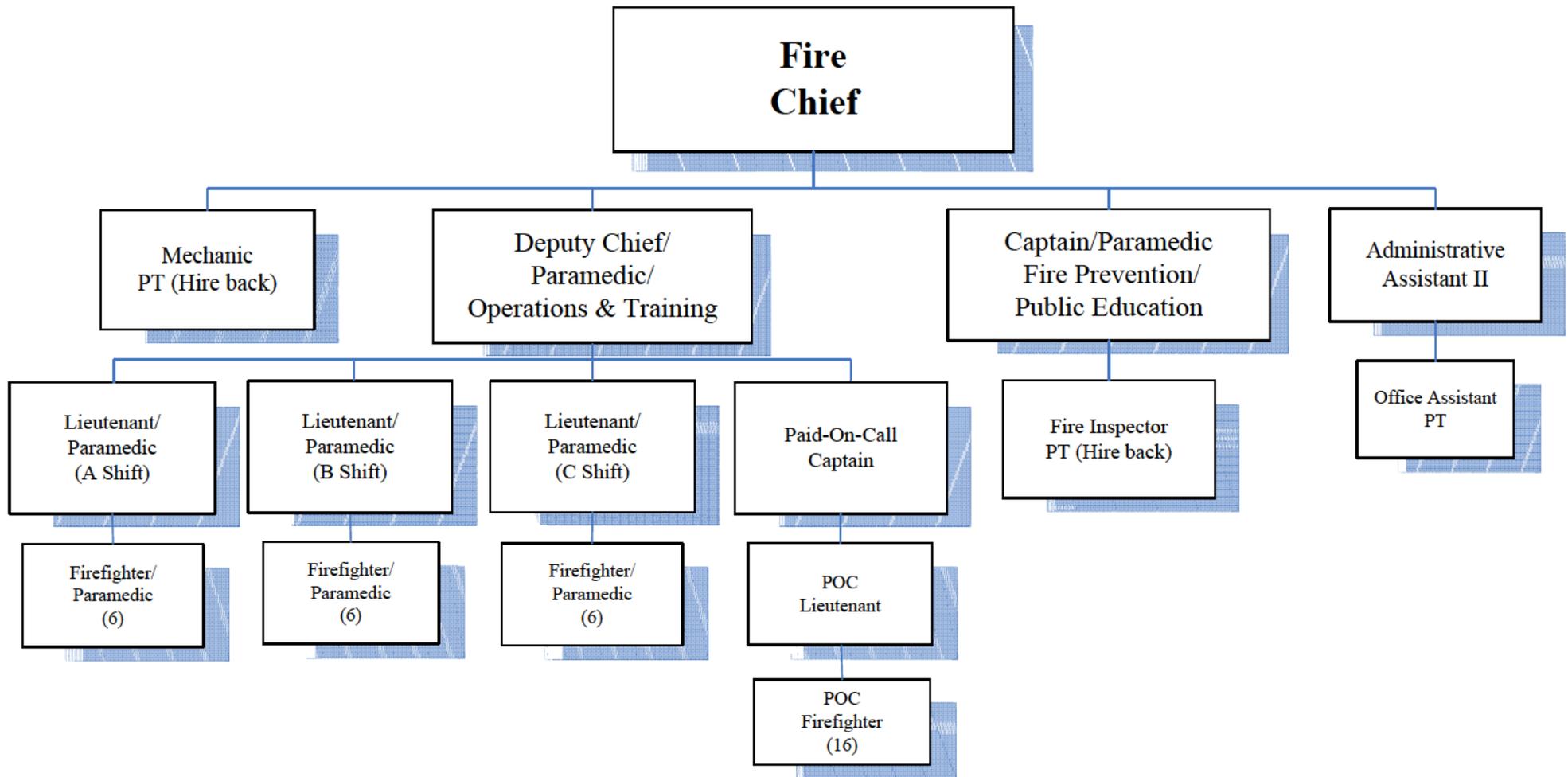
It should be noted the actual staffing levels on each of the three shifts has not been increased since 1993 during which the Village only responded to 1,881 calls for service.

The current staffing complement is depicted below:

| <b><u>Position</u></b>      | <b><u>2007/08</u></b> | <b><u>2008/09</u></b> | <b><u>2009/10</u></b> | <b><u>2010/11</u></b> | <b><u>2011/12</u></b> |
|-----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Fire Administrator/Chief    | 1                     | 1                     | 1                     | 1                     | 1                     |
| Deputy Fire Chief           | 1                     | 1                     | 1                     | 1                     | 1                     |
| Fire Captain                | 1                     | 1                     | 1                     | 1                     | 1                     |
| Fire Lieutenant             | 3                     | 3                     | 3                     | 3                     | 3                     |
| Firefighter/Paramedic       | 18                    | 18                    | 18                    | 18                    | 18                    |
| Administrative Assistant II | 1                     | 1                     | 1                     | 1                     | 1                     |
| Office Assistant-Part Time  | <u>0</u>              | <u>0</u>              | <u>.4</u>             | <u>.4</u>             | <u>.4</u>             |
| <b>Total</b>                | <b>25</b>             | <b>25</b>             | <b>25.4</b>           | <b>25.4</b>           | <b>25.4</b>           |

# Village of Park Forest Fire Department

## Organizational Chart



**Village of Park Forest  
2011/2012 Budget**

**FIRE DEPARTMENT  
SUMMARY**

|                                     | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|-------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b><u>Personnel Services</u></b>    |                            |                            |                              |                              |                           |
| Regular Salaries                    | 1,862,392                  | 1,927,518                  | 1,927,518                    | 1,988,976                    | 3%                        |
| Overtime Salaries                   | 174,296                    | 212,589                    | 210,000                      | 216,841                      | 2%                        |
| Temporary/Part time Salaries        | 63,693                     | 83,078                     | 83,078                       | 84,773                       | 2%                        |
| IRMA Workers Comp Reimb.            | <u>(35,792)</u>            | <u>0</u>                   | <u>(32,000)</u>              | <u>0</u>                     | 0%                        |
| <b>Total Personnel Services</b>     | <b>2,064,589</b>           | <b>2,223,185</b>           | <b>2,188,596</b>             | <b>2,290,590</b>             | <b>3%</b>                 |
| <b><u>Insurance</u></b>             | 248,580                    | 281,993                    | 281,993                      | 302,354                      | 7%                        |
| <b><u>Employee Support</u></b>      | 679,107                    | 806,516                    | 806,516                      | 836,107                      | 4%                        |
| <b><u>Professional Services</u></b> | 73,792                     | 84,561                     | 78,088                       | 89,095                       | 5%                        |
| <b><u>Operating Supplies</u></b>    | 48,577                     | 53,963                     | 53,963                       | 45,904                       | -15%                      |
| <b><u>Maintenance</u></b>           | 15,916                     | 17,300                     | 19,500                       | 19,410                       | 12%                       |
| <b><u>Capital Outlays</u></b>       | 40,412                     | 127,548                    | 127,548                      | 32,000                       | -75%                      |
| <b><u>Miscellaneous</u></b>         | 2,125                      | 4,321                      | 4,321                        | 1,800                        | -58%                      |
| <b><u>Leases and Rentals</u></b>    | 188,160                    | 168,160                    | 168,160                      | 176,568                      | 5%                        |
| <b><u>Utilities</u></b>             | <u>3,746</u>               | <u>3,300</u>               | <u>3,150</u>                 | <u>3,300</u>                 | 0%                        |
| <b>TOTAL</b>                        | <b><u>3,365,004</u></b>    | <b><u>3,770,847</u></b>    | <b><u>3,731,835</u></b>      | <b><u>3,797,128</u></b>      | <b>1%</b>                 |

|   | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> |
|---|----------------------------|----------------------------|------------------------------|------------------------------|
| <b><u>Foreign Fire Insurance Fund</u></b> |                            |                            |                              |                              |
| Revenue                                   | 17,239                     | 17,000                     | 17,000                       | 17,000                       |
| Expenditures                              | <u>13,163</u>              | <u>17,000</u>              | <u>17,000</u>                | <u>17,000</u>                |
| Change in Fund Balance                    | 4,076                      | 0                          | 0                            | 0                            |
| Ending Fund Balance                       | <b><u>10,339</u></b>       | <b><u>10,339</u></b>       | <b><u>10,339</u></b>         | <b><u>10,339</u></b>         |

**Village of Park Forest  
2011/2012  
Budget**

**FIRE DEPARTMENT  
SALARY DETAIL**

|  | 6/30/2011<br>Base | Increase<br>2% | 7/1/2011<br>Grade<br>& Step | Gross*         | IMRF<br>10.52% | FICA<br>7.65% | Health        | Dental       | Life       |
|--|-------------------|----------------|-----------------------------|----------------|----------------|---------------|---------------|--------------|------------|
| <b><u>NON UNION</u></b>  |                   |                |                             |                |                |               |               |              |            |
| Bob Wilcox<br>Fire Chief   | 110,488           | 112,698        | 24,9                        | 112,698        |                | 1,634         | 0             | 0            | 120        |
| Bruce Ziegle (Gross incl \$3,238 paramedic)<br>Deputy Fire Chief | 95,914            | 97,832         | 21,9                        | 101,070        |                |               | 16,720        | 1,115        | 120        |
| Michael J Wheeler (Gross incl \$3,238 paramedic)<br>Fire Captain | 91,347            | 93,174         | 20,9                        | 96,412         |                |               | 11,261        | 695          | 120        |
| Traci Apt<br>Administrative Assistant II                         | 54,995            | 56,095         | 9,9                         | 56,095         | 5,901          | 4,291         | 0             | 0            | 120        |
| <b>Subtotal Non-Union</b>  | <b>352,744</b>    | <b>359,799</b> |                             | <b>366,275</b> | <b>5,901</b>   | <b>5,925</b>  | <b>27,981</b> | <b>1,810</b> | <b>480</b> |
| <b><u>UNION</u></b>  |                   |                |                             |                |                |               |               |              |            |
| Steve J. Bobzin<br>Lieutenant/Paramedic                          | 85,051            | 86,752         | 039,C                       | 86,752         |                |               | 20,180        | 1,115        | 120        |
| Paul Hodges<br>Lieutenant/Paramedic                              | 85,051            | 86,752         | 039,C                       | 86,752         |                |               | 16,720        | 1,115        | 120        |
| Phillip Myers<br>Lieutenant/Paramedic                            | 85,051            | 86,752         | 039,C                       | 86,752         |                | 1,258         | 16,720        | 1,115        | 120        |

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

**Village of Park Forest  
2011/2012  
Budget**

**FIRE DEPARTMENT  
SALARY DETAIL**

|  | <b>6/30/2011<br/>Base</b> | <b>Increase<br/>2%</b> | <b>7/1/2011<br/>Grade<br/>&amp; Step</b> | <b>Gross*</b> | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|--|---------------------------|------------------------|--|---------------|------------------------|-----------------------|---------------|---------------|-------------|
| Christopher P. Apt<br>Firefighter/Paramedic  | 71,381                    | 72,809                 | 040,F                                    | 72,809        |                        | 1,056                 | 16,720        | 1,115         | 120         |
| William C. Brei<br>Firefighter/Paramedic     | 71,381                    | 72,809                 | 040,F                                    | 72,809        |                        | 1,056                 | 16,720        | 1,115         | 120         |
| Edward T. Dionne<br>Firefighter/Paramedic    | 71,381                    | 72,809                 | 040,F                                    | 72,809        |                        |                       | 13,592        | 0             | 120         |
| Joseph A. Gray<br>Firefighter/Paramedic      | 71,381                    | 72,809                 | 040,F                                    | 72,809        |                        | 1,056                 | 16,720        | 1,115         | 120         |
| Patrick Hisel<br>Firefighter/Paramedic       | 71,381                    | 72,809                 | 040,F                                    | 72,809        |                        | 1,056                 | 4,982         | 1,115         | 120         |
| James Lustig<br>Firefighter/Paramedic        | 71,381                    | 72,809                 | 040,F                                    | 72,809        |                        |                       | 0             | 0             | 120         |
| Albert Martinez<br>Firefighter/Paramedic     | 71,381                    | 72,809                 | 040,F                                    | 72,809        |                        |                       | 11,261        | 358           | 120         |
| Ryan D. Roberts<br>Firefighter/Paramedic     | 71,381                    | 72,809                 | 040,F                                    | 72,809        |                        | 1,056                 | 20,180        | 1,115         | 120         |
| William F. Toberman<br>Firefighter/Paramedic | 71,381                    | 72,809                 | 040,F                                    | 72,809        |                        | 1,056                 | 16,720        | 1,115         | 120         |

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

**Village of Park Forest  
2011/2012  
Budget**

**FIRE DEPARTMENT  
SALARY DETAIL**

|  | <b>6/30/2011<br/>Base</b> | <b>Increase<br/>2%</b> | <b>7/1/2011<br/>Grade<br/>&amp; Step</b> | <b>Gross*</b> | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|--|---------------------------|------------------------|--|---------------|------------------------|-----------------------|---------------|---------------|-------------|
| Tracy Natyshok<br>Firefighter/Paramedic                | 71,381                    | 72,809                 | 040,F                                    | 72,809        |                        | 1,056                 | 0             | 1,115         | 120         |
| Edward A Wright<br>Firefighter/Paramedic               | 71,381                    | 72,809                 | 040,F                                    | 72,809        |                        | 1,056                 | 4,982         | 163           | 120         |
| Carolyn Gray<br>Firefighter/Paramedic                  | 68,105                    | 69,467                 | 040,E                                    | 69,467        |                        | 1,007                 | 0             | 1,115         | 120         |
| Cory Murdoch<br>Firefighter/Paramedic                  | 68,105                    | 69,467                 | 040,E                                    | 69,467        |                        | 1,007                 | 16,720        | 435           | 120         |
| Taylor J Bordewyk<br>Firefighter/Paramedic             | 68,105                    | 69,467                 | 040,E                                    | 69,467        |                        | 1,007                 | 13,592        | 695           | 120         |
| Mark Cotrano<br>Firefighter/Paramedic 040,E 08/27/11   | 63,561                    | 64,832                 | 040,D                                    | 68,576        |                        | 994                   | 6,752         | 695           | 120         |
| Neil Grove<br>Firefighter/Paramedic 040,E 08/27/11     | 63,561                    | 64,832                 | 040,D                                    | 68,576        |                        | 994                   | 6,752         | 358           | 120         |
| Robert Pillman<br>Firefighter/Paramedic 040,E 08/27/11 | 63,561                    | 64,832                 | 040,D                                    | 68,576        |                        | 994                   | 13,592        | 695           | 120         |
| Nathan Marconi<br>Firefighter/Paramedic 040,D 08/25/11 | 58,983                    | 60,163                 | 040,C                                    | 63,934        |                        | 927                   | 4,982         | 358           | 120         |

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

**Village of Park Forest  
2011/2012  
Budget**

**FIRE DEPARTMENT  
SALARY DETAIL**

|                                     | 6/30/2011        | Increase         | 7/1/2011        |                  |                |               |                |               |              |
|-------------------------------------|------------------|------------------|-----------------|------------------|----------------|---------------|----------------|---------------|--------------|
|                                     | Base             | 2%               | Grade<br>& Step | Gross*           | IMRF<br>10.52% | FICA<br>7.65% | Health         | Dental        | Life         |
| <b>Total Union</b>                  | <b>1,494,325</b> | <b>1,524,215</b> |                 | <b>1,539,218</b> |                | <b>16,636</b> | <b>237,887</b> | <b>16,022</b> | <b>2,520</b> |
| <b>Total Non-Union and Union</b>    | <b>1,847,069</b> | <b>1,884,014</b> |                 | <b>1,905,493</b> | <b>5,901</b>   | <b>22,561</b> | <b>265,868</b> | <b>17,832</b> | <b>3,000</b> |
| Holiday Pay                         | 80,373           | 82,669           |                 | 83,483           |                | 901           |                |               |              |
| <b>Total Regular Salaries</b>       | <b>1,927,442</b> | <b>1,966,683</b> |                 | <b>1,988,976</b> | <b>5,901</b>   | <b>23,462</b> | <b>265,868</b> | <b>17,832</b> | <b>3,000</b> |
| Paid On Call                        | 62,082           | 63,324           |                 | 73,324           |                | 5,609         |                |               |              |
| Part-time Help                      | 11,096           | 11,318           |                 | 11,449           |                | 876           |                |               |              |
| Hire Back Mechanic                  |                  |                  |                 | 14,000           |                | 203           |                |               |              |
| Overtime                            | 212,589          | 216,841          |                 | 216,841          |                | 3,144         |                |               |              |
| Disability Pension Health Insurance |                  |                  |                 |                  |                |               | 12,454         |               |              |
| Retiree Health Insurance Stipend    |                  |                  |                 |                  |                |               | 3,200          |               |              |
| <b>FIRE DEPT. TOTAL</b>             | <b>2,213,209</b> | <b>2,258,166</b> |                 | <b>2,304,590</b> | <b>5,901</b>   | <b>33,294</b> | <b>281,522</b> | <b>17,832</b> | <b>3,000</b> |
| <b>ALLOCATIONS:</b>                 |                  |                  |                 |                  |                |               |                |               |              |
| Vehicle Services                    |                  |                  |                 | -14,000          |                | -203          |                |               |              |
| <b>FIRE DEPARTMENT TOTAL</b>        | <b>2,213,209</b> | <b>2,258,166</b> |                 | <b>2,290,590</b> | <b>5,901</b>   | <b>33,091</b> | <b>281,522</b> | <b>17,832</b> | <b>3,000</b> |

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

**Village of Park Forest  
2011/2012 Budget**

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

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                     |  |                  |
|---------------------------------|---------------------|--|------------------|
| 500000                          | Regular Salaries    |  | 1,988,976        |
| 500100                          | Overtime Salaries   |  | 216,841          |
| 500200                          | Temporary/Part-time |  | <u>84,773</u>    |
| <b>Total Personnel Services</b> |                     |  | <b>2,290,590</b> |

**INSURANCE**

|                        |                               |              |                |
|------------------------|-------------------------------|--------------|----------------|
| 510100                 | Health Insurance              | 265,868      |                |
|                        | Dental Insurance              | 17,832       |                |
|                        | Life Insurance                | <u>3,000</u> |                |
|                        |                               |              | 286,700        |
| 510110                 | Health Insurance - Disability |              | 12,454         |
| 510120                 | Health Insurance - Stipend    |              | <u>3,200</u>   |
| <b>Total Insurance</b> |                               |              | <b>302,354</b> |

**EMPLOYEE SUPPORT**

|        |  |              |       |
|--------|--|--------------|-------|
| 520000 | Travel Expenses                          |              |       |
|        | National Conferences                     | 2,000        |       |
|        | Outside Training Classes                 | 2,000        |       |
|        | State/Local Conferences                  | <u>2,000</u> |       |
|        |  |              | 6,000 |
| 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, NAFL                | 1,200        |                |
|        | State/Local Associations                             |              |                |
|        | (IFCA, Metro-Chiefs, IAFF, 4th Dist., 3rd Dist.)     | <u>300</u>   | 6,000          |
| 520300 | Training   |              |                |
|        | National Conferences (IAFC, ISFSI)                   | 4,000        |                |
|        | State/Local Conferences and Seminars                 |              |                |
|        | (IFCA, Univ. of Illinois, Metro-Chiefs, IFIA, IFSAP) | 3,000        |                |
|        | College Tuition                                      | 1,500        |                |
|        | Fire Prevention Bureau                               | 1,000        |                |
|        | Paramedic/EMT/EMS Training                           | 5,820        |                |
|        | Firefighter II Academy                               | 1,500        |                |
|        | Outside Training Programs (firefighting related)     |              |                |
|        | (FAE, HazMat, Confined Space)                        | <u>5,260</u> | 22,080         |
| 520400 | Books/Pamphlets                                      |              |                |
|        | (Administrative Manuals, Fire Protection             |              |                |
|        | Handbook, Municipal Directory)                       | 300          |                |
|        | (Fire Prevention/Public Education/Investigation      |              |                |
|        | Baby-sitters, School Programs, Investigation Text)   | 300          |                |
|        | (Emergency Medical Service                           |              |                |
|        | Paramedic Texts, PHTLS Text)                         | <u>400</u>   | 1,000          |
| 520610 | FICA   |              | 33,091         |
| 520620 | IMRF   |              | 5,901          |
| 520622 | Fire Pension Contributions                           |              | <u>762,035</u> |
|        | <b>Total Employee Support</b>                        |              | <b>836,107</b> |

**PROFESSIONAL SERVICES**

|        |                                    |  |               |
|--------|------------------------------------|--|---------------|
| 535700 | SouthCom contribution - Fire share |  | <u>89,095</u> |
|        | <b>Total Professional Services</b> |  | <b>89,095</b> |

**OPERATING SUPPLIES**

|        |   |              |        |
|--------|---|--------------|--------|
| 540000 | Other Operating Supplies  |              |        |
|        | <u>Administration</u>   |              |        |
|        | (Computer Supplies, Legal Ads)  | 2,000        |        |
|        | <u>Firefighting</u>   |              |        |
|        | (Safety Goggles, adapters, polish)  | 2,240        |        |
|        | (Confined Space/ Technical Rescue Equipment)                              | 3,000        |        |
|        | <u>Fire Prevention</u>  |              |        |
|        | (Film, Developing, Halloween Bags,<br>Flags, Twilight Parade, Open House) | 1,500        |        |
|        | <u>EMS</u>  |              |        |
|        | Stretcher, miscellaneous medical equipment                                | <u>3,500</u> | 12,240 |
| 540200 | Printing/Copying  |              |        |
|        | Department/Fire Prevention  |              | 50     |
| 540300 | Stationery/Forms  |              |        |
|        | <u>Fire Prevention</u>  |              |        |
|        | CO Forms, Smoke Detector Forms  | 250          |        |
|        | <u>EMS</u>  |              |        |
|        | Patient Treatment Forms   | <u>1,000</u> | 1,250  |
| 540350 | Office Equipment/Furnishings  |              |        |
|        | Replacement of chairs, file cabinets                                      |              | 1,500  |
| 540400 | Meeting Expense   |              |        |
|        | Wilco Chiefs Association Meetings/Officer Meeting                         | 200          |        |
|        | Firefighter Training/Safety Stand Down                                    | <u>350</u>   | 550    |
| 540800 | Cleaning/Disinfecting Supplies  |              |        |
|        | <u>Firefighting</u>   |              |        |
|        | Detergents, Towels, Cleaners  | 1,000        |        |
|        | <u>EMS</u>  |              |        |
|        | Ambulance Decontamination Supplies  | <u>200</u>   | 1,200  |

|        |   |                                   |               |
|--------|---|-----------------------------------|---------------|
| 540900 | Uniforms/Protective Clothing<br><u>Administration</u><br>Uniform Allowance/Expense  | 14,000                            |               |
|        | <u>Firefighting/Protective Clothing</u><br>New Hires/Replacements   | <u>3,500</u>                      | 17,500        |
| 541100 | Public Information/Education<br><u>Fire Prevention</u><br>Jr. Fire Marshall Hats, Fire Prevention Week,<br>Keep Wreath Red, Baby-sitter Classes |                                   | 2,000         |
| 541400 | Paint/Hardware/Small Tools<br>Repair of tools, jacks, etc.<br>Replacement/Upgrade Tools<br>Equipment Related<br>Station Related                 | 500<br>1,000<br>900<br><u>900</u> | 3,300         |
| 541900 | Audio/Visual Materials<br>Fire Related<br>Public Education/Fire Safety  | 400<br><u>414</u>                 | 814           |
| 542400 | Medical Supplies<br><u>EMS</u><br>Oxygen, Exam Gloves, Trauma Gloves,<br>Batteries, Jump Bags, Chemstrips, B/P Cuffs                            |                                   | <u>5,500</u>  |
|        | <b>Total Operating Supplies</b>   |                                   | <b>45,904</b> |

**MAINTENANCE**

|        |  |                         |       |
|--------|--|-------------------------|-------|
| 550000 | Contractual/Equipment Maintenance<br><u>EMS</u><br>Defibrillators<br>Miscellaneous Equipment Maintenance   | 450<br><u>1,250</u>     | 1,700 |
| 550200 | Equipment Maintenance and Repair<br>Maintenance Contract - Radios/Pagers<br>Maintenance Contract - Weather Sirens<br>Radio Replacement/Reprogramming | 5,000<br>2,800<br>2,200 |       |

|                           |               |
|---------------------------|---------------|
| Extinguisher Recharging   | 1,000         |
| Air Quality Testing       | 1,500         |
| Station Equipment Repairs | 4,000         |
| Hydrostatic Testing       | 400           |
| Cellular Repairs          | <u>810</u>    |
|                           | <u>17,710</u> |

**Total Maintenance** **19,410**

**CAPITAL OUTLAYS**

|        |                         |              |
|--------|-------------------------|--------------|
| 560000 | Capital Outlays         |              |
|        | Computer System Upgrade | 5,700        |
|        | Turnout Gear            | 8,040        |
|        | Radios                  | 5,000        |
|        | Copier Replacement      | 7,500        |
|        | Station Furnishings     | <u>5,760</u> |

**Total Capital Outlays** **32,000**

**MISCELLANEOUS EXPENDITURES**

|        |                      |            |
|--------|----------------------|------------|
| 590200 | Radio/Communications |            |
|        | Radio Batteries      | 300        |
|        | Knox Box Program     | 1,000      |
|        | Opticom/Repairs      | <u>500</u> |

**Total Miscellaneous Expenditures** **1,800**

**LEASES AND RENTALS**

|        |                           |                |
|--------|---------------------------|----------------|
| 600400 | Vehicle Interfund Rentals | <u>176,568</u> |
|--------|---------------------------|----------------|

**Total Leases and Rentals** **176,568**

**UTILITIES**

|        |                                      |              |
|--------|--------------------------------------|--------------|
| 610000 | Telephone                            |              |
|        | <u>Administration/EMS</u>            |              |
|        | Cellular Service                     | 2,232        |
|        | Wireless Internet Connection Charges | <u>1,068</u> |

**Total Utilities** **3,300**

**TOTAL FIRE DEPARTMENT** **3,797,128**

## Village of Park Forest 2011/2012 Budget

### HEALTH DEPARTMENT

#### DEPARTMENT FUNCTION:

The Park Forest Health Department is a municipal resolution-type community health nursing service that was organized in 1952. The Health Department delivers a variety of health services consistent with the changing needs of the community. The Village Board is the Board of Health. Services are provided at the lowest possible cost to encourage active participation in wellness and prevention activities. Services are funded by tax support, fees, insurance reimbursement, private contributions and grants.

Preparation, prevention, protection, information and knowledge are keys to maintaining a healthy community. The driving principle behind Health Department activities is the encouragement and empowerment of individuals and groups to pursue healthy behaviors and to reject lifestyle choices that produce illness.

The Health Department is organized into five clinical service areas.

- Environmental Health is responsible for food safety inspections and consultations to the Park Forest businesses and groups that serve food to people in the community. The Health Department staff collaborates with other Village Departments regarding housing safety issues for residents.
- Home Health (Nurses Plus Home Healthcare of Park Forest) provides skilled nursing care and other therapies in the patient's home during recuperation. Bath and personal hygiene care, medication management and well-being checkups are examples of services available at a low fee basis.
- Mother, Child and Family Health currently provides School Physical Clinics, immunization, screening and health education for children.
- Senior Health provides targeted monthly health screening services and consultation to Rich Township seniors. Consultation, maintenance and prevention services are provided to all area older people. The department maintains nursing offices at Garden House, Victory Centre and Cedar Ridge Apartments.
- Adult Health immunizes people over the age of 18, delivers a variety of preventative health education seminars and provides screening clinics that target underserved south suburban residents.

**HIGHLIGHTS and GOAL ATTAINMENT 2010/2011:**

It was another year of staff transition for the Health Department in 2010. On January 8, 2010, after 15 years of community service, Christine Blue retired as Director of Park Forest Health Department. Christine still remains an active member of the Friends of the Health Department to continue her support of the Health Department.

The Health Department staff provided an outstanding level of community health nursing services during 2010: During calendar year 2010, the Department recorded 10,686 client contacts, including in-home, in-office and community delivered, fee and prepaid services, a decrease of 1,617 from 2009. Of those contacts, 8,715 (81.5%) were delivered to people with Park Forest addresses, 634 (6%) to Richton Park, 360 (3.4%) to Matteson, 120 (1%) to Chicago Heights and 93 (.87%) to University Park. All client contacts for the year had an address reported. The remaining 7.23% of services were delivered to people from three other neighboring communities. The following table highlights major source communities for all client contacts from 2006 through 2010.

|                              | <b>2006</b> | <b>2007</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> |
|------------------------------|-------------|-------------|-------------|-------------|-------------|
| <b>Total annual contacts</b> | 11,687      | 12,894      | 14,823      | 12,303      | 10,686      |
| <b># municipalities</b>      | 54          | 58          | 53          | 68          | 50          |
| <b>Park Forest</b>           | 8,999       | 9,504       | 10,859      | 9,381       | 8,715       |
| <b>Richton Park</b>          | 531         | 684         | 781         | 657         | 634         |
| <b>University Park</b>       | 59          | 60          | 117         | 128         | 93          |
| <b>Olympia Fields</b>        | 78          | 141         | 137         | 134         | 44          |
| <b>Matteson</b>              | 281         | 353         | 599         | 493         | 360         |

The Health Department is an intake site for the Access To Care Program. During 2010, twenty-five new clients applied for Access to Care through this location and many others completed the renewal process. Twenty-four people completed the application process for eyeglasses and hearing aids.

In 2010, the former Health Department Director continued to participate in the Place Matters Design Lab after her retirement in January 2010. For 2011, Nursing Supervisor, Margaret Lewis will serve as the Health Department’s liaison for the Place Matters Program. The project designer is Dr. Gail Christopher of the Office of Health, Women and Families of the Joint Center for Political and Economic Studies in Washington, D.C. Place Matters is primarily funded by the Kellogg Foundation and seeks to promote understanding of the social determinants of health. Place Matters sponsors teams from all over the country to learn and exchange experiences in Design Labs. Members of the team were invited because of demonstrated interest in the topic of minority health and because south Cook County, Illinois has some of the worst county health incidence and outcome statistics in the nation. The Place Matters team mission is to change good intentions to good ideas to good programs with good outcomes for people of color. The current problem being addressed by the south Cook County team is the unfair distribution of food. The Place Matters team leader is Jennifer Artis from St. James Hospital. Other

members include Apostle Carl White, Margaret Davis, Salim Al Nurrudin, Robin Kelly, Senator Mattie Hunter and James Bloyd. The Nursing Supervisor also continues to network with the team leader and associates through email and attends locally scheduled South Suburban Cook County Meetings.

The ten-member Professional Advisory Group (PAG) met twice during 2010, in May and October. The PAG continues to provide program monitoring and consultation as required by Central Management Service (CMS), the oversight body of the Federal Medicare and Medicaid Programs. Nurses Plus Home Healthcare is also required to participate in a national quality management program, Outcome Based Quality Improvement (OBQI). The Health Department is mandated to provide data and studies based upon selected measures. The nursing supervisor conducted a thorough chart audit and review of all Medicare case mix reports and gave a detailed manager's report to the PAG members on the 2009/2010 findings. A report derived from the home health patient satisfaction surveys was also given. The PAG group was also notified of the IDPH state audit review conducted in April 2010 and the areas of deficiency identified. The nursing supervisor reviewed the plan of correction that was submitted to IDPH with the PAG members as well. During the meeting, the PAG members were also asked to vote on some new proposed policy and procedure changes that were being revised as a result of updates in the Advisory Codes for Home Health Agencies in March 2009 and May 2010. Last year, the Health Department's previous nursing supervisor (Judy Sopiartz) was invited to become a PAG Board Member and accepted.

Nurses Plus continues to file reports and requests for Medicare payment electronically through purchased software and to follow guidelines for maintaining confidentiality of health information regarding data transmitted electronically. The department is required to purchase and fund a dedicated broadband connection for these purposes.

The Health Department continues a liaison relationship with the Park Forest Nurses Club (PFNC). Registered Nurses from the Nurses Club volunteer at health screening clinics and events. The Health Department also has long-standing positive relationships with three local civic groups: the Rotary Club, Kiwanis Club and the Lions Club. The points at which the groups' goals intersect with the services provided by the Health Department are where the groups provide continuing financial support.

The Friends of the Park Forest Health Department, NFP was created in 1999 and received final IRS approval as a public charity in 2006. The Former Director of the Health Department still serves as the Secretary of this organization. The Friends of the Park Forest Health Department was created to raise money to promote and support the Health Department.

The Health Department has appointed the new Public Health Director to serve as the new staff liaison to the Senior Citizen Advisory Commission which meets at the Health Department. The Commissioners donated 276 hours of time during 2010. Trustee Ken Kramer continues to serve as Board Liaison.

Finally, the department is involved in managing the Park Forest Farmers' Market. The administrative functions include application approval, finance tracking, space assignment, problem solving, and “marketing the market.” These activities begin each January and continue through the season until the end of October. Three of the features of the 2010 Market season were the addition of a market manager information tent, the addition of a new salsa vendor, a new pork chop vendor, and a new Michigan Farmer with beautiful floral baskets. For marketing the Farmer’s market, a value-pack coupon was created and mailed to 3 local neighboring communities to draw residents to the market to enter a “free drawing” for a “Farmers Market” shopping bag. The coupons were also strategically designed to capture and build a Farmers Market consumer database. There was \$14,700 of grant dollars received in 2010 for the Senior Farmers Market Nutrition Program. Out of this grant, 700 seniors were given a coupon booklet equal to \$21 to spend at the Farmers Market. Of those who participated in the program in 2010, 372 reside in Park Forest.

**Environmental Health**

1. Maintain level of food safety inspections for food vendors within the Village.

*This objective was met. Food safety inspections were completed as required. Additional internal record keeping was added on the Intranet to improve communication between the Economic Development Department which maintains licensing files and the Health Department where the inspection files are maintained. In addition, for strategic planning efforts, the Nursing Supervisor and the Administrative Assistant attended the Illinois Department of Public Health’s Food Sanitation Certification training. Therefore, upon the retirement of the previous Health Officer, Christine Blue, the Health Department was able to still maintain a State certified food sanitarian as a part of the village staff, along with the existing contract with a Cook County Food Sanitation inspector.*

*Also in 2009, the Health Department created a new environmental health program called the Safe Needle Disposal Program. The goal of this program was to provide local residents with a hazard-proof alternative for disposing needles used in the home setting for medication administration. Though this program is still available at the health department, it is currently underutilized by the local residents. In 2011, the health department will market this service more in brochures and on the webpage.*

| <b>FOOD SAFETY INSPECTIONS</b> |      |      |      |      |      |
|--------------------------------|------|------|------|------|------|
| <b>Year</b>                    | 2006 | 2007 | 2008 | 2009 | 2010 |
| <b>Number</b>                  | 161  | 133  | 114  | 119  | 95   |

**Home Health**

2. Increase utilization of Medicare-covered home health services over calendar year 2009.

*The number of home health visits completed in 2010 was 2,426. This was an increase of 487 visits from 2009 when the total of home visits completed was 1,939. This twenty-five percent increase was attributed to changes in marketing strategies to increase visibility of the presence of Nurses Plus to the southland community.*

*Considerable effort was put into increasing visibility through the updating of the Nurses Plus logo, purchasing signage for the Health Department front desk to display its presence from the elevator, developing marketing posters for health fair displays demonstrating care from the current staff, recreating a mailer friendly brochure and strategically planning the distribution of flyers and brochures at all community health fairs, local nursing homes and assisted living facilities and at the various flu clinic outings. Staff also ordered Nurses Plus badges to be placed on the staffs nursing bags and uniform lab coats while conducting visits in the field. A tablecloth with the Nurses Plus logo was ordered and used on departmental vendor tables at neighborhood health screenings and health fairs. The village hall ordered a building directory to assist all local residents in locating the various village departments in the village hall building. This directory shows constituents that Nurses Plus is located on the lower level. In 2010, Nurses Plus also developed an internet ad that highlights a video showing the caring home health staff and a section demonstrating the patient reviews received on patient satisfaction surveys. The department also advertised locally at restaurants that primarily provide services to southland area seniors.*

**HOME HEALTH VISITS**

| <i>Year</i>   | 2006  | 2007  | 2008  | 2009  | 2010  |
|---------------|-------|-------|-------|-------|-------|
| <i>Number</i> | 2,523 | 2,825 | 2,015 | 1,939 | 2,426 |

3. Write expanded procedures for Home Nursing license-covered services.

*The procedure manual for home nursing license-covered services was updated and reviewed by each employee in the department.*

4. Increase utilization of Bath Service over 2009 utilization.

*2009 utilization of bath service was 668 baths. A total of 940 baths were provided in 2010. This was an increase of close to thirty percent, which is attributed to changes in marketing strategies and maintaining a compassionate and competent home health staff.*

**BATH SERVICE**

| <i>Year</i>   | 2006 | 2007  | 2008 | 2009 | 2010 |
|---------------|------|-------|------|------|------|
| <i>Number</i> | 865  | 1,240 | 992  | 668  | 940  |

**Mother, Child and Family Health**

- 5. Implement inventory system for all vaccines, complying with the IDPH regulations for vaccines.

*Inventory system was established. The responsibility is rotated for maximum internal controls.*

- 6. Increase number of adult and child immunization to surpass 2009 utilization.

*Child immunizations did not surpass 2009 utilization although adult immunizations did. There was a 49.5% increase in adult immunizations given in 2010 while there was a 43% decline in childhood immunizations. This decline was due to not offering some “free” school physicals as were offered in 2009. Also the immunization clinics are done by appointment while some of local competitors market their services as walk-in.*

*In 2009, the adult influenza utilization decreased by 8.5% due to a nationwide vaccine shortage. In 2010, the adult influenza use dropped slightly more from 645 doses given in 2009 to 522 doses given in 2010. The child influenza doses given dropped from 58 doses in 2009 down to 27 doses administered in 2010. The health department continued its outreach activities to deliver influenza shots within the southland community at all of the usual locations. However, in 2010 the new seasonal influenza vaccine now contained the new “H1N1” component. There was some hesitancy in the general community about taking the seasonal flu shot with the H1N1 added. Even though the revised seasonal flu shot was being recommended by the Centers for Disease Control and Prevention, many of the patients felt that the H1N1 was not researched enough yet and declined their flu vaccine for this year. The adult pneumonia vaccine usage continued to have a low demand.*

*In December 2009, the Health Department also collaborated with the Cook County Department of Public Health and signed a Memorandum of Understanding to assist with the South Suburban Cook County’s administration of H1N1 vaccine to infants, children and adults to help control the epidemic in the community around Park Forest. In 2010, 65 doses of H1N1 doses were administered at the health department before the new influenza season started in October and the H1N1 was included in the new seasonal vaccine. The number of adult and children’s immunizations decreased in 2010 as a result of RN vacancies and changes in staff. For the first four months of calendar year 2010, staff was reduced to only one RN and the Department Director had retired and was not immediately replaced.*

**IMMUNIZATIONS**

|             | <i>Adult</i> | <i>Child</i> | <i>Adult Flu</i> | <i>Child Flu</i> | <i>Total</i> |
|-------------|--------------|--------------|------------------|------------------|--------------|
| <b>2006</b> | 226          | 270          | 915              | 34               | <b>1,445</b> |
| <b>2007</b> | 126          | 224          | 1,042            | 38               | <b>1,430</b> |
| <b>2008</b> | 194          | 250          | 705              | 17               | <b>1,166</b> |
| <b>2009</b> | 111          | 312          | 645              | 58               | <b>1,126</b> |
| <b>2010</b> | 67           | 162          | 522              | 27               | <b>778</b>   |

7. Plan and implement the monthly screening clinic in advance of school physicals clinic season.

*The Health Department attempted to meet the community demand for school physicals by adjusting the hours of operation for department-sponsored school physical clinics to accommodate the schedules of working parents. The school physical clinics were scheduled during late evening hours on Fridays alternating with Saturday early morning clinics. In 2010 staff distributed patient satisfaction surveys to all parents to rate their experiences with Health Department services. The majority of parents completed their surveys and responded very favorably. All felt that the staff were courteous and knowledgeable and stated that they would recommend the department services to others. In 2010, the health department also began to give the new HPV vaccine to both adolescent males and females. The Department continued to keep its school physical screenings at the lowest most affordable cost for local parents. Though competitors offered walk-in services at the same price for school physicals, the price for school physicals at PFHD included the full exam along with all necessary school required screenings and immunizations. Competitors charge additional fees for each immunization or screening given. In 2010, Dr. Javette Orgain continued to serve as Park Forest Health Department’s Medical Advisor and provided oversight and guidance for the Nurse Practitioners through a collaborative agreement. Overall, there was a slight decrease in the number of school physicals completed from 2009 to 2010.*

**SCHOOL PHYSICALS**

|                   | 2006 | 2007 | 2008 | 2009 | 2010 |
|-------------------|------|------|------|------|------|
| # Clinics         | 7    | 8    | 8    | 8    | 8    |
| #School Physicals | 252  | 197  | 102  | 145  | 129  |

**Senior Health**

8. Continue Nursing offices at Victory Centre, Garden House and Cedar Ridge Apartments.

*Nursing office services, which include blood pressure monitoring, glucose testing and medication management at all senior living facilities combined decreased from 1,866 in 2009 to 1,466 in 2010, due to a discontinuation of the nursing office at Juniper Towers. In 2009, the Cook County Housing Authority (CCHA) implemented policy changes requiring all outside vendors to purchase additional liability insurance and list the housing authority as “a payee” on the policy, while allowing them to be a policy holder. At the same time, no responsibility for the payment of the increased premium was accepted by CCHA.*

## SENIOR BUILDING NURSING OFFICE VISITS

| 2006  | 2007  | 2008  | 2009  | 2010  |
|-------|-------|-------|-------|-------|
| 2,369 | 1,925 | 1,866 | 1,886 | 1,466 |

### Adult Health

9. Increase glucose screening by 100 clients over 2009 client visits.

*A total of 159 glucose screenings were administered in 2009 compared to 67 in 2010. The goal was not achieved.*

10. Increase Blood Pressure screening visits by 150 over 2009 client visits.

*Blood pressure screenings in the office during 2009 were 188 client visits. During 2010, 223 clients were screened. Though there was a slight increase in screenings over last year, the target goal was not achieved.*

11. Implement individual staff member daily statistics monitoring.

*New forms, titled "dailies" were created for employed and contract staff to record their daily visits and work. These forms aid in patient billing and timesheet preparation.*

### Administration

12. Complete the job description redundancy project, assuring that back-up and written instructions exist for all essential job functions. Prepare a succession plan for all positions.

*Job description redundancy was completed on the clinical functions and is ongoing for the administrative and billing functions. This project is ongoing.*

13. Revise statistical spreadsheets to enable up to date reporting on all functions reported for statistical analysis.

*A monthly vaccine inventory data sheet was developed to accurately account for the usage of VFC (Vaccine for Children) donated immunizations. This was created to implement an ongoing accumulative spreadsheet to track the statistic of vaccines administered during children and adult immunization clinics.*

## **2011/2012 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 2010.
3. Write expanded procedures for Home Nursing license-covered services.
4. Increase utilization of Bath Service over 2010 utilization.

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

5. Implement inventory system for all vaccines, complying with the IDPH regulations for vaccines.
6. Update all immunization policy and procedures to be in compliance with current ACIP (the Advisory Committee on Immunization Practices) and implement upon review and approval of the medical advisor.
7. Increase number of adult and child immunization to surpass 2010 utilization.
8. Develop a formally written collaborative agreement to detail the working relationship terms between the medical advisor and the advanced practice nursing contract staff.
9. Plan and implement a monthly screening clinic in advance of school physicals clinic season with Dr. Orgain providing collaboration and support to the contract advanced nurse practitioners.

### **Senior Health**

10. Continue Nursing Offices at Victory Centre, Garden House, and Cedar Ridge Apartments.

### **Adult Health**

11. Increase glucose screening by 100 clients over 2010 client visits.
12. Increase Blood Pressure Screening visits by 150 over 2010 client visits.
13. Implement consistent individual staff member daily statistics monitoring.

## **Administration**

14. Develop a more accurate tracking method to document staff time/visits submitted from independent contractors. Purchase a new home health billing software program called “Agency Manager” that is capable of batching visits from each home health discipline and linking them with each patient’s individual Medicare claim and care plan, along with physician orders and labs and visit notes.
15. Complete the job description redundancy project, assuring that back-up and written instructions exist for all essential job functions. Prepare a succession plan for all positions. Continue with the plan of cross-training for all positions.
16. Continue to focus on teamwork stressing the importance of redundancy, organization, collaboration and communication.
17. Revise statistical spreadsheets to enable up to date reporting on all functions reported for statistical analysis.

## **PERFORMANCE MEASURES FOR 2011/2012:**

Objective 1 will be monitored on a monthly basis in the departmental statistical report. Objectives 2, 3 and 4 will be tracked on a quarterly basis in the departmental statistical reports, reviewed bi-monthly and reported by the supervisor during the monthly staff meetings, the monthly departmental revenue report, the annual Medicare Cost Report and the bi-annual survey by the Illinois Department of Public Health. The Medicare statistics and case mix reports will also be reviewed by the nursing supervisor quarterly and reported to the Professional Advisory Group twice a year. Objectives 5, 6 and 7 will be 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 Children program. Results of this survey will be included in the weekly staff meeting when the report is made available. Objectives 8 and 9 will be drafted, reviewed by the Health Department’s medical advisor, Dr. Javette Orgain, and be made available upon worksite for review by the nursing supervisor. The IDPH licensure will also have an auditor to check for updated and approved public health policies and procedures. The medical collaborative agreement will be reviewed and signed off on annually by the medical advisor and all actively working contracted nurse practitioners. Objectives 10 through 17 will be measured on a monthly basis in the departmental statistical report, the minutes of the staff meetings and in performance reviews. Overall progress will be reported to the Village Manager in the weekly Manager's Meeting. The revised spreadsheet will be distributed on a quarterly basis at the Health Department staff meeting.

| <b><u>STAFFING:</u></b>            | <b><u>2007/08</u></b> | <b><u>2008/09</u></b> | <b><u>2009/10</u></b> | <b><u>2010/11</u></b> | <b><u>2011/12</u></b> |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Director                           | 1.0                   | 1.0                   | 1.0                   | 1.0                   | 1.0                   |
| Nurse Supervisor                   | 1.0                   | 1.0                   | 1.0                   | 1.0                   | 1.0                   |
| R.N.                               | 2.0                   | 2.0                   | 2.0                   | 2.0                   | 2.0                   |
| LPN                                | 1.0                   | 1.0                   | 1.0                   | 1.0                   | 1.0                   |
| HHA                                | 1.5                   | 1.5                   | 1.5                   | 1.5                   | 1.5                   |
| Administrative Assistant           | 1.0                   | 1.0                   | 1.0                   | 1.0                   | 1.0                   |
| Fiscal Assistant                   | 1.0                   | 1.0                   | 1.0                   | 1.0                   | 1.0                   |
| <b>Total full time equivalents</b> | <b>8.5</b>            | <b>8.5</b>            | <b>8.5</b>            | <b>8.5</b>            | <b>8.5</b>            |

Dr. Javette Orgain became the Medical Advisor for Park Forest Health Department in November 2009. Dr. Orgain is an Associate Dean of Family Medicine in the College of Medicine at UIC as well as the new Medical Director for the University of Illinois, Miles Square Family Practice Clinic. In her role at PFHD, she reviews procedures and protocols, clinical documentation, and approves the immunization standing orders. Dr. Orgain is also available for consultation for the contract nurse practitioners when they are working on-site, but provides no clinical services herself.

The current number of permanent staff presents an ongoing challenge in the areas of back-up for unexpected time off, collaboration for treatment planning for complicated clinical issues or programs, continuity of care to home-bound and office clients and time for creative program development. There continues to be increased demands for information gathering and reporting by the Medicare and Medicaid agencies and changing complexities in the billing arena. The greatest impact of reduced staffing continues to be the reduction of marketing activities and exposure through personal and professional contact. Hours that are donated by unpaid workers can and do supplement staff and free them to attend staff meetings or other tasks. However, the hours are intermittent, occasionally unpredictable, supervision-intensive and cannot be viewed as a viable source of productivity enhancement.

#### **VOLUNTEERS:**

Volunteers donated a total of 1,808.5 hours during 2010, a significant decrease from 2,255 hours in 2009. These hours are from the Health Department's volunteers and the Nursing Offices in the senior buildings. A Volunteer Appreciation Reception was held at Dining on the Green, in Downtown Park Forest on April 21, 2010 to express gratitude for the generous gift of time and talent toward the health of the community and the endeavors of the department during 2008 and 2009. The volunteers were Theora Allen, Gwenevere Browder, Louis Dix, Norma Duddy, Gayles Evans, T'Keyah Ford, Jennifer Herrmann, Selita Jackson, Valarie Jones, Linda Marron, Gary Marron, Ruth Michel,

Kathy Murphy, Johnathan Newman, Sandra Nick, Ikeia Peals, Helen Peele, Deloris Rankin, Linda Sharkey, Sandra Turner, Fatima Yamout, and Roger Vickers.

The Professional Advisory Board for Nurses Plus Home Healthcare met for meetings in May and October of 2010. Members of this appointed body are: Aaron Gerber, MD; Abel Pereyra, MD; Carol Wentz, OTR/L; Calvin Singer, resident; Mae Brandon, Board Liaison; Monica Koehn, RN; Vivian Purnell, OT; Judy Sopiartz, RN, and Susan Provost, PT.; Director Jenise Ervin RN, assumed leadership and coordinated and chaired the PAG meetings in 2010. The Nursing Supervisor position was vacant from September, 2010 throughout the end of the calendar year.

### **CONTRACT SERVICES:**

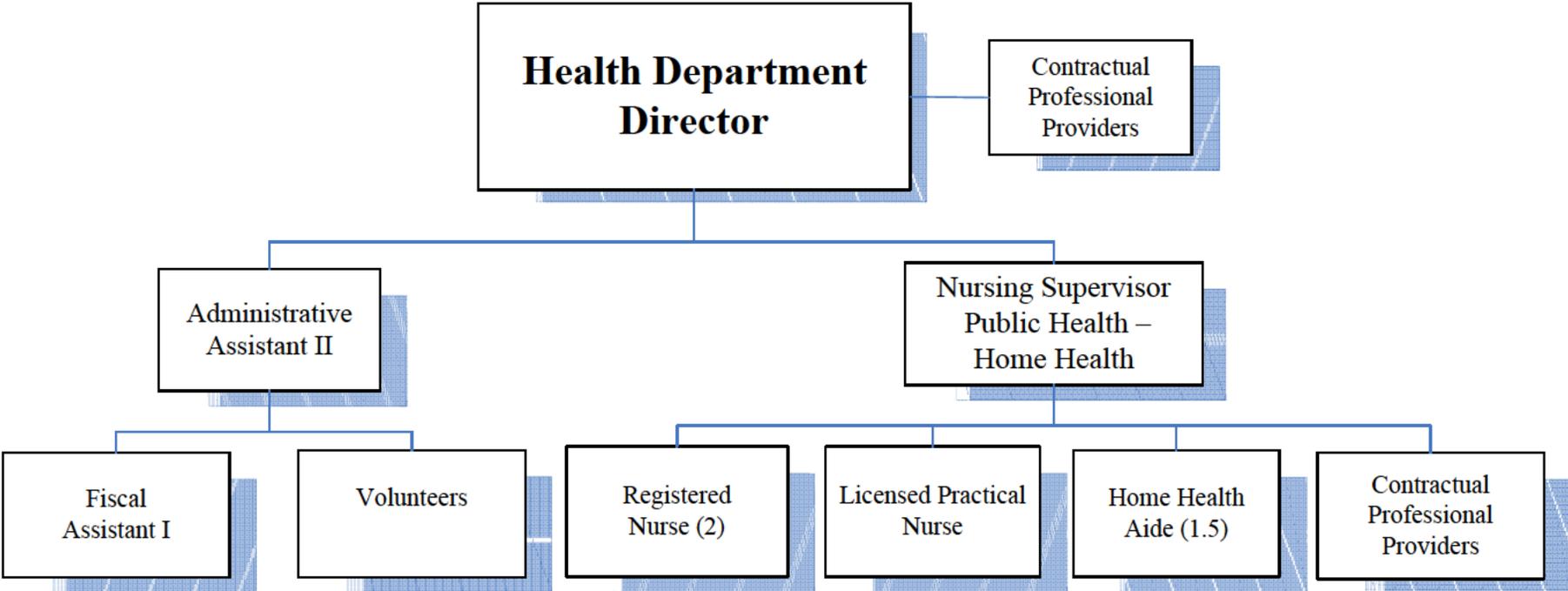
The Health Department maintained contracts or letters of understanding for services with the following individuals and agencies:

Lynn Farmer, Occupational Therapy  
Bagwan Sharma, Occupational Therapy  
Matthews and Associates, Physical Therapy  
Susan Provost and Associates, Physical Therapy  
Dorothy Bliss, Speech and Language Pathologist  
Susan Vorwerk, Speech and Language Pathologist  
Mary Foote, Wound care on Wheels  
Denise Foote, Registered Professional Nurse  
Diane Lauterbach, Registered Professional Nurse  
Kathy McBride, Registered Professional Nurse  
Helen Bachelder-Peele, Registered Professional Nurse  
Nancy Gazdzniak, Advanced Nurse Practitioner  
Sandra Vanderhoek, Advanced Nurse Practitioner  
Mercy Inyang, Certified Nursing Assistant  
Flora Haynes, MSW  
Kelli Wall, RN  
Judy Sopiartz, RN  
Niya Dade, RN  
Stephanie Schaeffer, RN  
Romaine Bogdanovic, RN  
Michelle Davis, RN  
Ola Perkins, RN  
Demetris Jantuah, RN  
Keyoma Jamerson, RN  
Darla Johnson, RN  
Catherine Chandler, RN  
Femi Sulyman, Registered Sanitarian  
Richard Peelo, Medicare Funding Consultant  
Rich Township Food Pantry  
Park Forest Nurses Club

Township of Rich  
South Suburban Family Shelter  
Governors State University, College of Nursing  
Governors State University College of Health Professions  
Lewis University, College of Nursing  
St. Xavier College of Nursing  
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  
2011/2012 Budget**

**HEALTH DEPARTMENT  
SUMMARY**

|                                     | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|-------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b><u>Personnel Services</u></b>    |                            |                            |                              |                              |                           |
| Regular Salaries                    | 433,337                    | 430,445                    | 428,813                      | 471,791                      | 10%                       |
| Overtime Salaries                   | 4,723                      | 2,144                      | 5,519                        | 2,212                        | 3%                        |
| Temporary/Part-time Salaries        | <u>16,803</u>              | <u>23,059</u>              | <u>19,815</u>                | <u>25,553</u>                | 11%                       |
| <b>Total Personnel Services</b>     | <b>454,863</b>             | <b>455,648</b>             | <b>454,147</b>               | <b>499,556</b>               | <b>10%</b>                |
| <b><u>Insurance</u></b>             | 63,601                     | 92,580                     | 92,580                       | 102,925                      | 11%                       |
| <b><u>Employee Support</u></b>      | 88,810                     | 92,692                     | 93,435                       | 110,080                      | 19%                       |
| <b><u>Professional Services</u></b> | 111,196                    | 112,500                    | 93,069                       | 109,356                      | -3%                       |
| <b><u>Operating Supplies</u></b>    | 47,520                     | 53,670                     | 51,550                       | 57,575                       | 7%                        |
| <b><u>Maintenance</u></b>           | 9,768                      | 11,160                     | 1,800                        | 1,200                        | -89%                      |
| <b><u>Capital Outlays</u></b>       | 6,741                      | 0                          | 4,252                        | 3,500                        | 100%                      |
| <b><u>Miscellaneous</u></b>         | 5,205                      | 6,200                      | 4,155                        | 6,150                        | -1%                       |
| <b><u>Utilities</u></b>             | <u>6,150</u>               | <u>5,000</u>               | <u>4,510</u>                 | <u>4,600</u>                 | -8%                       |
| <b>TOTAL</b>                        | <b><u>793,854</u></b>      | <b><u>829,450</u></b>      | <b><u>799,498</u></b>        | <b><u>894,942</u></b>        | <b>8%</b>                 |

**Village of Park Forest  
2011/2012  
Budget**

**HEALTH DEPARTMENT  
SALARY DETAIL**

|  | <b>6/30/2011<br/>Base</b> | <b>Increase<br/>Salary<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b> | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|--|---------------------------|-----------------------------------|--|---------------|------------------------|-----------------------|---------------|---------------|-------------|
| Jenise Ervin<br>Director of Health             | 87,334                    | 89,081                            | 22,5                                     | 90,114        | 9,480                  | 6,894                 | 20,180        | 1,115         | 120         |
| Margaret Lewis<br>Nursing Supervisor           | 64,193                    | 65,477                            | 17,3                                     | 67,176        | 7,067                  | 5,139                 | 20,180        | 1,115         | 120         |
| Vicki Green<br>RN                              | 62,438                    | 63,687                            | 12,9                                     | 63,687        | 6,700                  | 4,872                 | 10,807        | 1,115         | 120         |
| Sherrie Robertson<br>RN                        | 52,572                    | 53,623                            | 12,4                                     | 54,245        | 5,707                  | 4,150                 | 20,180        | 1,115         | 120         |
| Brenda L Walker<br>Administrative Assistant II | 54,995                    | 56,095                            | 9,9                                      | 56,095        | 5,901                  | 4,291                 | 6,752         | 358           | 120         |
| Marcia Dees<br>Fiscal Assistant                | 49,882                    | 50,880                            | 7,9                                      | 50,880        | 5,353                  | 3,892                 | 0             | 1,115         | 120         |
| Juanita McGuire<br>LPN                         | 48,195                    | 49,159                            | 7,8                                      | 49,729        | 5,231                  | 3,804                 | 0             | 695           | 120         |

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

**Village of Park Forest  
2011/2012  
Budget**

**HEALTH DEPARTMENT  
SALARY DETAIL**

|                           | <b>6/30/2011<br/>Base</b> | <b>Increase<br/>Salary<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b>  | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|---------------------------|---------------------------|-----------------------------------|--|----------------|------------------------|-----------------------|---------------|---------------|-------------|
| Kimberly Rodriguez<br>HHA | 39,083                    | 39,865                            | 2,9                                      | 39,865         | 4,194                  | 3,050                 | 10,807        | 1,115         | 96          |
| <b>Subtotal</b>           | <b>458,692</b>            | <b>467,867</b>                    |  | <b>471,791</b> | <b>49,633</b>          | <b>36,092</b>         | <b>88,906</b> | <b>7,743</b>  | <b>936</b>  |
| <b>PART-TIME</b>          |                           |                                   |  |                |                        |                       |               |               |             |
| Brenda Floyd<br>HHA - 64% | 25,052                    | 25,553                            | 2,9                                      | 25,553         | 2,688                  | 1,955                 | 4,982         | 358           | 0           |
| Overtime                  | 2,144                     | 2,187                             |  | 2,212          | 233                    | 169                   |               |               |             |
| <b>HEALTH DEPT. TOTAL</b> | <b>485,888</b>            | <b>495,607</b>                    |  | <b>499,556</b> | <b>52,554</b>          | <b>38,216</b>         | <b>93,888</b> | <b>8,101</b>  | <b>936</b>  |

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

**Village of Park Forest  
2011/2012 Budget**

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

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                    |                |
|---------------------------------|--------------------|----------------|
| 500000                          | Regular Salaries   | 471,791        |
| 500100                          | Overtime Salaries  | 2,212          |
| 500200                          | Part-time Salaries | <u>25,553</u>  |
| <b>Total Personnel Services</b> |                    | <b>499,556</b> |

**INSURANCE**

|                        |                   |                |
|------------------------|-------------------|----------------|
| 510100                 | Medical Insurance | 93,888         |
|                        | Dental Insurance  | 8,101          |
|                        | Life Insurance    | <u>936</u>     |
| <b>Total Insurance</b> |                   | <b>102,925</b> |

**EMPLOYEE SUPPORT**

|        |   |        |
|--------|---|--------|
| 520000 | Travel Expenses<br>(Tolls, train tickets, and parking fees) | 200    |
| 520100 | Car/Mileage Allowance                                       | 4,500  |
| 520200 | Dues/Subscriptions (IHHC, OASIS, CAHPS)                     | 7,610  |
| 520300 | Training  | 5,500  |
| 520400 | Books/Pamphlets   | 1,500  |
| 520610 | FICA  | 38,216 |

|                               |      |  |                |
|-------------------------------|------|--|----------------|
| 520620                        | IMRF |  | <u>52,554</u>  |
| <b>Total Employee Support</b> |      |  | <b>110,080</b> |

**PROFESSIONAL SERVICES**

|                                    |                                 |              |                |
|------------------------------------|---------------------------------|--------------|----------------|
| 530000                             | Other Professional Services     |              |                |
|                                    | Medical/Physician Advisor       | 2,500        |                |
|                                    | Advanced Nurse Practitioners    | 9,000        |                |
|                                    | Sanitarian                      | 6,000        |                |
|                                    | Contract RN, LPN, HHA           | 16,500       |                |
|                                    | Medicare Consultant             | 4,000        |                |
|                                    | Marketing and Outreach          | <u>4,500</u> |                |
|                                    |                                 |              | 42,500         |
| 530600                             | Medical Social Worker           |              | 2,500          |
| 530900                             | Physical Therapy                |              | 42,000         |
| 531000                             | Occupational Therapy            |              | 8,000          |
| 531100                             | Speech and Language Therapy     |              | 5,946          |
| 531400                             | Computer/Programming Services   |              |                |
|                                    | HAS                             | 8,410        |                |
|                                    | Agency Manager Medicare Billing | <u>0</u>     |                |
|                                    |                                 |              | <u>8,410</u>   |
| <b>Total Professional Services</b> |                                 |              | <b>109,356</b> |

**OPERATING SUPPLIES**

|        |                               |              |       |
|--------|-------------------------------|--------------|-------|
| 540000 | Operating/office supplies     |              | 4,200 |
| 540100 | Computer Supplies             | 500          |       |
|        | Agency Manager software setup | <u>4,000</u> |       |
|        |                               |              | 4,500 |
| 540200 | Printing/copying supplies     |              | 500   |

|        |  |              |               |
|--------|--|--------------|---------------|
| 540300 | Stationery and Forms                       |              | 1,600         |
| 540400 | Meeting Expenses                           |              | 2,000         |
| 540900 | Uniforms/PPE                               | 400          |               |
|        | Uniform allowances                         | 4,050        |               |
|        | Cleaning supplies                          | 125          |               |
|        | Biohazard Waste Removal                    | <u>1,200</u> |               |
|        |  |              | 5,775         |
| 542400 | Medical Supplies                           |              | 10,000        |
| 542500 | Laboratory tests and CLIA testing supplies |              | 2,000         |
| 542600 | Pharmacy and vaccines                      |              | <u>27,000</u> |
|        | <b>Total Operating Supplies</b>            |              | <b>57,575</b> |

#### **MAINTENANCE**

|        |                          |  |              |
|--------|--------------------------|--|--------------|
| 550200 | Equipment Maintenance    |  | <u>1,200</u> |
|        | <b>Total Maintenance</b> |  | <b>1,200</b> |

#### **CAPITAL OUTLAYS**

|        |                                  |  |              |
|--------|----------------------------------|--|--------------|
| 560000 | Capital Outlays                  |  |              |
|        | Copy Machine Replacement*        |  | 8,000        |
|        | Flat Screen TV, DVD, bookshelves |  | <u>3,500</u> |
|        | <b>Total Capital Outlays*</b>    |  | <b>3,500</b> |

*\* Not included in expense calculation -- using accumulated Contribution Funds*

#### **MISCELLANEOUS EXPENDITURES**

|        |                             |  |       |
|--------|-----------------------------|--|-------|
| 590100 | Postage                     |  | 1,100 |
| 590800 | Printing and Graphic Design |  | 2,500 |

|   |                           |              |
|---|---------------------------|--------------|
| 590900                                  | Advertising/speakers fees | 1,800        |
| 591200                                  | Special Events            | <u>750</u>   |
| <b>Total Miscellaneous Expenditures</b> |                           | <b>6,150</b> |

**UTILITIES**

|                        |           |                     |
|------------------------|-----------|---------------------|
| 610000                 | Telephone | <u>4,600</u>        |
| <b>Total Utilities</b> |           | <b><u>4,600</u></b> |

**TOTAL HEALTH DEPARTMENT** **894,942**

## **Village of Park Forest 2011/2012 Budget**

### **RECREATION and PARKS**

#### **DEPARTMENT FUNCTION:**

The Recreation and Parks Department operates under a comprehensive Recreation and Parks Plan updated by the Recreation & Parks Board and Village staff in May of 2008. Each season, in fulfillment of this plan, over 120 recreational activities and instructional programs are offered under the sponsorship and supervision of the Recreation and Parks Department. In order to maximize opportunities for each community, minimize cost and avoid cancelled programs staff has planned and advertised programs cooperatively with the neighboring communities and park districts of Olympia Fields, Richton Park, Matteson and Homewood-Flossmoor. The department is comprised of 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, 12 playgrounds, four major picnic pavilions, two skate parks and more. Maintenance of the parks is planned through the budget process. Replacement and upgrading of equipment are planned through the Five-Year Capital Plan.

The Recreation and Parks Department operates the Park Forest Aqua Center, an award winning four-pool outdoor aquatics complex. The facility serves 50,000 to 80,000 bathers annually. The facility was acquired by the Village in the spring of 1983 when the non-profit owner announced it would be closed. The Aqua Center is operated out of a separate fund (Aqua Center Fund). In 2010 the department completed a major renovation of the bathhouse building which incorporated a new environmental classroom named the "Wetland Discovery Center" to support educational programs focused on the nearby Central Park Wetlands as well as numerous other "green initiatives" such as solar water heating, new skylights, a rain garden, and water saving plumbing fixtures. This new facility has supported environmental education activities and classes at Central Park Wetlands serving nearly 2000 children annually.

The Recreation and Parks Department also operates the Park Forest Tennis and Health Club, a six-court facility with exercise equipment and full range of instruction programs. The facility was acquired in 1984 from a private operator. In addition to indoor tennis, an

extensive outdoor tennis instructional program is operated under the auspices of the Club during the summer months. This facility is also operated out of a separate fund (Tennis & Health Club Fund).

The Recreation and Parks Department operates Freedom Hall, a meeting and cultural arts facility. Freedom Hall contains a 280-seat theater and meeting rooms. Freedom Hall, built in 1976, is one of the first cultural arts facilities operated by a municipality in the Chicagoland region. In recent years, numerous municipalities, park districts, and educational institutions have developed similar facilities. The result is increasing competition for room and theater rentals and ticket sales. Grants and sponsorships provide key financial support to the adult, senior and children's series offered at Freedom Hall. A number of major projects have been implemented in the last several years through the Village's annual Capital Improvements Plan. The last included replacement of the 34 year old seats in the theater which included painting of the theater floor, replacement carpeting, ADA emergency exit ramp from the theater and other cosmetic changes. Other recent changes include accessible washrooms on the main level, new energy efficient lighting in the King and Johnson Rooms and in the Lobby and lounge areas. Since the building was constructed, the roof, HVAC units, stage floor and curtains, and entry doors have been replaced.

The department also operates a general purpose recreation facility at Forest Trail Recreation Center and programs in two rooms in the lower level of Village Hall. The "Rec Center" at Forest Trail is owned by the Village and operated through a cooperative arrangement with School District #163. Joint school/municipality (or park district) facility development is a hot topic today, but it should be known that this relationship was established in Park Forest in 1958. While the partnership has struggled in recent years the Village continues to work diligently to keep this "shared facility" concept going in Park Forest for the benefit of the tax payers.

Urban forestry operations are also an important responsibility of the Recreation & Parks Department. The Village is recognized as a Tree City USA by the National Arbor Day Foundation. This designation recognizes communities with effective urban forestry management programs. There are an estimated 6,000 to 8,000 trees on 65 miles of parkways throughout the Village and another several thousand in the parks.

The current issue in urban forestry is the Emerald Ash Borer (EAB) which has ravaged ash trees in the upper Midwest. Positive identification of the EAB in the Village this past year has resulted in a much greater allocation of urban forestry funds to ash tree removal. In 2008 the Village adopted the policy of removing all Ash trees showing signs of distress. This policy is compliant with current rules and regulations from the Illinois Department of Agriculture and need not change. What will change is the pace of removing stressed and dead Ash trees. The pruning done so far this year has been necessary to remove imminent hazards. No routine maintenance pruning has been done

due to the EAB issue. This has been mainly at Somonauk and Winnebago Parks. Somonauk has mostly old Cottonwood trees with many dead limbs in them; the same is true of the Willow trees in Winnebago Park and both pose significant threats to pedestrians. The table below shows the number of ash trees removed in the first quarter of this past fiscal year compared to the total removed the past year.

**URBAN FORESTRY SUMMARY**

| <b>Year</b>         | <b>2006</b> | <b>2007</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> |
|---------------------|-------------|-------------|-------------|-------------|-------------|
| <b>Trees Pruned</b> | 894         | 925         | 900         | 440         | 74          |
| <b>Ash Removal</b>  | N/A         | N/A         | N/A         | 67          | 46          |

In early 2011, the village received a \$10,000 grant from the Metropolitan Mayors Caucus for tree planting to begin replacing the lost ash trees. This grant will be used to plant 30 trees in various places throughout the village in the coming year.

Department staff represents the Village in various intergovernmental agreements which, along with several neighboring communities, provide the financial support and direction for regional recreation services and facilities. Examples include the South Suburban Special Recreation Association, offering programs to individuals with disabilities or special needs; the Thorn Creek Woods Management Commission, which operates the 2,000+ acre nature preserve and Nature Center by that name; the Old Plank Road Trail Management Commission (managing a 22 mile trail from Park Forest to Joliet); the Thorn Creek Ecosystem Partnership and Village Boards and Commissions including the Youth Commission, Environment Commission, Recreation and Parks Board, Beautification Awards Committee etc.

The Recreation and Parks Department provides information and consultation services in the areas of landscaping, horticulture, urban forestry and recycling activities. Staff members frequently support a variety of Village groups and organizations in the implementation of their special or annual events. Many of the department's services are in operation seven days a week and over twelve hours each day. The staff is on call 24 hours a day, 365 days a year to handle emergency situations and repairs at all municipal buildings and other public and recreational facilities.

**ACCOMPLISHMENT OF 2010/2011 RECREATION and PARKS OBJECTIVES:**

1. Complete on time and within budget the capital improvement projects in this budget.

*The following projects were funded in the 2010/2011 Budget:*

| <i>Project</i>  | <i>Status</i>                                     |
|---|---|
| <i>Freedom Hall theater seats (including painting, carpet and ADA projects)</i> | <i>Completed</i>                                  |
| <i>Freedom Hall Replace Blinds / paint sills</i>                                | <i>Deferred: funds to theatre seating</i>         |
| <i>Computer Replacement Various Sites</i>                                       | <i>Deferred: result of donations</i>              |
| <i>Replace Illinois Park Playground</i>   | <i>Planned Spring / Summer 2011</i>               |
| <i>Village Interior Repairs / Repainting</i>                                    | <i>Completed</i>                                  |
| <i>Municipal Bldgs. Emergency Repairs</i>                                       | <i>Storm water Ejector Pump Rpl at Vill. Hall</i> |
| <i>Remodel Aqua Center Bathhouse</i>  | <i>Completed Mid-summer 2010</i>                  |
| <i>Tennis Club Tuckpoint &amp; Wall Repair</i>                                  | <i>Completed summer 2010</i>                      |
| <i>Rail Fan Park Development (CN Railway)</i>                                   | <i>Currently Underway</i>                         |
| <i>Village Green Service Facility (Cap Projects)</i>                            | <i>In Planning &amp; Design</i>                   |
| <i>Replace Truck #142</i>   | <i>Completed</i>                                  |

2. Many of the objectives developed in the 2008 Park & Recreation Plan Update will be continuing into future years' budget list.

*Staff updated all Recreation & Parks Plan objectives in 2010.*

### **2011/2012 RECREATION and PARKS OBJECTIVES:**

1. Complete on time and within budget projects included in this budget.

|  |  |
|--|--|
| <i>Computer Software Replacement is still under study and consideration.</i>   | <i>Replace Copier at Recreation &amp; Parks Office</i>                             |
| <i>Work with various parties to bring about completion of the Rail Fan Park at the CN intersection at North St. &amp; Homan Ave.</i> | <i>Re-Budget Blind Replacement and window frame painting at Freedom Hall.</i>      |
| <i>Work with SD #163 to resolve issues involving the Forest Trail Recreation Center and continue joint-projects.</i>                 | <i>Continue Major Vehicle Repair/Recondition schedule in Vehicle Services Fund</i> |
| <i>Replace front counter system at Tennis &amp; Health Club</i>  |  |

2. Many of the objectives developed in the 2008 Park & Recreation Plan Update, the Park System Plan Update of 2010, and the Departments 2011/2012 Capital Improvements Plan will be continuing into future years' budget list.

**PERFORMANCE MEASURES:**

The Recreation and Parks Department receives continuous, informal performance feedback from customers and the public. In many operations, the department has formal data to measure performance. Following are trends of some of the larger Recreation and Parks Department programs.

***ENROLLMENT NUMBERS FOR THE CALENDAR YEAR***

| <u>Program Title</u>                    | <u>2006</u> | <u>2007</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> |
|---|-------------|-------------|-------------|-------------|-------------|
| Youth Basketball                        | 137         | 75          | 167         | 190         | 216         |
| Cheer Camp                              | 0           | 0           | 0           | 25          | 74          |
| Camp Complay (All day camp)             | 29          | 33          | 28          | 40          | 55          |
| “1/2 day” Camps                         | 72          | 80          | 73          | 82          | 87          |
| Students Served @ Central Park Wetlands | 240         | 1,211       | 1,205       | 1,284       | 1,405       |

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

|            | <u>2006/07</u> | <u>2007/08</u> | <u>2008/09</u> | <u>2009/10</u> | <u>2010/11</u> |
|------------|----------------|----------------|----------------|----------------|----------------|
| Main       | 982<br>(5)     | 1,382<br>(7)   | 960<br>(6)     | 900<br>(6)     | 972<br>(6)     |
| Senior     | 1,839<br>(6)   | 1,708<br>(6)   | 1,629<br>(6)   | 1,660<br>(6)   | 1,614<br>(6)   |
| Children's | 1,618<br>(6)   | 1,429<br>(7)   | 736<br>(6)     | 600<br>(3)     | 482<br>(3)     |

\* The number of performances is in parentheses.

A portion of the Recreation and Parks budget is offset by non-tax revenues from fees, charges, reimbursements and grants. Major General Fund sources are as follows (projected):

Grants

410150 The Presenters Grant from the Illinois Arts Council \$ 2,500

Permits and Licenses

440600 Park Permits for picnic facilities and lighted fields \$ 15,000

Current Charges

450100 Reimbursements Tree Remove/Replace \$ 500  
 450700 Freedom Hall room and theater rentals 28,000  
 450800 Freedom Hall ticket sales for misc. events 2,500  
 451000 Freedom Hall Series ticket sales and sponsorships 39,000  
 452000 Recreation Program fees and team entries 166,000  
 452200 Recreation Center and facility rental fees 12,500  
 457100 Thorn Creek Management Commission reimbursement for PT Naturalist 25,000

**STAFFING:**

| <b><u>Position</u></b>                 | <b><u>2007/08</u></b> | <b><u>2008/09</u></b> | <b><u>2009/10</u></b> | <b><u>2010/11</u></b> | <b><u>2011/12</u></b> |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Director of Recreation and Parks       | 1                     | 1                     | 1                     | 1                     | 1                     |
| Park Superintendent                    | 1                     | 1                     | 1                     | 1                     | 1                     |
| Parks Crew Chief                       | 1                     | 1                     | 1                     | 1                     | 1                     |
| Tennis and Health Club Manager         | 1                     | 1                     | 1                     | 1                     | 1                     |
| Head Tennis Pro (Part-time)            | 1                     | 1                     | 1                     | 1                     | 1                     |
| Facility/Program Supervisor            | 3*                    | 1                     | 1                     | 1                     | 1                     |
| Recreation Supervisor I                | 0.2*                  | 2                     | 2                     | 2                     | 2                     |
| Administrative Assistant               | 1                     | 1                     | 1                     | 1                     | 1                     |
| Office Assistant (Freedom Hall)        | 1                     | 1                     | 1                     | 1                     | 1                     |
| Building Maintenance Specialists       | 2                     | 2                     | 2                     | 2                     | 2                     |
| Naturalist (Reimbursed by Thorn Creek) | 1                     | 1                     | 1                     | 1                     | 0                     |
| Park Maintenance Worker I              | 4                     | 5                     | 4                     | 4                     | 4                     |
| Park Maintenance Worker II             | 1                     | 1                     | 1                     | 0                     | 0                     |
| Facility Custodian                     | 0                     | 0                     | 0                     | 0                     | 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>19.8</b>           | <b>20.6</b>           | <b>19.6</b>           | <b>18.6**</b>         | <b>18.6</b>           |

\* In 2008 the facility supervisor previously in charge of Golf was redistributed to the General Fund, Aqua Center Fund and Tennis Fund. The Recreation Supervisor/Volunteer Coordinator retired in mid-September 2007.

\*\* In 2009/2010 two Park Maintenance Workers retired. One was replaced by a transfer from the closed Hidden Meadows Golf facility and one was not replaced, but will return for seasonal part-time work in the summer months only.

\*\*\* After taking bids for custodial services for Village Hall and Freedom Hall, it was determined that it was more cost effective to do the work “in-house.” A seasonal park staff person was brought on full-time to add this responsibility. In addition, the staffing at Thorn Creek Nature Center has been restructured.

**Village of Park Forest  
2011/2012 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 of structures and mechanical systems. Members of the Parks staff are called upon to make electrical, plumbing, HVAC and structural repairs to the facilities as needed. There are approximately 80 heating and cooling units throughout the various buildings that require service in order to remain in proper operating condition. Through the capital improvement process, roof systems, HVAC equipment and structural repairs and updates are addressed annually. Funds budgeted for these projects will be found in the Capital Outlay section of this Budget. Diligence on the part of the Board over that last 10 years has resulted in significant progress in updating roof and HVAC systems throughout the Village's facilities.

**ACCOMPLISHMENTS OF 2010/2011 BUILDINGS and GROUNDS  
OBJECTIVES:**

1. Continue the long-term upkeep of the Village's municipal buildings and facilities.

*A Sewage Ejector Pump in the lower level of Village Hall was replaced in early 2011. Interior painting in Village Hall was completed in April of 2011. This is the first work of its kind since moving to the building in 1994.*

2. Continue to explore and implement "green" building initiatives and LEED compliant design in maintenance and building improvements. This could include such items as permeable pavement, rain gardens, green roofs, energy efficient lighting and alternative energy sources to supplement the Village's traditional energy consumption. The department already deals with a licensed recycler to dispose of fluorescent lighting and other electrical components and has implemented several of the objectives listed.

*Implemented in Aqua Center Bathhouse improvements.*

**2011/2012 RECREATION and PARKS OBJECTIVES:**

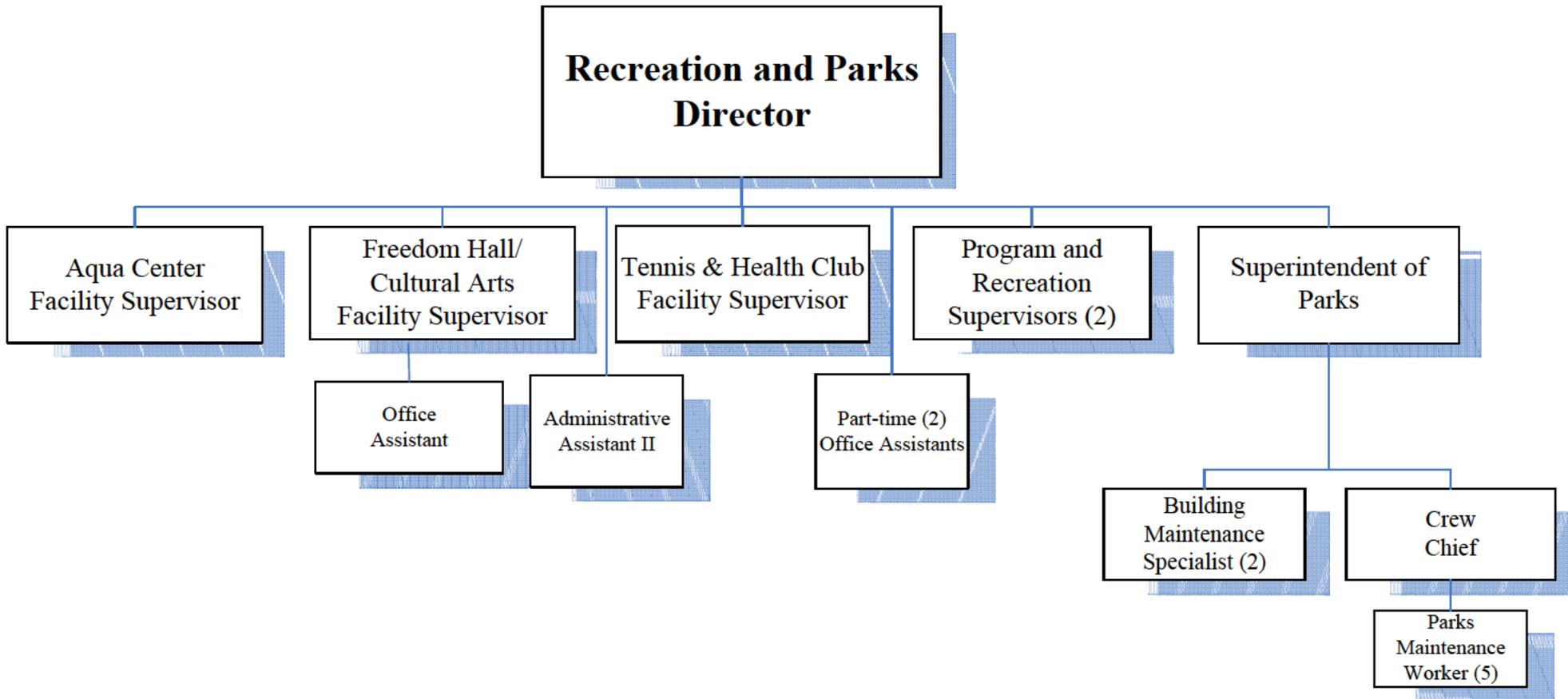
1. Continue the long-term upkeep of the Village's municipal buildings and facilities.

**STAFFING:**

Staffing for all Buildings and Grounds operations comes from an allocation of Parks Department labor.

# Village of Park Forest Recreation and Parks Department

## Organizational Chart



**Village of Park Forest  
2011/2012 Budget**

**RECREATION and PARKS  
SUMMARY**

|                                     | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|-------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b><u>Personnel Services</u></b>    |                            |                            |                              |                              |                           |
| Regular Salaries                    | 766,063                    | 783,971                    | 772,000                      | 804,048                      | 3%                        |
| Overtime Salaries                   | 18,635                     | 17,200                     | 21,600                       | 16,700                       | -3%                       |
| Temporary/Part-time Salaries        | <u>171,024</u>             | <u>184,071</u>             | <u>183,250</u>               | <u>189,093</u>               | 3%                        |
| <b>Total Personnel Services</b>     | <b>955,722</b>             | <b>985,242</b>             | <b>976,850</b>               | <b>1,009,841</b>             | <b>2%</b>                 |
| <b><u>Insurance</u></b>             | 135,285                    | 147,754                    | 145,000                      | 164,621                      | 11%                       |
| <b><u>Employee Support</u></b>      | 154,401                    | 168,445                    | 175,650                      | 184,135                      | 9%                        |
| <b><u>Professional Services</u></b> | 265,970                    | 224,472                    | 267,072                      | 260,680                      | 16%                       |
| <b><u>Operating Supplies</u></b>    | 106,724                    | 115,850                    | 132,550                      | 116,050                      | 0%                        |
| <b><u>Maintenance</u></b>           | 172,823                    | 255,500                    | 229,500                      | 149,000                      | -42%                      |
| <b><u>Capital Outlays</u></b>       | 110,642                    | 125,500                    | 94,441                       | 100,000                      | -20%                      |
| <b><u>Miscellaneous</u></b>         | 75,458                     | 74,200                     | 80,600                       | 86,500                       | 17%                       |
| <b><u>Leases and Rentals</u></b>    | 104,793                    | 80,000                     | 80,000                       | 72,600                       | -9%                       |
| <b><u>Utilities</u></b>             | <u>73,206</u>              | <u>83,750</u>              | <u>79,050</u>                | <u>78,200</u>                | -7%                       |
| <b>TOTAL</b>                        | <b><u>2,155,024</u></b>    | <b><u>2,260,713</u></b>    | <b><u>2,260,713</u></b>      | <b><u>2,221,627</u></b>      | <b>-2%</b>                |

**Village of Park Forest  
2011/2012  
Budget**

**RECREATION and PARKS  
SALARY DETAIL**

|  | <b>6/30/2011<br/>Base</b> | <b>Salary<br/>Increase<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b> | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|--|---------------------------|-----------------------------------|--|---------------|------------------------|-----------------------|---------------|---------------|-------------|
| John Joyce<br>Director of Recreation & Parks   | 105,227                   | 107,332                           | 23,9                                     | 107,332       | 11,291                 | 8,211                 | 13,592        | 695           | 120         |
| Robert Gunther<br>Parks Superintendent   | 78,909                    | 80,487                            | 17,9                                     | 80,487        | 8,467                  | 6,157                 | 11,261        | 695           | 120         |
| Hernan Maldonado<br>Parks Crew Chief   | 68,840                    | 70,217                            | 14,9                                     | 70,217        | 7,387                  | 5,372                 | 13,043        | 695           | 120         |
| Lee Irvin<br>(Gross Incl \$13,000 for Racquets + Commission for Lessons)<br>Tennis & Health Club Manager | 68,840                    | 70,217                            | 14,9                                     | 83,217        | 8,754                  | 6,366                 | 0             | 0             | 120         |
| Charles Sabey<br>Facility/Program Supervisor   | 62,438                    | 63,687                            | 12,9                                     | 63,687        | 6,700                  | 4,872                 | 0             | 1,115         | 120         |
| David Richardson<br>Building Maintenance Specialist  | 57,744                    | 58,899                            | 10,9                                     | 58,899        | 6,196                  | 4,506                 | 6,752         | 695           | 120         |
| Bert Weaver<br>Building Maintenance Specialist   | 57,744                    | 58,899                            | 10,9                                     | 58,899        | 6,196                  | 4,506                 | 11,261        | 695           | 120         |
| Carolyn Hoff<br>Administrative Assistant II  | 54,995                    | 56,095                            | 9,9                                      | 56,095        | 5,901                  | 4,291                 | 17,522        | 1,115         | 120         |
| Kevin Adams<br>Recreation Supervisor I   | 44,100                    | 44,982                            | 8,4                                      | 45,504        | 4,787                  | 3,481                 | 10,807        | 1,115         | 110         |

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

**Village of Park Forest  
2011/2012  
Budget**

**RECREATION and PARKS  
SALARY DETAIL**

|  | <b>6/30/2011<br/>Base</b> | <b>Salary<br/>Increase<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b>  | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b>  | <b>Dental</b> | <b>Life</b>  |
|--|---------------------------|-----------------------------------|--|----------------|------------------------|-----------------------|----------------|---------------|--------------|
| Anna Soloff<br>Recreation Supervisor I         | 44,100                    | 44,982                            | 8,4                                      | 45,504         | 4,787                  | 3,481                 | 5,901          | 358           | 110          |
| Robert Kunkel<br>Parks Maintenance Worker I    | 49,882                    | 50,880                            | 7,9                                      | 50,880         | 5,353                  | 3,892                 | 4,982          | 358           | 120          |
| Elizabeth Schell<br>Parks Maintenance Worker I | 49,882                    | 50,880                            | 7,9                                      | 50,880         | 5,353                  | 3,892                 | 17,522         | 1,115         | 120          |
| Richard Lee<br>Parks Maintenance Worker I      | 46,565                    | 47,496                            | 7,7                                      | 48,047         | 5,055                  | 3,676                 | 4,982          | 358           | 115          |
| Felipe Alvarez<br>Parks Maintenance Worker I   | 43,469                    | 44,338                            | 7,5                                      | 44,852         | 4,718                  | 3,431                 | 4,982          | 695           | 81           |
| Naomi Fell<br>Administrative Assistant I       | 49,882                    | 50,880                            | 7,9                                      | 50,880         | 5,353                  | 3,892                 | 4,982          | 0             | 120          |
| Roy Scott Jr<br>Building Custodian             | 28,267                    | 28,832                            | 1,1                                      | 30,125         | 3,169                  | 2,305                 | 20,180         | 0             | 72           |
| <b>Sub-Total</b>                               | <b>910,884</b>            | <b>929,103</b>                    |  | <b>945,505</b> | <b>99,467</b>          | <b>72,331</b>         | <b>147,769</b> | <b>9,704</b>  | <b>1,808</b> |

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

**Village of Park Forest  
2011/2012  
Budget**

**RECREATION and PARKS  
SALARY DETAIL**

|                               | <b>6/30/2011<br/>Base</b> | <b>Salary<br/>Increase<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b>    | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b>  | <b>Dental</b> | <b>Life</b>  |
|-------------------------------|---------------------------|-----------------------------------|--|------------------|------------------------|-----------------------|----------------|---------------|--------------|
| Part-time Help                | 433,139                   | 438,485                           |  | 438,485          | 18,235                 | 33,545                | 4,982          | 358           |              |
| Overtime                      | 19,400                    | 21,400                            |  | 21,400           | 2,251                  | 1,637                 |                |               |              |
| <b>Sub-Total</b>              | <b>1,363,423</b>          | <b>1,388,988</b>                  |  | <b>1,405,390</b> | <b>119,953</b>         | <b>107,513</b>        | <b>152,751</b> | <b>10,062</b> | <b>1,808</b> |
| <b>ALLOCATIONS</b>            |                           |                                   |  |                  |                        |                       |                |               |              |
| Tennis                        |                           |                                   |  | -197,569         | -15,732                | -15,114               |                |               |              |
| Aqua Center                   |                           |                                   |  | -164,555         | -3,846                 | -12,588               |                |               |              |
| Library                       |                           |                                   |  | -8,565           | -901                   | -655                  |                |               |              |
| Vehicle Services              |                           |                                   |  | -15,616          | -1,622                 | -1,195                |                |               |              |
| Downtown P. F.                |                           |                                   |  | <u>-9,244</u>    | <u>-721</u>            | <u>-707</u>           |                |               |              |
| <b>Subtotal</b>               |                           |                                   |  | <b>-395,549</b>  | <b>-22,822</b>         | <b>-30,259</b>        |                |               |              |
| <b>RECREATION/PARKS TOTAL</b> | <b>967,874</b>            | <b>993,439</b>                    |  | <b>1,009,841</b> | <b>97,131</b>          | <b>77,254</b>         | <b>152,751</b> | <b>10,062</b> | <b>1,808</b> |

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

**Village of Park Forest  
2011/2012 Budget**

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

**PERSONNEL SERVICES**

**Salaries and Wages**

|        |  |               |                |
|--------|--|---------------|----------------|
| 500000 | Regular Salaries                               |               |                |
|        | Full-time administrative and supervisory staff | 384,024       |                |
|        | Parks Department staff                         | <u>49,674</u> |                |
|        |  |               | 433,698        |
| 500100 | Overtime Salaries                              |               | 500            |
| 500200 | Temporary/Part-time                            |               | <u>54,318</u>  |
|        | <b>Total Personnel Services</b>                |               | <b>488,516</b> |

**INSURANCE**

|        |                        |              |                |
|--------|------------------------|--------------|----------------|
| 510100 | Medical Insurance      | 152,751      |                |
|        | Dental Insurance       | 10,062       |                |
|        | Life Insurance         | <u>1,808</u> |                |
|        | <b>Total Insurance</b> |              | <b>164,621</b> |

**EMPLOYEE SUPPORT**

|        |  |  |       |
|--------|--|--|-------|
| 520000 | Travel Expenses<br>(Personal vehicle usage reimbursements) |  | 2,500 |
| 520200 | Dues/Subscriptions   |  | 600   |
| 520300 | Training Expenses  |  | 3,000 |

|                               |      |  |               |
|-------------------------------|------|--|---------------|
| 520610                        | FICA |  | 37,373        |
| 520620                        | IMRF |  | <u>51,341</u> |
| <b>Total Employee Support</b> |      |  | <b>94,814</b> |

**PROFESSIONAL SERVICES**

|                                    |   |              |               |
|------------------------------------|---|--------------|---------------|
| 530000                             | Computer support and other professional services                                      |              | 4,500         |
| 531600                             | Community Event Support for Fireworks   | 10,000       |               |
|                                    | Thorn Creek Woods Management Commission   | 14,000       |               |
|                                    | July 4th Event Support  | <u>9,000</u> |               |
|                                    | (Stage & equipment, entertainment, transportation<br>for Parade Grand Marshall, etc.) |              | 33,000        |
| 532600                             | Credit Card Service Charges   |              | <u>2,400</u>  |
| <b>Total Professional Services</b> |   |              | <b>39,900</b> |

**OPERATING SUPPLIES**

|                                 |                          |  |              |
|---------------------------------|--------------------------|--|--------------|
| 540000                          | Other Operating Supplies |  | <u>8,000</u> |
| <b>Total Operating Supplies</b> |                          |  | <b>8,000</b> |

**CAPITAL OUTLAYS**

|                              |                    |               |               |
|------------------------------|--------------------|---------------|---------------|
| 560000                       | Capital Outlays    |               |               |
|                              | Copier Replacement | 9,000         |               |
|                              | Computer Upgrades  | <u>20,000</u> |               |
| <b>Total Capital Outlays</b> |                    |               | <b>29,000</b> |

**MISCELLANEOUS EXPENDITURES**

|        |  |              |               |
|--------|--|--------------|---------------|
| 590100 | Postage for Recreation and Parks Brochure  |              | 5,300         |
| 590900 | Advertising and Marketing<br>(Print three brochures)                                 |              | 13,000        |
| 591200 | Other Special Events   |              |               |
|        | Concert Series Village Green (9 events)  | 24,000       |               |
|        | Shakespeare on the Green   | 3,000        |               |
|        | Other Events (Scenic5 savings - use to be determined<br>by Special Events Committee) | <u>4,000</u> |               |
|        |  |              | <u>31,000</u> |
|        | <b>Total Miscellaneous Expenditures</b>  |              | <b>49,300</b> |

**UTILITIES**

|        |                        |  |                     |
|--------|------------------------|--|---------------------|
| 610000 | Telephone              |  | <u>2,500</u>        |
|        | <b>Total Utilities</b> |  | <b><u>2,500</u></b> |

**TOTAL RECREATION and PARKS GENERAL SUPPORT** **876,651**

**Village of Park Forest  
2011/2012 Budget**

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

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                     |                |
|---------------------------------|---------------------|----------------|
| 500000                          | Regular Salaries    | 102,115        |
| 500100                          | Overtime Salaries   | 4,000          |
| 500200                          | Temporary/Part-time | <u>13,468</u>  |
| <b>Total Personnel Services</b> |                     | <b>119,583</b> |

**EMPLOYEE SUPPORT**

|                               |   |               |
|-------------------------------|---|---------------|
| 520000                        | Travel Expenses<br>(Personal vehicle usage reimbursements)          | 500           |
| 520200                        | Dues/Subscriptions<br>(Publications and professional organizations) | 650           |
| 520610                        | FICA  | 9,148         |
| 520620                        | IMRF  | <u>11,800</u> |
| <b>Total Employee Support</b> |   | <b>22,098</b> |

**PROFESSIONAL SERVICES**

|                                    |   |               |
|------------------------------------|---|---------------|
| 530000                             | Other Professional Services<br>(Piano tuning, sound tech and other<br>miscellaneous services) | 9,000         |
| 531800                             | Freedom Hall Events Artists Contracts   | <u>56,000</u> |
| <b>Total Professional Services</b> |   | <b>65,000</b> |

**OPERATING SUPPLIES**

|                                 |                               |              |
|---------------------------------|-------------------------------|--------------|
| 540000                          | Other Operating Supplies      | 6,000        |
| 540500                          | Beverage purchases for resale | <u>350</u>   |
| <b>Total Operating Supplies</b> |                               | <b>6,350</b> |

**MAINTENANCE**

|                          |   |              |
|--------------------------|---|--------------|
| 550200                   | Equipment Repairs<br>(HVAC, plumbing and electrical)                | 4,000        |
| 550400                   | Contractual Maintenance<br>(trash disposal, security system, etc. ) | <u>5,000</u> |
| <b>Total Maintenance</b> |   | <b>9,000</b> |

**CAPITAL OUTLAYS**

|                              |   |                        |
|------------------------------|---|------------------------|
| 560000                       | Capital Outlays<br>Caulk & Repaint Window Frames<br>HVAC (Theatre Humidity Control) | 8,000<br><u>15,000</u> |
| <b>Total Capital Outlays</b> |   | <b>23,000</b>          |

**MISCELLANEOUS EXPENDITURES**

|   |                              |               |
|---|------------------------------|---------------|
| 590100                                  | Postage for series brochures | 1,200         |
| 590900                                  | Advertising and Marketing    | 32,000        |
| 591100                                  | Freedom Hall events expenses | <u>4,000</u>  |
| <b>Total Miscellaneous Expenditures</b> |                              | <b>37,200</b> |

**LEASES and RENTALS**

|        |   |              |
|--------|---|--------------|
| 600400 | Vehicle Interfund Rentals<br>(Park maintenance equipment charges) | <u>1,200</u> |
|--------|---|--------------|

|                                 |  |              |
|---------------------------------|--|--------------|
| <b>Total Leases and Rentals</b> |  | <b>1,200</b> |
|---------------------------------|--|--------------|

**UTILITIES**

|        |                             |       |
|--------|-----------------------------|-------|
| 610000 | Telephone Utilities Service | 3,200 |
|--------|-----------------------------|-------|

|        |   |               |
|--------|---|---------------|
| 610600 | Public Utilities<br>(Electric, gas and telephone) | <u>31,000</u> |
|--------|---|---------------|

|                        |  |                      |
|------------------------|--|----------------------|
| <b>Total Utilities</b> |  | <b><u>34,200</u></b> |
|------------------------|--|----------------------|

|  |  |                |
|--|--|----------------|
| <b>TOTAL RECREATION and PARKS - FREEDOM HALL</b> |  | <b>317,631</b> |
|--|--|----------------|

**Village of Park Forest  
2011/2012 Budget**

**RECREATION and PARKS - FACILITIES MAINTENANCE  
DETAIL  
01-11-22**

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                     |                |
|---------------------------------|---------------------|----------------|
| 500000                          | Regular Salaries    | 165,460        |
| 500100                          | Overtime Salaries   | 9,500          |
| 500200                          | Temporary/Part-time | <u>39,645</u>  |
| <b>Total Personnel Services</b> |                     | <b>214,605</b> |

**EMPLOYEE SUPPORT**

|                               |                   |               |
|-------------------------------|-------------------|---------------|
| 520300                        | Training Expenses | 2,500         |
| 520610                        | FICA              | 16,417        |
| 520620                        | IMRF              | <u>21,411</u> |
| <b>Total Employee Support</b> |                   | <b>40,328</b> |

**OPERATING SUPPLIES**

|                                 |  |               |
|---------------------------------|--|---------------|
| 540000                          | Other Operating Supplies<br>(Paints, hardware, small tools, horticultural<br>supplies and repair parts for park maintenance) | <u>40,000</u> |
| <b>Total Operating Supplies</b> |  | <b>40,000</b> |

**MAINTENANCE**

|                          |                                 |                |
|--------------------------|---------------------------------|----------------|
| 550500                   | Contractual Grounds Maintenance |                |
|                          | Contract mowing                 | 25,000         |
|                          | Tree Trimming & Removals        | <u>95,000</u>  |
| <b>Total Maintenance</b> |                                 | <b>120,000</b> |

**CAPITAL OUTLAYS**

560000 Capital Outlays

**Total Capital Outlays 0**

**LEASES and RENTALS**

600400 Vehicle Interfund Rentals  
Park maintenance equipment charges 56,000

**Total Leases and Rentals 56,000**

**UTILITIES**

610600 Public Utilities  
(Electric, natural gas and telephone) 25,000

**Total Utilities 25,000**

**TOTAL RECREATION and PARKS - FACILITIES MAINT. 495,933**

**Village of Park Forest  
2011/2012 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<br>Seasonal Program Staff | 51,535        |               |
|                                 | P.T. Naturalist (Reimbursed)                  | <u>25,000</u> |               |
|                                 |   |               | <u>76,535</u> |
| <b>Total Personnel Services</b> |   |               | <b>77,735</b> |

**EMPLOYEE SUPPORT**

|                               |      |  |              |
|-------------------------------|------|--|--------------|
| 520610                        | FICA |  | 5,947        |
| 520620                        | IMRF |  | <u>1,767</u> |
| <b>Total Employee Support</b> |      |  | <b>7,714</b> |

**PROFESSIONAL SERVICES**

|        |   |               |         |
|--------|---|---------------|---------|
| 530000 | Other Professional Services                   |               |         |
|        | Softball umpire fees                          | 7,000         |         |
|        | Summer Camp Expenses                          | 11,700        |         |
|        | Trip related expenses                         | 26,500        |         |
|        | South Suburban Special Recreation Association | <u>56,397</u> |         |
|        |   |               | 101,597 |

|        |                                      |               |
|--------|--------------------------------------|---------------|
| 530800 | Instructional Services - Contractual | <u>54,183</u> |
|--------|--------------------------------------|---------------|

|                                    |  |                |
|------------------------------------|--|----------------|
| <b>Total Professional Services</b> |  | <b>155,780</b> |
|------------------------------------|--|----------------|

**OPERATING SUPPLIES**

|        |   |              |
|--------|---|--------------|
| 540000 | Other Operating Supplies                  |              |
|        | Program equipment, T-shirts, and supplies | 20,000       |
|        | Summer Softball supplies                  | 3,000        |
|        | Miscellaneous                             | <u>2,700</u> |

|                                 |  |               |
|---------------------------------|--|---------------|
| <b>Total Operating Supplies</b> |  | <b>25,700</b> |
|---------------------------------|--|---------------|

**CAPITAL OUTLAYS**

|        |   |              |
|--------|---|--------------|
| 560000 | Recreation Center Equipment / School Dist. Cooperative Projects | <u>5,000</u> |
|--------|---|--------------|

|                              |  |              |
|------------------------------|--|--------------|
| <b>Total Capital Outlays</b> |  | <b>5,000</b> |
|------------------------------|--|--------------|

**UTILITIES**

|        |           |            |
|--------|-----------|------------|
| 610600 | Telephone | <u>500</u> |
|--------|-----------|------------|

|                        |  |                   |
|------------------------|--|-------------------|
| <b>Total Utilities</b> |  | <b><u>500</u></b> |
|------------------------|--|-------------------|

|  |  |                |
|--|--|----------------|
| <b>TOTAL RECREATION and PARKS - PROGRAM SERVICES</b> |  | <b>272,429</b> |
|--|--|----------------|

**Village of Park Forest  
2011/2012 Budget**

**BUILDINGS and GROUNDS  
DETAIL  
01-11-07**

**PERSONNEL SERVICES**

**Salaries and Wages**

|        |                     |              |
|--------|---------------------|--------------|
| 500000 | Regular Salaries    | 102,775      |
| 500100 | Overtime Salaries   | 1,500        |
| 500200 | Temporary/Part-time | <u>5,127</u> |

**Total Personnel Services** **109,402**

**EMPLOYEE SUPPORT**

|        |      |               |
|--------|------|---------------|
| 520610 | FICA | 8,369         |
| 520620 | IMRF | <u>10,812</u> |

**Total Employee Support** **19,181**

**OPERATING SUPPLIES**

|        |   |               |
|--------|---|---------------|
| 540000 | Other Operating Supplies<br>(Paints, hardware, small tools, cleaning supplies<br>and chemicals and paper products/towels) | <u>36,000</u> |
|--------|---|---------------|

**Total Operating Supplies** **36,000**

**MAINTENANCE**

|        |   |               |
|--------|---|---------------|
| 550200 | Equipment Repairs<br>(HVAC, plumbing and electrical upkeep<br>of buildings and equipment) | 10,000        |
| 550400 | Contractual Maintenance<br>(Custodial service and other contractual repairs)              | <u>10,000</u> |
|        | <b>Total Maintenance</b>  | <b>20,000</b> |

**CAPITAL OUTLAYS**

|        |                              |               |
|--------|------------------------------|---------------|
| 560000 | Capital Outlays              |               |
|        | HVAC Replace Village Hall    | 33,000        |
|        | Emergency Repairs            | <u>10,000</u> |
|        |                              | 43,000        |
| 560015 | Capital Outlays - Library    | <u>0</u>      |
|        | <b>Total Capital Outlays</b> | <b>43,000</b> |

**LEASES and RENTALS**

|        |                                 |               |
|--------|---------------------------------|---------------|
| 600400 | Vehicle Interfund Rentals       | <u>15,400</u> |
|        | <b>Total Leases and Rentals</b> | <b>15,400</b> |

**UTILITIES**

|        |   |                      |
|--------|---|----------------------|
| 610600 | Public Utilities<br>(Electric, gas and telephone) | <u>16,000</u>        |
|        | <b>Total Utilities</b>                            | <b><u>16,000</u></b> |

**TOTAL BUILDINGS and GROUNDS** **258,983**

**TOTAL RECREATION AND PARKS** **2,221,627**

**Village of Park Forest  
2011/2012 Budget**

**PUBLIC WORKS DEPARTMENT**

**DEPARTMENT FUNCTION:**

The Public Works Department (DPW) is responsible for the design, installation, maintenance, repair and replacement of the Village's roadway system, sanitary sewer system, storm sewer system and water purification and distribution system. In addition, the department operates two commuter parking lots, administers the Jolly Trolley in conjunction with Rich Township, the taxi transit service program and a refuse collection program for single-family residences.

General Fund revenues fully support storm sewer operations, the taxi transit program and administrative and engineering costs for street operations. General Fund revenues also provide partial support for the Jolly Trolley transit program and salaries for street maintenance.

The water, sanitary sewer, refuse collection and commuter parking programs are operated through separate enterprise funds. The accomplishments, objectives and performance measures for these programs are discussed, along with their respective budget details, in the Enterprise Funds section of the budget document.

The majority of street operations and maintenance are funded by Motor Fuel Tax (MFT) revenues. The MFT budget is detailed in a separate section of this document. MFT accomplishments, objectives and performance measures are discussed along with the MFT budget detail. The MFT street maintenance salaries are supported by the general fund to allow funding for larger MFT projects and to meet the Village fund match for related grants.

This budget also provides funding for two DPW projects. The first project, when finished, will provide a "Special Handling Material Disposal Station" to comply with IEPA requirements which classify material removed from storm sewer catch basins as hazardous. The second project is to provide software, hardware and training for GIS implementation. This project will tie all Village owned utilities to the State Coordinate System. This will assist the Village in maintaining an inventory by exact location of all key utility components.

**ACCOMPLISHMENT OF 2010/2011 BUDGET OBJECTIVES:**

1. Provide supervisory and engineering support for street maintenance and street construction projects.

*In addition to ongoing supervision of Public Works operations, the department has provided engineering services for curb and sidewalk replacement, street lighting, fence replacement and various other Village projects.*

2. Serve the local transit needs of Village residents through administration of the Jolly Trolley and Taxi Ticket services. An extension of the current Jolly Trolley intergovernmental agreement with Rich Township will expire on December 31, 2012.

*The Village was able to reduce the burden of operational cost in 2005 by establishing an interagency agreement with Rich Township government to operate the Jolly Trolley in the same manner as the previous private providers.*

*The Village continues to provide a flat fee discounted ticket for seniors for medical appointments through a taxi provider when the Jolly Trolley is not running.*

3. Continue to stress safety in the workplace and improve safety policies and procedures.

*The importance of safety was stressed through work group safety meetings, Village safety meetings and participation in safety training programs provided through South Suburban Mayors and Managers Association (SSMMA), Illinois Department of Transportation (IDOT) and Intergovernmental Risk Management Agency (IRMA).*

4. Continue to provide engineering support to other Village departments.

*The department has provided engineering support for DownTown, provided subdivision plat review and assisted the Community Development Department with permit reviews. The department provides maps and computer aided drafting support as needed to various departments.*

5. Maintain and improve Village infrastructure.

*The Public Works section of the budget supports storm sewer improvements, street maintenance salaries and engineering support for street maintenance and street construction projects.*

*Orchard Drive from Sauk Trail to Lakewood Boulevard was resurfaced using funds from the American Recovery and Reinvestment Act with construction engineering provided by Public Works.*

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

*The Village has secured funding for the design and replacement of the Thorn Creek Drive Bridge, and phase II of the Orchard Drive design. Three water/sewer projects have received loan funding from the Illinois Environmental Protection Agency. Another Sanitary Sewer project has received a 55% Federal USEPA Grant capped at \$485,000.*

**2011/2012 PUBLIC WORKS OBJECTIVES:**

1. Provide supervisory and engineering support for street maintenance and street construction projects.
2. Serve the local transit needs of Village residents through administration of the Jolly Trolley and Taxi Ticket services. The current Jolly Trolley intergovernmental agreement with Rich Township will expire on December 31, 2012.
3. Continue to stress safety in the workplace and improve safety policies and procedures.
4. Continue to provide engineering support to other Village departments.
5. Maintain and improve Village infrastructure.
6. Find additional sources of funding to assist with improving Village infrastructure.

**PERFORMANCE MEASURES:**

The following quantities of work were accomplished in previous budget years:

|                          | <u>2006</u> | <u>2007</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> |
|--------------------------|-------------|-------------|-------------|-------------|-------------|
| Jolly Trolley Passengers | 22,609      | 21,053      | 20,003      | 19,116      | 19,872      |
| Taxi Tickets Sold        | 1,929       | 2,316       | 2,300       | 2,336       | 1,888       |

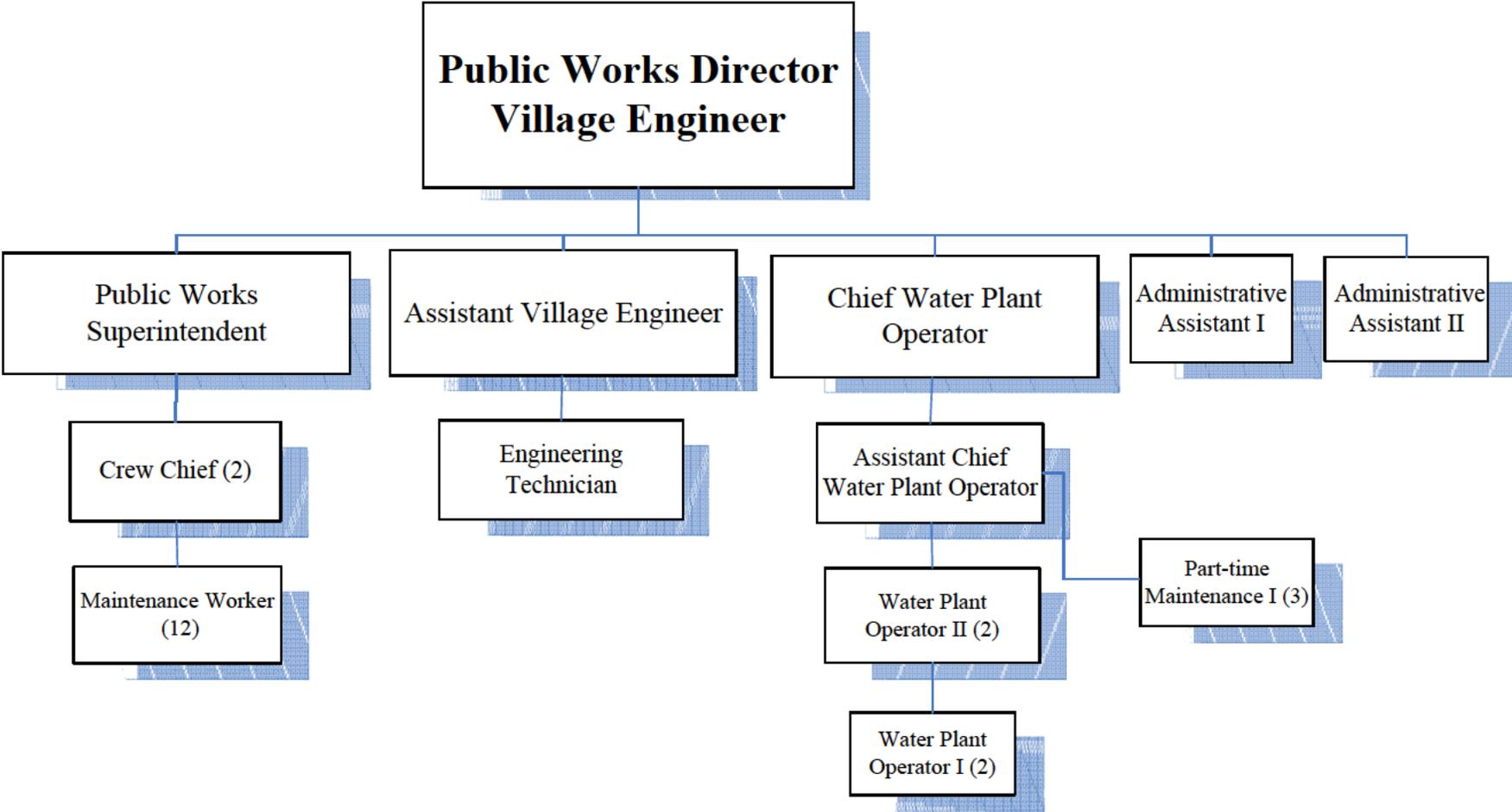
Performance measures for street maintenance and street construction are identified in the Motor Fuel Tax Fund. Performance measures for the Public Works Enterprise Funds are identified in the Enterprise Funds section of the Budget.

**STAFFING:**

| <u>Position</u>                    | <u>2007/08</u>    | <u>2008/09</u>     | <u>2009/10</u>   | <u>2010/11</u>   | <u>2011/12</u>   |
|------------------------------------|-------------------|--------------------|------------------|------------------|------------------|
| Director of Public Works           | 1                 | 1                  | 1                | 1                | 1                |
| Assistant Village Engineer         | 1                 | 1                  | 1                | 1                | 1                |
| Administrative Assistant II        | 1                 | 1                  | 1                | 1                | 1                |
| Administrative Assistant I         | 0                 | 1                  | 1                | 1                | 1                |
| Office Assistant III               | 1                 | 0                  | 0                | 0                | 0                |
| Engineering Technician             | 1                 | 1                  | 1                | 1                | 1                |
| Public Works Superintendent        | 1                 | 1                  | 1                | 1                | 1                |
| Public Works Crew Chief            | 2                 | 2                  | 2                | 2                | 2                |
| Maintenance Worker                 | <u>12</u>         | <u>12</u>          | <u>12</u>        | <u>12</u>        | <u>12</u>        |
| <b>Sub-Total Positions – DPW</b>   | <b>20</b>         | <b>20</b>          | <b>20</b>        | <b>20</b>        | <b>20</b>        |
| <b>Sub-Total Positions – Water</b> | <b><u>9.8</u></b> | <b><u>10.3</u></b> | <b><u>11</u></b> | <b><u>11</u></b> | <b><u>11</u></b> |
| <b>TOTAL DPW/Water</b>             | <b>29.8</b>       | <b>30.3</b>        | <b>31</b>        | <b>31</b>        | <b>31</b>        |

# Village of Park Forest Public Works Department

## Organizational Chart



**Village of Park Forest  
2011/2012 Budget**

**PUBLIC WORKS DEPARTMENT  
SUMMARY**

|                                     | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|-------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b><u>Personnel Services</u></b>    |                            |                            |                              |                              |                           |
| Regular Salaries                    | 348,387                    | 332,268                    | 327,688                      | 354,258                      | 7%                        |
| Overtime Salaries                   | 38,826                     | 39,532                     | 57,227                       | 40,322                       | 2%                        |
| Temporary/Part-time Salaries        | <u>465</u>                 | <u>0</u>                   | <u>0</u>                     | <u>0</u>                     | 0%                        |
| <b>Total Personnel Services</b>     | <b>387,678</b>             | <b>371,800</b>             | <b>384,915</b>               | <b>394,580</b>               | <b>6%</b>                 |
| <b><u>Insurance</u></b>             | 72,820                     | 78,424                     | 78,307                       | 85,151                       | 9%                        |
| <b><u>Employee Support</u></b>      | 66,354                     | 71,815                     | 75,133                       | 79,517                       | 11%                       |
| <b><u>Professional Services</u></b> | 153,199                    | 210,000                    | 150,862                      | 180,500                      | -14%                      |
| <b><u>Operating Supplies</u></b>    | 32,694                     | 33,400                     | 32,399                       | 33,400                       | 0%                        |
| <b><u>Maintenance</u></b>           | 79,922                     | 91,200                     | 115,901                      | 102,500                      | 12%                       |
| <b><u>Capital Outlays</u></b>       | 180,610                    | 31,900                     | 1,900                        | 89,700                       | 181%                      |
| <b><u>Miscellaneous</u></b>         | 445                        | 1,250                      | 1,250                        | 1,250                        | 0%                        |
| <b><u>Leases and Rentals</u></b>    | 42,828                     | 20,734                     | 19,384                       | 38,569                       | 86%                       |
| <b><u>Utilities</u></b>             | <u>5,669</u>               | <u>9,800</u>               | <u>5,272</u>                 | <u>9,800</u>                 | 0%                        |
| <b>TOTAL</b>                        | <b><u>1,022,219</u></b>    | <b><u>920,323</u></b>      | <b><u>865,323</u></b>        | <b><u>1,014,967</u></b>      | <b>10%</b>                |

**Village of Park Forest  
2011/2012  
Budget**

**PUBLIC WORKS DEPARTMENT  
SALARY DETAIL**

|  | <b>6/30/2011<br/>Base</b> | <b>Salary<br/>Increase<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b> | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|--|---------------------------|-----------------------------------|--|---------------|------------------------|-----------------------|---------------|---------------|-------------|
| Kenneth A. Eyer<br>Director of Public Works      | 110,488                   | 112,698                           | 24,9                                     | 112,698       | 11,856                 | 8,621                 | 13,592        | 695           | 120         |
| Roderick Ysaguirre<br>Assistant Village Engineer | 78,909                    | 80,487                            | 17,9                                     | 80,487        | 8,467                  | 6,157                 | 5,901         | 358           | 120         |
| Brett Millsap<br>Eng Tech/Admin Assistant        | 53,906                    | 54,984                            | 10,7                                     | 55,622        | 5,851                  | 4,255                 | 16,720        | 1,115         | 120         |
| Debra Levesque<br>Administrative Assistant II    | 54,995                    | 56,095                            | 9,9                                      | 56,095        | 5,901                  | 4,291                 | 6,752         | 358           | 120         |
| Deborah Camilli<br>Administrative Assistant I    | 48,195                    | 49,159                            | 7,8                                      | 49,729        | 5,231                  | 3,804                 | 0             | 0             | 120         |
| Charles Alexander<br>Superintendent              | 78,909                    | 80,487                            | 17,9                                     | 80,487        | 8,467                  | 6,157                 | 11,261        | 0             | 120         |
| Levester Husband<br>Crew Chief                   | 64,262                    | 65,547                            | 14,7                                     | 66,307        | 6,975                  | 5,072                 | 11,801        | 695           | 120         |
| Todd Cann<br>Crew Chief                          | 62,089                    | 63,331                            | 14,6                                     | 64,066        | 6,740                  | 4,901                 | 17,522        | 1,115         | 120         |
| Larry Davis<br>Maintenance Worker                | 52,377                    | 53,425                            | 8,9                                      | 53,425        | 5,620                  | 4,087                 | 0             | 0             | 120         |

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

**Village of Park Forest  
2011/2012  
Budget**

**PUBLIC WORKS DEPARTMENT  
SALARY DETAIL**

|  | <b>6/30/2011<br/>Base</b> | <b>Salary<br/>Increase<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b> | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|--|---------------------------|-----------------------------------|--|---------------|------------------------|-----------------------|---------------|---------------|-------------|
| Kennety Hall<br>Maintenance Worker         | 52,377                    | 53,425                            | 8,9                                      | 53,425        | 5,620                  | 4,087                 | 17,522        | 1,115         | 120         |
| David Budimir<br>Maintenance Worker        | 52,377                    | 53,425                            | 8,9                                      | 53,425        | 5,620                  | 4,087                 | 6,752         | 358           | 120         |
| Marcel D Lanier<br>Maintenance Worker      | 52,377                    | 53,425                            | 8,9                                      | 53,425        | 5,620                  | 4,087                 | 4,982         | 358           | 120         |
| Larry Stilts<br>Maintenance Worker         | 52,377                    | 53,425                            | 8,9                                      | 53,425        | 5,620                  | 4,087                 | 11,261        | 695           | 120         |
| James Apps<br>Maintenance Worker           | 50,605                    | 51,617                            | 8,8                                      | 52,216        | 5,493                  | 3,995                 | 4,982         | 358           | 120         |
| Gerritt Van Der Bilt<br>Maintenance Worker | 50,605                    | 51,617                            | 8,8                                      | 52,216        | 5,493                  | 3,995                 | 6,752         | 358           | 120         |
| Lance Krout<br>Maintenance Worker          | 48,895                    | 49,873                            | 8,7                                      | 50,452        | 5,308                  | 3,860                 | 17,522        | 1,115         | 120         |
| Robert Bruns<br>Maintenance Worker         | 47,240                    | 48,185                            | 8,6                                      | 48,744        | 5,128                  | 3,729                 | 17,522        | 1,115         | 118         |
| Timothy Thoms<br>Maintenance Worker        | 42,609                    | 43,461                            | 8,3                                      | 43,965        | 4,625                  | 3,363                 | 11,325        | 163           | 106         |

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

**Village of Park Forest  
2011/2012  
Budget**

**PUBLIC WORKS DEPARTMENT  
SALARY DETAIL**

|                                    | <b>6/30/2011<br/>Base</b> | <b>Salary<br/>Increase<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b>    | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b>  | <b>Dental</b> | <b>Life</b>  |
|------------------------------------|---------------------------|-----------------------------------|--|------------------|------------------------|-----------------------|----------------|---------------|--------------|
| Donald Kloss<br>Maintenance Worker | 41,167                    | 41,990                            | 8,2                                      | 43,194           | 4,544                  | 3,304                 | 5,901          | 358           | 103          |
| Glenn Towry<br>Maintenance Worker  | 41,167                    | 41,990                            | 8,2                                      | 43,194           | 4,544                  | 3,304                 | 16,720         | 1,115         | 103          |
| Part-time Help                     | 12,000                    | 12,240                            |  | 12,382           | 1,303                  | 947                   |                |               |              |
| Overtime                           | 163,453                   | 166,722                           |  | 166,722          | 17,539                 | 12,754                |                |               |              |
| Retiree Health Insurance Stipend   |                           |                                   |  |                  |                        |                       | 2,500          |               |              |
| <b>Subtotal</b>                    | <b>1,311,379</b>          | <b>1,337,608</b>                  |  | <b>1,345,701</b> | <b>141,565</b>         | <b>102,944</b>        | <b>207,290</b> | <b>11,444</b> | <b>2,350</b> |
| <b>ALLOCATIONS</b>                 |                           |                                   |  |                  |                        |                       |                |               |              |
| Municipal Parking                  |                           |                                   |  | -103,890         | -10,929                | -7,948                | -7,385         | -356          | -123         |
| Public Works Vehicle Service       |                           |                                   |  | -25,002          | -2,630                 | -1,913                | 0              | 0             | 0            |
| Refuse Collection                  |                           |                                   |  | -22,540          | -2,371                 | -1,724                | -2,718         | -139          | -24          |
| Water General                      |                           |                                   |  | -290,023         | -30,510                | -22,187               | -81,750        | -4,568        | -920         |
| Water Supply and Purification      |                           |                                   |  | -6,010           | -632                   | -460                  | 0              | 0             | 0            |
| Water Distribution                 |                           |                                   |  | -250,410         | -26,343                | -19,156               | 0              | 0             | 0            |
| Sanitary Sewer                     |                           |                                   |  | -239,336         | -25,178                | -18,309               | -35,511        | -2,001        | -438         |
| Downtown Park Forest               |                           |                                   |  | <u>-13,910</u>   | <u>-1,463</u>          | <u>-1,064</u>         | <u>0</u>       | <u>0</u>      | <u>0</u>     |
| Subtotal                           |                           |                                   |  | -951,121         | -100,056               | -72,761               | -127,364       | -7,064        | -1,505       |
| <b>PUBLIC WORKS TOTAL</b>          | <b>360,258</b>            | <b>386,487</b>                    |  | <b>394,580</b>   | <b>41,509</b>          | <b>30,183</b>         | <b>79,926</b>  | <b>4,380</b>  | <b>845</b>   |

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

**Village of Park Forest  
2011/2012 Budget**

**PUBLIC WORKS DEPARTMENT  
DETAIL  
01-17-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

|        |                                  |                |                |
|--------|----------------------------------|----------------|----------------|
|        | Regular Salaries                 |                |                |
| 500000 | Regular Salaries                 | 246,056        |                |
| 500040 | Regular Salaries - MFT Eligible  | <u>108,202</u> | 354,258        |
|        | Overtime Salaries                |                |                |
| 500100 | Overtime Salaries                | 4,043          |                |
| 500140 | Overtime Salaries - MFT Eligible | <u>36,279</u>  | <u>40,322</u>  |
|        | <b>Total Personnel Services</b>  |                | <b>394,580</b> |

**INSURANCE**

|        |                          |            |               |
|--------|--------------------------|------------|---------------|
| 510100 | Medical Insurance        | 77,426     |               |
|        | Dental Insurance         | 4,380      |               |
|        | Life Insurance           | <u>845</u> | 82,651        |
| 510120 | Health Insurance Stipend |            | <u>2,500</u>  |
|        | <b>Total Insurance</b>   |            | <b>85,151</b> |

**EMPLOYEE SUPPORT**

|        |   |  |       |
|--------|---|--|-------|
| 520000 | Travel Expenses<br>(Reimbursement for lodging and<br>travel expenses for conferences<br>and seminars) |  | 2,500 |
|--------|---|--|-------|

|                               |  |               |
|-------------------------------|--|---------------|
| 520100                        | Car/Mileage<br>(Mileage reimbursement for business travel)   | 1,000         |
| 520200                        | Dues/Subscriptions<br>(American Public Works Association,<br>National Society of Professional<br>Engineers, American Society of Civil<br>Engineers, Engineering News Record) | 1,325         |
| 520300                        | Training<br>(Seminars, tuition reimbursement)  | 2,500         |
| 520400                        | Books/Pamphlets<br>(Standards, reference books)  | 500           |
| 520610                        | FICA   | 30,183        |
| 520620                        | IMRF   | <u>41,509</u> |
| <b>Total Employee Support</b> |  | <b>79,517</b> |

### **PROFESSIONAL SERVICES**

|        |   |               |
|--------|---|---------------|
| 530000 | Other Professional Services<br>(JULIE charges, CAD software support,<br>concrete and asphalt testing) | 8,500         |
| 530200 | Architectural/Engineering Services  |               |
|        | Permit & New Subdivision Reviews  | 7,000         |
|        | NPDES implementation  | 18,000        |
|        | Other Architectural/Engineering   | <u>10,000</u> |
|        |   | 35,000        |
| 530700 | Environmental Permit Fees   | 1,000         |
| 532000 | Contractual Bus Service - Jolly Trolley Contract  |               |
|        | Intergovernmental Agreement w/Rich Township   | 38,500        |
|        | PACE Grant based on Ridership   | 60,000        |
|        | Saturday Service  | 1,500         |
|        | Fare Box Revenue  | <u>21,500</u> |
|        |   | 121,500       |

|        |   |               |
|--------|---|---------------|
| 532100 | Contractual Taxi Service<br>(Taxi Service Agreements) | <u>14,500</u> |
|--------|---|---------------|

|                                    |  |                |
|------------------------------------|--|----------------|
| <b>Total Professional Services</b> |  | <b>180,500</b> |
|------------------------------------|--|----------------|

**OPERATING SUPPLIES**

|        |   |       |
|--------|---|-------|
| 540000 | Other Operating Supplies<br>(Materials for streetlight knockdown repairs, drafting supplies, office supplies, first aid supplies) | 9,000 |
|--------|---|-------|

|        |   |     |
|--------|---|-----|
| 540200 | Printing/Copying Supplies<br>(Blueprints) | 500 |
|--------|---|-----|

|        |                              |     |
|--------|------------------------------|-----|
| 540350 | Office Equipment/Furnishings | 500 |
|--------|------------------------------|-----|

|        |  |     |
|--------|--|-----|
| 540800 | Cleaning Supplies/Paper Products<br>(Cleaning supplies, paper towels, shop towel rental) | 400 |
|--------|--|-----|

|        |  |       |
|--------|--|-------|
| 540900 | Uniforms/Protective Clothing<br>(Uniform rental, safety shoe allowance, safety supplies) | 8,000 |
|--------|--|-------|

|        |                                |     |
|--------|--------------------------------|-----|
| 541100 | Public Info/Education Supplies | 500 |
|--------|--------------------------------|-----|

|        |                                |     |
|--------|--------------------------------|-----|
| 541200 | Plant Mtrls/Fertlizr/Chem/Soil | 500 |
|--------|--------------------------------|-----|

|        |  |               |
|--------|--|---------------|
| 541400 | Paint/Hardware/Small Tools<br>(Tools, hardware, marking paint, welding supplies) | <u>14,000</u> |
|--------|--|---------------|

|                                 |  |               |
|---------------------------------|--|---------------|
| <b>Total Operating Supplies</b> |  | <b>33,400</b> |
|---------------------------------|--|---------------|

**MAINTENANCE**

|        |   |        |
|--------|---|--------|
| 550000 | Contractual Equipment Maintenance - Other<br>(Contractual traffic signal and streetlight knockdown repairs, tool repairs, etc.) | 35,000 |
|--------|---|--------|

|                          |  |                |
|--------------------------|--|----------------|
| 550200                   | Equipment Maintenance and Repair - Other<br>(Parts for tool maintenance and repairs)               | 2,000          |
| 550400                   | Contractual Building and Facility Maintenance  | 3,000          |
| 550500                   | Contractual Grounds Maintenance  | 3,000          |
| 550700                   | Street Maintenance Supplies  | 1,000          |
| 550800                   | Contractual Sidewalk Maintenance<br>(Contractual sidewalk replacement<br>50% billed to homeowners) | 4,000          |
| 551600                   | Sewer Maintenance Supplies<br>(Pipe, castings, precast, etc.<br>for storm sewer maintenance)       | 50,000         |
| 552300                   | Street Name Sign Maint Supply  | 500            |
| 552400                   | Traffic Signs Maint Supplies   | <u>4,000</u>   |
| <b>Total Maintenance</b> |  | <b>102,500</b> |

### **CAPITAL OUTLAYS**

|                              |  |               |
|------------------------------|--|---------------|
| 560000                       | Other Capital Outlays                      |               |
|                              | GIS Implementation                         | 31,000        |
|                              | Upgrade Computer System                    | 8,700         |
|                              | Special Handling Material Disposal Station | <u>50,000</u> |
| <b>Total Capital Outlays</b> |  | <b>89,700</b> |

### **MISCELLANEOUS EXPENDITURES**

|   |  |              |
|---|--|--------------|
| 590200                                  | Radio/Communication System<br>(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 Interfund Rentals<br>(Internal vehicle rental rate charges)  | 36,569        |
| 600500                          | Other Equipment Rental<br>(Oxygen, acetylene cylinder charges, 50% of tub grinder rental,<br>miscellaneous equipment rental) | <u>2,000</u>  |
| <b>Total Leases and Rentals</b> |  | <b>38,569</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** **1,014,967**

# **Village of Park Forest 2011/2012 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, the shopping centers and businesses along Sauk Trail, and the proposed 211<sup>th</sup> Street Metra Station Transit Oriented Development (TOD) along Lincoln Highway/US 30. The Economic Development staff is often the first point of contact for businesses looking to move into Park Forest. This relationship continues through the acquisition/leasing of property, construction, permitting and the eventual business opening. The Economic Development staff works very closely with the DownTown Management Office to bring in new businesses to DownTown Park Forest. The Economic Development Advisory Group (EDAG) provides advice and counsel to the staff on all matters related to economic development and makes recommendations to the Board on applications for development incentives. Staff participates in several economic development organizations that enable the Village to gain more direct access to businesses seeking new markets.

The Planning function within the department provides guidance to property owners, developers, citizens and other units of government on planning and zoning issues. The director, as the planner for the Village, reviews all applications for subdivision review, rezoning, and conditional uses, and acts as the project manager to obtain full staff review and Plan Commission and Board consideration of each application. The director staffs the Plan Commission and assists with comprehensive planning, strategic planning and plan review for new developments. Among the major long range planning projects that

have been undertaken recently are the 211<sup>th</sup> Street Metra Station Transit-Oriented Development (TOD) Plan and the Strategic Plan for Land Use and Economic Development (Strategic Plan). The TOD Plan is completed and was adopted by the Board in January 2008. The Strategic Plan was adopted in November 2008. Many of the goals and objectives in this budget reflect implementation measures for these two plans. Three new major planning initiatives are currently underway and will be continuing in Fiscal 2012, including the 211<sup>th</sup> Street Metra Station TOD Implementation Study, a housing policy plan, and a sustainability plan.

The Community Relations function includes a wide range of activities focused on broadening the awareness about Park Forest as a community with a high quality of life among current Park Forest residents and home seekers throughout the Chicago metropolitan area. This includes facilitating a variety of racial diversity programs which are designed to ensure a unitary housing market in Park Forest and the southern suburbs in which all races compete equally for housing. Staff monitors the housing market through its participation in regional organizations such as the South Suburban Housing Center and the Chicago Area Fair Housing Alliance, and handles complaints related to housing discrimination. Staff also oversees residential marketing programs aimed at bringing new residents to the community. This Division also staffs the Commission on Human Relations and the Park Forest Mediation Task Force.

#### **ACCOMPLISHMENT OF 2010/2011 BUDGET OBJECTIVES:**

The Economic Development and Planning Department has had primary responsibility for implementing the following goals of the Board of Trustees. They are as follows:

##### Board Goals:

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

*Participants at all events sponsored by Community Relations were asked to complete a survey at each event. The survey guides the Department in its decisions about new and/or continuing programs, and allows Staff to build its address database for notification of future events.*

*The Plan Commission has participated in three webinars sponsored by the Lincoln Institute of Land Policy and the American Planning Association, including Retrofitting Corridors, Mastering Meeting Management, and Sustainability Planning for Officials.*

*The Director was part of an Advisory Committee that assisted the Chicago Metropolitan Agency for Planning (CMAP) to write a Planning Law Manual that will be a resource for planning and zoning officials, elected officials, and planning and economic development professionals. The manual is now available on CMAP's web site.*

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

*The Director is working with the Chicago Southland Economic Development Corporation to assist in the creation of the Logistics Park Calumet. This endeavor is a “virtual” logistics park, centered on the CN Railroad’s Gateway Terminal in Harvey.*

*Community Relations is creating a training class for Realtors to receive continuing education hours, market Park Forest, and build on-going relationships.*

*The Assistant Director volunteers with the Chicago Southland Chamber of Commerce to promote Park Forest businesses to other businesses in an 85 community market.*

*The EDAG and Staff are promoting the 3/50 project to encourage residents to spend \$50 a month between three (3) local businesses. The more sales tax revenue that is generated locally, the more attractive Park Forest becomes to other sales tax producing businesses.*

*Staff has been an active participant in the South Suburban Retail Investment Patterns Study that is funded by a grant from the Small Business Administration. The Villages of Park Forest, Olympia Fields, Richton Park, and Matteson are participants in this study (known as the South Suburban Coalition). One early product of this study is a set of marketing sheets for each of the existing and proposed retail centers in Park Forest.*

*The Village’s Business Registration Application was revised for the 2011 renewal season. One important revision makes the application consistent with the Village’s Identity Protection Policy. Two additional business forms were upgraded to an interactive PDF format. This year 66 businesses received their business renewal packages via email, representing a 7 percent increase over last year.*

*Grand opening celebrations continue to be promoted to all new commercial businesses. Consolidated Collision, Inc. (20 North Street) took advantage of this opportunity in December 2010. Three additional grand opening celebrations are expected before the end of the fiscal year.*

*For sale signs were installed on all Village-owned properties that are being marketed for economic development purposes. Before the end of the fiscal year, a for-sale sign will be installed on the 3.5 acres on Main Street.*

*All but one panel on the Orchard Drive/US30 sign are sold, and the LED sign is fully utilized by either commercial businesses or community organizations and the Village.*

*The No Cash Bid process that was initiated in December 2009 to acquire tax delinquent residential lots on Indianwood Boulevard and industrial lots on North Street is complete. The Village received the tax deeds and initiated the process for property tax exemption.*

*The Department responded to a number of inquiries related to the auction of Norwood Square Shopping Center in September 2010. At this time, Staff is evaluating options for re-acquiring the deed to this property.*

*Village Staff has been meeting with a developer interested in acquiring the Marshall Fields parking lot and a portion of the building footprint for a moderate density residential development.*

3. Establish policies that assure an acceptable and sustainable financial, environmental and infrastructure components of the Village.

*The second DownTown mural was completed in September 2010. The project included a silent auction and raffle to offer 36 positions in the mural to the public. More than \$6,000 was raised by the silent auction. A dedication ceremony for the mural will be held in Spring 2011.*

*A grant application has been submitted to the National Endowment for the Arts seeking \$50,000, with a \$50,000 match, to allow for the installation of four new murals in the Village. If awarded, two murals will be installed in DownTown Park Forest, one on the south façade of the Tennis and Health Club, and one on the railroad retaining wall at the Village Commuter Lot #2.*

*Staff from the Department assisted the Departments of Public Works and Recreation and Parks to prepare grant applications for the State CDBG-IKE Public Infrastructure Disaster Recovery program. One application addresses flooding problems in the Thorn Creek neighborhood, and the other proposes new wetland development to accommodate additional storm water.*

*Staff solicited and received six proposals to conduct a Quiet Zone Feasibility Study for the Western Avenue crossing of the EJ&E Railroad. Baxter & Woodman Engineers was chosen to conduct the study, which will be funded by CN as part of the Village's Voluntary Mitigation Agreement.*

*Staff is working on a request for proposals for a digital message center signage for the CN overpass on Orchard Drive, which will eliminate the need for hanging vinyl banners to promote events. This sign is funded by CN as part of the Village's Voluntary Mitigation Agreement.*

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

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

*The Community Relations Coordinator, the Police Department, DownTown Park Forest, the Fire Department, the Recreation and Parks Department, and the Park Forest Public Library coordinated the 2010 Safe Halloween event. Approximately 1,200 children and their parents attended this event.*

*The Park Forest Public Library, the Recreation and Parks Department, the Park Forest Ambassadors, and the Community Relations Coordinator collaborated to conduct a four-day Job Readiness Program to offer training in such areas as resume writing, interview skills and how to dress for work. Thirteen individuals completed the program and two are reported to have obtained jobs as a result of the event. One individual is now a registered Real Estate agent and works for a local Real Estate company in Park Forest. Facilitators for the event included DePaul University, the Illinois Department of Employment Services, CEDA, Aunt Martha's Youth Services Center, and a personal life coach.*

*The Park Forest Public Library, the Recreation and Parks Department, and Community Relations held a successful murder mystery event in October 2010 with 55 participants from 8 different communities.*

*The Good Egg Award was presented in September 2010 to Jessie Martinez and Derrill Miller.*

*Good Neighbor Day was celebrated in September 2010 in collaboration with Calvary United Protestant Church, the Recreation and Parks Department, and the Commission on Human Relations. Radio Station Power 92 promoted the event, which attracted approximately 175 residents.*

*Two hundred fifty bags filled with flyers and information about Village-wide activities were distributed to people at the September 2010 Kiwanis Pancake Day.*

*Community Relations sends out a monthly e-blast to over 1,200 people to showcase upcoming events in Park Forest.*

*The Department continues to purchase and research new products to promote the Village logo to residents and for business events.*

### 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, Quiznos, Jimmy Johns, and Tropical Smoothie Cafe*

*In response to an EDAG recommendation to encourage Park Forest business owners to advertise, a new marketing tool was initiated this year. The Village has partnered with local businesses to create a coupon mailer that was sent to all Park Forest addresses. Two coupons were produced and mailed this fiscal year and a total of 20 businesses participated. A door hanger will be substituted for the coupon mailer for Spring 2011.*

*Staff has developed new and creative ways to work with Park Forest businesses to promote public awareness of their goods and services and to promote a "Shop Park*

*Forest” theme. The implementation measures include a postcard and thank you note sent to all attendees of the Wine and Chocolate Tasting that provided information on Tall Grass Gallery and Illinois Theatre Center (the venues for the event) along with their upcoming events. Park Forest businesses are promoted at area job fairs, business expos, and through the Business After Hours events. Businesses are recognized through New Resident and Community Relations events by way of sponsorships, food tasters, and raffle prizes. Many Park Forest visitors are provided the Park Forest Business Resource guide.*

*A complimentary \$100 value Discover Magazine business card ad is raffled off during quarterly Business Connection events to provide this means of advertising to a local business.*

*The Department has initiated the “Friday’s Park Forest Business Bulletin”, a weekly direct e-mail blast announcing new businesses, business specials, and Village events that is sent to approximately 600 e-mail addresses, including Park Forest businesses, residents and people familiar with Park Forest. At least five businesses have reported that they have developed new customers as a direct result of this program.*

*The Department continues to deploy a variety of media outlets to advertise properties for sale and/or lease, including CoStar, Location One Information System (sponsored by the State of Illinois), direct mail and phone calls, attendance at business expos, job fairs, and community events. In 2010, staff added to these methods by also listing properties on-line with Property Line, another web based listing service.*

*Staff has been an active participant in economic development organizations such as the Will Economic Network, Chicago Southland Chamber of Commerce, and the Chicago Southland Economic Development Corporation.*

*The Village staffed a booth at the Chicago Deal-Making meeting (October 2010) and the Illinois Alliance Program (February 2011) 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 2011 to promote DownTown Park Forest, the 211<sup>th</sup> Street Metra Station Transit Oriented Development, Orchard Park Plaza, and Norwood Square Shopping Center. For the first time at the Spring Convention, the Village will have a booth to allow for another way for prospective retailers and developers to connect with the Village team. The effectiveness of this marketing tool will be evaluated to determine if it will be repeated in future years.*

2. Continue the business retention program to support existing businesses and market their services.

*The 2011 Business Resource Guide will be produced before the end of the fiscal year to promote Park Forest businesses and give an additional opportunity for businesses to market their services via special ads within the directory. The Guide is also*

*available on-line via a quick link icon on the homepage, which gives businesses an additional marketing venue.*

*The Department assists with the monthly promotion of Village-subsidized advertising in the Southtown Star newspaper for Park Forest businesses. Eleven businesses have participated, with four regular monthly advertisers. The Village has a full page to a 1½ page ad that promotes the active business community.*

*Two Business Connection meetings have been conducted, and a third will be held before the end of the fiscal year. With two of the three already produced, over 160 business professionals have attended. Two of the three Business News newsletters were published and mailed to Park Forest businesses without an e-mail address and e-mailed to businesses when possible to support the Village's Green Campaign. The newsletter was also sent to over 500 interested non-Park Forest businesses during Fiscal Year 2010/2011. The Spring/Summer newsletter is expected to go out April/May 2011.*

*Another successful Business After Hours event was conducted in July 2010. Over 100 people attended the event and visited 27 DownTown businesses that participated in the "progressive" event.*

*The Department maintains a database of the number of businesses each year in order to track the change in the number of active businesses, the mix of businesses (retail, service, home based, manufacturing and non-profit) and the amount of business fees collected.*

*The EDAG accepted nominations for the 2<sup>nd</sup> Annual Business Person of the Year award to recognize a business owner for their commitment to community service and making a difference. Alan Franklin, owner of Muzicnet Performing Arts Center, was selected as the 2010 Business Person of the Year. EDAG hosted a ceremony to present the award in conjunction with a Village Board meeting.*

*The Village's contract economic development consultant has begun a detailed analysis of the opportunities for medical uses in Park Forest. The second phase of this effort will be to visit specific hospitals and medical clinics to discuss opportunities for expansion in Park Forest.*

*The 2011 Business Registration process is 88 percent complete, with renewal notices sent to 347 businesses, 307 are completed or in process, 39 are delinquent, and 20 have been determined to be inactive. A registration letter was also sent to fifty-three unregistered businesses using the annual Illinois Department of Revenue Report. One hundred twenty-five businesses initiated their business registration renewal on-line – an increase of 54 percent from last year.*

3. Assist new businesses to develop and open their facilities.

*Assistance was provided to the following new commercial businesses: The South Suburban Food Cooperative, Smart Tracks Family Center, Thirsty Lemonade Stand, and Teona's Boutique.*

*Village Staff and the Mayor have been meeting with a business partnership interested in creating a Great Lakes Center for Energy Smart Communities in Park Forest. This partnership currently has an Option Agreement with the Village for the acquisition of 80/90 North Street.*

*Staff is working with Ms. Sophronia "Bree" Breedlove, owner of the State Farm Insurance Agency at 27-D North Street, to assist her plans for renovation of the former Popeye's Restaurant at 2562 S. Western for her new insurance office. Ms. Breedlove purchased this property in 2010. Staff is providing her with guidance on the economic development incentive application process and the building permitting process.*

*Staff assisted another property owner to obtain a liquor license that will allow him to move his existing Park Forest business to a new location in the Village. If he is able to acquire his targeted property, Staff will assist him with the economic development incentive application process and the building permitting process.*

*New businesses are advised of ordinances addressing the registration process, including requirements to register their business names with the appropriate State or County agencies. Links to various outside agencies are also available on the Village website to assist businesses in completing their requirements, as well as for informational purposes.*

4. Continue to promote DownTown Park Forest as an attractive business location.

*The Village-owned buildings in DownTown Park Forest are over 75 percent occupied. The overall occupancy level in DownTown Park Forest fluctuated between 75 and 82 percent during the past several years.*

*Department Staff partnered with the Farmers' Market team to design and purchase reusable grocery bags to promote the Market that takes place DownTown May through October.*

*The Village and Prairie State College have collaborated to open a small business incubator at 298 Main Street. The grand opening was held in December 2010. The facility was advertised in Russell Publications, on PSC's website, at an upcoming Extreme Entrepreneurship Expo, via two post card mailings to home-based businesses in Park Forest, by e-mail to more than 100 business contacts and at the Minority Business Expo (MBE). One party initially interested in the incubator signed a lease for second floor office space, resulting in a new DownTown business.*

5. Implement the priority goals of the Strategic Plan for Land Use and Economic Development.

*Staff is working closely with the Chicago Southland Economic Development Corporation on their Transit Corridors study. This study is intended to seek developers for multiple transit oriented developments (TODs) along the Metra lines in the Southland.*

*The Villages of Park Forest, Olympia Fields, and Matteson received a \$100,000 grant from the Illinois Department of Commerce and Economic Opportunity to undertake implementation studies related to the 211<sup>th</sup> Street Metra Station TOD Plan. The consultant has been hired and the study is underway.*

*The Village submitted a request through the SouthCom lobbyist for \$1.2 million to support the streetscape improvements that are part of the 211<sup>th</sup> Street TOD Plan. This request was made jointly with the Villages of Matteson and Olympia Fields.*

*Village Staff continues to be an active participant in the Chicago Southland Housing and Community Development Collaborative (the Collaborative), which includes the Metropolitan Planning Council, the Metropolitan Mayors Caucus, the South Suburban Mayors and Managers Association and approximately 21 other South Suburban communities.*

*As a direct result of the Village's participation in the Collaborative, Park Forest was selected to participate in the Metropolitan Mayors Caucus Homes for a Changing Region project. This project will result in a housing policy plan element for the Village's comprehensive plan. This project is a \$45,000 value that is being provided at no cost to the Village.*

*Park Forest has been selected to participate in a local technical assistance program with the Chicago Metropolitan Agency for Planning. The Village requested assistance with the creation of a sustainability master plan. The plan is proposed to include an audit of Village development ordinances, a new capital improvement plan that focuses on sustainability, guidelines for housing upgrades to achieve greater energy efficiency, an examination of how the Park Forest Health Department can become a leader in the discussion of healthy lifestyles and sustainable living, policies for the use of property that is being land banked for future economic development purposes, and an examination of internal operating and purchasing policies and practices. The Village intends to use a public process to create this plan.*

*The Village's Neighborhood Stabilization Program (NSP) partnership with Habitat for Humanity Chicago South Suburbs has resulted in the purchase of nine foreclosed, vacant homes to date, with at least another two homes likely to be acquired before the end of the fiscal year. Habitat has completed the rehabilitation of one home and the new homeowner is already in her home. Habitat was able to leverage the \$500,000 NSP grant awarded to the Village with another \$540,000 in HOME funds provided*

*by the County to increase their ability to purchase and rehabilitate homes in Park Forest.*

*Habitat also agreed to be the direct grant recipient for a \$75,000 Energy Efficiency Community Block Grant that was initially awarded to the Village. This grant will make small upgrades (no more than \$5,000 per home) that improve energy efficiency in homes.*

*Working with the Collaborative, the Village prepared an application for State CDBG-IKE funds including a request for \$1,000,000 for housing acquisition / rehabilitation and \$300,000 for demolition of blighted homes in the Eastgate Neighborhood. This application was submitted on the Village's behalf by the South Suburban Mayors and Managers Association along with applications from five other communities.*

*The Village was chosen to be a demonstration site for a grant that The Delta Institute is administering for Cook County. Four vacant, blighted homes in the Eastgate Neighborhood have been deconstructed with this grant. The grant also provided for training for contractors interested in learning more about the deconstruction process.*

*Staff has been working with Cook County to obtain grant funding to demolish a minimum of nine vacant, blighted homes in the Eastgate neighborhood.*

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

*Village Staff has been working with staff from the Village of University Park to draft a boundary agreement that will address future annexation on the west side of South Western Avenue and along Crawford Avenue.*

### Community Relations Objectives

1. Promote a thriving and stable housing market.

*The Discover Magazine consistently contains a notice to residents regarding the Village's Fair Housing Ordinance.*

*The Community Relations Coordinator attended regular meetings, workshops, and conferences of the Chicago Area Fair Housing Alliance, South Suburban Housing Center, Illinois Municipal Human Rights Association, and Diversity, Inc.*

*Community Relations is partnering with AT&T to sponsor a luncheon (upon approval) with all local Community Relations Directors and Coordinators to rekindle this important municipal partnership.*

2. Maintain an open and diverse community where people of all races, ages, ethnicities, and abilities are welcome.

*All commercial property owners, contractors and residential builders are encouraged to utilize a diverse workforce, especially when they have been granted Village development incentives.*

*The Community Relations Coordinator assisted the Mediation Task Force with submitting articles for each Discover Magazine promoting neighborly behavior.*

*The New Resident Welcome Reception is now held twice a year during the Summer and Winter. The July 2010 Reception was held at the Aqua Center (summer) and the March 2011 event was held at the Holiday Star Theater. Together, these Receptions included over 300 new residents and family members. Events will continue to rotate to local venues for an opportunity to showcase local businesses and organizations, and the Village as a whole.*

*The February 2011 Black History Month event focused on humanitarians in the entertainment industry. The event included musical numbers, skits and dance interpretations by youth from the local school districts, 2011 Park Forest Idols, a Whitney Houston impersonator, a comic, and history facts. Three "Entertaining with Excellence" Awards were given to two individuals and a business.*

3. Generate a positive residential experience for increased resident retention.

*The fall/winter edition of the semi-annual Community Calendar included new venues, an increased mailing list, and a larger format. The calendar is advertised at job fairs, chamber functions, children's expos, senior fairs, and business expos. It is mailed to all Park Forest addresses and post office boxes, and distributed at Tourist Information Centers (rest stops) on the State highways and at Village venues and functions. A hot key is on the homepage of the Village's website to access the calendar. It was also inserted in Russell Publications and distributed throughout Monee, Manteno and Crete.*

*The Park Forest Ambassadors have added new members and created a governance board to manage the participation and activities of the group. There are now 15 Park Forest Ambassadors. They are currently developing a web site.*

*The Community Relations Coordinator and the Ambassadors have facilitated the following events – the July 2010 and March 2011 New Resident Events, "Open Mic Night" at Tattler's Restaurant, the annual Mother/Daughter and Father/Son outings, the August 2010 and February 2011 Wine and Chocolate Tastings, and the 2011 Park Forest Idols.*

*The Community Relations Coordinator is collaborating with Forest Trail staff to develop creative ways to promote Village activities to the school community.*

*The Commission on Human Relations, the Ambassadors, and Community Relations are developing a program to assist residents to improve their financial credit standing. Local businesses will be recruited to assist with the educational portion of the program.*

4. Promote the Village of Park Forest as a residential option to individuals and families.

*Staff attended a Job Fair at Prairie State College to promote Park Forest as a place to live. Staff collected more than 100 resumes for 12 Park Forest businesses with available positions.*

*The Community Relations Coordinator continually updates the special event listings on various websites and media outlets to include information about Park Forest. Media outlets which receive updated information include, for example, Family Time Magazine, Southtown/Star, and the Chicago Tribune. Each event received prior/post media coverage from the Southtown/Star and eNews Park Forest.*

## **2011/2012 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 2011/2012.

### Board Goals:

1. Maintain excellence in governing and create a more participatory government.
2. Increase commercial, business and residential development in the Village.
3. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the Village.
4. Increase awareness of the quality of life in the Village of Park Forest.

### Economic Development and Planning Objectives

The Economic Development and Planning Division is responsible for attracting new businesses and supporting existing businesses, and for managing the long range planning for development of the community. During the coming fiscal year, the Economic Development and Planning staff proposes to:

1. Continue to implement a comprehensive marketing plan for economic development.
2. Continue the business retention program to support existing businesses and market their services.

3. Assist new businesses to develop and open their facilities.
4. Continue to promote DownTown Park Forest and other shopping districts as an attractive business location.
5. Implement the priority goals of the Strategic Plan for Land Use and Economic Development.

#### Economic Development and Planning Performance Measures

1. The implementation of a comprehensive marketing plan for economic development will be measured by:
  - a. Conducting events to promote the Business Park, DownTown, retail centers on Sauk Trail, and residential development.
  - b. Continually updating the webpage for economic development.
  - c. Staff participation in various economic development organizations.
  - d. Advertising in regional publications and public venues.
  - e. Continuation of a “Shop Park Forest” marketing program.
  - f. Utilization of the South Suburban Coalition’s marketing program to complement the marketing plan.
2. The business retention program will be measured by:
  - a. Recognition by EDAG of at least one Park Forest business that has excelled in community service initiatives.
  - b. Holding a minimum of four Business Connection events.
  - c. The publication of at least four Business Connection newsletters.
  - d. Conducting a third year of a business retention survey, to include a minimum of 25 additional businesses.
  - e. Conducting a minimum of 125 one-on-one meetings with Park Forest business owners/owners.
  - f. Offering a capacity training program for potential entrepreneurs and business owners.
3. Assistance to new businesses will be measured by:
  - a. The completion and consistent use of a comprehensive, user-friendly new business packet of information.
  - b. The creation and implementation of a survey to enable all new businesses to evaluate the “business open” process in Park Forest.
  - c. Promote all commercially based new businesses through e-mail blasts, the new LED sign, and introduction at Board meetings.
  - d. Staff will meet individually with all new businesses to inform them of Village-sponsored marketing opportunities.

4. The promotion of DownTown Park Forest will be measured by:
  - a. The sale of at least one DownTown building or out-lot.
  - b. The implementation of the third phase of the DownTown mural project. Expanding the promotion of DownTown Murals to the Internet and print publications.
  - c. The implementation of the second phase of the way-finding signage project (internal Park Forest streets).
  - d. Continue marketing the opportunity for businesses to advertise on the new pylon sign at US30/Lincoln Highway and Orchard Drive.
  - e. Construct a new sign at Indianwood Boulevard and Sauk Trail.
  - f. Increasing the occupancy in Village-owned buildings from 75 percent (current) to 80 percent.
  - g. Identify a buyer for the 3.5 acre vacant parcel on Main Street in DownTown Park Forest.
  
5. The implementation of priority goals of the Strategic Plan for Land Use and Economic Development will be measured by:
  - a. The initiation of infill development/redevelopment on scattered residential lots.
  - b. 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.
  - c. Manage a grant to conduct the next phase of studies for the TOD Plan.
  - d. Negotiate boundary agreements with the Villages of University Park, Crete, and Steger related to annexation along South Western Avenue.
  - e. Continue acquisition of properties through a variety of means to further implementation of the Strategic Plan (lien foreclosures, Neighborhood Stabilization Program, HUD Home Buyer program, etc.).
  - f. Completion of a housing policy plan and a sustainability master plan.

### Community Relations Objectives

The Community Relations Division is responsible for marketing the amenities of living in Park Forest to existing and potential residents and implementing the Village's racial diversity programs. During the coming fiscal year the Community Relations Division proposes to:

1. Promote a thriving and stable housing market.
2. Maintain an open and diverse community where people of all races, ages, ethnicities, and abilities are welcome.
3. Generate a positive residential experience for increased resident retention.

4. Promote the Village of Park Forest as a residential option to individuals and families.
5. Increase collaboration efforts amongst local Municipalities and School Districts.

#### Community Relations Performance Measures

1. The promotion of a thriving and stable housing market will be measured by:
  - a. Provision of educational opportunities to housing providers, realtors, and home-seekers to inform them about fair housing issues and encourage compliance with the Village Housing Ordinance.
  - b. Identification and review of current and relevant data to stay informed about Fair Housing issues.
  - c. Increasing residents' access to resources and ideas that can improve the quality of their home.
2. The maintenance of an open and diverse community where people of all races, ages, ethnicities, and abilities are welcome will be measured by:
  - a. Compliance with Park Forest's Human Relations Ordinance by staffing the Commission on Human Relations, the Mediation Task Force, and attending meetings of the Fair Housing and Equal Opportunity Review Board.
  - b. Providing opportunities for cultural exchange among residents.
  - c. Coordinating the nomination process for the Good Egg Award.
  - d. Equipping interested Village staff, mediators, ambassadors, and multi-family housing representatives with the tools necessary to serve a diverse constituency.
3. The generation of a positive residential experience for increased resident retention will be measured by:
  - a. Continuation of a Park Forest Ambassadors group able to relate to the current and changing constituency of Park Forest.
  - b. Initiation of new residents to the services, amenities and volunteer opportunities in Park Forest through a formalized welcoming and education process.
  - c. Cooperation with Director of Public Relations to keep relevant on-line and print calendars updated.
  - d. Publishing and distributing a semi-annual community calendar of events to highlight the arts, leisure activities, and natural scenery of Park Forest.
  - e. Assisting in the coordination of activities to commemorate Good Neighbor Day in September.
  - f. Create enriching workshops and social networking events.
4. The promotion of the Village of Park Forest as a residential option to individuals and families will be measured by:

- a. Addition of a webpage linked to and highlighted on the homepage of the Village website specifically geared to courting prospective and new residents, capable of requesting a new resident packet instantly by email.
- b. Updating current online and print information sources that incorrectly or negatively reflect Park Forest, or have omitted Park Forest.
- c. Identification and use of efficient methods to distribute newly created residential marketing information to prospective residents.
- d. Maintaining good relationships with realtors serving Park Forest through events and communication to provide them with accurate and positive information about Park Forest in the event that it is requested by a home-seeker.
- e. Gathering information from ongoing events, on-line, and postal avenues to identify issues that can impact marketing efforts.
- f. Training and assignment of Park Forest Ambassadors, Mediation Task Force members, and the Human Relations Commissioners as the “face” of Park Forest, to events and meetings that provide a marketing opportunity.
- g. Creating innovative ideas that will interest residents based on ideas presented by the Park Forest Ambassadors and Park Forest youth.

5. Collaboration efforts among municipalities and school districts will be measured by:

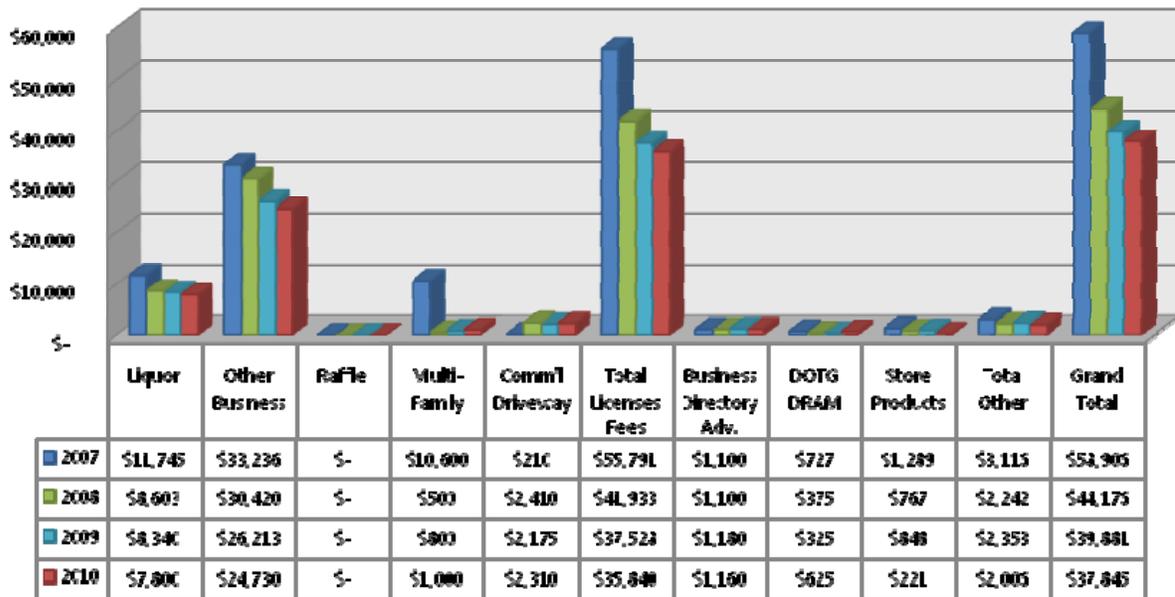
- a. Outreaching to local Municipalities and School Districts to form more group efforts.
- b. Identify and build relationships based on similar interests.

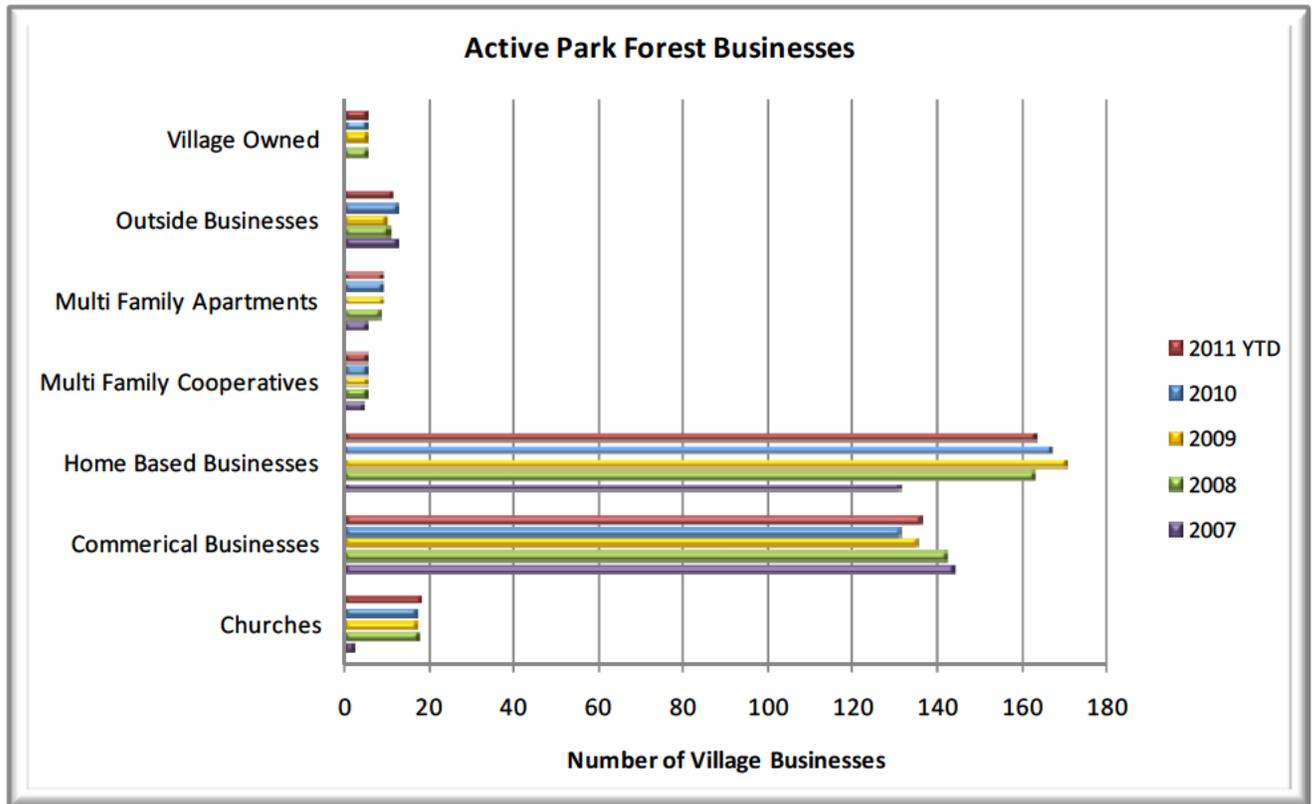
**PERFORMANCE MEASURES:**

|   | <b>2007</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> | <b>2011</b> |
|---|-------------|-------------|-------------|-------------|-------------|
| Quarterly Business Meeting Attendance (#)       | 214 (5)     | 380 (5)     | 180 (3)     | 321 (4)     |             |
| July Business After Hours Attendance            | 60          | 56          | 90          | 101         |             |
|   |             |             |             |             |             |
| Business License Renewal Packages Sent          |             |             |             |             |             |
| Mailed  |             |             |             | 306         | 281         |
| Emailed   |             |             |             | 40          | 66          |
| Total   |             |             |             | 346         | 347         |
|   |             |             |             |             |             |
| Business License Renewal Application Submission |             |             |             |             |             |
| Interactive PDF                                 |             |             |             | 67          | 125         |
| Handwritten                                     |             |             |             | 267         | 182         |
| Total   |             |             |             | 334         | 307         |

|  | 2007 | 2008 | 2009 | 2010 | 2011  |
|--|------|------|------|------|-------|
| Community Relations Event Participation (by Fiscal Year) |      |      |      |      |       |
| Black History Month                                      |      |      | 160  | 287  | 287   |
| Mother Daughter Brunch                                   |      |      |      | 174  | 180   |
| Father Son Outing  |      |      |      | 100  | 100   |
| New Resident Event                                       |      |      | 40   | 255  | 250   |
| Wine & Chocolate Tasting                                 |      |      |      | 400  | 325   |
| Park Forest Idols  |      |      |      | 287  | 287   |
| Good Neighbor  |      |      |      | 150  | 175   |
| Open Mic   |      |      |      |      | 40    |
| Safe Halloween   |      |      |      |      | 1,200 |

### License Revenue Summary





**STAFFING:**

| <u>Position</u>                  | <u>2007/08</u> | <u>2008/09</u> | <u>2009/10</u> | <u>2010/11</u> | <u>2011/12</u> |
|----------------------------------|----------------|----------------|----------------|----------------|----------------|
| Director                         | 1              | 1              | 1              | 1              | 1              |
| Assistant Director               | 0              | 1              | 1              | 1              | 1              |
| Economic Development Coordinator | 1              | 0              | 0              | 0              | 0              |
| Community Relations Coordinator  | 1              | 1              | 1              | 1              | 1              |
| Administrative Assistant I       | <u>1</u>       | <u>1</u>       | <u>1</u>       | <u>1</u>       | <u>1</u>       |
| Total                            | 4              | 4              | 4              | 4              | 4              |

# Village of Park Forest Economic Development Department

## Organizational Chart



**Village of Park Forest  
2011/2012 Budget**

**ECONOMIC DEVELOPMENT  
and PLANNING SUMMARY**

|                                     | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|-------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b><u>Personnel Services</u></b>    |                            |                            |                              |                              |                           |
| Regular Salaries                    | 259,478                    | 270,925                    | 270,925                      | 282,259                      | 4%                        |
| Overtime Salaries                   | <u>0</u>                   | <u>619</u>                 | <u>330</u>                   | <u>619</u>                   | 0%                        |
| <b>Total Personnel Services</b>     | <b>259,478</b>             | <b>271,544</b>             | <b>271,255</b>               | <b>282,878</b>               | 4%                        |
| <b><u>Insurance</u></b>             | 21,119                     | 23,539                     | 23,539                       | 36,278                       | 54%                       |
| <b><u>Employee Support</u></b>      | 61,549                     | 69,343                     | 66,290                       | 71,830                       | 4%                        |
| <b><u>Professional Services</u></b> | 31,984                     | 174,600                    | 174,600                      | 32,800                       | -81%                      |
| <b><u>Operating Supplies</u></b>    | 3,557                      | 6,800                      | 3,700                        | 5,550                        | -18%                      |
| <b><u>Capital Outlays</u></b>       | 218                        | 1,900                      | 1,123                        | 1,900                        | 0%                        |
| <b><u>Miscellaneous</u></b>         | <u>77,787</u>              | <u>117,050</u>             | <u>117,050</u>               | <u>115,150</u>               | -2%                       |
| <b>TOTAL</b>                        | <b><u>455,692</u></b>      | <b><u>664,776</u></b>      | <b><u>657,557</u></b>        | <b><u>546,386</u></b>        | -18%                      |

**Village of Park Forest  
2011/2012  
Budget**

**ECONOMIC DEVELOPMENT AND PLANNING  
SALARY DETAIL**

|  | <b>6/30/2011<br/>Base</b> | <b>Increase<br/>Salary<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b>  | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|--|---------------------------|-----------------------------------|--|----------------|------------------------|-----------------------|---------------|---------------|-------------|
| Hildy Kingma<br>Director of Economic Development<br>& Planning | 105,227                   | 107,332                           | 23,9                                     | 107,332        | 11,291                 | 8,211                 | 10,807        | 1,115         | 120         |
| Sandra Zoellner<br>Assistant Dir of Economic Development       | 68,764                    | 70,139                            | 17,5                                     | 70,953         | 7,464                  | 5,428                 | 0             | 0             | 120         |
| Evelyn Sterling<br>Community Relations Coordinator             | 52,572                    | 53,623                            | 12,4                                     | 54,245         | 5,707                  | 4,150                 | 10,807        | 1,115         | 120         |
| Monica DeLord<br>Administrative Assistant I                    | 48,195                    | 49,159                            | 7,8                                      | 49,729         | 5,232                  | 3,805                 | 11,261        | 693           | 120         |
| Overtime   | 600                       | 612                               |  | 619            | 65                     | 47                    |               |               |             |
| <b>ECONOMIC DEVELOPMENT<br/>&amp; PLANNING TOTAL</b>           | <b>275,358</b>            | <b>280,865</b>                    |  | <b>282,878</b> | <b>29,759</b>          | <b>21,641</b>         | <b>32,875</b> | <b>2,923</b>  | <b>480</b>  |

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

**Village of Park Forest  
2011/2012 Budget**

**ECONOMIC DEVELOPMENT & PLANNING  
DETAIL  
01-19-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                    |                |
|---------------------------------|--------------------|----------------|
| 500000                          | Regular Salaries   | 282,259        |
| 500100                          | Overtime Salaries  | 619            |
| 500200                          | Part-time Salaries | <u>0</u>       |
| <b>Total Personnel Services</b> |                    | <b>282,878</b> |

**INSURANCE**

|                        |                   |               |
|------------------------|-------------------|---------------|
| 510100                 | Medical Insurance | 32,875        |
|                        | Dental Insurance  | 2,923         |
|                        | Life Insurance    | <u>480</u>    |
| <b>Total Insurance</b> |                   | <b>36,278</b> |

**EMPLOYEE SUPPORT**

|        |   |       |
|--------|---|-------|
| 520000 | Other Travel Expense<br>(Commuter train, other transportation, parking, meals,<br>accommodations for attendance at meetings of<br>Will County Econ. Network, Southland Chamber,<br>Illinois Municipal Human Relations Assoc, Chicago Area<br>Fair Housing Alliance, 3CMA, American Marketing Assoc,<br>International Council of Shopping Centers, American Planning<br>Assn, International Economic Development Corp, and others) | 5,000 |
| 520100 | Car/Mileage Reimbursement   | 1,500 |
| 520200 | Membership Dues/Subscriptions<br>Illinois Lincoln Highway Coalition   | 350   |
|        | Rotary International  | 900   |

|        |   |              |               |
|--------|---|--------------|---------------|
|        | South Suburban Housing Center                           | 500          |               |
|        | Chicago Area Fair Housing Alliance                      | 200          |               |
|        | Illinois Municipal Human Rights Association             | 50           |               |
|        | Center Point - GSU Business Growth Corp.                | 100          |               |
|        | American Planning Association                           | 650          |               |
|        | American Planning Association - Plan Commission         | 600          |               |
|        | International Downtown Association                      | 425          |               |
|        | International Council of Shopping Centers (4)           | 200          |               |
|        | Illinois Development Council (2)                        | 500          |               |
|        | International Economic Development Council (2)          | 490          |               |
|        | 3CMA - Associate Membership                             | 375          |               |
|        | American Marketing Association - IL Chapter             | 265          |               |
|        | Illinois Real Estate Journal                            | 30           |               |
|        | Downtown Idea Exchange/Downtown Research                | 450          |               |
|        | National Trust for Preservation/Main Street Association | 250          |               |
|        | STDB Online   | <u>1,095</u> |               |
|        |   |              | 7,430         |
| 520300 | Training Staff Development                              |              |               |
|        | Registration for workshops and conferences              |              | 6,000         |
| 520400 | Books/Pamphlets   |              | 500           |
| 520610 | FICA  |              | 21,641        |
| 520620 | IMRF  |              | <u>29,759</u> |
|        | <b>Total Employee Support</b>                           |              | <b>71,830</b> |

**PROFESSIONAL SERVICES**

|        |   |               |               |
|--------|---|---------------|---------------|
| 530000 | Other Professional Services                       |               |               |
|        | Marketing Plan Implementation                     | 7,000         |               |
|        | Design of Community Calendar                      | 1,200         |               |
|        | Design Economic Development/Housing Brochures (2) | 800           |               |
|        | South Suburban Housing Center                     | 4,500         |               |
|        | CoStar  | 5,300         |               |
|        | Residential relocation websites                   | 2,000         |               |
|        | Econ Development Consulting Staff (211th TOD)*    | 0             |               |
|        | Econ Development Consulting Staff                 | <u>12,000</u> |               |
|        |   |               | <u>32,800</u> |
|        | <b>Total Professional Services</b>                |               | <b>32,800</b> |

\* FY11 budget amendment for \$100,000 grant, part to be encumbered to FY12

### OPERATING SUPPLIES

|        |  |            |              |
|--------|--|------------|--------------|
| 540000 | Other Operating Supplies   |            |              |
|        | Office Supplies  | 800        |              |
|        | Miscellaneous Copies   | <u>250</u> |              |
|        |  |            | 1,050        |
| 540400 | Department Sponsored Meetings<br>(Business Connection events, Realtor events, mediation task force<br>cultural enrichment events, etc) |            | <u>4,500</u> |
|        | <b>Total Operating Supplies</b>  |            | <b>5,550</b> |

### CAPITAL OUTLAYS

|        |                              |  |              |
|--------|------------------------------|--|--------------|
| 560000 | Capital Outlays              |  |              |
|        | Computer Replacement         |  | <u>1,900</u> |
|        | <b>Total Capital Outlays</b> |  | <b>1,900</b> |

### MISCELLANEOUS EXPENDITURES

|        |   |              |        |
|--------|---|--------------|--------|
| 590100 | Postage   |              |        |
|        | Business Resource Guide                         | 2,000        |        |
|        | Community Calendar (2)                          | 3,600        |        |
|        | Coupon Mailer (4)                               | 4,000        |        |
|        | Park Forest Idol/Young Professionals Activities | 3,600        |        |
|        | Economic Development/Housing Brochures (2)      | 3,000        |        |
|        | Special events                                  | <u>1,000</u> |        |
|        |   |              | 17,200 |
| 590800 | Printing/Reproduction/Graphics                  |              |        |
|        | Economic Development Material                   | 4,000        |        |
|        | Business Resource Guide                         | 10,000       |        |
|        | Economic Development/Housing Brochures (2)      | 4,000        |        |
|        | Park Forest Idol/Young Professionals Activities | 1,500        |        |
|        | Community Calendar                              | <u>6,000</u> |        |
|        |   |              | 25,500 |
| 590900 | Advertising                                     |              |        |
|        | Ads for Cultural Events                         | 3,000        |        |
|        | Business/Industry attraction                    | 7,000        |        |
|        | Visitor/New Resident attraction and retention   | 5,000        |        |

|        |   |              |                       |
|--------|---|--------------|-----------------------|
|        | Business Plan Competition for Restaurant  | 3,000        |                       |
|        | Other Promotions/Sponsorships   | <u>500</u>   | 18,500                |
| 591000 | Public Notices<br>(Zoning Variances/Appeals)  |              | 800                   |
| 591200 | Other Special Events Expense  |              |                       |
|        | Annual House Tour   | 1,000        |                       |
|        | Home Make-Over Incentive  | 500          |                       |
|        | Park Forest Idol Event  | 3,000        |                       |
|        | Cultural and Diversity Celebrations (Black History Month,<br>Wine & Chocolate, Young Professionals,<br>Family Nights) | 16,650       |                       |
|        | DownTown Business After Hours   | 1,000        |                       |
|        | Good Neighbor/Good Egg events   | 3,000        |                       |
|        | Ambassadors Program   | 1,500        |                       |
|        | Unity Coalition/Diversity Dinners   | 600          |                       |
|        | South Suburban Housing Center Annual Meeting  | 550          |                       |
|        | EDAG Business Person of the Year Award  | 300          |                       |
|        | New Business Open and Business Retention Events   | 2,000        |                       |
|        | New Resident Events (2)   | 3,500        |                       |
|        | Response to Current Events (e.g., Haiti Relief)   | 2,550        |                       |
|        | Promotional items (for new logo implementation)   | 10,000       |                       |
|        | Other Events (Scenic5 savings - use to be determined by<br>Special Events Committee)                                  | 2,000        |                       |
|        | Attendance at trade shows/job fairs (Business Expos,<br>Career Fairs)   | <u>5,000</u> |                       |
|        |   |              | <u>53,150</u>         |
|        | <b>Total Miscellaneous Expenditures</b>   |              | <b><u>115,150</u></b> |
|        | <b>TOTAL ECONOMIC DEVELOPMENT<br/>&amp; PLANNING DEPARTMENT</b>   |              | <b>546,386</b>        |

## **Village of Park Forest 2011/2012 Budget**

### **COMMUNITY DEVELOPMENT DEPARTMENT**

#### **DEPARTMENT FUNCTION:**

The Community Development Department oversees the regulatory code enforcement of the Building & Zoning functions, as well as Housing and Community Development activities.

It is the function of the Building & Zoning section of the department to ensure safe, healthful living conditions for Village residents, achieve compliance with building codes, and preserve the community's housing stock. The department conducts code enforcement for both new construction and existing properties. Existing structures are inspected at change of occupancy and through the annual street-by-street canvas inspection program for exterior code enforcement. The department also performs the plan review function for new construction.

Via code enforcement, the department promotes life/health, fire prevention and building safety. It reviews municipal codes pertaining to these areas and recommends changes or upgrades to the codes using the ICC (International Code Council) Codes and supplements. The department also provides assistance to the Health Department with inspections of food and health establishments. One Code Enforcement Officer and two Housing Inspectors are ICC certified in the Property Maintenance Code. The Community Development Department has professional electrical and plumbing inspectors at its disposal on a contractual basis. The electrical inspector is a county-certified electrician and the plumbing inspector is 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. The department will no longer provide administrative services for Garden House (a federally subsidized, 144-unit apartment house for seniors and disabled individuals). The Director of Community Development staffs the Cable Communications Commission, serves as Village liaison with the utility companies of Comcast, AT&T and ComEd, co-chairs the Grants Seeking Task Force, and other internal initiatives under the direction of the Village Manager.

The budget for the Housing Authority, including the Housing Choice Voucher Program, is provided in a separate section of the Budget. However, administrative personnel for all housing programs are included in the Community Development Department.

#### **ACCOMPLISHMENT OF 2010/2011 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. The Director also assists in the coordination of all materials for the Board's review as the elected body established goals for Fiscal Year 2011/2012.*

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

*Community Development Staff continued to work with the Economic Development Team in business attraction and retention efforts.*

*Utilizing the lien foreclosure process, the Village continues the process to obtain a deed in lieu of foreclosure on residential properties and commercial properties. The vacant residential properties are located in redevelopment areas identified in the Strategic Plan for Land Use and Economic Development.*

*Staff continues to be an active member of the South Suburban Housing Collaborative. The Village was successful in seeking several funding programs from Cook County through the South Suburban Housing Center. The Village continues to partner with Habitat for Humanity Chicago South Suburbs to acquire and rehabilitate as many homes as these funds will allow. These homes are being sold to income qualified homeowners. The Housing Collaborative will continue to seek housing funds to address the foreclosure problem in Park Forest and other south suburban communities.*

*Work has continued with the Cook County Department of Planning and Development to maximize the grant funds available to help defray the cost of demolishing the former Marshall Field's building. To date, the \$930,000 in CDBG funding for this demolition project is nearly complete.*

*Work to increase residents' awareness of and access to home improvement through green technology.*

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

*The Director of Community Development continued to co-chair the Village's Grants Seeking Task Force efforts. In response to the federal government's stimulus funding initiative, numerous funding outlets were identified and applications were submitted to offset and/or augment Village operations and capital planning expenses.*

*Continue to seek grants through the Grants Seeking Task Force. In 2010 the Grants Seeking Task Force applied for 31 grants totaling just over \$18.9 million dollars with \$13.7 million approved and \$3.6 million pending approval. In addition, Staff provided a grant lead to the Park Foresters and other local agencies. As part of its on-going intergovernmental communications, project funding 'wish lists' were provided to the offices of all Park Forest-area state and federal legislators. Grants and/or outside funding either approved or in the process of seeking approval include the following:*

*Fire Hydrant Replacements (\$155,136) - An Illinois Department of Commerce and Economic Opportunity (ILDCEO) grant for a total of 23 new fire hydrants.*

*Water Main Replacements (\$3,300,000) - An Illinois Environmental Protection Agency (IEPA) low interest loan for the installation of approximately 13,400 lineal feet of 8-inch water main, 4 water-main pressure connections, 21 water main non-pressure connections, 40 water valves, 32 temporary line stops, 38 fire hydrants, 216 water service reconnections, 3 water booster stations, 7 water sampling stations, pavement and parkway restoration and other miscellaneous items of work.*

*Sewer System Repairs (\$1,311,000) - An Illinois Environmental Protection Agency (IEPA) low interest loan which includes a rehabilitation of the Excess Flow Treatment Facility in addition to approximately 16,247 lineal feet of 8-inch sanitary sewer cast in place lining and 210 sanitary service reinstatements, 7 manhole cover replacements, 6 manhole frame replacements, 9 manhole adjusting ring replacements, remove and replace steps in 22 manholes, installation of 1 chimney seal, 176 vertical feet of interior manhole sealing, pavement and landscape restoration, and other miscellaneous items of work.*

*Neighborhood Stabilization Program/Housing Rehab Funding (\$500,000) - In partnership with the Habitat for Humanity Chicago South Suburbs, funds will*

*be expended from the Cook County Neighborhood Stabilization Program (NSP) which was awarded in 2010 for Housing Rehabilitation for residential parcels that are vacant due to foreclosure and/or substandard housing.*

*Housing Purchase/Rehab (\$540,000) - As part of the \$500,000 NSP grant for Park Forest's partnership with Habitat for Humanity in 2010, a Cook County HOME grant application totaling \$540,000 has been approved from Cook County. These funds are for housing acquisition which Habitat for Humanity is funneling into purchases across Park Forest.*

*Retail Reinvestment Patterns Study Phase I (\$125,000) and Retail Reinvestment Patterns Study Phase II (\$100,000) - This federal earmark request is for the Economic Development Staff to be actively involved in a Retail Reinvestment Patterns Study. In January 2011, notice was received that another \$100,000 in funding will be allowed for a second phase of this study to examine disinvestment in the south suburbs.*

*Disaster Funding for Housing Rehabilitation (\$1,000,000) and Demolition of Vacant Dilapidated Structures (\$300,000) - In partnership with Chicago Southland Housing and Community Development Collaborative, an application for State of Illinois CDBG funds that will allow Park Forest to continue with housing acquisition/rehabilitation and demolition projects. This work would continue in working with Habitat for Humanity.*

*Flooding Mitigation on Thorncreek Drive (\$711,000) - Funding in the amount of \$711,000 through ILDCEO and the CDBG "IKE" Disaster Recovery Public Infrastructure Program is being sought to help address a recurring flooding issue along Thorncreek Drive on the far south end of the Village.*

*Fire Department Staffing (\$198,183) - This is a SAFER grant in an attempt to increase career staffing by one Firefighter-Paramedic.*

*Village Green Service Facility (\$400,000) - The Illinois Department of Natural Resources/Park and Recreational Facility Construction division (IDNR/PARC) for a project that would include new storage and public restroom facilities to support activities on the Village Green.*

*Orchard Drive Reconstruction Project (\$13,000,000) – This is Federal funding as part of the SSMMMA Surface Transportation Program for the road reconstruction project.*

*Rich East Drainage Project (\$455,000) - This Wetland Development and Drainage Project is an extension of the Central Park Wetland Restoration and Preservation Project which would facilitate water detention behind Orchard Park Plaza in addition to improvements to the Rich East Lagoon.*

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

*The Director of Community Development, and other departmental staff answered property maintenance questions as posed by residents. Enhanced resident awareness of municipal operations was attained in expanding the cable access channel capacity in Park Forest in 2010/2011 as AT&T continues to offer cable services to the community.*

Besides being involved with implementing several of the Board's goals, the Community Development Department had additional departmental goals. They are as follows:

### Building

1. Continue to administer the annual licensing of building contractors.

*This program is ongoing and operating very smoothly.*

2. Administer and enforce the Vacant Building Registration Program.

*The department will continue to monitor vacant buildings and aggressively enforce this ordinance.*

3. Continue to promote the architectural design program.

*The department provides a brochure for the architectural design program.*

4. Continue the research to change the software for the administration of the annual licensing of building contractors.

*The Blackbear database system is in place and operational with department personnel utilizing it for licensing and inspectional services. However, due to budget constraints, the transition to IntraGov has been delayed.*

5. Oversee the commercial development and expansion in DownTown Park Forest.

*During the past year, the Community Development Department approved building plans and inspected construction for a number of new businesses.*

6. Oversee the commercial development and expansion in Business Park.

*Staff provided assistance in discussions with potential new businesses interested in locating within Park Forest.*

7. As part of the Troubled Building and Property Task Force, continue aggressive property maintenance code enforcement throughout the year to expedite the process for code compliance.

*The Troubled Building and Property Task Force, which is a multi-department operation, continued to make concerted efforts to identify and comprehensively address problem properties, owners and occupants. As a result of these efforts, a Crime Free Housing Ordinance has been implemented. In civil court proceedings seeking code compliance or a demolition order, 43 properties were pursued over the course of 2006 and 2007; five properties were ultimately demolished. Nine more properties were pursued in 2008 with 3 being demolished. Another 23 properties were pursued in civil court in 2009 with 2 being demolished. In 2010, 15 properties were identified with 3 more properties being demolished.*

#### Community Development:

1. Expand technology in computerization with new software enabling the department to create the Village's database system. In addition, enable the department to specialize and enhance building and code enforcement operations in the field as well as in the office.

*The Blackbear database system is in place and operational with department personnel utilizing it for licensing and inspectional services. However, due to budgetary constraints field operation use of the system has been placed on hold with the Village's transition to IntraGov.*

2. The Grants Seeking Task Force will investigate a grants search support group in identifying new grant opportunities.

*Numerous grants were applied for in 2010/2011. The bulk of the grants sought are related to infrastructure improvements. Applications and/or project awards can be found on pages 10-3 and 10-4.*

3. Provide Staff Liaison assistance to the Cable Communications Commission and aid in their establishment of local origination programming in Park Forest.

*Local Origination Programming efforts in concert with the Cable Communications Commission continued to evolve as upgrades were made to technology (cameras, microphones, projectors, recording equipment, etc.) in the Board Room of Village Hall. Additionally, portable cameras, computer editing software have been*

*purchased and provided to the public to use to encourage more programming on a community interest.*

4. Continue to promote the Architectural Design Program to encourage residential upgrades and improvements.

*A revised brochure for the design program is available.*

5. Coordinate Annual Strategic Planning, including recommendation of facilitator.

*In 2010/2011, Dr. Paul Craig facilitated the planning process as the Village Board followed up on its efforts from 2009/2010. The goals established for the coming fiscal year matched the prior year's goals.*

#### Housing – Housing Choice Voucher Program:

1. Continue to conduct outreach programs to property owners, marketing the Housing Choice Voucher Program with a new, updated landlord brochure and informational packet. Update the Rent Reasonableness Handbook.

*The Housing Authority continued to promote its programs to potential homebuyers. Updating the Rent Reasonableness Handbook is an ongoing project.*

2. Update the Rent Reasonableness Handbook.

*This effort is ongoing.*

3. Explore the possibility of the Housing Authority obtaining HUD funds to purchase longstanding foreclosed/vacant houses.

*The Housing Authority has investigated and will continue to identify potential avenues for acquisition and redevelopment.*

#### Housing - Garden House:

1. Maintain Updated Garden House files

*This effort is ongoing.*

## **2011/2012 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 2011/2012.

### Board Goals:

1. Maintain excellence in governing and create a more participatory government.
2. Increase commercial, business and residential development in the Village.
3. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.
4. Increase awareness of the quality of life in the Village of Park Forest.

### **COMMUNITY DEVELOPMENT DEPARTMENT OBJECTIVES:**

In addition to accomplishing the Board's goals, the Community Development Department has established a set of objectives for the year.

#### **BUILDING**

1. Continue the administration of the annual licensing of building contractors.
2. Administer and enforce the Vacant Building Registration Program.
3. Continue to promote the architectural design program.
4. Continue the research to change the software for the administration of the annual licensing of building contractors.
5. Oversee the commercial development and expansion in DownTown Park Forest.
6. Oversee the commercial development and expansion in Business Park.
7. As part of the Troubled Building and Property Task Force, continue aggressive property maintenance code enforcement throughout the year to expedite the process for code compliance.

**BUILDING DEPARTMENT PERFORMANCE MEASURES:**

|  | <u>2007</u>   | <u>2008</u>   | <u>2009</u>   | <u>2010</u>   |
|--|---------------|---------------|---------------|---------------|
| Number of Building Permits Issued      | 611           | 649           | 675           | 779           |
| Amount Collected in Permit Fees        | \$103,565     | \$58,675      | \$95,300      | \$126,125     |
| Total Valuation of Work                | \$8,765,881   | \$5,640,384   | \$7,582,020   | \$8,285,552   |
| Contractor's License Fees              | \$29,900      | \$28,900      | \$27,150      | \$33,700      |
| Residential Inspection Fees            | \$71,640      | \$66,775      | \$53,600      | \$74,365      |
| Real Estate Transfer Tax Stamps        | \$399,547     | \$148,460     | \$252,728     | \$81,965      |
| Housing Court/Adjudication Fines       | \$34,475      | \$22,740      | \$19,680      | \$110,390     |
| Civil Court/Liens                      | (1) N/A       | \$38,317      | \$51,514      | \$93,886      |
| Building & Grounds Maintenance Income  | \$22,516      | \$24,441      | \$60,883      | \$44,465      |
| Elevator/Escalator Inspection Fees     | \$2,585       | \$2,310       | \$2,350       | \$3,300       |
| Number of Houses Vacant                | 159           | 203           | 223           | 241           |
| Number of Houses in Foreclosure        | 127           | 208           | 313           | 384           |
| Number in Foreclosure and Occupied     | 44            | 95            | 194           | 258           |
| Vacant Building Registration Program * | (1)N/A        | (1)N/A        | \$9,000       | \$70,400      |
| Vacant Building Registration Units *   | (1)N/A        | (1)N/A        | 45            | 352           |
| <u>Inspections</u>                     |               |               |               |               |
| No Access                              | 29            | 32            | 30            | 27            |
| Inspector Initiated                    | 5,300         | 5,274         | 4,997         | 4,074         |
| Call-in/Referral Complaints            | 936           | 1,219         | 1,067         | 1,246         |
| Single Family Inspections              | 545           | 513           | 474           | 551           |
| Multifamily Inspections                | 567           | 566           | 451           | 504           |
| New Construction                       | 2,709         | 2,307         | 2,087         | 1,897         |
| Violations                             | 6,783         | 6,332         | 5,884         | 7,440         |
| <u>Abatement</u>                       |               |               |               |               |
| No Access                              | 4             | 7             | 2             | 2             |
| Inspector Initiated                    | 2,050         | 2,525         | 2,256         | 2,343         |
| Call-in/Referral Complaints            | 486           | 678           | 453           | 673           |
| Single Family Inspections              | 435           | 505           | 467           | 445           |
| Multi-family Inspections               | 302           | 332           | 246           | 221           |
| Violations                             | 5,071         | 4,285         | 4,853         | 5,662         |
| <u>Overall Inspection Totals</u>       | <b>13,330</b> | <b>13,909</b> | <b>12,498</b> | <b>11,954</b> |
| Number of Citations Issued             | 228           | 154           | 139           | 329           |

Explanation of Performance Measures:

\* The Program was not fully implemented until January 1, 2010.

(1) Not previously tracked

The numbers related to code abatement do not represent a complete picture of the compliance situation. When violations are cited, compliance dates are often delayed by one to six months, depending upon the nature of the violation and the season of the year. Thus, not every violation cited in the current year will be abated in the same year.

## **COMMUNITY DEVELOPMENT**

1. Expand technology in computerization with new software enabling the department to create the Village's database system. In addition, enable the department to specialize and enhance building and code enforcement operations in the field as well as in the office.
2. The Grants Seeking Task Force will investigate a grants search support group in identifying new grant opportunities.
3. Provide Staff Liaison assistance to the Cable Communications Commission and aid in their establishment of local origination programming in Park Forest.
4. Continue to 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.

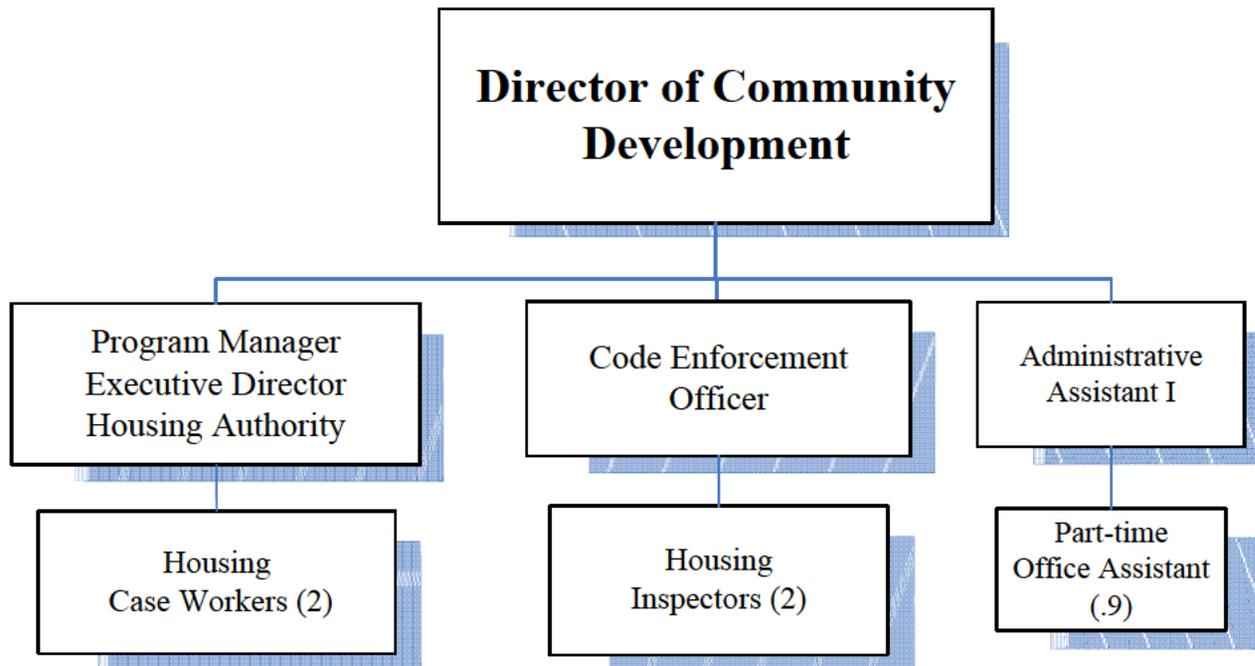
**STAFFING:**

The Community Development Department budget remains constant with last year's in staffing.

| <b><u>Position</u></b>       | <b><u>2007/08</u></b> | <b><u>2008/09</u></b> | <b><u>2009/10</u></b> | <b><u>2010/11</u></b> | <b><u>2011/12</u></b> |
|------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Director                     | 1                     | 1                     | 1                     | 1                     | 1                     |
| Senior Building Inspector    | 1                     | 1                     | 0                     | 0                     | 0                     |
| Code Enforcement Officer     | 0                     | 0                     | 0                     | 0                     | 1                     |
| Housing Inspector            | 3                     | 3                     | 3                     | 3                     | 2                     |
| Programs Manager             | 1                     | 1                     | 1                     | 1                     | 1                     |
| Housing Case Worker          | 2                     | 2                     | 2                     | 2                     | 2                     |
| Admin Assistant I            | 1                     | 1                     | 1                     | 1                     | 1                     |
| Office Assistant (part-time) | <u>.4</u>             | <u>.6</u>             | <u>.9</u>             | <u>.9</u>             | <u>.9</u>             |
| Total                        | 9.4                   | 9.6                   | 8.9                   | 8.9                   | 8.9                   |

# Village of Park Forest Community Development Department

## Organizational Chart



**Village of Park Forest  
2011/2012 Budget**

**COMMUNITY DEVELOPMENT  
SUMMARY**

|                                     | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|-------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b><u>Personnel Services</u></b>    |                            |                            |                              |                              |                           |
| Regular Salaries                    | 281,192                    | 285,612                    | 288,143                      | 292,863                      | 3%                        |
| Temporary/Part-time Salaries        | <u>28,637</u>              | <u>34,321</u>              | <u>34,000</u>                | <u>35,007</u>                | 2%                        |
| <b>Total Personnel Services</b>     | <b>309,829</b>             | <b>319,933</b>             | <b>322,143</b>               | <b>327,870</b>               | <b>2%</b>                 |
| <b><u>Insurance</u></b>             | 44,540                     | 48,861                     | 44,626                       | 50,607                       | 4%                        |
| <b><u>Employee Support</u></b>      | 60,125                     | 69,744                     | 62,374                       | 74,397                       | 7%                        |
| <b><u>Professional Services</u></b> | 11,179                     | 15,300                     | 7,800                        | 15,400                       | 1%                        |
| <b><u>Operating Supplies</u></b>    | 1,535                      | 2,000                      | 1,500                        | 2,150                        | 8%                        |
| <b><u>Maintenance</u></b>           | 56,800                     | 35,000                     | 54,000                       | 36,000                       | 3%                        |
| <b><u>Capital Outlays</u></b>       | 2,403                      | 87,500                     | 1,500                        | 3,800                        | -96%                      |
| <b><u>Miscellaneous</u></b>         | 995                        | 400                        | 995                          | 400                          | 0%                        |
| <b><u>Leases and Rentals</u></b>    | 8,610                      | 7,000                      | 7,000                        | 7,000                        | 0%                        |
| <b><u>Utilities</u></b>             | <u>2,004</u>               | <u>3,000</u>               | <u>1,800</u>                 | <u>3,000</u>                 | 0%                        |
| <b>TOTAL</b>                        | <b><u>498,020</u></b>      | <b><u>588,738</u></b>      | <b><u>503,738</u></b>        | <b><u>520,624</u></b>        | <b>-12%</b>               |

**Village of Park Forest  
2011/2012  
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT  
SALARY DETAIL**

|   | <b>6/30/2011<br/>Base</b> | <b>Salary<br/>Increase<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b> | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|---|---------------------------|-----------------------------------|--|---------------|------------------------|-----------------------|---------------|---------------|-------------|
| Lawrence Kerestes<br>Director of Community<br>Development | 105,227                   | 107,332                           | 23,9                                     | 107,332       | 11,291                 | 8,211                 | 11,261        | 695           | 120         |
| Ernestine Y. Watson<br>Housing Program Manager            | 68,840                    | 70,217                            | 14,9                                     | 70,217        | 7,387                  | 5,372                 | 6,752         | 358           | 120         |
| Jerry C. Martin<br>Code Enforcement Officer               | 49,882                    | 51,810                            | 12,3                                     | 52,411        | 5,514                  | 4,009                 | 13,592        | 695           | 120         |
| Janet L. Timm<br>Housing Inspector                        | 49,882                    | 50,880                            | 7,9                                      | 50,880        | 5,353                  | 3,892                 | 0             | 695           | 120         |
| Kathleen E. Fisher<br>Housing Inspector                   | 49,882                    | 50,880                            | 7,9                                      | 50,880        | 5,353                  | 3,892                 | 16,720        | 1,115         | 120         |
| Pauline Hawkins<br>Housing Case Worker                    | 49,882                    | 50,880                            | 7,9                                      | 50,880        | 5,353                  | 3,892                 | 4,982         | 163           | 120         |

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

**Village of Park Forest  
2011/2012  
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT  
SALARY DETAIL**

|   | <b>6/30/2011<br/>Base</b> | <b>Salary<br/>Increase<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b>   | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b>  | <b>Dental</b> | <b>Life</b> |
|---|---------------------------|-----------------------------------|--|-----------------|------------------------|-----------------------|----------------|---------------|-------------|
| Dolores Dubois<br>Admin. Assistant I              | 49,882                    | 50,880                            | 7,9                                      | 50,880          | 5,353                  | 3,892                 | 11,801         | 695           | 120         |
| Mattie Tyson<br>Housing Case Worker               | 48,195                    | 49,159                            | 7,8                                      | 49,727          | 5,230                  | 3,806                 | 5,901          | 358           | 120         |
| Part-time   | 34,321                    | 35,007                            |  | 35,007          | 3,683                  | 2,678                 |                |               |             |
| <b>Subtotal</b>                                   | <b>505,993</b>            | <b>517,045</b>                    |  | <b>518,214</b>  | <b>54,517</b>          | <b>39,644</b>         | <b>71,009</b>  | <b>4,774</b>  | <b>960</b>  |
| <b>ALLOCATIONS</b>                                |                           |                                   |  |                 |                        |                       |                |               |             |
| Housing (Housing Case Worker @ 100%)              |                           |                                   |  | -50,880         | -5,353                 | -3,892                | -4,982         | -163          | -120        |
| Housing (Code Enforcement Officer @ 5%)           |                           |                                   |  | -2,621          | -276                   | -200                  | -680           | -35           | -6          |
| Housing (Housing Inspector @ 5%)                  |                           |                                   |  | -2,544          | -268                   | -195                  | 0              | -35           | -6          |
| Housing (Housing Inspector @ 40%)                 |                           |                                   |  | -20,352         | -2,141                 | -1,557                | -6,688         | -446          | -48         |
| Housing ( Program Manager @ 95%)                  |                           |                                   |  | -66,706         | -7,016                 | -5,103                | -6,415         | -340          | -114        |
| Housing (Housing Case Worker/Assistant @ 95%)     |                           |                                   |  | -47,241         | -4,969                 | -3,614                | -5,605         | -339          | -114        |
| <b>Subtotal</b>                                   |                           |                                   |  | <b>-190,344</b> | <b>-20,023</b>         | <b>-14,561</b>        | <b>-24,370</b> | <b>-1,358</b> | <b>-408</b> |
| <b>COMMUNITY DEVELOPMENT<br/>DEPARTMENT TOTAL</b> | <b>505,993</b>            | <b>517,045</b>                    |  | <b>327,870</b>  | <b>34,494</b>          | <b>25,083</b>         | <b>46,639</b>  | <b>3,416</b>  | <b>552</b>  |

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

**Village of Park Forest  
2011/2012 Budget**

**COMMUNITY DEVELOPMENT  
DETAIL  
01-20-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                     |                |
|---------------------------------|---------------------|----------------|
| 500000                          | Regular Salaries    | 292,863        |
| 500200                          | Temporary/Part-time | <u>35,007</u>  |
| <b>Total Personnel Services</b> |                     | <b>327,870</b> |

**INSURANCE**

|                        |                   |               |
|------------------------|-------------------|---------------|
| 510100                 | Medical Insurance | 46,639        |
|                        | Dental Insurance  | 3,416         |
|                        | Life Insurance    | <u>552</u>    |
| <b>Total Insurance</b> |                   | <b>50,607</b> |

**EMPLOYEE SUPPORT**

|        |  |       |
|--------|--|-------|
| 520000 | Other Travel Expense<br>(Commuter train downtown, meetings,<br>transportation, parking, meals, tools,<br>attendance at meetings) | 4,600 |
| 520100 | Car/Mileage Reimbursement  | 2,000 |
| 520200 | Membership Dues/Subscriptions  |       |
|        | International City/County Management Assoc.  | 490   |
|        | International Code Council   | 100   |
|        | International Council of Shopping Centers  | 100   |

|        |  |              |               |
|--------|--|--------------|---------------|
|        | American Society of Public Administration                    | 100          |               |
|        | Urban Land Institute   | 225          |               |
|        | Crain's Chicago Business                                     | 155          |               |
|        | Chicago Law Bulletin   | <u>480</u>   | 1,650         |
| 520300 | Training Staff Development<br>(BOCA Certification Program)   |              |               |
|        | Inspection Staff   | 3,000        |               |
|        | (Prairie State College - all department staff)               | 750          |               |
|        | Attendance at workshops and conferences                      | <u>2,500</u> | 6,250         |
| 520400 | Books/Pamphlets<br>ICC Code updates, college course material |              | 320           |
| 520610 | FICA   |              | 25,083        |
| 520620 | IMRF   |              | <u>34,494</u> |
|        | <b>Total Employee Support</b>                                |              | <b>74,397</b> |

**PROFESSIONAL SERVICES**

|        |  |               |               |
|--------|--|---------------|---------------|
| 530000 | Other Professional Services              |               |               |
|        | Electrical & Plumbing Inspectors *       | 2,500         |               |
|        | Thompson Elevator Inspection Services ** | 2,300         |               |
|        | Title Searches, Paralegal Costs, etc.    | 600           |               |
|        | Technical Inspection Services            | <u>10,000</u> |               |
|        |  |               | <u>15,400</u> |
|        | <b>Total Professional Services</b>       |               | <b>15,400</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.

**OPERATING SUPPLIES**

|        |   |              |
|--------|---|--------------|
| 540000 | Other Operating Supplies                  |              |
|        | Building Permit Certificates of Occupancy | 400          |
|        | Building Permit Applications              | 400          |
|        | Electrical & Plumbing Inspection Forms    | 200          |
|        | Building Permit Hard Cards                | 100          |
|        | House File Address Folders                | 250          |
|        | Real Estate Transfer Tax Forms            | 400          |
|        | Office Supplies                           | <u>400</u>   |
|        |   | <u>2,150</u> |
|        | <b>Total Operating Supplies</b>           | <b>2,150</b> |

**MAINTENANCE**

|        |  |               |
|--------|--|---------------|
| 550500 | Contractual Grounds Maintenance<br>(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.) | 26,000        |
|        | House Demolition   | <u>10,000</u> |
|        | <b>Total Maintenance</b>   | <b>36,000</b> |

**CAPITAL OUTLAYS**

|        |   |              |
|--------|---|--------------|
| 560000 | Capital Outlays<br>Computer Replacement | <u>3,800</u> |
|        | <b>Total Capital Outlays</b>            | <b>3,800</b> |

**MISCELLANEOUS EXPENDITURES**

|        |  |            |
|--------|--|------------|
| 591000 | Public Notices<br>(CDBG Application, Zoning Variances/Appeals) | <u>400</u> |
|        | <b>Total Miscellaneous Expenditures</b>                        | <b>400</b> |



**Village of Park Forest  
2011/2012 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  
2011/2012 Budget**

**RECREATION AND PARKS  
COMBINED ENTERPRISE FUNDS  
(Aqua Center and Tennis and Health Club)**

|                                  | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|----------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>REVENUE</b>                   |                            |                            |                              |                              |                           |
| Property Taxes                   | 32,585                     | 34,336                     | 34,336                       | 33,582                       | -2%                       |
| Grants                           | 400,000                    | 0                          | 0                            | 0                            | 0%                        |
| Services                         | 366,161                    | 434,750                    | 412,950                      | 416,500                      | -4%                       |
| Sales                            | 40,743                     | 45,400                     | 42,070                       | 41,900                       | -8%                       |
| Interest                         | 39                         | 0                          | 0                            | 0                            | 0%                        |
| Energy Rebate                    | 16,440                     | 0                          | 0                            | 0                            | 0%                        |
| Transfer from General Fund       | <u>835,000</u>             | <u>295,000</u>             | <u>295,000</u>               | <u>215,000</u>               | -27%                      |
| <b>TOTAL REVENUE</b>             | <b><u>1,690,968</u></b>    | <b><u>809,486</u></b>      | <b><u>784,356</u></b>        | <b><u>706,982</u></b>        | <b>-13%</b>               |
| <b><u>Net Income(Loss)</u></b>   | <b>931,905</b>             | <b>105,836</b>             | <b>72,033</b>                | <b>(89,289)</b>              | <b>-184%</b>              |
| Major Capital Outlays            | (1,012,653)                | 0                          | 0                            | 0                            | 0%                        |
| Grant Distribution               | 0                          | 0                          | 400,000                      | 0                            | 0%                        |
| Debt Principal Repayment         | (23,550)                   | (25,120)                   | (25,120)                     | (25,120)                     | 0%                        |
| Depreciation                     | <u>37,294</u>              | <u>36,628</u>              | <u>36,628</u>                | <u>62,960</u>                | 72%                       |
| Cash Flow                        | (67,004)                   | 117,344                    | 483,541                      | (51,449)                     |                           |
| <b><u>Beginning Net Cash</u></b> |                            |                            | <b>(381,807)</b>             | <b>101,734</b>               |                           |
| <b><u>Ending Net Cash</u></b>    |                            |                            | <b>101,734</b>               | <b>50,285</b>                |                           |

**Village of Park Forest  
2011/2012 Budget**

**RECREATION AND PARKS  
COMBINED ENTERPRISE FUNDS  
(Aqua Center and Tennis and Health Club)**

|  | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|--|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>EXPENSES</b>                        |                            |                            |                              |                              |                           |
| <b><u>Personnel Services</u></b>       |                            |                            |                              |                              |                           |
| Regular Salaries                       | 127,167                    | 102,006                    | 105,000                      | 110,624                      | 8%                        |
| Overtime Salaries                      | 3,937                      | 2,000                      | 5,300                        | 4,500                        | 125%                      |
| Temporary/Part-time Salaries           | <u>234,853</u>             | <u>246,015</u>             | <u>256,000</u>               | <u>247,000</u>               | 0%                        |
| <b>Total Personnel Services</b>        | <b>365,957</b>             | <b>350,021</b>             | <b>366,300</b>               | <b>362,124</b>               | <b>3%</b>                 |
| <b><u>IRMA</u></b>                     | 23,173                     | 25,490                     | 12,160                       | 16,505                       | -35%                      |
| <b><u>Employee Support</u></b>         | 47,929                     | 46,576                     | 51,050                       | 48,280                       | 4%                        |
| <b><u>Professional Services</u></b>    | 11,566                     | 8,948                      | 10,598                       | 10,685                       | 19%                       |
| <b><u>Operating Supplies</u></b>       | 87,005                     | 81,500                     | 71,600                       | 72,100                       | -12%                      |
| <b><u>Maintenance</u></b>              | 9,819                      | 10,300                     | 9,400                        | 9,650                        | -6%                       |
| <b><u>Capital Outlays</u></b>          | 20,821                     | 7,500                      | 5,000                        | 66,200                       | 783%                      |
| <b><u>Depreciation</u></b>             | 37,294                     | 36,628                     | 36,628                       | 62,960                       | 72%                       |
| <b><u>Interest Expense</u></b>         | 10,827                     | 8,839                      | 8,839                        | 8,087                        | -9%                       |
| <b><u>Transfers to Other Funds</u></b> | 38,640                     | 38,840                     | 38,840                       | 38,840                       | 0%                        |
| <b><u>Miscellaneous</u></b>            | 2,262                      | 1,500                      | 1,400                        | 1,400                        | -7%                       |
| <b><u>Leases and Rentals</u></b>       | 3,508                      | 3,508                      | 3,508                        | 2,440                        | -30%                      |
| <b><u>Utilities</u></b>                | <u>100,262</u>             | <u>84,000</u>              | <u>97,000</u>                | <u>97,000</u>                | 15%                       |
| <b>TOTAL EXPENSES</b>                  | <b><u>759,063</u></b>      | <b><u>703,650</u></b>      | <b><u>712,323</u></b>        | <b><u>796,271</u></b>        | <b>13%</b>                |

**Village of Park Forest  
2011/2012 Budget**

**PUBLIC WORKS  
COMBINED ENTERPRISE FUNDS  
(Municipal Parking, Refuse Collection, Water and Sanitary Sewer)**

|                           | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|---------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>REVENUE</b>            |                            |                            |                              |                              |                           |
| Parking Lot Fees          | 140,030                    | 140,000                    | 115,355                      | 122,710                      | -12%                      |
| Charges for Service       | 1,209,092                  | 1,269,800                  | 1,200,281                    | 1,216,912                    | -4%                       |
| Water Sales               |                            |                            |                              |                              |                           |
| Residential               | 3,791,862                  | 3,956,716                  | 4,044,972                    | 4,206,770                    | 6%                        |
| Commercial                | 772,519                    | 812,661                    | 829,030                      | 862,191                      | 6%                        |
| Infrastructure Fee        | 311,028                    | 305,820                    | 309,184                      | 309,000                      | 1%                        |
| Sanitary District Fees    | 84,325                     | 83,500                     | 84,323                       | 84,500                       | 1%                        |
| Water Tap Fees            | 0                          | 2,000                      | 0                            | 0                            | -100%                     |
| Sewer User Fees           |                            |                            |                              |                              |                           |
| Residential               | 1,005,090                  | 1,080,290                  | 1,128,202                    | 1,105,000                    | 2%                        |
| Commercial                | 221,510                    | 249,069                    | 246,274                      | 249,000                      | 0%                        |
| Sewer Tap Fees            | 5,650                      | 4,000                      | 4,000                        | 4,000                        | 0%                        |
| Interest                  | 797                        | 300                        | 1,132                        | 830                          | 177%                      |
| State Grants              | 0                          | 637,715                    | 152,715                      | 485,000                      | -24%                      |
| Merchandising & Jobbing   | (21,839)                   | 0                          | 0                            | 0                            | 0%                        |
| Miscellaneous Income      | <u>403,793</u>             | <u>2,000</u>               | <u>2,000</u>                 | <u>2,000</u>                 | 0%                        |
| <b>TOTAL REVENUE</b>      | <b><u>7,923,857</u></b>    | <b><u>8,543,872</u></b>    | <b><u>8,117,468</u></b>      | <b><u>8,647,914</u></b>      | <b>1%</b>                 |
| <b>Net Income(Loss)</b>   | <b>103,290</b>             | <b>418,756</b>             | <b>302,655</b>               | <b>307,858</b>               | <b>-26%</b>               |
| Major Capital Outlays     | (445,547)                  | (5,807,000)                | (2,851,000)                  | (3,209,500)                  | -45%                      |
| Cook County Payable       | (29,087)                   | 0                          | 0                            | 0                            | 0%                        |
| Debt Principal Repayment  | (740,534)                  | (812,243)                  | (762,693)                    | (1,015,702)                  | 25%                       |
| Loan Proceeds             | 0                          | 4,837,000                  | 582,593                      | 4,611,302                    | -5%                       |
| Depreciation              | <u>732,870</u>             | <u>757,170</u>             | <u>757,170</u>               | <u>764,037</u>               | 1%                        |
| Cash Flow                 | (379,008)                  | (606,317)                  | (1,971,275)                  | 1,457,995                    |                           |
| <b>Beginning Net Cash</b> |                            |                            | <b>3,100,325</b>             | <b>1,129,050</b>             |                           |
| <b>Ending Net Cash</b>    |                            |                            | <b>1,129,050</b>             | <b>2,587,045</b>             |                           |

**Village of Park Forest  
2011/2012 Budget**

**PUBLIC WORKS  
COMBINED ENTERPRISE FUNDS**

(Municipal Parking, Refuse Collection, Water and Sanitary Sewer)

|                                       | FY 09/10<br>ACTUAL      | FY 10/11<br>BUDGET      | FY 10/11<br>ESTIMATE    | FY 11/12<br>PROPOSED    | PERCENT<br>CHANGE |
|---------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------|
| <b>EXPENSES</b>                       |                         |                         |                         |                         |                   |
| <b><u>Personnel Services</u></b>      |                         |                         |                         |                         |                   |
| Regular Salaries                      | 1,201,316               | 1,235,397               | 1,247,355               | 1,291,227               | 5%                |
| Overtime Salaries                     | 84,078                  | 163,007                 | 138,348                 | 166,266                 | 2%                |
| Temporary/Part-time Salaries          | <u>93,366</u>           | <u>103,095</u>          | <u>96,444</u>           | <u>106,759</u>          | 4%                |
| <b>Total Personnel Services</b>       | <b>1,378,760</b>        | <b>1,501,499</b>        | <b>1,482,147</b>        | <b>1,564,252</b>        | <b>4%</b>         |
| <b><u>Insurance</u></b>               | 179,152                 | 210,952                 | 213,422                 | 229,708                 | 9%                |
| <b><u>IRMA</u></b>                    | 359,015                 | 394,917                 | 224,965                 | 305,332                 | -23%              |
| <b><u>Employee Support</u></b>        | 219,250                 | 261,055                 | 258,050                 | 286,016                 | 10%               |
| <b><u>Professional Services</u></b>   | 1,627,032               | 1,721,941               | 1,716,005               | 1,743,437               | 1%                |
| <b><u>Operating Supplies</u></b>      | 536,717                 | 655,300                 | 531,358                 | 565,700                 | -14%              |
| <b><u>Maintenance</u></b>             | 514,885                 | 581,100                 | 710,210                 | 754,500                 | 30%               |
| <b><u>Capital Outlays</u></b>         | 175,573                 | 346,300                 | 321,300                 | 456,200                 | 32%               |
| <b><u>Depreciation</u></b>            | 732,870                 | 757,170                 | 757,170                 | 764,037                 | 1%                |
| <b><u>Interest Expense</u></b>        | 374,868                 | 459,946                 | 369,326                 | 408,467                 | -11%              |
| <b><u>Transfer to Other Funds</u></b> | 1,288,802               | 866,180                 | 866,180                 | 872,042                 | 1%                |
| <b><u>Miscellaneous</u></b>           | 30,838                  | 34,500                  | 27,500                  | 34,600                  | 0%                |
| <b><u>Leases &amp; Rentals</u></b>    | 157,340                 | 97,556                  | 98,062                  | 114,065                 | 17%               |
| <b><u>Utilities</u></b>               | <u>245,465</u>          | <u>236,700</u>          | <u>239,118</u>          | <u>241,700</u>          | 2%                |
| <b>TOTAL EXPENSES</b>                 | <b><u>7,820,567</u></b> | <b><u>8,125,116</u></b> | <b><u>7,814,813</u></b> | <b><u>8,340,056</u></b> | <b>3%</b>         |

## **Village of Park Forest 2011/2012 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 – 85,000 bathers annually.

Two major renovations have taken place since the Village purchase. In 1989 and 1990 two new mechanical buildings and related equipment were constructed and a Zero Depth Pool and Water Slide with Splash Pool added at the site. The Village received a \$400,000 Open Space Land Acquisition and Development Grant (OSLAD) from the State of Illinois to help with a major remodeling of the bathhouse in 2009. The project which totaled almost \$1.1M was completed for the June 4<sup>th</sup> Opening Day in 2010. Projects included a complete renovation of all aspects of the bathhouse, including plumbing, electrical, finishes, in addition to moving the concession function into the main building and adding a classroom “The Wetland Discovery Center” to be utilized by children and adults visiting Central Park Wetlands. The original concession stand was demolished. Several “green initiatives” were incorporated in this project including solar hot water heating, ten skylights in the roof, energy efficient light and plumbing fixtures, a rain garden and more.

For many years the Aqua Center staff has been awarded “National Aquatic Safety Awards” by the aquatic safety and risk management firm of Jeff Ellis & Associates. The facility received the “Platinum” (highest) Award again for the 2008 season. These awards are based upon the scores attained at three, unannounced, video taped safety audits conducted during the season. Auditors tape three or more guards selected at random and, after announcing their presence, ask guards, also selected at random, to demonstrate critical rescue techniques and CPR.

#### **ACCOMPLISHMENT OF 2010/2011 BUDGET OBJECTIVES:**

1. Complete the major renovation of 2009-2010 within budget and in time for opening day.

*Completed and grant money received from IDNR.*

2. Develop procedures and schedule systems for use of the new “Wetland Discovery Center.”

*The facility has been well used in 2010/2011. In addition to regular school groups (Districts #163, #162, Deer Creek Schools and Chicago Public Schools), Thorn Creek Audubon, Park Forest Environment Commission and Library, the US Green Building Council and more have been holding regular meetings in the Center. The space is also used when available by the Aqua Center for staff and lesson training.*

**2011/2012 AQUA CENTER OBJECTIVES:**

1. Complete the Virginia Graeme pool grate modifications in a manner approved by regulatory agencies.
2. Complete resurfacing of the Zero Depth pool following the 2011 season.

**PERFORMANCE MEASURES:**

The 2010 season rebounded considerably from a poor season in 2009 as a result of warmer and drier weather. For the 93 day season the facility was only closed 2 days as compared to 9 days (10% of the season) in 2009. In 2010 daily reports indicated “marginal weather” on only 5 days as compared to 37 days (42% of season) in 2009. Accordingly passes sold, daily fees and attendance were all up, though sales over the past 5 years continue to trend downward.

Park Forest Aqua Center passes sold by year:

| Season | Passes Sold | % Passes Sold to Park Forest Residents | Total Attendance |
|--------|-------------|--|------------------|
| 2010   | 1,891       | 61.0%                                  | 70,461           |
| 2009   | 1,491       | 61.0%                                  | 48,859           |
| 2008   | 1,837       | 54.6%                                  | 60,000           |
| 2007   | 1,975       | 57.8%                                  | 76,770           |
| 2006   | 2,336       | 60.9%                                  | 79,226           |
| 2005   | 2,411       | 66.7%                                  | 70,391           |
| 2004*  | 2,726       | 61.9%                                  | 84,394           |

\* Beginning with the 2005 Season, only Individual Passes were sold. The 2004 numbers equate total passes (Family and Individual) to the number of individuals represented.

**Village of Park Forest  
2011/2012 Budget**

**AQUA CENTER  
SUMMARY**

|                                  | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|----------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>REVENUE</b>                   |                            |                            |                              |                              |                           |
| Property Taxes                   | 32,585                     | 34,336                     | 34,336                       | 33,582                       | -2%                       |
| State Grants                     | 400,000                    | 0                          | 0                            | 0                            | 0%                        |
| Services                         | 141,505                    | 187,000                    | 176,500                      | 176,500                      | -6%                       |
| Sales                            | 2,294                      | 2,400                      | 2,570                        | 2,400                        | 0%                        |
| Interest                         | 25                         | 0                          | 0                            | 0                            | 0%                        |
| Energy Rebate                    | 16,440                     | 0                          | 0                            | 0                            | 0%                        |
| Transfer from General Fund       | <u>760,000</u>             | <u>200,000</u>             | <u>200,000</u>               | <u>120,000</u>               | -40%                      |
| <b>TOTAL REVENUE</b>             | <b><u>1,352,849</u></b>    | <b><u>423,736</u></b>      | <b><u>413,406</u></b>        | <b><u>332,482</u></b>        | <b>-22%</b>               |
| <b><u>Net Income(Loss)</u></b>   | <b>958,601</b>             | <b>109,546</b>             | <b>56,733</b>                | <b>(95,344)</b>              | <b>-187%</b>              |
| Major Capital Outlay             | (1,012,653)                | 0                          | 0                            | 0                            | 0%                        |
| Grant Distribution               | 0                          | 0                          | 400,000                      | 0                            | 0%                        |
| Debt Principal Repayment         | (23,550)                   | (25,120)                   | (25,120)                     | (25,120)                     | 0%                        |
| Depreciation                     | <u>34,304</u>              | <u>33,638</u>              | <u>33,638</u>                | <u>59,970</u>                | 78%                       |
| Cash Flow                        | (43,298)                   | 118,064                    | 465,251                      | (60,494)                     |                           |
| <b><u>Beginning Net Cash</u></b> |                            |                            | <b>(373,296)</b>             | <b>91,955</b>                |                           |
| <b><u>Ending Net Cash*</u></b>   |                            |                            | <b>91,955</b>                | <b>31,461</b>                |                           |

\* Ending net cash reserved for capital items.

**Village of Park Forest  
2011/2012 Budget**

**AQUA CENTER  
SUMMARY**

|  | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|--|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>EXPENSES</b>                        |                            |                            |                              |                              |                           |
| <b><u>Personnel Services</u></b>       |                            |                            |                              |                              |                           |
| Regular Salaries                       | 42,533                     | 7,581                      | 20,000                       | 20,555                       | 171%                      |
| Overtime Salaries                      | 3,411                      | 1,500                      | 4,500                        | 4,000                        | 167%                      |
| Temporary/Part-time Salaries           | <u>129,248</u>             | <u>138,015</u>             | <u>151,000</u>               | <u>140,000</u>               | 1%                        |
| <b>Total Personnel Services</b>        | <b>175,192</b>             | <b>147,096</b>             | <b>175,500</b>               | <b>164,555</b>               | <b>12%</b>                |
| <b><u>Insurance(IRMA)</u></b>          | 9,006                      | 9,907                      | 4,297                        | 5,833                        | -41%                      |
| <b><u>Employee Support</u></b>         | 19,004                     | 14,361                     | 21,250                       | 16,434                       | 14%                       |
| <b><u>Professional Services</u></b>    | 5,492                      | 4,071                      | 5,471                        | 5,507                        | 35%                       |
| <b><u>Operating Supplies</u></b>       | 39,255                     | 27,000                     | 27,000                       | 27,000                       | 0%                        |
| <b><u>Maintenance</u></b>              | 6,398                      | 5,500                      | 5,900                        | 5,900                        | 7%                        |
| <b><u>Capital Outlays</u></b>          | 19,406                     | 0                          | 0                            | 60,200                       | 100%                      |
| <b><u>Depreciation</u></b>             | 34,304                     | 33,638                     | 33,638                       | 59,970                       | 78%                       |
| <b><u>Interest Expense</u></b>         | 10,827                     | 8,839                      | 8,839                        | 8,087                        | -9%                       |
| <b><u>Transfers to Other Funds</u></b> | 18,640                     | 18,840                     | 18,840                       | 18,840                       | 0%                        |
| <b><u>Miscellaneous</u></b>            | 1,332                      | 500                        | 500                          | 500                          | 0%                        |
| <b><u>Leases and Rentals</u></b>       | 1,438                      | 1,438                      | 1,438                        | 1,000                        | -30%                      |
| <b><u>Utilities</u></b>                | <u>53,954</u>              | <u>43,000</u>              | <u>54,000</u>                | <u>54,000</u>                | 26%                       |
| <b>TOTAL EXPENSES</b>                  | <b><u>394,248</u></b>      | <b><u>314,190</u></b>      | <b><u>356,673</u></b>        | <b><u>427,826</u></b>        | <b>36%</b>                |

**Village of Park Forest  
2011/2012 Budget**

**AQUA CENTER  
DETAIL  
53-11-33**

**PERSONNEL SALARIES**

**Salaries and Wages**

|                       |                     |                |
|-----------------------|---------------------|----------------|
| 500000                | Regular Salaries    | 20,555         |
| 500100                | Overtime Salaries   | 4,000          |
| 500200                | Temporary/Part-time | <u>140,000</u> |
| <b>Total Salaries</b> |                     | <b>164,555</b> |

**INSURANCE**

|                        |              |              |
|------------------------|--------------|--------------|
| 510400                 | IRMA Premium | <u>5,833</u> |
| <b>Total Insurance</b> |              | <b>5,833</b> |

**EMPLOYEE SUPPORT**

|                               |      |               |
|-------------------------------|------|---------------|
| 520610                        | FICA | 12,588        |
| 520620                        | IMRF | <u>3,846</u>  |
| <b>Total Employee Support</b> |      | <b>16,434</b> |

**PROFESSIONAL SERVICES**

|                                    |   |              |
|------------------------------------|---|--------------|
| 530000                             | Other Professional Services<br>(Ellis Retainer, Three Audits, Instructor Class) | 3,500        |
| 530300                             | Audit Services (annual)   | 207          |
| 532600                             | Credit Card Service Charge  | <u>1,800</u> |
| <b>Total Professional Services</b> |   | <b>5,507</b> |

**OPERATING SUPPLIES**

|                                 |  |               |
|---------------------------------|--|---------------|
| 540000                          | Other Operating Supplies<br>(Paints and hardware, small tools, cleaning supplies,<br>paper products, towels and office supplies) | 17,000        |
| 541600                          | Lime and Chemicals   | <u>10,000</u> |
| <b>Total Operating Supplies</b> |  | <b>27,000</b> |

**MAINTENANCE**

|                          |  |              |
|--------------------------|--|--------------|
| 550200                   | Equipment Repairs<br>(Mechanical systems, plumbing, electrical,<br>upkeep of building and equipment) | 2,500        |
| 550500                   | Contractual Grounds Maintenance  | <u>3,400</u> |
| <b>Total Maintenance</b> |  | <b>5,900</b> |

**CAPITAL OUTLAYS**

|                              |                                    |                |
|------------------------------|------------------------------------|----------------|
| 560000                       | Capital Outlay                     |                |
|                              | V. Graeme Pool Drain Modifications | 29,200         |
|                              | Resurface Zero Depth Pool          | 31,000         |
| 560700                       | Depreciation                       | <u>59,970</u>  |
| <b>Total Capital Outlays</b> |                                    | <b>120,170</b> |

**DEBT SERVICE**

|                                     |                          |              |
|-------------------------------------|--------------------------|--------------|
| 570000                              | Debt Service*            | 25,120       |
| 570100                              | Interest on Debt Service | <u>8,087</u> |
| *Not included in income calculation |                          | <u>8,087</u> |
| <b>Total Debt Service</b>           |                          | <b>8,087</b> |

**TRANSFER TO OTHER FUNDS**

|        |                                      |               |
|--------|--------------------------------------|---------------|
| 581000 | Indirect Transfer to General Fund    | <u>18,840</u> |
|        | <b>Total Transfer to Other Funds</b> | <b>18,840</b> |

**MISCELLANEOUS EXPENDITURES**

|        |   |            |
|--------|---|------------|
| 590900 | Advertising and Marketing Expense       | <u>500</u> |
|        | <b>Total Miscellaneous Expenditures</b> | <b>500</b> |

**LEASES and RENTALS**

|        |   |              |
|--------|---|--------------|
| 600400 | Vehicle Interfund Rentals<br>(Charges for maintenance activities<br>performed by Parks staff) | <u>1,000</u> |
|        | <b>Total Leases and Rentals</b>   | <b>1,000</b> |

**UTILITIES**

|        |   |                      |
|--------|---|----------------------|
| 610000 | Telephone   | 1,000                |
| 610600 | Public Utilities<br>(Electric, natural gas and telephone) | <u>53,000</u>        |
|        | <b>Total Utilities</b>                                    | <b><u>54,000</u></b> |

|  |                          |                |
|--|--------------------------|----------------|
|  | <b>TOTAL AQUA CENTER</b> | <b>427,826</b> |
|--|--------------------------|----------------|

# Village of Park Forest 2011/2012 Budget

## TENNIS and HEALTH CLUB

### DEPARTMENT FUNCTION:

The Department of Recreation and Parks operates the Park Forest Tennis and Health Club, a six court facility with health and exercise equipment, a pro shop and full service lounge. The club was built and operated by the private sector from 1974 to 1983 when, through foreclosure, it reverted to the Federal Deposit Insurance Corporation. The FDIC closed the facility in the summer of 1983. With the encouragement of many club members, the Village purchased the property in December of 1983 and opened for business in January of 1984. Since that time, the Village has completely refurbished the facility with new ceilings, new energy efficient lighting, gas heating, and the addition of exercise equipment and refurbished locker room facilities. The debt service for acquisition of the facility was paid off in 1998. The club offers an extensive instructional program, both indoors and out, serving preschoolers to senior citizens. The main operating season is September to mid-May with a more limited schedule during the summer months.

Team tennis has always been a strength at the Park Forest club. The club is involved in two different adult traveling team tennis leagues. Eleven men's and women's teams, at all ability levels, travel to such clubs as Five Seasons (Burr Ridge), Midtown (Chicago), Naperville, Oak Brook, Hinsdale and many others. This is many more teams than other, much larger clubs in the area. Most teams practice at least once a week, with half of the teams playing home matches each weekend. The team tennis program contributes greatly to court time sales. Lesson programs have reached all time highs the past two seasons, both indoors and out.

The proposed Adult Membership rates for 2011/2012 reflect no change. Rates were last increased in 2008/09. During the season just past, more people have been seen paying the "non-member" fee for tennis lessons rather than joining the club. Less money "up front" and more "pay as you go" is a trend found in other programs as well which could be a sign of the economy.

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         |

**ACCOMPLISHMENTS OF 2010/2011 BUDGET OBJECTIVES:**

1. Continue to upgrade the facility where needed to increase membership and lesson base.

*Purchased a new stair climber for the fitness area and an AED device for the facility.*

**2011/2012 TENNIS and HEALTH CLUB OBJECTIVES:**

1. Continue to upgrade the facility where needed to increase membership and lesson base.
2. Replace the front counter system.

**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> |
|---------------|-----------------|---------------------|--------------------|
| 2011          | 89 (22.4%)      | 308 (77.6%)         | 397                |
| 2010          | 93 (23.5%)      | 302 (76.5%)         | 395                |
| 2009          | 91 (23%)        | 302 (77%)           | 393                |
| 2008          | 110 (24%)       | 347 (76%)           | 457                |
| 2007          | 148 (31%)       | 335 (69%)           | 483                |
| 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                |

\* 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  
2011/2012 Budget**

**TENNIS and HEALTH CLUB  
SUMMARY**

|                                  | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|----------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>REVENUE</b>                   |                            |                            |                              |                              |                           |
| Services                         | 224,656                    | 247,750                    | 236,450                      | 240,000                      | -3%                       |
| Sales                            | 38,449                     | 43,000                     | 39,500                       | 39,500                       | -8%                       |
| Interest                         | 14                         | 0                          | 0                            | 0                            | 0%                        |
| Transfer from General Fund       | <u>75,000</u>              | <u>95,000</u>              | <u>95,000</u>                | <u>95,000</u>                | 0%                        |
| <b>TOTAL REVENUE</b>             | <b><u>338,119</u></b>      | <b><u>385,750</u></b>      | <b><u>370,950</u></b>        | <b><u>374,500</u></b>        | <b>-3%</b>                |
| <b><u>Net Income (Loss)</u></b>  | <b>(26,696)</b>            | <b>(3,710)</b>             | <b>15,300</b>                | <b>6,055</b>                 | <b>263%</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                        | (23,706)                   | (720)                      | 18,290                       | 9,045                        |                           |
| <b><u>Beginning Net Cash</u></b> |                            |                            | <b>(8,511)</b>               | <b>9,779</b>                 |                           |
| <b><u>Ending Net Cash</u></b>    |                            |                            | <b>9,779</b>                 | <b>18,824</b>                |                           |

**Village of Park Forest  
2011/2012 Budget**

**TENNIS and HEALTH CLUB  
SUMMARY**

|                                       | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|---------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>EXPENSES</b>                       |                            |                            |                              |                              |                           |
| <b><u>Personnel Services</u></b>      |                            |                            |                              |                              |                           |
| Regular Salaries                      | 84,634                     | 94,425                     | 85,000                       | 90,069                       | -5%                       |
| Overtime Salaries                     | 526                        | 500                        | 800                          | 500                          | 0%                        |
| Temporary/Part-time Salaries          | <u>105,605</u>             | <u>108,000</u>             | <u>105,000</u>               | <u>107,000</u>               | -1%                       |
| <b>Total Personnel Services</b>       | <b>190,765</b>             | <b>202,925</b>             | <b>190,800</b>               | <b>197,569</b>               | <b>-3%</b>                |
| <b><u>Insurance(IRMA)</u></b>         | 14,167                     | 15,583                     | 7,863                        | 10,672                       | -32%                      |
| <b><u>Employee Support</u></b>        | 28,925                     | 32,215                     | 29,800                       | 31,846                       | -1%                       |
| <b><u>Professional Services</u></b>   | 6,074                      | 4,877                      | 5,127                        | 5,178                        | 6%                        |
| <b><u>Operating Supplies</u></b>      | 47,750                     | 54,500                     | 44,600                       | 45,100                       | -17%                      |
| <b><u>Maintenance</u></b>             | 3,421                      | 4,800                      | 3,500                        | 3,750                        | -22%                      |
| <b><u>Capital Outlays</u></b>         | 1,415                      | 7,500                      | 5,000                        | 6,000                        | -20%                      |
| <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>           | 930                        | 1,000                      | 900                          | 900                          | -10%                      |
| <b><u>Leases and Rentals</u></b>      | 2,070                      | 2,070                      | 2,070                        | 1,440                        | -30%                      |
| <b><u>Utilities</u></b>               | <u>46,308</u>              | <u>41,000</u>              | <u>43,000</u>                | <u>43,000</u>                | 5%                        |
| <b>TOTAL EXPENSES</b>                 | <b><u>364,815</u></b>      | <b><u>389,460</u></b>      | <b><u>355,650</u></b>        | <b><u>368,445</u></b>        | <b>-5%</b>                |

**Village of Park Forest  
2011/2012 Budget**

**TENNIS and HEALTH CLUB  
DETAIL  
54-11-59**

**PERSONNEL SALARIES**

**Salaries and Wages**

|                       |                     |                |
|-----------------------|---------------------|----------------|
| 500000                | Regular Salaries    | 90,069         |
| 500100                | Overtime Salaries   | 500            |
| 500200                | Temporary/Part-time | <u>107,000</u> |
| <b>Total Salaries</b> |                     | <b>197,569</b> |

**INSURANCE**

|                        |              |               |
|------------------------|--------------|---------------|
| 510300                 | IRMA Premium | <u>10,672</u> |
| <b>Total Insurance</b> |              | <b>10,672</b> |

**EMPLOYEE SUPPORT**

|                               |  |               |
|-------------------------------|--|---------------|
| 520200                        | Dues/Subscriptions<br>(Tennis team entry fees) | 1,000         |
| 520610                        | FICA   | 15,114        |
| 520620                        | IMRF   | <u>15,732</u> |
| <b>Total Employee Support</b> |  | <b>31,846</b> |

**PROFESSIONAL SERVICES**

|                                    |  |              |
|------------------------------------|--|--------------|
| 530000                             | Other Professional Services<br>(Exterminator, equipment servicing) | 1,500        |
| 530300                             | Audit Services (annual)  | 378          |
| 532600                             | Credit Card Service Charge   | <u>3,300</u> |
| <b>Total Professional Services</b> |  | <b>5,178</b> |

### **OPERATING SUPPLIES**

|                                 |   |               |
|---------------------------------|---|---------------|
| 540000                          | Operating Supplies<br>(Paints and hardware, small tools,<br>cleaning supplies, paper products, towels<br>and office supplies) | 12,500        |
| 540400                          | Food purchases for resale   | 2,600         |
| 540500                          | Beverage purchases for resale   | 12,500        |
| 540600                          | Accessories purchases for resale (Pro Shop)   | <u>17,500</u> |
| <b>Total Operating Supplies</b> |   | <b>45,100</b> |

### **MAINTENANCE**

|                          |  |              |
|--------------------------|--|--------------|
| 550200                   | Equipment Repairs<br>(HVAC, plumbing, electrical,<br>upkeep of building and equipment) | 1,200        |
| 550400                   | Contractual Maintenance<br>(Security system, etc.)                                     | 750          |
| 550500                   | Contractual Grounds Maintenance  | <u>1,800</u> |
| <b>Total Maintenance</b> |  | <b>3,750</b> |

### **CAPITAL OUTLAYS**

|                              |   |              |
|------------------------------|---|--------------|
| 560000                       | Capital Outlays<br>Replace Front Counter System | <u>6,000</u> |
|                              |   | 6,000        |
| 560700                       | Depreciation                                    | <u>2,990</u> |
| <b>Total Capital Outlays</b> |   | <b>8,990</b> |

**TRANSFER TO OTHER FUNDS**

581000 Indirect Cost Transfer to General Fund 20,000

**Total Transfer to Other Funds 20,000**

**MISCELLANEOUS EXPENDITURES**

590900 Advertising and Marketing Expense 900

**Total Miscellaneous Expenditures 900**

**LEASES and RENTALS**

600400 Vehicle Interfund Rentals  
(Maintenance activities performed by Parks staff) 1,440

**Total Leases and Rentals 1,440**

**UTILITIES**

610000 Telephone 1,000

610600 Public Utilities  
(Electric, gas and telephone) 42,000

**Total Utilities 43,000**

**TOTAL TENNIS and HEALTH CLUB 368,445**

**Village of Park Forest  
2011/2012 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 spaces and accepts daily payments through coin boxes with associated parking stall numbers. Commuters pay on a day by day basis. Lot #1 averages a 60.7% occupancy rate by commuters on weekdays.

Lot #2 contained 734 parking spaces and was reconfigured to 576 parking spaces in November 2009 as a result of the sale of a portion of Lot #2 to Canadian National Railroad. This sale facilitates Canadian National to build a connection from the old Illinois Central line to the EJ&E line. The work for this connection at Lot #2 continues through Fiscal 2011 and may continue into Fiscal 2012. In addition to the connection work, this Metra Station will see other improvements. Some of these improvements include:

1. New stairway and access ramp to Metra Station entrance.
2. A new commuter drop off configuration known as the “Kiss and Ride”. Motorists enter the drive from Homan Street, drop off commuter(s) at the station stairway and ramp, and then exit onto North Street.
3. New LED street lighting will illuminate the Kiss and Ride drive through.
4. The parking lot was resurfaced and restriped.
5. An observation tower will be constructed for train enthusiasts.
6. Bike lockers will be provided for cyclists.

**ACCOMPLISHMENT OF 2010/2011 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, Lot #1. Village Staff has begun implementation by seeking out state and federal funding sources for public infrastructure improvements. The Village submitted a request through the SouthCom lobbyist for \$1.2 million to support the streetscape improvements that are part of the 211<sup>th</sup> Street TOD Plan. This request was made jointly with the Villages of Matteson and Olympia Fields.*

*The Canadian National (CN) railroad resurfaced the Matteson Metra Station, Lot #2, as part of the construction project to connect the EJ&E to the old Illinois Central line. Their plan included rerouting the Kiss and Ride, improvements to the Metra Station entrance, a new ramp, and LED lighting around the Kiss and Ride.*

**2011/2012 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 2011/2012 pending any further work on the 211<sup>th</sup> Street Transit-Oriented Development.

**PERFORMANCE MEASURES:**

The following quantities of work were accomplished in previous budget years:

|   | <b>2006</b> | <b>2007</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> |
|---|-------------|-------------|-------------|-------------|-------------|
| Commuters served at 211 <sup>th</sup> St. Station | 114,376     | 98,584      | 94,412      | 70,502      | 65,802      |
| Commuters served at Matteson Station              | 116,742     | 86,539      | 88,398      | 64,159      | 57,553      |
| Monthly pass cards held                           | 101         | 91          | 85          | 78          | 67          |

\* Customer calculation is based on revenue received.

**Village of Park Forest  
2011/2012 Budget**

**MUNICIPAL PARKING FUND  
SUMMARY**

|                                  | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|----------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>REVENUE</b>                   |                            |                            |                              |                              |                           |
| Parking Lot Fees                 | 140,030                    | 140,000                    | 115,355                      | 122,710                      | -12%                      |
| Interest                         | 86                         | 100                        | 100                          | 100                          | 0%                        |
| Sale of Corp Assets              | <u>395,421</u>             | <u>0</u>                   | <u>0</u>                     | <u>0</u>                     | 0%                        |
| <b>TOTAL REVENUE</b>             | <b><u>535,537</u></b>      | <b><u>140,100</u></b>      | <b><u>115,455</u></b>        | <b><u>122,810</u></b>        | <b>-12%</b>               |
| <b><u>Net Income(Loss)</u></b>   | <b>(105,471)</b>           | <b>(86,539)</b>            | <b>(52,410)</b>              | <b>(245,262)</b>             | <b>-183%</b>              |
| Major Capital Outlays            | 0                          | 0                          | 0                            | 0                            | 0%                        |
| Depreciation                     | <u>16,950</u>              | <u>16,950</u>              | <u>16,950</u>                | <u>16,950</u>                | 0%                        |
| Cash Flow                        | (88,521)                   | (69,589)                   | (35,460)                     | (228,312)                    |                           |
| <b><u>Beginning Net Cash</u></b> |                            |                            | <b>352,704</b>               | <b>317,244</b>               |                           |
| <b><u>Ending Net Cash</u></b>    |                            |                            | <b>317,244</b>               | <b>88,932</b>                |                           |

**Village of Park Forest  
2011/2012 Budget**

**MUNICIPAL PARKING FUND  
SUMMARY**

|                                       | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|---------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>EXPENSES</b>                       |                            |                            |                              |                              |                           |
| <b><u>Personnel Services</u></b>      |                            |                            |                              |                              |                           |
| Regular Salaries                      | 45,902                     | 58,051                     | 58,051                       | 60,932                       | 5%                        |
| Overtime Salaries                     | 8,336                      | 29,977                     | 7,000                        | 30,576                       | 2%                        |
| Temporary/Part-time Salaries          | <u>9,499</u>               | <u>12,382</u>              | <u>10,800</u>                | <u>12,382</u>                | 0%                        |
| <b>Total Personnel Services</b>       | <b>63,737</b>              | <b>100,410</b>             | <b>75,851</b>                | <b>103,890</b>               | <b>3%</b>                 |
| <b><u>Insurance</u></b>               | 7,337                      | 7,345                      | 9,838                        | 7,864                        | 7%                        |
| <b><u>IRMA</u></b>                    | 8,081                      | 8,889                      | 4,185                        | 5,680                        | -36%                      |
| <b><u>Employee Support</u></b>        | 9,342                      | 17,380                     | 11,476                       | 18,977                       | 9%                        |
| <b><u>Professional Services</u></b>   | 312                        | 243                        | 243                          | 201                          | -17%                      |
| <b><u>Operating Supplies</u></b>      | 2,561                      | 2,200                      | 2,200                        | 2,200                        | 0%                        |
| <b><u>Maintenance</u></b>             | 13,202                     | 9,100                      | 8,000                        | 109,100                      | 1099%                     |
| <b><u>Capital Outlays</u></b>         | 0                          | 25,000                     | 0                            | 65,000                       | 160%                      |
| <b><u>Depreciation</u></b>            | 16,950                     | 16,950                     | 16,950                       | 16,950                       | 0%                        |
| <b><u>Transfer to Other Funds</u></b> | 497,268                    | 20,307                     | 20,307                       | 17,035                       | -16%                      |
| <b><u>Leases &amp; Rentals</u></b>    | 11,585                     | 5,815                      | 5,815                        | 8,175                        | 41%                       |
| <b><u>Utilities</u></b>               | <u>10,633</u>              | <u>13,000</u>              | <u>13,000</u>                | <u>13,000</u>                | 0%                        |
| <b>TOTAL EXPENSES</b>                 | <b><u>641,008</u></b>      | <b><u>226,639</u></b>      | <b><u>167,865</u></b>        | <b><u>368,072</u></b>        | <b>62%</b>                |

**Village of Park Forest  
2011/2012 Budget**

**MUNICIPAL PARKING FUND  
DETAIL  
51-17-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                     |                |
|---------------------------------|---------------------|----------------|
| 500000                          | Regular Salaries    | 60,932         |
| 500100                          | Overtime Salaries   | 30,576         |
| 500200                          | Temporary/Part-time | <u>12,382</u>  |
| <b>Total Personnel Services</b> |                     | <b>103,890</b> |

**INSURANCE**

|                        |                  |               |
|------------------------|------------------|---------------|
| 510100                 | Health Insurance | 7,385         |
|                        | Dental Insurance | 356           |
|                        | Life Insurance   | <u>123</u>    |
|                        |                  | 7,864         |
| 510300                 | IRMA Premium     | <u>5,680</u>  |
| <b>Total Insurance</b> |                  | <b>13,544</b> |

**EMPLOYEE SUPPORT**

|                               |   |               |
|-------------------------------|---|---------------|
| 520100                        | Car/Mileage Allowance<br>(Portion of Director's mileage<br>reimbursement) | 100           |
| 520610                        | FICA  | 7,948         |
| 520620                        | IMRF  | <u>10,929</u> |
| <b>Total Employee Support</b> |   | <b>18,977</b> |

**PROFESSIONAL SERVICES**

|                                    |                |            |
|------------------------------------|----------------|------------|
| 530300                             | Audit Services | <u>201</u> |
| <b>Total Professional Services</b> |                | <b>201</b> |

**OPERATING SUPPLIES**

|                                 |  |              |
|---------------------------------|--|--------------|
| 540000                          | Other Operating Supplies<br>(Materials for parking lot pavement<br>patching, etc.) | 2,000        |
| 540200                          | Printing/Copying Supplies<br>(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<br>(Repair of coin gates, etc.) | 4,000          |
| 550500                   | Contractual Grounds Maintenance   | 3,100          |
| 551000                   | Parking Lot Maintenance<br>(Repair parts)                                 | 2,000          |
| 551300                   | Parking Lot Maintenance-Surface<br>(Patching & miscellaneous repairs)     | <u>100,000</u> |
| <b>Total Maintenance</b> |   | <b>109,100</b> |

**CAPITAL OUTLAYS**

|        |  |               |        |
|--------|--|---------------|--------|
| 560000 | Other Capital Outlays                              |               |        |
|        | Replace Card Reader System @ Matteson Sta. (Lot 2) | 25,000        |        |
|        | Replace Entrance Gates @ Matteson Sta. (Lot 2)     | <u>40,000</u> |        |
|        |  |               | 65,000 |

|                                       |  |                      |
|---------------------------------------|--|----------------------|
| 560700                                | Depreciation   | <u>16,950</u>        |
|                                       | <b>Total Capital Outlays</b>                               | <b>81,950</b>        |
| <b><u>TRANSFER TO OTHER FUNDS</u></b> |  |                      |
| 581000                                | Indirect Cost to General Fund                              | <u>17,035</u>        |
|                                       | <b>Total Transfer To Other Funds</b>                       | <b>17,035</b>        |
| <b><u>LEASES and RENTALS</u></b>      |  |                      |
| 600400                                | Vehicle Interfund Rentals                                  | <u>8,175</u>         |
|                                       | <b>Total Leases and Rentals</b>                            | <b>8,175</b>         |
| <b><u>UTILITIES</u></b>               |  |                      |
| 610000                                | Telephone<br>(Leased lines for emergency phones)           | 0                    |
| 610600                                | Public Utilities<br>(Electricity for parking lot lighting) | <u>13,000</u>        |
|                                       | <b>Total Utilities</b>                                     | <b><u>13,000</u></b> |
|                                       | <b>TOTAL MUNICIPAL PARKING FUND</b>                        | <b>368,072</b>       |

**Village of Park Forest  
2011/2012 Budget**

**REFUSE COLLECTION FUND**

**DEPARTMENT FUNCTION:**

Garbage, recycling and yard waste collection in single-family residential areas are funded through the Refuse Collection Fund (multi-family areas of the Village contract privately for refuse pickup services). Collection is accomplished by contract with Star Disposal. Effective January 1, 2001, the Village established a flat-rate garbage pick-up program. The contract was renewed on January 1, 2004 as the Village entered into a ten-year agreement with Star Disposal. The program in place for this agreement allows single-family residences to place an unlimited amount of refuse curbside every week and an unlimited amount of recyclables curbside every other week. Effective January 1, 2009, the Village Board established refuse rates through December 31, 2013. For calendar year 2009, the refuse rates remained the same as 2008. This was due to a clause in the agreement with Star Disposal which compared the consumer price index to rate increases over the first five years.

Each customer pays a \$2.53 charge for overhead, bill processing and mailing. These costs are built in to the monthly rate. These rates are as follows:

\$18.38 per month for January 1, 2010 – December 31, 2010  
\$18.86 per month for January 1, 2011 – December 31, 2011  
\$19.35 per month for January 1, 2012 – December 31, 2012  
\$19.85 per month for January 1, 2013 – December 31, 2013

The Village collected 6,875 tons of solid waste last year from single-family residences.

The recycling program in the current agreement with Star Disposal provides single-family residences with a 64-gallon wheeled toter. Smaller (32-gallon), larger (96-gallon) or additional toters are available at the request of the resident. The recycling program allows the following recyclable materials to be placed curbside at single-family residences:

- Newsprint - any paper that arrives in newspapers
- Junk mail - any paper that arrives in the mail
- Glossy paper - magazines and catalogues
- Tin and aluminum containers
- White, brown and green glass bottles

- All #1-#5 and # 7 plastic containers
- Telephone books
- Chipboard and corrugated cardboard

The Village receives an annual rebate of \$2,000 from the refuse hauling service provider for the sale of recyclable materials collected in Park Forest. Single-family residences in Park Forest generated 1,369 tons in recycled materials in 2010.

The Village switched to a one day pickup for single family residential units in 2006. The official garbage pickup day is Tuesday. This will end any confusion with pickup days and enable for a cleaner Village.

Star Disposal began delivering 95-gallon brown garbage carts to residents that live north of Sauk Trail at no additional cost on March 1, 2010. Star planned to supply half the Village in 2010 and complete the south half of the Village in 2011. In December 2010, Star Disposal completed delivery of the south half. This cart has an attached lid that will prevent garbage from blowing around and the cart will not be rolling in the street after being emptied. These carts will be mechanically emptied and placed back by the garbage truck. The new carts will replace resident owned garbage cans.

**ACCOMPLISHMENT OF 2010/2011 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.*

**2011/2012 REFUSE COLLECTION FUND OBJECTIVES:**

1. Continue to promote recycling.
2. Evaluate rates necessary to fully cover costs.

**PERFORMANCE MEASURES:**

The goal of this fund is to collect solid waste and dispose of it in an environmentally responsible manner. Quantities of materials collected in the previous five calendar years are as follows:

|                                  | <u>2006</u>  | <u>2007</u> | <u>2008</u> | <u>2009</u>  | <u>2010</u> |
|----------------------------------|--------------|-------------|-------------|--------------|-------------|
| Garbage collected (tons)         | 7,686        | 7,996       | 7,436       | 7,000        | 6,875       |
| Recyclables (tons)               | 1,726        | 1,481       | 1,487       | 1,439        | 1,369       |
| Yard waste (tons)                | <u>1,036</u> | <u>995</u>  | <u>921</u>  | <u>1,000</u> | <u>935</u>  |
| Total (tons)                     | 10,448       | 10,472      | 9,844       | 9,439        | 9,179       |
| Revenue from sale of recyclables | \$2,000      | \$2,000     | \$2,000     | \$2,000      | \$2,000     |

**Village of Park Forest  
2011/2012 Budget**

**REFUSE COLLECTION FUND  
SUMMARY**

|                                       | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|---------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>REVENUE</b>                        |                            |                            |                              |                              |                           |
| Charges for Service                   | 1,209,092                  | 1,269,800                  | 1,200,281                    | 1,216,912                    | -4%                       |
| Recycling Rebate                      | 2,000                      | 2,000                      | 2,000                        | 2,000                        | 0%                        |
| Interest                              | <u>204</u>                 | <u>200</u>                 | <u>230</u>                   | <u>230</u>                   | 15%                       |
| <b>TOTAL REVENUE</b>                  | <b><u>1,211,296</u></b>    | <b><u>1,272,000</u></b>    | <b><u>1,202,511</u></b>      | <b><u>1,219,142</u></b>      | <b>-4%</b>                |
| <b>EXPENSES</b>                       |                            |                            |                              |                              |                           |
| <b><u>Personnel Services</u></b>      | 21,859                     | 22,098                     | 22,098                       | 22,540                       | 2%                        |
| <b><u>Insurance</u></b>               | 2,487                      | 2,777                      | 2,777                        | 2,881                        | 4%                        |
| <b><u>IRMA</u></b>                    | 56,753                     | 62,428                     | 36,194                       | 49,124                       | -21%                      |
| <b><u>Employee Support</u></b>        | 3,578                      | 3,803                      | 3,803                        | 4,095                        | 8%                        |
| <b><u>Professional Services</u></b>   | 1,063,649                  | 1,127,443                  | 1,038,990                    | 1,077,503                    | -4%                       |
| <b><u>Transfer to Other Funds</u></b> | 114,970                    | 106,616                    | 106,616                      | 103,616                      | -3%                       |
| <b><u>Miscellaneous</u></b>           | <u>4,148</u>               | <u>5,000</u>               | <u>5,000</u>                 | <u>5,000</u>                 | 0%                        |
| <b>TOTAL EXPENSES</b>                 | <b><u>1,267,444</u></b>    | <b><u>1,330,165</u></b>    | <b><u>1,215,478</u></b>      | <b><u>1,264,759</u></b>      | <b>-5%</b>                |
| <b><u>Net Income (Loss)</u></b>       | <b>(56,148)</b>            | <b>(58,165)</b>            | <b>(12,967)</b>              | <b>(45,617)</b>              | <b>22%</b>                |
| <b><u>Beginning Net Cash</u></b>      |                            |                            | <b>58,939</b>                | <b>45,972</b>                |                           |
| <b><u>Ending Net Cash</u></b>         |                            |                            | <b>45,972</b>                | <b>355</b>                   |                           |

**Village of Park Forest  
2011/2012 Budget**

**REFUSE COLLECTION FUND  
DETAIL  
56-17-53**

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                  |               |
|---------------------------------|------------------|---------------|
| 500000                          | Regular Salaries | <u>22,540</u> |
| <b>Total Personnel Services</b> |                  | <b>22,540</b> |

**INSURANCE**

|                        |                  |           |               |
|------------------------|------------------|-----------|---------------|
| 510100                 | Health Insurance | 2,718     |               |
|                        | Dental Insurance | 139       |               |
|                        | Life Insurance   | <u>24</u> |               |
|                        |                  |           | 2,881         |
| 510300                 | IRMA Premium     |           | <u>49,124</u> |
| <b>Total Insurance</b> |                  |           | <b>52,005</b> |

**EMPLOYEE SUPPORT**

|                               |          |  |              |
|-------------------------------|----------|--|--------------|
| 520300                        | Training |  | 0            |
| 520610                        | FICA     |  | 1,724        |
| 520620                        | IMRF     |  | <u>2,371</u> |
| <b>Total Employee Support</b> |          |  | <b>4,095</b> |

**PROFESSIONAL SERVICES**

|        |   |                  |
|--------|---|------------------|
| 530000 | Other Professional Services<br>(Contractual garbage collection) | 1,055,761        |
|        | Street Sweeping   | <u>20,000</u>    |
|        |   | 1,075,761        |
| 530300 | Audit Services  | <u>1,742</u>     |
|        | <b>Total Professional Services</b>                              | <b>1,077,503</b> |

**TRANSFER TO OTHER FUNDS**

|        |  |                |
|--------|--|----------------|
| 581000 | Indirect Cost to General Fund<br>(Excludes \$30,000 for municipal pick-up) | <u>103,616</u> |
|        | <b>Total Transfer To Other Funds</b>                                       | <b>103,616</b> |

**MISCELLANEOUS EXPENDITURES**

|        |   |                     |
|--------|---|---------------------|
| 590100 | Postage<br>(Garbage bill mailing)       | <u>5,000</u>        |
|        | <b>Total Miscellaneous Expenditures</b> | <b><u>5,000</u></b> |

**TOTAL REFUSE COLLECTION FUND** **1,264,759**

## **Village of Park Forest 2011/2012 Budget**

### **WATER FUND**

#### **DEPARTMENT FUNCTION:**

This fund is responsible for the operation and maintenance of six wells, the water filtration and softening plant and the water distribution system. The distribution system includes 72 miles of water mains along with five million gallons of water storage.

Water supply, water purification and water distribution are funded through user fees. In addition to daily operations and routine maintenance, user fees fund capital improvement projects and debt service. Since the early 1980s, the existing water softening plant needed major repair and replacement. By the late 1990s, the Village began to analyze the water plant and propose solutions for its upgrade. During Fiscal Year 2002/2003, the Board of Trustees approved the hiring of Baxter and Woodman to design the new water plant and construction began in the fall of 2005. The new plant was put into service in April 2007.

Baxter & Woodman was also hired to develop a computer model of the Village water distribution system for the purpose of improving distribution, reducing water main breaks and determining a water main replacement schedule. This computer model also identified fire flow deficiencies. Work was started in March, 2007 on water main improvements to correct fire flow issues. This budget includes funding to continue with water main replacement. This is accomplished by the implementation of a Water Main Infrastructure Replacement Fee. This fee of \$3 per month will be in addition to regular usage charges already in place and used to help repay a \$3,300,000 water main replacement loan projected in this budget.

This budget will also help address the reduction of “Brown Water” complaints by providing funding for Unidirectional Flushing. This flushing process will take an estimated 6-8 weeks to complete. This method of flushing is estimated to reduce the build up of minerals in the pipes by 90%.

#### **ACCOMPLISHMENT OF 2010/2011 BUDGET OBJECTIVES:**

1. Continue to work on reducing fire flow deficiencies within the Village.

*The 2010/2011 water main improvements project included booster stations added to the water storage tanks so that the Village can insure there will be sufficient water stored to meet fire flow demands.*

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

*The Water Department continually monitors the hardness and chemical levels of the water supplied to the community. In accordance with requirements set forth by the Illinois Environmental Protection Agency (IEPA), the Water Department will distribute in late 2010/2011 the annual Consumer Confidence Report relating to the drinking water supplied to Park Forest residents. In early 2010 Park Forest's water was proclaimed the best tasting water in the South Suburbs at the South Suburban Water Works Association's (SSWWA) Annual Taste Test. As a result, Park Forest water represented SSWWA at the Illinois Section American Water Works Association (ISAWWA) Annual Conference where Park Forest water was selected best tasting water.*

3. Maintain wells, pumps, plant, mains, hydrants, storage and meters.

*All proposed Fiscal Year 2010/2011 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 2010/2011*

*The Village received a grant that covered the cost of Fire Hydrant replacement for Fiscal Year 2010/2011.*

4. Repair water main breaks quickly and efficiently.

*A total of 111 main breaks occurred in the past year. Main breaks were repaired quickly with limited customer service interruption.*

5. Restore properties following water main repairs.

*Restoration work for those repairs that took place in the winter will be completed during the spring. Restoration work for those repairs that took place in the spring will be completed during the summer.*

6. Provide water service turn-ons and turn-offs and JULIE locates.

*This is an ongoing process.*

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

*The importance of safety was stressed through work group safety meetings, Village safety meetings and participation in safety training programs as provided through the South Suburban Mayors and Managers Association and the Intergovernmental Risk Management Agency.*

8. Continue to improve the water distribution system.

*A plan has been initiated to replace deteriorated and/or undersized water mains to improve fire flow deficiencies and reduce funds required to repair water main breaks. The 2010/2011 budget provided for a 3.3 million dollar water main improvement program. This project will span two years.*

**2011/2012 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>2007</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> |
|--|-------------|-------------|-------------|-------------|
| Water main breaks repaired                                   | 70          | 154         | 82          | 111         |
| Water main valves replaced                                   | 36          | 2           | 2           | 17          |
| Water services repaired                                      | 3           | 3           | 38          | 7           |
| Multi-Family Looped service requests (New category for 2009) |             |             | 71          | 57          |
| Hydrants replaced  | 31          | 2           | 7           | 25          |
| Water main replaced (linear ft)                              | 11,450      | 856         | 2,008       | 0           |
| Water main installed (linear ft)                             | 0           | 0           | 0           | 0           |
| Water pumped (gallons)                                       | 677,237,333 | 596,582,000 | 506,611,000 | 497,635,000 |
| Water billed (gallons)                                       | 529,189,315 | 500,748,436 | 468,599,391 | 451,099,290 |

**STAFFING:**

Water Fund staffing includes Public Works Department staffing at both the Water Filtration and Softening Plants and Finance Department staffing of the Water Office (front counter at Village Hall). Staffing remains the same level as last year.

| <b><u>Position</u></b>               | <b><u>2007/08</u></b> | <b><u>2008/09</u></b> | <b><u>2009/10</u></b> | <b><u>2010/11</u></b> | <b><u>2011/12</u></b> |
|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Chief Water Plant Operator           | 1                     | 1                     | 1                     | 1                     | 1                     |
| Assistant Chief Water Plant Operator | 1                     | 1                     | 1                     | 1                     | 1                     |
| Water Plant Operators II             | 3                     | 3                     | 3                     | 2                     | 2                     |
| Water Plant Operator I               | 1                     | 1                     | 1                     | 2                     | 2                     |
| Utility Billing Supervisor           | 1                     | 1                     | 1                     | 1                     | 1                     |
| Accounting Technician I              | 1                     | 1                     | 1                     | 1                     | 1                     |
| Utility Billing Technician           | 1                     | 1                     | 1                     | 1                     | 1                     |
| Part-Time Maintenance Worker         | 0.3                   | 0.8                   | 1.5                   | 1.5                   | 1.5                   |
| Office Assistant II - Part-time      | <u>0.5</u>            | <u>0.5</u>            | <u>0.5</u>            | <u>0.5</u>            | <u>0.5</u>            |
| <b>Total Positions – Water Fund</b>  | <b>9.8</b>            | <b>10.3</b>           | <b>11</b>             | <b>11</b>             | <b>11</b>             |

Note: Staffing schedules does not include Meter Readers whom are paid on a per-read basis.

**Village of Park Forest  
2011/2012 Budget**

**WATER FUND  
SUMMARY**

|                                  | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|----------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>REVENUE</b>                   |                            |                            |                              |                              |                           |
| Water Sales                      |                            |                            |                              |                              |                           |
| Residential                      | 3,791,862                  | 3,956,716                  | 4,044,972                    | 4,206,770                    | 6%                        |
| Commercial                       | 772,519                    | 812,661                    | 829,030                      | 862,191                      | 6%                        |
| Infrastructure Fee               | 311,028                    | 305,820                    | 309,184                      | 309,000                      | 1%                        |
| Sanitary District Fees           | 84,325                     | 83,500                     | 84,323                       | 84,500                       | 1%                        |
| State Grants                     | 0                          | 152,715                    | 152,715                      | 0                            | -100%                     |
| Merchandising & Jobbing          | (21,839)                   | 0                          | 0                            | 0                            | 0%                        |
| Tap on Fees                      | 0                          | 2,000                      | 0                            | 0                            | -100%                     |
| Interest Income                  | 189                        | 0                          | 352                          | 0                            | 0%                        |
| Miscellaneous Income             | <u>6,372</u>               | <u>0</u>                   | <u>0</u>                     | <u>0</u>                     | 0%                        |
| <b>TOTAL REVENUE</b>             | <b><u>4,944,456</u></b>    | <b><u>5,313,412</u></b>    | <b><u>5,420,576</u></b>      | <b><u>5,462,461</u></b>      | <b>3%</b>                 |
| <b><u>Net Income(Loss)</u></b>   | <b><u>(264,421)</u></b>    | <b><u>(346,978)</u></b>    | <b><u>(169,061)</u></b>      | <b><u>(314,385)</u></b>      | <b>9%</b>                 |
| Debt Principal Repayment         | (703,660)                  | (773,497)                  | (723,947)                    | (916,898)                    | 19%                       |
| Cook County Payable              | (21,507)                   | 0                          | 0                            | 0                            | 0%                        |
| Major Capital Outlays            | (411,809)                  | (3,370,000)                | (1,600,000)                  | (1,953,500)                  | -42%                      |
| Loan Proceeds                    | 0                          | 3,300,000                  | 582,593                      | 3,299,546                    | 0%                        |
| Depreciation                     | <u>635,449</u>             | <u>647,832</u>             | <u>647,832</u>               | <u>657,139</u>               | 1%                        |
| Cash Flow                        | (765,948)                  | (542,643)                  | (1,262,583)                  | 771,902                      |                           |
| <b><u>Beginning Net Cash</u></b> |                            |                            | <b><u>1,140,373</u></b>      | <b><u>(122,210)</u></b>      |                           |
| <b><u>Ending Net Cash</u></b>    |                            |                            | <b><u>(122,210)</u></b>      | <b><u>649,692</u></b>        |                           |

**Village of Park Forest  
2011/2012 Budget**

**WATER FUND  
SUMMARY**

|                                       | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|---------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>EXPENSES</b>                       |                            |                            |                              |                              |                           |
| <b><u>Personnel Services</u></b>      |                            |                            |                              |                              |                           |
| Regular Salaries                      | 953,271                    | 941,423                    | 993,746                      | 982,620                      | 4%                        |
| Overtime Salaries                     | 68,680                     | 119,107                    | 121,596                      | 121,489                      | 2%                        |
| Temporary/Part-time Salaries          | <u>83,462</u>              | <u>90,713</u>              | <u>85,611</u>                | <u>94,377</u>                | 4%                        |
| <b>Total Personnel Services</b>       | <b>1,105,413</b>           | <b>1,151,243</b>           | <b>1,200,953</b>             | <b>1,198,486</b>             | <b>4%</b>                 |
| <b><u>Insurance</u></b>               | 162,119                    | 165,411                    | 165,388                      | 181,013                      | 9%                        |
| <b><u>IRMA</u></b>                    | 238,304                    | 262,135                    | 147,760                      | 200,546                      | -23%                      |
| <b><u>Employee Support</u></b>        | 174,465                    | 200,676                    | 211,022                      | 219,457                      | 9%                        |
| <b><u>Professional Services</u></b>   | 481,696                    | 420,776                    | 498,793                      | 491,526                      | 17%                       |
| <b><u>Operating Supplies</u></b>      | 534,092                    | 650,100                    | 525,158                      | 560,000                      | -14%                      |
| <b><u>Maintenance</u></b>             | 444,393                    | 519,000                    | 646,210                      | 591,400                      | 14%                       |
| <b><u>Capital Outlays</u></b>         | 175,573                    | 296,300                    | 296,300                      | 366,200                      | 24%                       |
| <b><u>Depreciation</u></b>            | 635,449                    | 647,832                    | 647,832                      | 657,139                      | 1%                        |
| <b><u>Interest Expense</u></b>        | 371,384                    | 450,620                    | 360,000                      | 386,944                      | -14%                      |
| <b><u>Transfer to Other Funds</u></b> | 550,185                    | 598,842                    | 598,842                      | 601,484                      | 0%                        |
| <b><u>Miscellaneous</u></b>           | 23,721                     | 26,500                     | 19,500                       | 26,500                       | 0%                        |
| <b><u>Leases &amp; Rentals</u></b>    | 99,101                     | 65,255                     | 65,761                       | 86,451                       | 32%                       |
| <b><u>Utilities</u></b>               | <u>212,982</u>             | <u>205,700</u>             | <u>206,118</u>               | <u>209,700</u>               | 2%                        |
| <b>TOTAL EXPENSES</b>                 | <b><u>5,208,877</u></b>    | <b><u>5,660,390</u></b>    | <b><u>5,589,637</u></b>      | <b><u>5,776,846</u></b>      | <b>2%</b>                 |

**Village of Park Forest  
2011/2012  
Budget**

**WATER DEPARTMENT  
SALARY DETAIL**

|   | <b>6/30/2011<br/>Base</b> | <b>Salary<br/>Increase<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b> | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|---|---------------------------|-----------------------------------|--|---------------|------------------------|-----------------------|---------------|---------------|-------------|
| Ronald Erickson<br>Chief Water Plant Operator     | 78,909                    | 80,487                            | 17,9                                     | 80,487        | 8,467                  | 6,157                 | 13,592        | 695           | 120         |
| Michael Gasser<br>Assistant Chief Water Plant Opr | 68,840                    | 70,217                            | 14,9                                     | 70,217        | 7,387                  | 5,372                 | 17,522        | 1,115         | 120         |
| Drew Williams<br>Water Plant Operator II          | 57,744                    | 58,899                            | 10,9                                     | 58,899        | 6,196                  | 4,506                 | 4,982         | 358           | 120         |
| Paul Narcisi<br>Water Plant Operator II           | 57,744                    | 58,899                            | 10,9                                     | 58,899        | 6,196                  | 4,506                 | 4,982         | 163           | 120         |
| Marcy Gott<br>Utility Billing Supervisor          | 57,744                    | 58,899                            | 10,9                                     | 58,899        | 6,196                  | 4,506                 | 16,720        | 1,115         | 120         |
| William Gott<br>Water Plant Operator I            | 46,305                    | 47,231                            | 9,4                                      | 47,779        | 5,026                  | 3,655                 | 0             | 0             | 115         |
| Dave Vavrek<br>Water Plant Operator I             | 46,305                    | 47,231                            | 9,4                                      | 47,779        | 5,026                  | 3,655                 | 6,752         | 358           | 115         |
| Lorri Bailey<br>Utility Billing Technician        | 46,565                    | 47,496                            | 7,7                                      | 48,047        | 5,055                  | 3,676                 | 0             | 0             | 110         |
| Kimberley Brown<br>Accounting Technician I        | 43,090                    | 43,952                            | 4,9                                      | 43,952        | 4,624                  | 3,362                 | 20,180        | 695           | 106         |

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

**Village of Park Forest  
2011/2012  
Budget**

**WATER DEPARTMENT  
SALARY DETAIL**

|  | 6/30/2011<br>Base | Salary<br>Increase<br>2% | 7/1/2011<br>Grade &<br>Step | Gross*           | IMRF<br>10.52% | FICA<br>7.65% | Health         | Dental       | Life         |
|--|-------------------|--------------------------|-----------------------------|------------------|----------------|---------------|----------------|--------------|--------------|
| Michelle Davis<br>Part Time Office Assistant II                  | 26,433            | 26,961                   | 2,8                         | 27,273           | 2,869          | 2,086         | 0              | 0            | 0            |
| Maintenance Worker<br>(900 hrs/year @ avg hrly rate of 15.07/hr) | 13,563            | 13,834                   | 1,4                         | 13,994           | 0              | 1,071         | 0              | 0            | 0            |
| Maintenance Worker<br>(900 hrs/year @ avg hrly rate of 15.07/hr) | 13,563            | 13,834                   | 1,4                         | 13,994           | 0              | 1,071         | 0              | 0            | 0            |
| Maintenance Worker<br>(900 hrs/year @ avg hrly rate of 15.07/hr) | 13,563            | 13,834                   | 1,4                         | 13,994           | 0              | 1,071         | 0              | 0            | 0            |
| Meter Readers (2)  | 25,122            | 25,122                   |                             | 25,122           | 0              | 1,922         | 0              | 0            | 0            |
| Overtime   | 41,871            | 42,708                   |                             | 42,708           | 4,493          | 3,268         |                |              |              |
| Retiree Health Insurance Stipend                                 |                   |                          |                             |                  |                |               | 3,500          |              |              |
| <b>Subtotal</b>  | <b>637,361</b>    | <b>649,604</b>           |                             | <b>652,043</b>   | <b>61,535</b>  | <b>49,884</b> | <b>88,230</b>  | <b>4,499</b> | <b>1,046</b> |
| <b>ALLOCATIONS</b>   |                   |                          |                             |                  |                |               |                |              |              |
| <b>Water General</b>   |                   |                          |                             | 290,023          | 30,510         | 22,187        | 81,750         | 4,568        | 920          |
| <b>Water Supply and Purification</b>                             |                   |                          |                             | 6,010            | 632            | 460           | 0              | 0            | 0            |
| <b>Water Distribution</b>  |                   |                          |                             | <u>250,410</u>   | <u>26,343</u>  | <u>19,156</u> | <u>0</u>       | <u>0</u>     | <u>0</u>     |
| <b>Subtotal</b>  |                   |                          |                             | <b>546,443</b>   | <b>57,485</b>  | <b>41,803</b> | <b>81,750</b>  | <b>4,568</b> | <b>920</b>   |
| <b>WATER DEPT. TOTAL</b>   |                   |                          |                             | <b>1,198,486</b> | <b>119,020</b> | <b>91,687</b> | <b>169,980</b> | <b>9,067</b> | <b>1,966</b> |

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

**Village of Park Forest  
2011/2012 Budget**

**WATER FUND - GENERAL SUPPORT  
DETAIL  
60-19-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                     |                |
|---------------------------------|---------------------|----------------|
| 500000                          | Regular Salaries    | 424,703        |
| 500100                          | Overtime Salaries   | 12,158         |
| 500200                          | Temporary/Part-time | <u>52,395</u>  |
| <b>Total Personnel Services</b> |                     | <b>489,256</b> |

**INSURANCE**

|                        |                          |              |                |
|------------------------|--------------------------|--------------|----------------|
| 510100                 | Health Insurance         | 166,480      |                |
|                        | Dental Insurance         | 9,067        |                |
|                        | Life Insurance           | <u>1,966</u> |                |
|                        |                          |              | 177,513        |
| 510120                 | Health Insurance Stipend |              | 3,500          |
| 510300                 | IRMA Premium             |              | <u>200,546</u> |
| <b>Total Insurance</b> |                          |              | <b>381,559</b> |

**EMPLOYEE SUPPORT**

|        |   |       |
|--------|---|-------|
| 520000 | Other Travel<br>(Reimbursement for lodging, travel expenses<br>for conferences and seminars)  | 3,000 |
| 520100 | Car/Mileage<br>(Mileage reimbursement for travel on the job and to<br>conferences and seminars)   | 1,000 |
| 520200 | Dues/Subscriptions<br>(American Water Works Association, Backflow<br>Prevention Association, South Suburban Water<br>Works Association, etc.) | 2,000 |

|                               |  |               |
|-------------------------------|--|---------------|
| 520300                        | Training<br>(Seminars, conferences, tuition reimbursement) | 2,000         |
| 520400                        | Books and Pamphlets<br>(Reference books)                   | 750           |
| 520610                        | FICA   | 37,431        |
| 520620                        | IMRF   | <u>44,409</u> |
| <b>Total Employee Support</b> |  | <b>90,590</b> |

### **PROFESSIONAL SERVICES**

|                                   |  |                |
|-----------------------------------|--|----------------|
| 530000                            | Other Professional Services<br>(JULIE charges, software support, material testing,<br>bank fees)   | 35,000         |
| 530300                            | Audit Services   | 7,110          |
| 531700                            | Payment in Lieu of Taxes<br>(Payment to General Fund based on property<br>taxes which would be paid on seven wells,<br>three storage facilities and water plant if<br>operated by a private company) | 366,266        |
| 532600                            | Credit Card Service Charges  | <u>35,000</u>  |
| <b>Total Professional Service</b> |  | <b>443,376</b> |

### **OPERATING SUPPLIES**

|        |  |       |
|--------|--|-------|
| 540000 | Other Operating Supplies               | 1,500 |
| 540100 | Computer Supplies                      | 100   |
| 540200 | Printing/Copying Supplies              | 100   |
| 540300 | Stationery/Forms<br>(Water bill forms) | 4,500 |
| 540350 | Office Equipment/Furnishings           | 500   |

|                                 |   |              |
|---------------------------------|---|--------------|
| 540800                          | Cleaning Supplies/Paper Products<br>(Cleaning supplies, towel rental) | 100          |
| 540900                          | Uniform and Protective Clothing<br>(Uniform rental)                   | 500          |
| 541400                          | Paint/Hardware  | <u>100</u>   |
| <b>Total Operating Supplies</b> |   | <b>7,400</b> |

**MAINTENANCE**

|                          |  |              |
|--------------------------|--|--------------|
| 550000                   | Contractual Equipment Maintenance - Other<br>(Meter interrogator repairs, other equipment repairs) | 1,500        |
| 550200                   | Equip Maint & Repair-Other   | <u>1,000</u> |
| <b>Total Maintenance</b> |  | <b>2,500</b> |

**CAPITAL OUTLAYS**

|                              |                                      |              |                |
|------------------------------|--------------------------------------|--------------|----------------|
| 560000                       | Other Capital Outlay                 |              |                |
|                              | Computer Replacement                 | 8,700        |                |
|                              | Copy/fax machine replacement         | 1,500        |                |
|                              | Service Request Software & equipment | <u>5,000</u> |                |
|                              |                                      |              | 15,200         |
| 560700                       | Depreciation                         |              | <u>657,139</u> |
| <b>Total Capital Outlays</b> |                                      |              | <b>672,339</b> |

**DEBT SERVICE**

|        |                                     |                |
|--------|-------------------------------------|----------------|
| 570000 | Debt Service*                       |                |
|        | 2008B                               | 54,880         |
|        | IEPA Loan (Water Plant)             | 685,437        |
|        | IEPA Loan (Water Plant Closeout)**  | 30,400         |
|        | IEPA Loan (Water Main Replacement)* | <u>146,181</u> |

\*Not included in income calculation

\*\*Estimated

0

|  |  |                     |
|--|--|---------------------|
| 570100                                   | Interest Expense   | <u>386,944</u>      |
|  | <b>Total Debt Service</b>  | <b>386,944</b>      |
| <b><u>TRANSFER TO OTHER FUNDS</u></b>    |  |                     |
| 581000                                   | Indirect Cost to General Fund  | <u>601,484</u>      |
|  | <b>Total Transfer to Other Funds</b>   | <b>601,484</b>      |
| <b><u>MISCELLANEOUS EXPENDITURES</u></b> |  |                     |
| 590100                                   | Postage<br>(Water bill mailing, consumer confidence report mailing)          | 24,500              |
| 590200                                   | Radio/Communication System<br>(Radio and base station maintenance)           | 0                   |
| 590800                                   | Printing Reproduction and Graphics<br>(Blueprints)                           | 1,500               |
| 591000                                   | Legal Notices<br>(Notices to bidders)  | 500                 |
| 591200                                   | Other S_pecial Events Ex_ense  | <u>0</u>            |
|  | <b>Total Miscellaneous Expenditures</b>                                      | <b>26,500</b>       |
| <b><u>LEASES and RENTALS</u></b>         |  |                     |
| 600400                                   | Vehicle Interfund Rentals<br>(Internal vehicle and equipment rental charges) | <u>1,436</u>        |
|  | <b>Total Leases and Rentals</b>  | <b>1,436</b>        |
| <b><u>UTILITIES</u></b>                  |  |                     |
| 610000                                   | Telephone  | <u>1,700</u>        |
|  | <b>Total Utilities</b>   | <b><u>1,700</u></b> |
|  | <b>TOTAL WATER FUND - GENERAL SUPPORT</b>                                    | <b>3,105,084</b>    |

**Village of Park Forest  
2011/2012 Budget**

**WATER FUND - SUPPLY AND PURIFICATION  
DETAIL  
60-19-51**

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                     |                |
|---------------------------------|---------------------|----------------|
| 500000                          | Regular Salaries    | 381,190        |
| 500100                          | Overtime Salaries   | 35,648         |
| 500200                          | Temporary/Part-time | <u>41,982</u>  |
| <b>Total Personnel Services</b> |                     | <b>458,820</b> |

**EMPLOYEE SUPPORT**

|                               |      |               |
|-------------------------------|------|---------------|
| 520610                        | FICA | 35,100        |
| 520620                        | IMRF | <u>48,268</u> |
| <b>Total Employee Support</b> |      | <b>83,368</b> |

**PROFESSIONAL SERVICES**

|                                    |   |               |
|------------------------------------|---|---------------|
| 530000                             | Other Professional Services<br>Laboratory Testing | 15,250        |
| 530200                             | Construction Engineering Services                 | 32,400        |
| 530700                             | Environmental Permit Fees                         | <u>500</u>    |
| <b>Total Professional Services</b> |   | <b>48,150</b> |

**OPERATING SUPPLIES**

|                                 |  |                |
|---------------------------------|--|----------------|
| 540000                          | Other Operating Supplies<br>(Repair parts, supplies, lab equipment, etc.)        | 37,000         |
| 540800                          | Cleaning Supplies/Paper Products<br>(Cleaning supplies, towel rental)            | 1,600          |
| 540900                          | Uniform and Protective Clothing<br>(Uniform rental & safety supplies)            | 4,500          |
| 541400                          | Paint/Hardware   | 4,500          |
| 541500                          | Salt<br>(Water softening salt and sodium hypochloride)                           | 18,000         |
| 541600                          | Lime/Chemicals<br>(Lime, carbon dioxide, soda ash,<br>and hydrofluosilicic acid) | <u>455,000</u> |
| <b>Total Operating Supplies</b> |  | <b>520,600</b> |

**MAINTENANCE**

|                          |  |                |
|--------------------------|--|----------------|
| 550000                   | Contractual Equipment Maintenance - Other<br>(Contractual repairs of pumps,<br>motors, etc.) | 32,000         |
| 550200                   | Equipment Maintenance and Repair - Other<br>(Equipment repair parts)                         | 32,000         |
| 550400                   | Contractual Building/Facility Maintenance<br>(Water Plant building maintenance)              | 12,000         |
| 551500                   | Lime Residuals Disposal<br>(Lime sludge removal contract)                                    | 250,000        |
| 551800                   | Well Maintenance Supplies<br>(Parts for well repairs)  | 1,500          |
| 551900                   | Contractual Well Maintenance<br>(Contractual well repairs,<br>motor rebuilding)              | <u>10,000</u>  |
| <b>Total Maintenance</b> |  | <b>337,500</b> |

**CAPITAL OUTLAYS**

|        |  |                |
|--------|--|----------------|
| 560000 | <u>Other Capital Outlay</u>                              |                |
|        | Interim Remediation (Lime Lagoon 2), #ILG640194          | 100,000        |
|        | Water Plant SCADA System Improvements*                   | 20,000         |
|        | Electrical transfer switch (Wells 4, 5 & 6)              | 50,000         |
|        | Generator and trailer (emergency power source for wells) | 30,000         |
|        | Rebuild retaining wall north of the generator            | 27,000         |
|        | Well Maintenance Well #1                                 | <u>50,000</u>  |
|        |  | <u>257,000</u> |

\* - Not included in income calculation

**Total Capital Outlays** **257,000**

**LEASES and RENTALS**

|        |   |              |
|--------|---|--------------|
| 600400 | Vehicle Interfund Rentals<br>(Internal vehicle and equipment<br>rental charges) | 500          |
| 600500 | Other Equipment Rental<br>(Rental of pumps, generators,<br>tools, etc.)         | <u>3,500</u> |
|        | <b>Total Leases and Rentals</b>   | <b>4,000</b> |

**UTILITIES**

|        |   |                       |
|--------|---|-----------------------|
| 610000 | Telephone   | 4,000                 |
| 610600 | Public Utilities<br>(Electricity and natural gas) | <u>204,000</u>        |
|        | <b>Total Utilities</b>                            | <b><u>208,000</u></b> |
|        | <b>TOTAL WATER FUND - SUPPLY AND PURIFICATION</b> | <b>1,917,438</b>      |

**Village of Park Forest  
2011/2012 Budget**

**WATER FUND - DISTRIBUTION  
DETAIL  
60-19-52**

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                     |                |
|---------------------------------|---------------------|----------------|
| 500000                          | Regular Salaries    | 176,727        |
| 500100                          | Overtime Salaries   | 73,683         |
| 500200                          | Temporary/Part-time | <u>0</u>       |
| <b>Total Personnel Services</b> |                     | <b>250,410</b> |

**EMPLOYEE SUPPORT**

|                               |      |               |
|-------------------------------|------|---------------|
| 520610                        | FICA | 19,156        |
| 520620                        | IMRF | <u>26,343</u> |
| <b>Total Employee Support</b> |      | <b>45,499</b> |

**OPERATING SUPPLIES**

|                                 |   |               |
|---------------------------------|---|---------------|
| 540000                          | Other Operating Supplies  | 20,000        |
| 540900                          | Uniform and Protective Clothing<br>(Uniform rental)                         | 6,000         |
| 541200                          | Plants, Chemicals and Fertilizers<br>(Materials for main break restoration) | 3,000         |
| 541400                          | Paint/Hardware  | <u>3,000</u>  |
| <b>Total Operating Supplies</b> |   | <b>32,000</b> |

**MAINTENANCE**

|                          |  |                |
|--------------------------|--|----------------|
| 550000                   | Contractual Equipment Maintenance - Other<br>(Equipment maintenance, large meter testing)  | 500            |
| 550200                   | Equipment Maintenance and Repair - Other<br>(Equipment repair parts)   | 5,000          |
| 550400                   | Contractual Bldg/Facil Maintenance   | 500            |
| 552000                   | Main Maintenance Supplies<br>(Watermain repair clamps, pipe,<br>fittings, hydrants, valves, stone, asphalt)  | 45,000         |
| 552100                   | Main Maintenance - Contractual<br>(Contract watermain repair, contract landscape restoration<br>hauling, disposal from spoils stockpile and surge protectors(6)) | <u>200,400</u> |
| <b>Total Maintenance</b> |  | <b>251,400</b> |

**CAPITAL OUTLAYS**

|                              |  |               |
|------------------------------|--|---------------|
| 560000                       | Other Capital Outlay                               |               |
|                              | Water Main Replacement*                            | 1,737,500     |
|                              | Design Engineering (water main replacement)*       | 58,000        |
|                              | Construction Engineering (water main replacement)* | 138,000       |
|                              | Water Valve Exercise & Evaluation                  | 14,000        |
|                              | Replace Fire Hydrants                              | 60,000        |
|                              | Upgrade chlorine equipment at standpipe            | <u>20,000</u> |
|                              | * Not included in income calculation.              | <u>94,000</u> |
| <b>Total Capital Outlays</b> |  | <b>94,000</b> |

**LEASES and RENTALS**

|  |   |                       |
|--|---|-----------------------|
| 600100                                 | Ground Lease  | 1,000                 |
| 600400                                 | Vehicle Interfund Rentals<br>(Internal vehicle and equipment<br>rental charges) | 79,515                |
| 600500                                 | Other Equipment Rental<br>(Rental of pumps, generators,<br>tools, etc.)         | <u>500</u>            |
| <b>Total Leases and Rentals</b>        |   | <b><u>81,015</u></b>  |
| <b>TOTAL WATER FUND - DISTRIBUTION</b> |   | <b><u>754,324</u></b> |
| <b>TOTAL WATER DEPARTMENT</b>          |   | <b>5,776,846</b>      |

**DEPARTMENT OF PUBLIC WORKS  
WATER FUND PROPOSED BUDGET BY DEPARTMENT**

| <u>Account Number and Name</u>            | <u>Water<br/>General<br/>(601900)</u> | <u>Water Supply<br/>and Purification<br/>(601951)</u> | <u>Water<br/>Distribution<br/>(601952)</u> | <u>Combined<br/>Water Fund<br/>Total</u> |
|---|---------------------------------------|---|--|--|
| <b><u>SALARIES:</u></b>                   |                                       |   |  |  |
| 500000 Regular                            | 424,703                               | 381,190   | 176,727                                    | 982,620                                  |
| 500100 Overtime                           | 12,158                                | 35,648  | 73,683                                     | 121,489                                  |
| 500200 Temporary/Part-time                | <u>52,395</u>                         | <u>41,982</u>   | <u>0</u>                                   | <u>94,377</u>                            |
| <b>Total Salaries</b>                     | <b>489,256</b>                        | <b>458,820</b>  | <b>250,410</b>                             | <b>1,198,486</b>                         |
| <b><u>INSURANCE:</u></b>                  |                                       |   |  |  |
| 510100 Insurance Premium                  | 177,513                               | 0   | 0  | 177,513                                  |
| 510120 Insurance Stipend                  | 3,500                                 |   |  | 3,500                                    |
| 510300 IRMA Premium                       | <u>200,546</u>                        | <u>0</u>  | <u>0</u>                                   | <u>200,546</u>                           |
| <b>Total Insurance</b>                    | <b>381,559</b>                        | <b>0</b>  | <b>0</b>                                   | <b>381,559</b>                           |
| <b><u>EMPLOYEE SUPPORT:</u></b>           |                                       |   |  |  |
| 520000 Other Travel                       | 3,000                                 | 0   | 0  | 3,000                                    |
| 520100 Car/Mileage                        | 1,000                                 | 0   | 0  | 1,000                                    |
| 520200 Dues/Subscriptions                 | 2,000                                 | 0   | 0  | 2,000                                    |
| 520300 Training                           | 2,000                                 | 0   | 0  | 2,000                                    |
| 520400 Books and Pamphlets                | 750                                   | 0   | 0  | 750                                      |
| 520610 FICA                               | 37,431                                | 35,100  | 19,156                                     | 91,687                                   |
| 520620 IMRF                               | <u>44,409</u>                         | <u>48,268</u>   | <u>26,343</u>                              | <u>119,020</u>                           |
| <b>Total Employee Support</b>             | <b>90,590</b>                         | <b>83,368</b>   | <b>45,499</b>                              | <b>219,457</b>                           |
| <b><u>PROFESSIONAL SERVICES:</u></b>      |                                       |   |  |  |
| 530000 Other Professional Services        | 35,000                                | 15,250  | 0  | 50,250                                   |
| 530200 Engineering/Architectural Services | 0                                     | 32,400  | 0  | 32,400                                   |
| 530300 Audit Services                     | 7,110                                 | 0   | 0  | 7,110                                    |
| 530700 Permit Fees                        | 0                                     | 500   | 0  | 500                                      |
| 531700 Payment in Lieu of Taxes           | 366,266                               | 0   | 0  | 366,266                                  |
| 532600 Credit Card Service Charges        | <u>35,000</u>                         | <u>0</u>  | <u>0</u>                                   | <u>35,000</u>                            |
| <b>Total Professional Services</b>        | <b>443,376</b>                        | <b>48,150</b>   | <b>0</b>                                   | <b>491,526</b>                           |
| <b><u>OPERATING SUPPLIES:</u></b>         |                                       |   |  |  |
| 540000 Other Operating Supplies           | 1,500                                 | 37,000  | 20,000                                     | 58,500                                   |
| 540100 Computer Supplies                  | 100                                   | 0   | 0  | 100                                      |
| 540200 Printing/Copying Supplies          | 100                                   | 0   | 0  | 100                                      |
| 540300 Stationery/Forms                   | 4,500                                 | 0   | 0  | 4,500                                    |
| 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                                   | 4,500   | 6,000                                      | 11,000                                   |
| 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>455,000</u>  | <u>0</u>                                   | <u>455,000</u>                           |
| <b>Total Operating Supplies</b>           | <b>7,400</b>                          | <b>520,600</b>  | <b>32,000</b>                              | <b>560,000</b>                           |

**DEPARTMENT OF PUBLIC WORKS  
WATER FUND PROPOSED BUDGET BY DEPARTMENT**

| <u>Account Number and Name</u>            | <u>Water<br/>General<br/>(601900)</u> | <u>Water Supply<br/>and Purification<br/>(601951)</u> | <u>Water<br/>Distribution<br/>(601952)</u> | <u>Combined<br/>Water Fund<br/>Total</u> |
|---|---------------------------------------|---|--|--|
| <b><u>MAINTENANCE:</u></b>                |                                       |   |  |  |
| 550000 Contractual Equip. Maint. - Other  | 1,500                                 | 32,000  | 500  | 34,000                                   |
| 550200 Equip. Maint. and Repair - Other   | 1,000                                 | 32,000  | 5,000                                      | 38,000                                   |
| 550400 Contractual Bldg./Facility Maint.  | 0                                     | 12,000  | 500  | 12,500                                   |
| 551500 Sludge Disposal                    | 0                                     | 250,000   | 0  | 250,000                                  |
| 551800 Well Maintenance Supplies          | 0                                     | 1,500   | 0  | 1,500                                    |
| 551900 Contractual Well Maintenance       | 0                                     | 10,000  | 0  | 10,000                                   |
| 552000 Main Maintenance Supplies          | 0                                     | 0   | 45,000                                     | 45,000                                   |
| 552100 Main Maintenance - Contractual     | <u>0</u>                              | <u>0</u>  | <u>200,400</u>                             | <u>200,400</u>                           |
| <b>Total Maintenance</b>                  | <b>2,500</b>                          | <b>337,500</b>  | <b>251,400</b>                             | <b>591,400</b>                           |
| <b><u>CAPITAL OUTLAYS:</u></b>            |                                       |   |  |  |
| 560000 Other Capital Outlay               | 15,200                                | 257,000   | 94,000                                     | 366,200                                  |
| 560700 Depreciation                       | <u>657,139</u>                        | <u>0</u>  | <u>0</u>                                   | <u>657,139</u>                           |
| <b>Total Capital Outlays</b>              | <b>672,339</b>                        | <b>257,000</b>  | <b>94,000</b>                              | <b>1,023,339</b>                         |
| <b><u>DEBT SERVICE:</u></b>               |                                       |   |  |  |
| 570000 Debt Service                       | 0                                     | 0   | 0  | 0  |
| 570100 Interest Expense                   | <u>386,944</u>                        | <u>0</u>  | <u>0</u>                                   | <u>386,944</u>                           |
| <b>Total Debt Service</b>                 | <b>386,944</b>                        | <b>0</b>  | <b>0</b>                                   | <b>386,944</b>                           |
| <b><u>TRANSFER TO OTHER FUNDS:</u></b>    |                                       |   |  |  |
| 581000 Indirect Cost to General Fund      | <u>601,484</u>                        | <u>0</u>  | <u>0</u>                                   | <u>601,484</u>                           |
| <b>Total Transfers to Other Funds</b>     | <b>601,484</b>                        | <b>0</b>  | <b>0</b>                                   | <b>601,484</b>                           |
| <b><u>MISCELLANEOUS:</u></b>              |                                       |   |  |  |
| 590100 Postage                            | 24,500                                | 0   | 0  | 24,500                                   |
| 590200 Radio/Communication System         | 0                                     | 0   | 0  | 0  |
| 590800 Printing Reproduction and Graphics | 1,500                                 | 0   | 0  | 1,500                                    |
| 591000 Legal Notices                      | 500                                   | 0   | 0  | 500                                      |
| 591200 Other Special Events Expense       | <u>0</u>                              | <u>0</u>  | <u>0</u>                                   | <u>0</u>                                 |
| <b>Total Miscellaneous</b>                | <b>26,500</b>                         | <b>0</b>  | <b>0</b>                                   | <b>26,500</b>                            |
| <b><u>LEASES AND RENTALS:</u></b>         |                                       |   |  |  |
| 600100 Ground Lease                       | 0                                     | 0   | 1,000                                      | 1,000                                    |
| 600400 Vehicle Interfund Rentals          | 1,436                                 | 500   | 79,515                                     | 81,451                                   |
| 600500 Other Equipment Rental             | <u>0</u>                              | <u>3,500</u>  | <u>500</u>                                 | <u>4,000</u>                             |
| <b>Total Leases and Rentals</b>           | <b>1,436</b>                          | <b>4,000</b>  | <b>81,015</b>                              | <b>86,451</b>                            |
| <b><u>UTILITIES:</u></b>                  |                                       |   |  |  |
| 610000 Telephone/Telegraph                | 1,700                                 | 4,000   | 0  | 5,700                                    |
| 610600 Public Utilities                   | <u>0</u>                              | <u>204,000</u>  | <u>0</u>                                   | <u>204,000</u>                           |
| <b>Total Utilities</b>                    | <b>1,700</b>                          | <b>208,000</b>  | <b>0</b>                                   | <b>209,700</b>                           |
| <b><u>FUND TOTAL</u></b>                  | <b><u>3,105,084</u></b>               | <b><u>1,917,438</u></b>                               | <b><u>754,324</u></b>                      | <b><u>5,776,846</u></b>                  |

**Village of Park Forest  
2011/2012 Budget**

**SANITARY SEWER FUND**

**DEPARTMENT FUNCTION:**

The Department of Public Works (DPW) operates and maintains approximately 68 miles of sanitary sewers along with four lift stations. The current rehabilitation efforts of the Village's over flow facility will soon make this facility an integral part of the Village's overall sanitary sewer system and operation/maintenance responsibilities. Sanitary flows are collected and transported through the Village's system to one of three trunk sewers located at the village limits which transports sewage to Thorn Creek Basin Sanitary District (TCBSD) in Chicago Heights where it is treated and released.

The Sewer Fund is an enterprise fund which means that, user fees are collected which in turn are used to fund costs associated with its operation and maintenance. Routine operation and maintenance are performed by Village staff (Day Labor) and/or hired contractors. In addition to routine maintenance and operation, the user fees fund capital improvement projects such as, but not limited to, sewer and manhole repair or replacement, rehabilitation of the sanitary over flow facility, lift station repair or replacement, as well as, the engineering services associated with such projects. DPW also conducts an annual sewer cleaning and television inspection project to assist DPW in identifying problem locations, documenting and evaluating the condition of the sewers, and then to prioritize the necessary maintenance and/or repairs.

User fees also fund debt service. User fees are evaluated on an annual basis. In 2005, Thorn Creek Basin Sanitary District (TCBSD) amended their Inflow and Infiltration (I & I) Ordinance to newer limits. Inflow and infiltration are two conditions that exist which contribute to excessive storm water entering the sanitary sewer system. This results in excessive flows that require treatment, and in some cases, are bypassed and untreated. This amended ordinance required communities that have sewer flows that were out of compliance to submit a compliance plan for the Sanitary District's approval. It also set a minimum funding amount devoted to finding and eliminating I & I. This funding is set at \$30 per capita. The 2005/2006 budgeted sanitary sewer rate of \$0.77 per one thousand gallons did not meet this objective. Therefore, the Village Board passed a graduated rate increase that began on July 1, 2006 with a new rate of \$1.85 per one thousand gallons with the last increase beginning July 1, 2010 with a rate of \$2.86 per one thousand gallons. These increases in rates are necessary to meet the financial compliance requirements set by the Thorn Creek Basin Sanitary District.

## ACCOMPLISHMENT OF 2010/2011 BUDGET OBJECTIVES:

The following objectives were included in the 2010/2011 Budget and were accomplished to various levels of degree.

1. Strive to meet compliance of the new Inflow and Infiltration limits adopted by Thorn Creek Basin Sanitary District.

*The Village was approved to receive funding through an IEPA loan for three Capital Sewer Projects, that were designed to address the Village's commitment to eliminate Inflow and Infiltration. The three projects consist of the rehabilitation of, the excess flow facility, sanitary sewers, and sewer manholes. All contracts have been awarded and work will begin in March or April 2011. The combined costs for all three capital projects exceed the Village's annual spending limit as required by Thorn Creek Basin Sanitary District.*

2. Continue to provide existing municipal services at a high level of quality. These services include:

- Routine maintenance of sewers, lift stations, and other components of the sanitary sewer system.

*An estimated 25 miles of sanitary sewer were cleaned.*

- Provide inspection services for sewer lateral/building drain repairs and outdoor cleanout installations.

*Inspections were provided for approximately 48 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 maintain and improve the structural and functional integrity of the sanitary sewer system.

*Sunset Sewer and Water performed sanitary sewer point repairs during the fiscal year. Reid and Pederson performed sewer lining during the fiscal year.*

*The Public Works Staff continued to work with consulting engineers Baxter & Woodman to design the rehabilitation of the Sanitary Sewer Overflow Facility at the Public Works yard and the rehabilitation of sewers and manholes village wide. Construction funding for the Overflow Facility project (estimated at \$657,000), and the*

*Rehab of Sewers and Manholes project (estimated at \$880,000) has been approved for loan funding from the IEPA. Public Works is a recipient of a \$500,000 USEPA grant for sanitary system improvements. Staff has begun the grant implementation process.*

**2011/2012 SANITARY SEWER FUND OBJECTIVES:**

Due to the ongoing nature of the work involved, most of the objectives are repeated in the 2011/2012 Budget.

1. Strive to meet compliance of the inflow and infiltration limits adopted by Thorn Creek Basin Sanitary District.
2. Continue to provide existing municipal services at a high level of quality. These services include:
  - Routine maintenance of sewers, lift stations, and other components of the sanitary sewer system.
  - Provide inspection services for sewer lateral/building drain repairs and outdoor cleanout installations.
3. Continue to practice and improve safety policies and procedures.
4. Continue to improve infrastructure by reconstructing and/or replacing sanitary sewers and manholes as necessary, to maintain the integrity of the sanitary sewer system, and to meet inflow and infiltration limits.

**PERFORMANCE MEASURES:**

The following specific quantities of work were completed in previous fiscal/budget years:

| <u>Work completed by Day Labor and/or Contractors:</u> | <u>2006*</u> | <u>2007</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> |
|--|--------------|-------------|-------------|-------------|-------------|
| Sanitary sewer replaced (linear feet)                  | 0            | 285         | 245         | 0           | 678         |
| Sanitary sewer televised (linear feet)                 | 0            | 18,497      | 12,756      | 16,504      | 1,306       |
| Sanitary sewer cleaned (linear feet)                   | 132,000      | 142,560     | 31,680      | 63,360      | 134,141     |
| Sanitary sewer lined (linear feet)                     | 0            | 4,455       | 280         | 0           | 70          |

\* Work was delayed on the sanitary sewer system until the flow monitoring findings were reported. Also, the Village needed to catch up on the lining projects.

**Village of Park Forest  
2011/2012 Budget**

**SANITARY SEWER FUND  
SUMMARY**

|                                  | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|----------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>REVENUE</b>                   |                            |                            |                              |                              |                           |
| Sewer User Fees                  |                            |                            |                              |                              |                           |
| Residential                      | 1,005,090                  | 1,080,290                  | 1,128,202                    | 1,105,000                    | 2%                        |
| Commercial                       | 221,510                    | 249,069                    | 246,274                      | 249,000                      | 0%                        |
| Federal Grants                   | 0                          | 485,000                    | 0                            | 485,000                      | 0%                        |
| Sewer Tap Fees                   | 5,650                      | 4,000                      | 4,000                        | 4,000                        | 0%                        |
| Interest Income                  | <u>318</u>                 | <u>0</u>                   | <u>450</u>                   | <u>500</u>                   | 100%                      |
| <b>TOTAL REVENUE</b>             | <b><u>1,232,568</u></b>    | <b><u>1,818,359</u></b>    | <b><u>1,378,926</u></b>      | <b><u>1,843,500</u></b>      | 1%                        |
| <b><u>Net Income(Loss)</u></b>   | <b><u>529,330</u></b>      | <b><u>910,437</u></b>      | <b><u>537,093</u></b>        | <b><u>913,121</u></b>        | 0%                        |
| Debt Principal Repayment         | (36,874)                   | (38,746)                   | (38,746)                     | (98,804)                     | 155%                      |
| Cook County Payable              | (7,580)                    | 0                          | 0                            | 0                            | 0%                        |
| Major Capital Outlay             | (33,738)                   | (2,437,000)                | (1,251,000)                  | (1,256,000)                  | -48%                      |
| Loan Proceeds                    | 0                          | 1,537,000                  | 0                            | 1,311,756                    | -15%                      |
| Depreciation                     | <u>80,471</u>              | <u>92,388</u>              | <u>92,388</u>                | <u>89,948</u>                | -3%                       |
| Cash Flow                        | 531,609                    | 64,079                     | (660,265)                    | 960,021                      |                           |
| <b><u>Beginning Net Cash</u></b> |                            |                            | <b><u>1,548,309</u></b>      | <b><u>888,044</u></b>        |                           |
| <b><u>Ending Net Cash</u></b>    |                            |                            | <b><u>888,044</u></b>        | <b><u>1,848,065</u></b>      |                           |

**Village of Park Forest  
2011/2012 Budget**

**SANITARY SEWER FUND  
SUMMARY**

|                                       | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|---------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>EXPENSES</b>                       |                            |                            |                              |                              |                           |
| <b><u>Personnel Services</u></b>      |                            |                            |                              |                              |                           |
| Regular Salaries                      | 180,284                    | 213,825                    | 173,460                      | 225,135                      | 5%                        |
| Overtime Salaries                     | 7,062                      | 13,923                     | 9,752                        | 14,201                       | 2%                        |
| Temporary/Part-time Salaries          | <u>405</u>                 | <u>0</u>                   | <u>33</u>                    | <u>0</u>                     | 0%                        |
| <b>Total Personnel Services</b>       | <b>187,751</b>             | <b>227,748</b>             | <b>183,245</b>               | <b>239,336</b>               | 5%                        |
| <b><u>Insurance</u></b>               | 7,209                      | 35,419                     | 35,419                       | 37,950                       | 7%                        |
| <b><u>IRMA</u></b>                    | 55,877                     | 61,465                     | 36,826                       | 49,982                       | -19%                      |
| <b><u>Employee Support</u></b>        | 31,865                     | 39,196                     | 31,749                       | 43,487                       | 11%                       |
| <b><u>Professional Services</u></b>   | 81,375                     | 173,479                    | 177,979                      | 174,207                      | 0%                        |
| <b><u>Operating Supplies</u></b>      | 64                         | 3,000                      | 4,000                        | 3,500                        | 17%                       |
| <b><u>Maintenance</u></b>             | 57,290                     | 53,000                     | 56,000                       | 54,000                       | 2%                        |
| <b><u>Capital Outlays</u></b>         | 0                          | 25,000                     | 25,000                       | 25,000                       | 0%                        |
| <b><u>Depreciation</u></b>            | 80,471                     | 92,388                     | 92,388                       | 89,948                       | -3%                       |
| <b><u>Interest Expense</u></b>        | 3,484                      | 9,326                      | 9,326                        | 21,523                       | 131%                      |
| <b><u>Transfer to Other Funds</u></b> | 126,379                    | 140,415                    | 140,415                      | 149,907                      | 7%                        |
| <b><u>Miscellaneous</u></b>           | 2,969                      | 3,000                      | 3,000                        | 3,100                        | 3%                        |
| <b><u>Leases &amp; Rentals</u></b>    | 46,654                     | 26,486                     | 26,486                       | 19,439                       | -27%                      |
| <b><u>Utilities</u></b>               | <u>21,850</u>              | <u>18,000</u>              | <u>20,000</u>                | <u>19,000</u>                | 6%                        |
| <b>TOTAL EXPENSES</b>                 | <b><u>703,238</u></b>      | <b><u>907,922</u></b>      | <b><u>841,833</u></b>        | <b><u>930,379</u></b>        | 2%                        |

**Village of Park Forest  
2011/2012 Budget**

**SANITARY SEWER FUND  
DETAIL  
70-19-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                           |                |
|---------------------------------|---------------------------|----------------|
| 500000                          | Regular Salaries          | 225,135        |
| 500100                          | Overtime Salaries         | 14,201         |
| 500200                          | Temporary/Part-time wages | <u>0</u>       |
| <b>Total Personnel Services</b> |                           | <b>239,336</b> |

**INSURANCE**

|                        |                          |               |
|------------------------|--------------------------|---------------|
| 510100                 | Health Insurance Premium | 35,511        |
|                        | Dental Insurance         | 2,001         |
|                        | Life Insurance           | <u>438</u>    |
|                        |                          | 37,950        |
| 510300                 | IRMA Premium             | <u>49,982</u> |
| <b>Total Insurance</b> |                          | <b>87,932</b> |

**EMPLOYEE SUPPORT**

|                               |      |               |
|-------------------------------|------|---------------|
| 520610                        | FICA | 18,309        |
| 520620                        | IMRF | <u>25,178</u> |
| <b>Total Employee Support</b> |      | <b>43,487</b> |

**PROFESSIONAL SERVICES**

|        |   |        |
|--------|---|--------|
| 530000 | Other Professional Services<br>(Contractual sanitary sewer cleaning and televising) | 50,000 |
|--------|---|--------|

|                                    |   |                |
|------------------------------------|---|----------------|
| 530200                             | Engineering/Architectural Services<br>(Flow testing, smoke testing, flood testing,<br>inflow and infiltration analysis) | 100,000        |
| 530300                             | Audit Services  | 1,772          |
| 530700                             | Environmental Permit Fees   | 500            |
| 531700                             | Payment in Lieu of Taxes  | <u>21,935</u>  |
| <b>Total Professional Services</b> |   | <b>174,207</b> |

**OPERATING SUPPLIES**

|                                 |                            |              |
|---------------------------------|----------------------------|--------------|
| 540000                          | Other Operating Supplies   | 2,500        |
| 541400                          | Paint/Hardware/Small tools | <u>1,000</u> |
| <b>Total Operating Supplies</b> |                            | <b>3,500</b> |

**MAINTENANCE**

|                          |  |               |
|--------------------------|--|---------------|
| 550000                   | Contractual Equipment Maintenance - Other<br>(Maintenance/repairs by others to Lift stations, etc.)        | 4,000         |
| 550200                   | Equipment Maintenance and Repair - Other<br>(Parts purchased and repairs by staff to Lift stations, etc.)  | 4,000         |
| 551600                   | Sewer Maintenance Supplies<br>(Pipe, castings, stone, asphalt, rings, frames, couplings, mastic, lids etc) | 6,000         |
| 551700                   | Contractual Sewer Maintenance<br>(Point Repairs and small TV jobs)   | <u>40,000</u> |
| <b>Total Maintenance</b> |  | <b>54,000</b> |

**CAPITAL OUTLAYS**

|        |  |                |
|--------|--|----------------|
| 560000 | Sewer Reconstruction and Manhole Rehab.*         | 192,000        |
|        | Sewer Improvements**                             | 900,000        |
|        | Correct Cross Connections found in Flood Testing | 25,000         |
|        | Sanitary Overflow Facility Construction*         | <u>164,000</u> |
|        |  | 25,000         |

\* Not included in income calculation. Amt shown is the remainder of costs expected to be paid in this fiscal year.

\*\* USEPA grant, \$485k earmarked, \$415K Village portion, Not included in income calculation

|        |              |        |
|--------|--------------|--------|
| 560700 | Depreciation | 89,948 |
|--------|--------------|--------|

|                              |  |                |
|------------------------------|--|----------------|
| <b>Total Capital Outlays</b> |  | <b>114,948</b> |
|------------------------------|--|----------------|

**DEBT SERVICE**

|        |                                   |        |
|--------|-----------------------------------|--------|
| 570000 | Debt Service - Series 1993 Bonds* | 98,804 |
|--------|-----------------------------------|--------|

|                                      |  |   |
|--------------------------------------|--|---|
| * Not included in income calculation |  | 0 |
|--------------------------------------|--|---|

|        |                  |        |
|--------|------------------|--------|
| 570100 | Interest Expense | 21,523 |
|--------|------------------|--------|

|                           |  |               |
|---------------------------|--|---------------|
| <b>Total Debt Service</b> |  | <b>21,523</b> |
|---------------------------|--|---------------|

**TRANSFERS TO OTHER FUNDS**

|        |                               |         |
|--------|-------------------------------|---------|
| 581000 | Indirect Cost to General Fund | 149,907 |
|--------|-------------------------------|---------|

|                                      |  |                |
|--------------------------------------|--|----------------|
| <b>Total Transfer to Other Funds</b> |  | <b>149,907</b> |
|--------------------------------------|--|----------------|

**MISCELLANEOUS EXPENDITURES**

|        |  |       |
|--------|--|-------|
| 590100 | Postage<br>(Mailing of bills, shut off notices, and miscellaneous) | 3,100 |
|--------|--|-------|

|   |  |              |
|---|--|--------------|
| <b>Total Miscellaneous Expenditures</b> |  | <b>3,100</b> |
|---|--|--------------|

**LEASES and RENTALS**

|        |  |        |
|--------|--|--------|
| 600400 | Vehicle Interfund Rentals<br>(Internal vehicle rental charges) | 19,239 |
|--------|--|--------|

|        |  |     |
|--------|--|-----|
| 600500 | Other Equipment Rental<br>(Pump and generator rental, miscellaneous) | 200 |
|--------|--|-----|

|                                 |  |               |
|---------------------------------|--|---------------|
| <b>Total Leases and Rentals</b> |  | <b>19,439</b> |
|---------------------------------|--|---------------|

**UTILITIES**

|        |  |   |
|--------|--|---|
| 610000 | Telephone<br>(lift stations alarm lines) | 0 |
|--------|--|---|

|        |   |               |
|--------|---|---------------|
| 610600 | Public Utilities<br>(Electricity for lift stations) | <u>19,000</u> |
|--------|---|---------------|

|  |                        |                      |
|--|------------------------|----------------------|
|  | <b>Total Utilities</b> | <b><u>19,000</u></b> |
|--|------------------------|----------------------|

|  |                                  |                |
|--|----------------------------------|----------------|
|  | <b>TOTAL SANITARY SEWER FUND</b> | <b>930,379</b> |
|--|----------------------------------|----------------|

**Village of Park Forest  
2011/2012 Budget**

**DOWNTOWN PARK FOREST**

The history of DownTown Park Forest is also explained in the budget section entitled “Tax Increment Financing Fund.” In short, the Village purchased the shopping area, formerly known variously as the Park Forest Plaza and the Centre of Park Forest, on December 1, 1995. At the time of purchase, the property was severely blighted following many years of neglect and abuse by a series of owners. The only repairs had been cosmetic. No repairs had been made to the basic infrastructure of parking lots, heating and air conditioning or sprinkler systems. The landscaping was either overgrown with weeds or cropped down to dirt. Additionally, vacant store interiors were stripped of carpeting, dropped ceilings and wall coverings. Several sprinkler systems were non-functional. No bathrooms met ADA requirements.

The Centre became even more blighted with the closing of two major anchor tenants, Sears, Roebuck & Company and Marshall Fields, and the loss of a majority of the smaller retail stores. Fannie May Candies, the Park Forest Movie Theatre, Bank One (Chase) and several other small retail and office space users comprised the surviving tenants.

Over the past several years, a number of planning professionals recommended converting the shopping center into a traditional main street downtown. As early as 1992, Regeneration Trust, a British planning firm, encouraged the Village to stop thinking of the shopping center as a regional mall and begin conceptualizing it as a downtown. As a result of strategic planning in January of 1996, the Board adopted the following mission statement for the redevelopment of DownTown Park Forest:

**Village of Park Forest**  
**Mission Statement**

To create a viable downtown in Park Forest  
that is economically self sustaining and  
which will become a focus of  
commercial, social, civic and cultural  
activity in the community.

In February 1996, the Village hired the planning firm of Trkla, Pettigrew, Allen and Payne to develop a concept plan to accomplish that goal. Their recommendations, presented to the Village in a town meeting, were consistent with the previous planning and marketing studies in encouraging the development of a downtown. The Trkla,

Pettigrew, Allen and Payne plan recommended the demolition of unnecessary commercial structures and elimination of unused parking lots. The plan recommended the construction of a new road through the middle of the property, through the area that used to be the landscaped mall and walking paths of the shopping center. This plan recommended new residential development close to the heart of downtown, a Village green for Village-sponsored activities and mixed-use rather than retail-only development.

The Lakota Group, a planning firm with a great deal of experience in downtown redevelopment, was then hired to test the concepts in the concept plan and to develop a master plan. Their plans were tested in two community leaders planning workshops and shared with the Village at another town meeting.

The Village Board, in March 1996, approved plans to begin the implementation of the transition to DownTown. Phase I of the project included dissolving the then-existing plats of subdivision, which had no logical basis if the area is to be considered a downtown, and creating new plats. The new plats identified publicly-dedicated streets, publicly-owned parking lots and privately-owned buildings. Plat covenants were also developed. They permit the sale of individual buildings while maintaining some control over use and maintenance. They also establish a mechanism for cost sharing of maintenance of common areas. This phase, also, included dissolving the current Tax Increment Financing District and creating a new one (see: Tax Increment Finance Fund). Actual construction in Phase I included demolition of the bowling alley and Sears. Engineering the re-connection of Forest Avenue, a street that was divided when Sears was originally built, and creation of a portion of the new street through the middle of the mall area were completed.

Phase I costs were covered by Motor Fuel Taxes and Community Development Block Grant funds. In addition, the Village received a State grant of \$500,000 to cover a portion of Phase I. When Sears left the Village, they donated their land and buildings, appraised at more than \$6,000,000 to the Village and a cash settlement of \$2,600,000 to replace lost sales and property taxes for a two-year period. These funds were placed in the Village's General Fund and a portion of the fund balance in the General Fund was transferred to the DownTown. It is essential to note that **completion of Phase I did not necessitate borrowing.**

In February 1997, the Board of Trustees approved Phase II of the redevelopment of DownTown. The Phase II plans included the demolition of Goldblatts and the dry cleaners and construction of a new main street from Orchard Drive to that point at which it joins the section constructed in Phase I. Phase II also included the funds necessary to re-roof Marshall Fields, as well as marketing and managing the DownTown. This included tenant build-out, walkways, entry features, Western Avenue sign demolition, in-fill parking lots, brokerage/selling/leasing costs, planning costs, financial consulting, engineering, legal fees and appraisals.

During Fiscal Year 1997/1998, contracts were approved for the asbestos removal in, and demolition of, Goldblatts, the dry cleaners and Millionaire's Club and demolition of the Western Avenue sign. Marshall Fields was re-roofed. Forest Boulevard was constructed, north/south, through the former Sears site. The new east/west road was constructed from Forest to Cunningham and Cunningham was constructed north from the new main street to Lakewood Boulevard.

The Village received a Community Development Block Grant to fund a portion of the Phase II demolition. Motor Fuel Tax funds were dedicated to the construction of the new road system. A portion of the balance in the TIF fund was transferred to the DownTown and a portion of the Village's Fund Balance was allocated to the DownTown fund. As a result, **Phase II could be accomplished without borrowing and without adding to the Village's long-term debt.**

In February 1998, the Board established Phase III priorities for DownTown. These included the demolition of the storefronts next door to the former Lane Bryant, identified as 331 Main Street and half of 327 Main, to provide for a new north/south roadway linking Indianwood Boulevard to the new main street, engineering and construction of the new roadway through the cut-through building, development of a village green, streetscape features and continuation of the roof replacement program.

The Fiscal Year 1998/1999 DownTown Park Forest budget accomplished a portion of Phase III. The Village applied for and received Community Development Block Grant Funding to demolish 331 and 327 Main. Engineering of Main Street from Cunningham to South Orchard was completed and the project was bid in the fall of 1998 but only one bid was received and it was over budget. The project was bid again in the spring. Construction began at the beginning of May 1999. Engineering design of the Village Green was completed. When the project was bid, no bids were received. The Village served as general contractor for this project and some of the labor was accomplished by volunteers, both staff and community.

During Fiscal Year 1998/1999, sale of the movie theater was completed as well as the sale of the former Goldblatts parking lot and building footprint for residential development. The former Sears parking lot was subdivided. One quarter was sold for development of a 90 unit senior apartment house and a 60 unit assisted care facility. One quarter was sold to American Stores for development of an Osco Foods, now CVS.

During Fiscal Year 1998/1999, a cultural arts niche was created in the DownTown. The former arts and crafts store, All the Makings, was converted into a cultural arts center. It houses the offices and Board Room of the Illinois Philharmonic Orchestra, the Illinois Theatre Center, an equity theater company, and the Tall Grass Arts Association Gallery and School.

The Fiscal Year 1998/1999 Budget for DownTown Park Forest projected a deficit before borrowing in the amount of (\$2,074,247). Thus, the DownTown Park Forest budget

initially included plans to borrow \$2,000,000 to cover the operation of DownTown. A Fiscal Year End 1997/1998 transfer from the General Fund Balance reduced this amount to \$1,640,000. It was planned that the borrowing indicated in the budget would become necessary in August or September 1998. The borrowing anticipated in August 1998 was held off until May 1999. Two factors delayed the borrowing. First, the Village applied for tax-exempt status for the parking lots. Cook County took a full year to assign pin numbers to the re-subdivided lots in DownTown and failed to issue a tax bill in a timely manner. Second, as previously noted, construction of Main Street was delayed from the fall of 1998 to the spring of 1999. The borrowing took place in May 1999. Thus, revenues from the borrowing were received in Fiscal Year 1998/1999. It is important to note that the debt service on the **new borrowing is being paid by the incremental revenues as a result of the new senior facility, CVS and First Midwest bank located on Western Avenue.**

During Fiscal 1999/2000, the Main Street roadway extension to Western Avenue was completed. Building #3 was sold and the sales of land to American Stores (Osco) and Associated Ventures (senior housing) were culminated. Construction of a new Osco Foods (now CVS) took place with an April 2000 Grand Opening. Matanky Realty was hired as a broker for the DownTown retail space in April 2000. Sales contracts were signed for the vacant parcel on Western and Main Street across from the new Osco Foods.

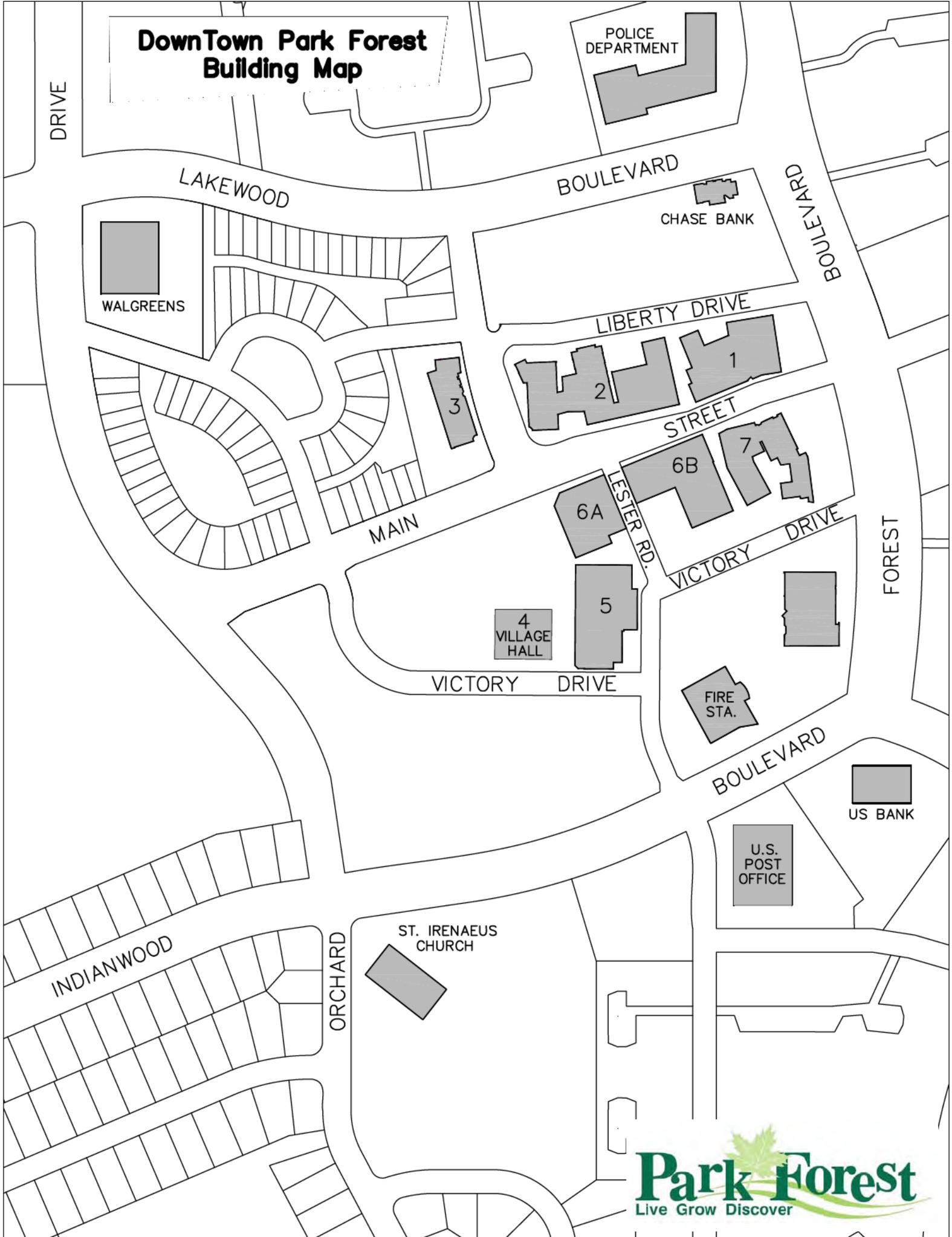
Several of the Phase III projects were completed during Fiscal Year 2000/2001. During Fiscal Year 2000/2001, the sale of a parcel located on the north side of Main Street at Western Avenue was culminated. Bank Calumet (now First Midwest) was constructed at the site. It opened in late 2001. Construction of the new senior independent living facility was completed and construction of the new senior assisted living facility began. The independent living facility was 100% pre-leased prior to opening. Leasing activity continued with the signing of a lease renewal with Bank One (Chase).

In Fiscal Year 2001/2002, leases were signed with Rich Township for a Senior Center and South Suburban Family Shelter's Resale Shop named "One More Thing." The build-out for Rich Township started the fall of 2002 and was completed April 2003. Construction of the new senior assisted living facility was completed.

In Fiscal Year 2002/2003, two new leases were signed for Building #7. A chiropractor signed a lease for 1,800 square feet. The build-out began in May 2003. The Village decided to create a banquet hall/meeting room facility, "Dining on the Green," in a vacant DownTown restaurant. Southland Caterers is the manager of the facility.

A map of the DownTown follows this page. It contains the numbering system by which the buildings are commonly identified.

# DownTown Park Forest Building Map



DRIVE

LAKWOOD BOULEVARD

BOULEVARD

BOULEVARD

WALGREENS

POLICE DEPARTMENT

CHASE BANK

LIBERTY DRIVE

3

2

1

STREET

MAIN

6A

6B

7

LESTER RD.

VICTORY DRIVE

4 VILLAGE HALL

5

FIRE STA.

VICTORY DRIVE

FOREST

BOULEVARD

US BANK

U.S. POST OFFICE

INDIANWOOD

ST. IRENAEUS CHURCH

ORCHARD



**DownTown Funding History**  
**December 1995 through June 30, 2010**

**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     |
| Fifteen years' operating income and interest | 8,281,994     |
| Total Outside Sources of Funds               | \$ 15,322,262 |

**Village Funds**

|  |              |
|--|--------------|
| Motor Fuel Tax                             | \$ 850,000   |
| Transfers from the General Fund:           |              |
| Identified as CAM beginning Fiscal<br>2001 | 2,245,270    |
| Other Transfers                            | 3,046,720    |
|  | \$ 6,141,990 |

**Borrowing**

|  |              |
|--|--------------|
| 1999 Borrowing to be paid by Tax Increment | \$ 1,640,000 |
|--|--------------|

COSTS INCURRED THROUGH JUNE 30, 2010      \$ 23,104,252

\* 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 \$5,291,990, represents only 23% of the total cost of the project as of June 30, 2010.

In Fiscal Year 2003/2004, Dr. Tyssen, Park Forest Chiropractic, opened for business in August 2003. Dr. Tyssen has had an existing business on the south side of Park Forest since the mid 90's. Dr. Johnson grew up in University Park and decided to open his practice in the DownTown. He opened for business in March 2004. Two second floor office tenants expanded into larger spaces during 2004.

Many of the major capital projects in DownTown have been completed. One of the last major projects approved by the Board was to replace the HVAC system in two DownTown buildings. The buildings had previously been cooled by a water-cooling system. The Illinois Environmental Protection Agency deemed the water to be too high a

quality to be utilized in such a manner and recommended that it be redirected to the Village's drinking water supply. Thus, the HVAC units were replaced with air-cooled systems. The Village began the engineering evaluation of the HVAC system for Buildings #1 and #7 during Fiscal 2002/2003. The heating and air conditioning upgrade for Buildings #1 and #7 was completed the beginning of January 2004. There are fifteen new interior furnaces and exterior condensers in Building #1 and ten new systems in Building #7.

In Fiscal Year 2004/2005, eight office tenants and one ground level tenant renewed their lease. Noemi's Bridal expanded her business and relocated to Main Street in August 2005. Dr. Johnson decided to expand his practice into the space next door, 346 Victory, in April 2005. With the four Medical offices in the DownTown, the approximate number of patients served is close to 13,000. The medical niche is a great asset to the DownTown.

In Fiscal Year 2005/2006, the Fire Station was completed in the DownTown. A new roof was installed on the east side of Building Seven in the fall of 2005. There were nine new leases signed. Dr. Nancy Lee (podiatrist) and Oasis Salon Studio were new ground level businesses. Dr. Lee, the podiatrist, is the only tenant that needed a build out. Since moving her practice to the DownTown, Dr. Lee has seen an increase in patients. The second floor offices welcomed six new tenants. Eleven existing tenants renewed their leases. One office renewal included expansion into additional space.

Matanky Realty Group who bought Building #2 in 2005, have signed leases with Primerica, Remedy Hair Salon and Bumper to Bumper.

In Fiscal Year 2006/2007 five new leases were signed. One More Thing and the barber shop renewed their leases. Nine new office businesses signed leases and ten second floor businesses renewed their leases. Reliable Health Care (Building # 1) expanded, tripling their size and signed a three year lease.

For Fiscal Year 2007/2008 there were a few new ground level businesses that moved into the DownTown. The Fieldcrest Dance School moved her existing business to the DownTown at 201 Main Street. With Fieldcrest moving into 201 Main, the Management Office was relocated to a second floor office. The second business was Tower Cleaners. They had an existing business on the south side of Park Forest. The new location for the cleaners is 230 Forest Boulevard. They have been in the DownTown since fall 2007 and their customer list has increased by 1,500 plus. Dr. Wolny had an existing business in Park Forest for many years. He moved his practice to the DownTown summer 2007.

There were five new leases for the second floor offices and eleven second floor businesses renewed their leases. Three ground level businesses also re-newed their leases. Earl Stanley is the owner of the barber shop and he changed the name to A Gentlemen Place. Earl & Alice Davis signed a lease for Quality Classic Health Club at 295 Main Street.

In Fiscal Year 2008/2009 there were four ground level and twelve second floor businesses that renewed their Leases.

In Fiscal Year 2009/2010 there were six ground level and sixteen second floor businesses that renewed their Leases. Oasis Hair Salon expanded into a new space at 261 Founders Way, three doors down from her previous location spring 2010. Miracle Transport, a transportation carrier / broker & administrative office, signed a lease for 361 Founders Way.

Matanky Realty Group, the owner of Building #2, brought in two new businesses to the DownTown. They are Last Minute Copy Shop and Shrimp Max. The movie theater in Building #2 has been renamed to its original name - Holiday Star Theater.

In Fiscal Year 2010/2011, thirty businesses renewed their Lease. Six are ground level and twenty four are second floor offices. Three second floor businesses expanded their square feet and signed new Leases. During this year three new businesses signed Leases for the second floor offices. Two new businesses signed Leases for ground level locations. One is the Novak Construction company who is working on the demolition of the Marshall Fields Building. They rented a ground level space for a construction office. Second is the South Suburban Food Co-op who will be re-locating their business to DownTown Park Forest. They will be opening their store May 2011.

The following tenancy information for Village-owned buildings is presented as of January 1, 2011.

**DownTown Occupancy  
January, 2011**

|                   | <u>Square Feet</u> |                 | <u>Percent Occupied</u> |
|-------------------|--------------------|-----------------|-------------------------|
|                   | <u>Vacant</u>      | <u>Occupied</u> |                         |
| Building #1       |                    |                 |                         |
| Main Floor        | 10,503             | 9,911           | 49%                     |
| 2nd Floor Office  | <u>736</u>         | <u>13,822</u>   | <u>95%</u>              |
| Total Building #1 | 11,239             | 23,743          | 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        | 10,781             | 11,392          | 51%                     |
| Building #7       |                    |                 |                         |
| Main Floor        | 5,767              | 12,258          | 68%                     |
| 2nd Floor Office  | <u>1,271</u>       | <u>4,577</u>    | <u>78%</u>              |
| Total Building #7 | 7,038              | 16,835          | 71%                     |
| Bank One Building | <u>2,730</u>       | <u>4,785</u>    | <u>64%</u>              |
| <b>TOTAL:</b>     | <u>34,878</u>      | <u>107,869</u>  | <u>76%</u>              |

**History of Occupancy**

| <u>Year</u> | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|-------------|------|------|------|------|------|------|------|
| %           | 63%  | 69%  | 71%  | 77%  | 82%  | 80%  | 78%  |

**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:

| <u>Village-owned Properties</u>               | Per Covenants<br><u>Square Feet</u> | Adjusted<br><u>Square Feet</u> |
|---|-------------------------------------|--------------------------------|
| Building #1                                   | 35,246                              | 35,246                         |
| Building #4A                                  | 86,817 *                            | -                              |
| Building #4B                                  | 18,528                              | 27,800                         |
| Building #5                                   | 23,986                              | 23,986                         |
| Building #6A                                  | 14,650                              | 14,650                         |
| Building #6B                                  | 20,969                              | 20,969                         |
| Building #7                                   | <u>24,331</u>                       | <u>24,331</u>                  |
| Sub-total Village-owned                       | 224,527                             | 146,982                        |
| <br><b><u>Non Village-owned Buildings</u></b> |                                     |                                |
| Theatre Bldg. (CAM \$36,600)                  | 36,904                              | 36,904                         |
| Building #3                                   | <u>10,928</u>                       | <u>10,928</u>                  |
| Sub-total Outside Owned                       | 47,832                              | 47,832                         |
| <br><b><u>TOTAL SQUARE FOOTAGE</u></b>        | <br><b><u>272,359</u></b>           | <br><b><u>194,814</u></b>      |

\* Removed Marshall Fields and added Lower Level Village Hall square feet of 9,272

An official amendment to the Covenants would be required to remove the Marshall Fields Building, add the Health Department and potentially add the Chase Bank Building.

Currently, common area costs have been identified as \$1.00 per square foot. The budget for these costs is as follows:

| <u>Common Area Costs</u>                    | <u>Estimated<br/>2010/2011</u> | <u>Projected<br/>2011/2012</u> |
|---|--------------------------------|--------------------------------|
| Salaries                                    |                                |                                |
| Management                                  | \$ 39,857                      | \$ 40,648                      |
| (Mgr. 25%/Office 20%/Maint. Supervisor 80%) |                                |                                |
| Grounds                                     | <u>37,591</u>                  | <u>38,017</u>                  |
| (PW/R&P/PT/OT- 80%)                         | \$ 77,448                      | \$ 78,665                      |

|                                |                  |                  |
|--------------------------------|------------------|------------------|
| Benefits                       | \$ 20,048        | \$ 20,649        |
| Liability Insurance (IRMA)     | 5,000            | 5,000            |
| Common Utilities               | 62,265           | 67,000           |
| Operating Supplies             | 4,500            | 3,300            |
| Maintenance                    |                  |                  |
| General Maintenance            | 80,000           | 60,000           |
| Parking Lot Maintenance        | 6,000            | 6,000            |
| Snow Plowing                   | 25,262           | 15,000           |
| Landscaping                    | <u>18,000</u>    | <u>18,000</u>    |
|                                | \$129,262        | \$ 99,000        |
| Garage Rental                  | \$ 8,000         | \$ 8,000         |
| Marketing & Events             | <u>33,000</u>    | <u>45,500</u>    |
|                                | \$ 41,000        | \$ 53,500        |
| <b>Total Common Area Costs</b> | <b>\$339,523</b> | <b>\$327,114</b> |

Following is a running total of Common Area Maintenance (CAM) charges and costs since the Plat covenants were instituted:

|                                    |                |
|------------------------------------|----------------|
| 1998/1999 CAM Revenue              | \$270,180      |
| 1998/1999 CAM Expense              | <u>267,241</u> |
| Balance Carried Forward            | 2,939          |
| 1999/2000 CAM Revenue              | 270,180        |
| 1999/2000 CAM Expense              | <u>222,999</u> |
| Cumulative Balance Carried Forward | 50,120         |
| 2000/2001 CAM Revenue *            | 270,538        |
| 2000/2001 CAM Expense              | <u>333,913</u> |
| Cumulative Balance Carried Forward | (13,255)       |
| 2001/2002 CAM Revenue *            | 266,895        |
| 2001/2002 CAM Expense              | <u>424,515</u> |
| Cumulative Balance Carried Forward | (170,875)      |
| 2002/2003 CAM Revenue *            | 270,538        |
| 2002/2003 CAM Expense              | <u>306,273</u> |
| Cumulative Balance Carried Forward | (206,610)      |
| 2003/2004 CAM Revenue              | 272,359        |
| 2003/2004 CAM Expense              | <u>296,517</u> |
| Cumulative Balance Carried Forward | (230,768)      |
| 2004/2005 CAM Revenue              | 272,359        |
| 2004/2005 CAM Expense              | <u>348,786</u> |
| Cumulative Balance Carried Forward | (307,195)      |

|  |                    |
|--|--------------------|
| 2005/2006 CAM Revenue                  | 272,359            |
| 2005/2006 CAM Expense                  | <u>364,324</u>     |
| Cumulative Balance Carried Forward     | (399,160)          |
| 2006/2007 CAM Revenue                  | 272,359            |
| 2006/2007 CAM Expense                  | <u>316,474</u>     |
| Cumulative Balance Carried Forward     | (443,275)          |
| 2007/2008 CAM Revenue                  | 272,359            |
| 2007/2008 CAM Expense **               | <u>805,464</u>     |
| Cumulative Balance Carried Forward     | (976,380)          |
| 2008/2009 CAM Revenue                  | 272,359            |
| 2008/2009 CAM Expense                  | <u>305,009</u>     |
| Cumulative Balance Carried Forward     | (1,009,030)        |
| 2009/2010 CAM Revenue                  | 272,359            |
| 2009/2010 CAM Expense                  | <u>291,183</u>     |
| Cumulative Balance Carried Forward     | (1,027,854)        |
| Estimated                              |                    |
| 2010/2011 CAM Revenue                  | 272,359            |
| 2010/2011 CAM Expense                  | <u>339,523</u>     |
|  | (1,095,018)        |
| Projected                              |                    |
| 2011/2012 CAM Revenue                  | 194,814            |
| 2011/2012 CAM Expense                  | <u>327,114</u>     |
| <b>CAM Balance as of June 30, 2011</b> | <b>(1,227,318)</b> |

\* ByUs CAM adjusted \$1,821 for 2001, \$5,464 for 2002 and \$1,821 in 2003.

\*\* Construction of Fire Station / Aunt Martha's Parking Lot

In addition to CAM revenue from Village-owned and non-Village owned buildings listed, Aunt Martha's has paid CAM over the 14 year period of \$580,094 (\$3,452.94 each month).

The Village is the major contributor to Common Area Costs since it owns 82% of the buildings included in the calculation of CAM costs. A separate transfer is reflected in the Fiscal Year 2011/2012 for the Village's share of CAM of \$146,982. Also, when the Village took ownership of the entire shopping center in 1995, Rogers & Holland Jewelers owned the building which housed the Health Department. The corporate headquarters for the jeweler was located in this building. In 2003, the building was donated to Aunt Martha's Youth Services. Since 1995, the building owner has paid \$41,435.28 in annual CAM charges based on an agreement established years prior to Village ownership. This CAM revenue is reflected in the DownTown Budget and is used for common area costs. Because of the Marshall Fields demolition and a potential sale of the Chase Bank Building, total building square footage and associated CAM charges will need to be adjusted. This adjustment will require an amendment to the covenants.

The goals for DownTown have been articulated by a number of planning efforts and documents. The vision statement adopted by the Board provides the framework for all other goals. The Master Plan articulated goals for a pedestrian, bike and vehicle-friendly, mixed use, mainstreet downtown with public spaces and adjacent, dense residential development. Previous Board goals have included demolishing useless buildings, rehabilitating dilapidated spaces as opportunities for leasing occur, marketing DownTown Park Forest in order to lease spaces and sell buildings, creating attractive entrances and identity features, establishing an educational and cultural corridor and developing a coordinated signage program.

In 2001/2002, the Village contracted with the planning firm that created the original Master Plan for DownTown, The Lakota Group, to do an evaluation of the Master Plan after six years of redevelopment. In 2002/2003, Lakota Group conducted a series of community planning workshops and focus groups to evaluate progress towards the Master Plan. Their final report analyzed the strengths of the DownTown and the challenges that remain. Their report recommended implementation of several aesthetic and traffic control improvements. They recommended improvements to storefront signage and directional/identity signage. They also recommended improvements to the parking lot lighting in DownTown. Lighting enhancements were accomplished with the Fire Station / Aunt Martha's parking lot renovation.

In 2001/2002, the Village also contracted with Business Districts, Inc., specialists in marketing urban areas. They were asked to study the market potential of DownTown and to create a marketing plan. On November 12, 2002 Business Districts, Inc. presented the DownTown strategic workshop to the Village Board. The DownTown strategic workshop was composed of two parts: a situation audit and a strategic direction based upon a series of consensus recommendations which were approved by the Board.

Emphasis in Fiscal Year 2003/2004 was on marketing the DownTown. There was 31,899 square feet of main floor space vacant. Tenanting these spaces cost the Village between \$25 and \$50 per square foot to build out. Marketing efforts were 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. Matanky Realty Group also is the owner of Orchard Plaza next to the Downtown.

Assistance will continue to be provided to the Downtown tenants to participate in joint advertising to increase their customer base. The Downtown, as a whole, will be marketed to create higher visibility through participation in national retail organizations. A calendar of events in the Downtown continues to bring residents of the region into the Downtown. This is a strong draw for people to visit, relax and enjoy the wide variety of different entertainment options.

Signage in the Downtown was enhanced with the installation of a kiosk sign on the Village Green, an illuminated monument sign at Main Street and Orchard Drive, an illuminated sign at the south entrance to Village Hall and an illuminated archway sign at Main Street and Western Avenue. Purchase of Way Finding Signs began in 2007/2008.

The Village has instituted several programs to assist Downtown businesses. Two of these relate to the Master Plan recommendations regarding signage. 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 2007/2008, Parking Lot 15, north of the Fire Station was reconstructed. It was resurfaced and new parking lot lights were installed. Victory Drive, just north of the parking lot, was also a part of this project. This street was resurfaced and parking spaces were created. A new roof was installed on the west side of Building #7 in the fall of 2007. The Mural project process began January 2008 and the first mural on Building # 5 was completed summer 2008.

For Fiscal Year 2008/2009, Phase II of the Way Finding Signs were to be installed on Western Ave. and Route 30 / Lincoln Highway. The State had been contacted for their approval to install these signs on these two streets. The State had not responded or approved these signs for this fiscal year. Six Recognition Plaques were hung on Founders Way and Artists Walk fall 2008.

For Fiscal Year 2009/2010 Marcus & Millichap Real Estate Investment Services were the Brokers for the Chase Bank Building, but this contract has not been renewed. The Village now is in possession of Building # 3, previously owned by By Us Construction. There were three liens on this building totaling \$76,401.11 and an outstanding CAM balance of \$10,928.04. This building is being evaluated to either sell the building "as is" to a Broker / Developer or to tear down the building and sell the property as vacant land.

The new LED sign on Route 30 and Orchard was completed April 2010. This sign has six panels on the top portion and an LED sign below the panels. There is a monthly

charge to advertise on the LED sign and Park Forest businesses have continued to advertise on a month to month basis.

The second Mural was completed spring of 2010. The second mural is located on the north exterior wall of Building # 1. The focus for this mural is on the activities that have been held in the DownTown for many years. There is the Tall Grass Art Fair, Kiwanis Pancake Day, Farmer's Market, Main Street Nights #1, Scenic Run, and Main Street Nights #2. The mural was completed by two brothers Alan and Aaron Hicks.

For Fiscal Year 2010/2011 the Marshall Fields Building was demolished. The \$1,300,000 estimated total cost was 72% financed though a \$930,062 CDBG grant. This area will be filled in and leveled with the existing surrounding landscape and grass seed will be planted. There is a Recreation & Parks building being designed at this location along Village Hall that will have storage and washrooms that can be used for outside events.

The revenues for Fiscal Year 2011/2012 for DownTown include rent in the amount of \$580,000 based on current leases and Village transfer of \$146,982 for Common Area Maintenance. The Village support was reduced by \$100,000 for 2009/2010 and 2011/2012. Common area revenue in the amount of \$78,035 represents Aunt Martha's and Matanky owned buildings. Total revenue is projected at \$826,017.

Expenses for the DownTown are anticipated to be \$981,834. The net loss is projected at (\$155,817). The Ending Net Cash is \$1,061,147.

The Board has adopted a policy that it will not proceed with capital projects until funds for such projects are available. Sale of property, for example, would permit additional capital spending.

Following are the capital items that would be the next to be accomplished if such funds become available. Inasmuch as the funds are not presently available, these items have not been included in the DownTown Budget.

**Capital Items Excluded From Budget**

|  |                |
|--|----------------|
| Theatre North Parking Lot #1 Resurfacing | 229,128        |
| Theatre North Parking Lot #1 Lighting    | 202,000        |
| Additional Lester Roadway Lighting       | 110,000        |
| Cunningham to Lakewood Roadway           | 229,000        |
| Added Village Green Enhancements         | 100,000        |
| Reconstruction of Lester Roadway         | 320,000        |
| Demolition of By Us Building             | <u>150,000</u> |
|  | \$1,340,128    |

**STAFFING:**

| <b><u>Position</u></b> | <b><u>2007/08</u></b> | <b><u>2008/09</u></b> | <b><u>2009/10</u></b> | <b><u>2010/11</u></b> | <b><u>2011/12</u></b> |
|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Facility Supervisor    | 1                     | 1                     | 1                     | 1                     | 1                     |
| P-T Office Assistant   | 0.5                   | 0.5                   | 0.5                   | 0.5                   | 0.5                   |
| Maintenance Worker     | <u>1.5</u>            | <u>1.5</u>            | <u>1.5</u>            | <u>1.5</u>            | <u>1.5</u>            |
| <b>Total Positions</b> | <b>3.0</b>            | <b>3.0</b>            | <b>3.0</b>            | <b>3.0</b>            | <b>3.0</b>            |

**Village of Park Forest  
2011/2012 Budget**

**DOWNTOWN PARK FOREST  
REVENUES**

|                                      | FY 09/10<br>ACTUAL      | FY 10/11<br>BUDGET    | FY 10/11<br>ESTIMATE  | FY 11/12<br>PROPOSED  | PERCENT<br>CHANGE |
|--------------------------------------|-------------------------|-----------------------|-----------------------|-----------------------|-------------------|
| <b>REVENUES</b>                      |                         |                       |                       |                       |                   |
| DownTown Rent                        | 597,740                 | 580,000               | 580,000               | 580,000               | 0%                |
| Farmers Market                       | 4,103                   | 4,000                 | 4,000                 | 4,000                 | 0%                |
| Common Area Revenue                  | 65,461                  | 78,035                | 41,435                | 78,035                | 0%                |
| Transfer from General Fund (CAM)     | 224,527                 | 224,527               | 224,527               | 146,982               | -35%              |
| Transfer from General Fund (Support) | 0                       | 0                     | 0                     | 0                     | 0%                |
| Transfer from Capital Projects       | 100,000                 | 0                     | 0                     | 0                     | 0%                |
| Interest                             | 1,633                   | 1,000                 | 0                     | 0                     | -100%             |
| Miscellaneous                        | <u>32,636</u>           | <u>14,000</u>         | <u>16,200</u>         | <u>17,000</u>         | 21%               |
| <b>TOTAL REVENUE</b>                 | <b><u>1,026,100</u></b> | <b><u>901,562</u></b> | <b><u>866,162</u></b> | <b><u>826,017</u></b> | -8%               |
| <b><u>Net Income(Loss)</u></b>       | <b>219,621</b>          | <b>(97,511)</b>       | <b>(119,962)</b>      | <b>(155,817)</b>      | -60%              |
| Transfer to General Fund             | 0                       | 0                     | 0                     | (250,000)             | 100%              |
| Major Capital Outlay                 | (130,948)               | 0                     | 0                     | 0                     | 0%                |
| Depreciation                         | <u>138,987</u>          | <u>133,801</u>        | <u>133,801</u>        | <u>147,524</u>        | 10%               |
| Cash Flow                            | 227,660                 | 36,290                | 13,839                | (258,293)             |                   |
| <b><u>Beginning Net Cash</u></b>     |                         |                       | <b>1,305,601</b>      | <b>1,319,440</b>      |                   |
| <b><u>Ending Net Cash</u></b>        |                         |                       | <b>1,319,440</b>      | <b>1,061,147</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  
2011/2012 Budget**

**DOWNTOWN PARK FOREST  
EXPENSES**

|                                     | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|-------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>EXPENSES</b>                     |                            |                            |                              |                              |                           |
| <b><u>Personnel Services</u></b>    |                            |                            |                              |                              |                           |
| Regular Salaries                    | 70,741                     | 83,838                     | 83,838                       | 82,600                       | -1%                       |
| Overtime Salaries                   | 1,742                      | 1,849                      | 1,849                        | 1,849                        | 0%                        |
| Temporary/Part time Salaries        | <u>61,478</u>              | <u>74,652</u>              | <u>74,652</u>                | <u>77,520</u>                | 4%                        |
| <b>Total Personnel Services</b>     | <b>133,961</b>             | <b>160,339</b>             | <b>160,339</b>               | <b>161,969</b>               | <b>1%</b>                 |
| <b><u>Insurance</u></b>             | 18,494                     | 20,641                     | 20,641                       | 21,415                       | 4%                        |
| <b><u>IRMA</u></b>                  | 30,000                     | 30,000                     | 30,000                       | 30,000                       | 0%                        |
| <b><u>Employee Support</u></b>      | 23,114                     | 27,392                     | 27,392                       | 28,926                       | 6%                        |
| <b><u>Professional Services</u></b> | 3,336                      | 17,500                     | 4,100                        | 11,500                       | -34%                      |
| <b><u>Operating Supplies</u></b>    | 30,010                     | 21,300                     | 28,051                       | 21,300                       | 0%                        |
| <b><u>Maintenance</u></b>           | 237,427                    | 214,000                    | 243,500                      | 200,500                      | -6%                       |
| <b><u>Capital Outlays</u></b>       | 9,233                      | 152,000                    | 142,000                      | 164,900                      | 8%                        |
| <b><u>Depreciation</u></b>          | 138,987                    | 133,801                    | 133,801                      | 147,524                      | 10%                       |
| <b><u>Miscellaneous</u></b>         | 6,464                      | 11,500                     | 9,000                        | 7,500                        | -35%                      |
| <b><u>Rentals</u></b>               | 9,000                      | 9,000                      | 9,000                        | 9,000                        | 0%                        |
| <b><u>Utilities</u></b>             | <u>166,453</u>             | <u>201,600</u>             | <u>178,300</u>               | <u>177,300</u>               | -12%                      |
| <b>TOTAL EXPENSES</b>               | <b><u>806,479</u></b>      | <b><u>999,073</u></b>      | <b><u>986,124</u></b>        | <b><u>981,834</u></b>        | <b>-2%</b>                |

**Village of Park Forest  
2011/2012  
Budget**

**DOWNTOWN PARK FOREST  
SALARY DETAIL**

|   | <b>6/30/2011<br/>Current<br/>Base</b> | <b>Salary<br/>Increase<br/>2%</b> | <b>7/1/2011<br/>Grade &amp;<br/>Step</b> | <b>Gross*</b>  | <b>IMRF<br/>10.52%</b> | <b>FICA<br/>7.65%</b> | <b>Health</b> | <b>Dental</b> | <b>Life</b> |
|---|---------------------------------------|-----------------------------------|--|----------------|------------------------|-----------------------|---------------|---------------|-------------|
| Sharon Bellino<br>Facility Supervisor   | 62,438                                | 63,687                            | 12,9                                     | 63,687         | 6,700                  | 4,872                 | 20,180        | 1,115         | 120         |
| Office Staff - 25 hrs/wk = 1300 hrs annually  | 23,265                                | 23,730                            | 1,9                                      | 23,730         | 2,496                  | 1,815                 |               |               |             |
| Maintenance Workers (2) @ 30 hrs/wk<br>(1560 hrs/year @ avg hrly rate of 16.01/hr)<br>(1560 hrs/year @ avg hrly rate of 14.44/hr) | 47,502                                | 48,452                            |  | 49,014         | 5,156                  | 3,750                 |               |               |             |
| Summer Help   |                                       |                                   |  | 2,384          |                        | 182                   |               |               |             |
| <b>ALLOCATIONS</b>  |                                       |                                   |  |                |                        |                       |               |               |             |
| Public Works  |                                       |                                   |  | 13,910         | 1,463                  | 1,064                 |               |               |             |
| Recreation and Parks  |                                       |                                   |  | <u>9,244</u>   | <u>721</u>             | <u>707</u>            |               |               |             |
| <b>TOTAL DOWNTOWN PARK FOREST</b>   | <b>133,205</b>                        | <b>135,869</b>                    |  | <b>161,969</b> | <b>16,536</b>          | <b>12,390</b>         | <b>20,180</b> | <b>1,115</b>  | <b>120</b>  |

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

**Village of Park Forest  
2011/2012 Budget**

**DOWNTOWN PARK FOREST  
DETAIL  
80-00-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

|        |                                   |              |                |
|--------|-----------------------------------|--------------|----------------|
| 500000 | Regular Salaries                  |              |                |
|        | DownTown                          | 63,687       |                |
|        | Public Works                      | 12,061       |                |
|        | Recreation and Parks              | <u>6,852</u> |                |
|        |                                   |              | 82,600         |
| 500100 | Overtime Salaries                 |              |                |
|        | Public Works                      | 1,849        |                |
|        | Recreation and Parks              | <u>0</u>     |                |
|        |                                   |              | 1,849          |
| 500200 | Temporary/Part-time               |              |                |
|        | Downtown                          | 75,128       |                |
|        | Recreation and Parks              | <u>2,392</u> |                |
|        |                                   |              | <u>77,520</u>  |
|        | <b>Total Personnel Services *</b> |              | <b>161,969</b> |

**INSURANCE**

|        |                         |            |               |
|--------|-------------------------|------------|---------------|
| 510100 | Health Insurance        | 20,180     |               |
|        | Dental Insurance        | 1,115      |               |
|        | Life Insurance          | <u>120</u> |               |
|        |                         |            | 21,415        |
| 510300 | IRMA Premiums           |            | <u>30,000</u> |
|        | <b>Total Insurance*</b> |            | <b>51,415</b> |

\* Includes Common Area Costs

**EMPLOYEE SUPPORT**

|                                 |      |  |               |
|---------------------------------|------|--|---------------|
| 520610                          | FICA |  | 12,390        |
| 520620                          | IMRF |  | <u>16,536</u> |
| <b>Total Employee Support *</b> |      |  | <b>28,926</b> |

**PROFESSIONAL SERVICES**

|                                    |                                      |              |               |
|------------------------------------|--------------------------------------|--------------|---------------|
| 530000                             | Broker Fee                           | 3,000        |               |
|                                    | Marketing - Design and Development   | <u>1,500</u> |               |
|                                    |                                      |              | 4,500         |
| 530100                             | Legal Review of Leases               |              | 3,000         |
| 530200                             | Engineering/Architectural            |              |               |
|                                    | Architectural Bid Specs for Buildout |              | <u>4,000</u>  |
| <b>Total Professional Services</b> |                                      |              | <b>11,500</b> |

**PROPERTY TAXES**

|                             |                |  |          |
|-----------------------------|----------------|--|----------|
| 532500                      | Property Taxes |  | <u>0</u> |
| <b>Total Property Taxes</b> |                |  | <b>0</b> |

**OPERATING SUPPLIES**

|                                 |   |  |               |
|---------------------------------|---|--|---------------|
| 540000                          | Other Operating Supplies<br>(Janitorial/Electrical)                             |  | 18,000        |
| 540050                          | Common Area Supplies / Sign Connection *<br>(Sidewalk and landscaping supplies) |  | 1,200         |
| 541400                          | Paint, hardware and small tools   |  | 100           |
| 541500                          | Salt *  |  | <u>2,000</u>  |
| <b>Total Operating Supplies</b> |   |  | <b>21,300</b> |

\* Includes Common Area Costs

## MAINTENANCE

|        |   |               |                |
|--------|---|---------------|----------------|
| 550300 | Equipment Maintenance   |               | 2,000          |
| 550400 | Janitorial Service  | 13,000        |                |
|        | Building and Structural Maintenance and Repair<br>(HVAC, electrical, plumbing and sprinkler(s)) | 88,500        |                |
|        | Roof Repairs  | 5,000         |                |
|        | Tenant Buildout (5 spaces-office)   | <u>20,000</u> |                |
|        |   |               | 126,500        |
| 550450 | Common Area General Maintenance *   |               |                |
|        | Gutters / Downspouts  | 3,000         |                |
|        | Sidewalk Replacement  | 5,000         |                |
|        | Repaint a Building's Exterior Fascia  | 10,000        |                |
|        | Parking Lot Stripping   | 6,000         |                |
|        | Misc. Maintenance   | <u>15,000</u> |                |
|        |   |               | 39,000         |
| 550500 | Snow Plowing *  | 15,000        |                |
|        | Landscaping *   | <u>18,000</u> |                |
|        |   |               | <u>33,000</u>  |
|        | <b>Total Maintenance</b>  |               | <b>200,500</b> |

## CAPITAL OUTLAYS

|        |                              |              |                |
|--------|------------------------------|--------------|----------------|
| 560000 | Signage - Grant Program      | 10,000       |                |
|        | Way Finding                  | 5,000        |                |
|        | Mural Project                | 18,000       |                |
|        | Second Floor Office Windows  | 40,000       |                |
|        | Computer Upgrade             | <u>1,900</u> |                |
|        |                              |              | 74,900         |
| 564700 | Capital Improvement          |              |                |
|        | Tenant Buildout              |              |                |
|        | 3,000 sq. ft. @ \$30         |              | 90,000         |
| 560700 | Depreciation                 |              | <u>147,524</u> |
|        | <b>Total Capital Outlays</b> |              | <b>312,424</b> |

**MISCELLANEOUS EXPENDITURES**

|   |   |              |
|---|---|--------------|
| 590900                                  | Advertising<br>Downtown Star ads, promotional material etc. | 6,000        |
| 591200                                  | Other Special Events * (Farmer's Market)                    | <u>1,500</u> |
| <b>Total Miscellaneous Expenditures</b> |   | <b>7,500</b> |

**LEASES and RENTALS**

|                                 |                           |              |
|---------------------------------|---------------------------|--------------|
| 600400                          | Vehicle Interfund Rentals | <u>9,000</u> |
| <b>Total Leases and Rentals</b> |                           | <b>9,000</b> |

**UTILITIES**

|                        |   |                       |
|------------------------|---|-----------------------|
| 610000                 | Telephone                                   | 5,300                 |
| 610600                 | Gas and Electric (Vacant Spaces and Office) | 105,000               |
| 610680                 | Common Area Utilities                       | <u>67,000</u>         |
| <b>Total Utilities</b> |   | <b><u>177,300</u></b> |

**TOTAL DOWNTOWN PARK FOREST** **981,834**

## Village of Park Forest 2011/2012 Budget

### CAPITAL PROJECTS FUND

#### DEPARTMENT FUNCTION:

The Capital Projects Fund was established in 2001 for the purpose of monitoring and reporting costs associated with the construction of a new Fire Station. Since that time the following projects have, or will be, included in the Capital Projects Fund:

- New fire station construction
- Lower level build out (Health and Recreation programs)
- Land acquisition
- Property management
- Village Green service facility
- Major sign initiative
- CN funded projects
- Sound mitigation fund distribution
- Environmental initiatives

#### LAND ACQUISITION (33-00)

In November 2008, the Village Board adopted the Strategic Plan for Land Use and Economic Development, which describes concept plans for key development and redevelopment areas within the Village. This Plan examines, for example, the viability of redeveloping property along Sauk Trail and Western Avenue to higher density residential and/or commercial purposes, and redeveloping the Eastgate Neighborhood into a more upscale type of residential development. It also provides implementation goals and policies for infill residential development and redevelopment and for new development in the Park Forest Business Park. In order to create viable opportunities for redevelopment in these areas the Village must be proactive in acquiring properties when they become available. This is consistent with the following General Land Use and Redevelopment Policy in the Strategic Plan for Land Use and Economic Development:

The Village will continue to acquire properties in key Sub-Areas as resources allow and as they become available through tax delinquency, foreclosure or voluntary sales. Given the evolving climate, the Village should be prepared to acquire additional residential sites if their locations are consistent with the strategic direction outlined in this Plan.

In order to continue implementation of this Policy, it is necessary to adequately budget for land acquisition and property management.

Since the inception of the Land Acquisition and Property Management elements of the Capital Projects Fund, the Village has become very active in its efforts to obtain properties that are important to implementation of the Village's comprehensive plan. Over the past five years, the following properties have been acquired through a variety of means (unless otherwise noted, these are all vacant parcels):

- 2330 Western Avenue (No Cash Bid, building demolished by Village)
- 30 South Street (No Cash Bid, subsequently sold to Star Investments, LLC)
- Lots 57, 58, and 59 in the Park Forest Business Park (No Cash Bid and negotiated trade with sale of 30 South Street)
- 263 Rich Road and 368 Oswego Street (No Cash Bid)
- 3200 Lincoln Highway (foreclosure of liens, 16,000 square foot building)
- 320 Wildwood Street (No Cash Bid, 14,000 square foot building)
- 80/90 North Street (blighted property court order, 24,700 square foot office building, 98,800 square foot manufacturing building)
- 214-220 Indianwood Boulevard (No Cash Bid)
- 2500 North Street (No Cash Bid, known locally as 60 North Street)
- 232 and 245 Arrowhead Street, 258 Arcadia Street, 201 Miami Street, 309 Minocqua Street (foreclosure of liens)
- 36 Apache Street (pending No Cash Bid)
- 99 Orchard (No Cash Bid, located adjacent to the water treatment plant)\*
- 3 acres behind Orchard Park Place (No Cash Bid)\*
- A sliver of land south of the CVS Drug Store, with frontage on Western Avenue (No Cash Bid)\*

Three of the properties listed above (identified with \*) will remain in Village ownership to serve public purposes. The Village will continue to market the remainder of the properties listed above for residential, commercial or industrial development or redevelopment purposes.

As is evident in the list above, the Village has used a variety of means to acquire properties that are important to the Village's future development and redevelopment plans. The No Cash Bid process is established by Cook County to enable municipalities to obtain properties that are at least two years tax delinquent. Most of the costs to the municipality are waived and the delinquent taxes are extinguished when the tax deed is issued. The Village does still incur legal and administrative expenses that range from \$1,200 to \$7,200 per parcel, depending on the complications of ownership that have to be addressed. The No Cash Bid process generally requires about 18 months from the time a bid is placed for a tax delinquent property to the time a tax deed is issued.

In recent years, the Village has sought to acquire properties through the lien foreclosure process. This process is used when the Village has incurred significant costs to demolish

a privately owned structure, to maintain a parcel, or when water bills are severely delinquent. In many cases, the property owner has chosen to turn over the deed to the Village rather than go through the foreclosure process for a property that is either blighted or tax delinquent. The Village's legal and administrative expenses to acquire a property through this process are similar to those incurred in the No Cash Bid process. However, if either petition is contested by the property owner, as it was on 320 Wildwood, the costs can be much higher. Village Staff would only recommend incurring these higher costs for truly strategic properties.

In March 2010, the Village was successful in obtaining the deed to 80/90 North Street (the former Blue Ridge Farms building) by filing a petition with Cook County to declare the building abandoned because it was an open and vacant building that presented an immediate and continuous danger to the community. The building was officially declared abandoned at a Court hearing in December 2009, and the Village was subsequently granted ownership of the property through a judicial deed. All these proactive steps have been taken because of the significance of this building, and because the Economic Development Staff has been working with an entrepreneur who is very interested in acquiring the building in order to start his new enterprise.

Village Staff has inventoried all the vacant residential properties on which the Village has recorded liens for property maintenance and/or demolition. Subsequently, the Village filed petitions to foreclose on the liens on 14 residential properties and one (1) commercial property in order to obtain ownership of these properties. Eleven (11) of the residential properties are located in the Eastgate neighborhood, so the Village's acquisition of the deed to these properties will contribute to the ability to implement the redevelopment plans outlined in the Strategic Plan for Land Use and Economic Development. To date staff have been successful in obtaining the deed to eight (8) of the residential properties and the commercial property (350 Main Street aka "the ByUs Building"). Within the limits of available resources, staff will continue to seek the ownership of vacant residential parcels and key commercial properties on which the Village has placed liens. Village Staff will seek to sell the scattered residential properties (primarily those not located in the Eastgate neighborhood) for the construction of new homes. The properties in Eastgate will be land banked until a sufficient number of parcels have been acquired that would attract a developer to implement the Village's plans for this neighborhood.

If the Village decides to purchase key parcels from willing sellers the costs of acquisition will be based on market value.

Due to the limited amount of funds available for the Capital Projects Fund in FY2011/2012, Staff proposes that land acquisition be limited to the No Cash Bid, court order, and lien foreclosure processes. As a result, land acquisition costs will primarily be based on legal fees necessary to file documents and petition the court.

## PROPERTY MANAGEMENT (33-00)

Depending on the strategy for future use and possible sale of the properties acquired for economic development purposes, there are expenses required to make it possible to sell them. These expenses could include, for example, a Phase I and II environmental site assessment, an appraisal, a land survey, and a soil analysis. An appraisal could cost from \$1,500 to \$3,500, depending on the type of appraisal needed. A simple Phase I environmental site assessment (ESA) typically costs \$1,700. If a Phase II ESA is needed, it could add another \$6,000 to \$8,000 to the study. Similarly, land surveys vary in cost based on the size and difficulty of the project. Soil surveys, depending on the number of borings for each property, will likely cost in the range of \$1,200 to \$1,500. Several of the commercial properties the Village has obtained have had significant structures on them. One property, 30 South Street, was sold with the structure intact as the buyer initially intended to renovate it. The Village demolished the structure at 2330 Western Avenue in December 2008 at a cost of \$13,650, including asbestos remediation and demolition. In some cases, it may be possible to negotiate the demolition as part of the sale, but this will not always be an option. When structures remain on Village-owned properties, they have to be maintained until a buyer is identified.

Three of the Village-owned, commercial properties still have significant structures on them. There are occasional needs for maintenance on these properties. For example, in the past staff have had to replace broken windows, secure doors, remove storm damaged trees, and address other problems caused by vandals or weather. In FY2009/2010, these expenses totaled \$3,413. In the first eight months of FY2010/2011, these expenses have already reached \$10,287. A large portion of these expenses is related to storm damage from the June 2010 tornado, and the need to install a security system at 80/90 North Street in an attempt to limit the vandalism and theft at that property. Funds will need to be budgeted for this type of maintenance on the existing buildings, and for demolition of these buildings when it becomes a necessity either because of the deterioration of the building or to incentivize a sale.

The Village has occasionally had to demolish a residential structure because it has presented a clear danger and/or blight to the community. The Village's cost for demolition of blighted single family homes has ranged from \$4,000 to \$13,000, with an average demolition cost of \$6,500. The Village has become very proactive in seeking grants to demolish blighted residential structures because of the public safety concern that they create. When Village funds are used, a lien is placed on the property and a foreclosure of lien is filed to obtain the deed to the property.

At this time, the Village's Capital Projects Fund incurs the cost of regular mowing on 14 residential properties and four (4) commercial properties. One additional commercial property and as many as 30 additional residential properties could be added to this inventory during FY2011/2012 if the Village is awarded demolition grants to remove vacant blighted homes. Maintenance on the residential properties is primarily mowing to ensure that tall grass and weeds on Village owned properties do not become a blighting

factor. These expenses have been \$1,600 to \$2,400 per month depending on the time of year and the number of times the properties have to be mowed in a month. This expense occurs an average of eight months each year. Therefore, property maintenance must continue to be a priority for the Capital Projects Fund in FY2011/2012.

Village staff plans to work towards a revolving fund that allows for some replenishment of the Capital Projects Fund as parcels are sold to developers. This may not be a full dollar for dollar replacement of funds, however, depending on the policy established for sale of the properties. Based on plans currently underway, potential revenue sources include:

- A portion of the funds realized from the sale of Hidden Meadows could be dedicated to land acquisition and property management.
- A portion of the funds realized from the sale of the 3.5 acres on Main Street could be dedicated to land acquisition and property management.
- The sale of other properties, such as 2330 Western Avenue, 80/90 North Street, and the residential properties described above, with the amount that accounts for the Village's expenses applied to this fund.
- The sale of other Village-owned properties is also part of the economic development plan. These include, for example, properties located in Business Park and throughout various residential areas in the Village.

The proceeds from these sources could be added to the Capital Projects Fund to be used, in part, to acquire and maintain additional properties that further the economic development goals of the Village.

### MAJOR SIGN INITIATIVE (33-00)

Over the past several years, the Village has installed several new, attractive Village signs that promote Village activities and businesses. These include the monument sign at Orchard Drive and Main Street, the arch-way sign on Main Street west of Western Avenue, the Central Court Plaza sign (the Village paid one-half the cost of this sign), and the way-finding signs. The Recreation and Parks Department has installed new signs at Freedom Hall, the Aqua Center, and the Tennis and Health Club. Most recently, a significant new sign was installed at US30 and Orchard Drive to promote Park Forest businesses and community activities. This element of the Capital Projects Fund continues the construction of new signs that increase the visibility and image of the Village of Park Forest.

Additional proposed signs would be located along each of the major arterials that serve the Village of Park Forest, and include:

- Sauk Trail/Indianwood Boulevard: As Indianwood Boulevard is a direct route into DownTown Park Forest, it is a logical location for a monument sign along

Sauk Trail that creates visibility for DownTown businesses. Based on the proposed sign and design of this sign, it may require assistance from Rich Township High School District 227 to provide an easement for the sign. Village Staff proposes to construct this sign using up to \$30,000 of the economic development funds provided by the Village's settlement with the CN railroad.

- Western Avenue/Main Street: In 2008 the Village obtained the tax deed to a small parcel of property located south of the CVS Drug Store, with frontage on Western Avenue. This property was sought for the sole purpose of creating a location for a pylon sign to advertise the major anchor stores in the DownTown. A sign that has panels for the major anchors, and provides an electronic message center that can be changed to advertise activities at Freedom Hall, the Illinois Theatre Center, and other ongoing events is envisioned.
- Cunningham Drive/Lakewood Boulevard: a sign at this location would provide visibility for businesses located on the north side of the DownTown, such as the Holiday Star Theater and Shrimp Max. These businesses currently have very little exposure until a potential customer is directly in front of them. The right sign can alert drivers on Orchard Drive to the presence of businesses in this area.

The Village's settlement with the CN Railroad also included a \$40,000 donation for the installation of a new LED sign on the Orchard Drive/EJ&E Viaduct. Currently the Village uses the EJ&E viaduct over Orchard Drive to hang banners that promote activities such as the Farmer's Market, the Park Forest Art Fair and other community events. This is a difficult task for the Department of Public Works, and the banners often become worn and unattractive even during the short time that they are hung. The vision for this location is to install an electronic message board that would create a simple and attractive means of conveying information about Village activities. The purchase and installation of this sign had to wait until CN painted the viaduct in accordance with the agreement. Since the painting was completed in late 2010, the LED sign should be installed in FY2010/2011. The funds provided by CN will be sufficient to install a sign on both the north and south sides of the viaduct. If additional funds are required, however, they will have to be obtained from the Capital Projects budget.

No new funds are budgeted for the Major Sign Initiative in FY2011/2012, so only the signs funded by the CN settlement can be constructed. To the extent possible, the Village Staff will work with the business and property owners that would be featured on any new signs to participate in the cost of these signs. For example, businesses featured on the new US30/Orchard Drive sign pay for their own panel and an annual maintenance fee. Businesses that advertise on the LED sign pay a monthly fee. To the extent that private funds can be generated to offset the cost of the signs, the Major Sign Initiative may be continued in the future.

VILLAGE GREEN SERVICE FACILITY (33-03)

The Marshall Fields building located in DownTown Park Forest was used for storage by several departments including the Recreation and Parks department. It was determined that a Village Green Service Facility would be beneficial for storage needs and to provide public restrooms. Preliminary plans have been developed which will allow for a building of approximately 2100 square feet that will provide men’s and women’s ADA compliant restrooms which would be open during events held at the Village Green. In addition, the building will include storage for DownTown events and equipment used on the Village Green such as chairs, tables, sounds systems, temporary trash receptacles, holiday decorations and the like. The total cost of the project is anticipated at:

| <u>Village Green Service Facility Project</u> |                |
|---|----------------|
| Building Construction (2,100 SF @ \$178)      | 375,000        |
| Shade Structures                              | 30,000         |
| Concrete Walkway Connections                  | 20,000         |
| Exterior Event Electrical Service             | 2,500          |
| Landscaping & Plants                          | 15,000         |
| Interpretive Signage                          | 4,000          |
| Architectural & Engineering                   | 37,000         |
|   | <hr/>          |
|   | <b>483,500</b> |

Grant Funding has been sought to supplement the budgeted balance of \$350,000

**CN PROJECTS**

The Village was able to secure a \$4,805,000 cash settlement from Canadian National Railroad. Of this amount \$2,450,000 is being reserved for Orchard Drive construction and \$1,500,000 for sound mitigation. In addition, signage of \$80,000 was identified.

**SIGN PROJECTS (33-04)**

A two-sided sign on Orchard Avenue is scheduled to be started in 2010/2011.

As part of the Parking Lot Reconstruction Agreement between the Village and the EJ&E Railway Company, CN has contributed \$40,000 to Park Forest for the installation of an electronic parking lot capacity sign. This sign will alert commuters to the availability of parking in the Homan/Hickory commuter parking lot, including how many parking spaces are available at any given time. While the exact location of the capacity/availability sign has yet to be determined by Village Staff, it will likely be along Western Avenue or on Lincoln Highway/US 30.

RAILFAN PARK (33-02)

In Fiscal 2011 the Village Board approved \$100,000 to be used to construct a Rail Park adjacent to the Matteson/Park Forest Metra station and parking lot. A grant has been applied for to supplement this initial estimate.

Railfan Park Development

|  |                |
|--|----------------|
| Construction of Earth Mound (Viewing Platform) | 90,000         |
| Finish Grading & Earth Shaping                 | 15,000         |
| Install Caboose (CN)                           | 25,000         |
| Ramp to Viewing Platform                       | 50,000         |
| Interpretive Signage                           | 10,000         |
| Landscape & Plants                             | 20,000         |
|  | <hr/>          |
|  | <b>210,000</b> |

SOUND MITIGATION (33-05)

As part of the CN settlement the Village agreed to reimburse homeowners for work done to their residences that would improve sound mitigation. An assigned fund balance of \$500,000 was transferred to the Capital Projects Fund for this purpose. Distribution of funds is based on distance from rail track and falls within the following tiers.

|             | Amount  | Units | Total     |
|-------------|---------|-------|-----------|
| Tier 1      | \$7,000 | 14    | \$98,000  |
| Tier 2      | \$6,000 | 5     | \$30,000  |
| Tier 3      | \$4,500 | 35    | \$157,500 |
| Tier 4      | \$3,100 | 15    | \$46,500  |
| Tier 5      | \$1,500 | 112   | \$168,000 |
| Grand Total |         | 181   | \$500,000 |

ENVIRONMENTAL INITIATIVES (33-06)

One of the Board’s Goals for Fiscal 2012 is to “Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the Village.” The Village has engaged in a number of different “green” initiatives over the past several years that demonstrate a commitment to this goal. In order to proceed in an orderly and focused manner, the Village will develop a Sustainability Master Plan during Fiscal 2012 with the assistance of the Chicago Metropolitan Agency for Planning. The plan is proposed to include an audit of Village

development ordinances, a new capital improvement plan that focuses on sustainability, guidelines for housing upgrades to achieve greater energy efficiency, an examination of how the Park Forest Health Department can become a leader in the discussion of healthy lifestyles and sustainable living, policies for the use of property that is being land banked for future economic development purposes, and an examination of internal operating and purchasing policies and practices. The funds budgeted for Environmental Initiatives will assist in funding any future programs that are recommended by the Sustainability Master Plan.

**Village of Park Forest  
2011/2012 Budget**

**CAPITAL PROJECTS  
SUMMARY**

|   | FY 09/10<br>ACTUAL    | FY 10/11<br>BUDGET    | FY 10/11<br>ESTIMATE  | FY 11/12<br>PROPOSED    | PERCENT<br>CHANGE |
|---|-----------------------|-----------------------|-----------------------|-------------------------|-------------------|
| <b>REVENUE</b>                                  |                       |                       |                       |                         |                   |
| Transfers from General Fund                     |                       |                       |                       |                         |                   |
| Economic Development                            | 115,000               | 100,000               | 100,000               | 0                       | -100%             |
| Major Sign Initiative                           | 50,000                | 0                     | 0                     | 0                       | 0%                |
| Village Green Service Facility                  | 0                     | 0                     | 0                     | 0                       | 0%                |
| CN Signage                                      | 80,000                | 0                     | 0                     | 0                       | 0%                |
| Railfan Park                                    | 100,000               | 0                     | 0                     | 0                       | 0%                |
| Sound Mitigation                                | 0                     | 500,000               | 500,000               | 0                       | -100%             |
| Environmental Initiatives                       | <u>0</u>              | <u>0</u>              | <u>0</u>              | <u>50,000</u>           | 100%              |
| <b>TOTAL REVENUE</b>                            | <b><u>345,000</u></b> | <b><u>600,000</u></b> | <b><u>600,000</u></b> | <b><u>50,000</u></b>    | -92%              |
| <b>EXPENDITURES</b>                             |                       |                       |                       |                         |                   |
| Capital Outlays - Village Hall                  | 25,080                | 0                     | 6,828                 | 0                       | 0%                |
| Professional Services - Economic Development    | 22,537                | 35,000                | 12,000                | 47,000                  | 34%               |
| Maintenance - Economic Development              | 20,680                | 58,000                | 20,000                | 58,000                  | 0%                |
| Capital Outlays - Economic Development          | 1,330                 | 60,000                | 0                     | 60,000                  | 0%                |
| Public Utilities - Economic Development         | 5,945                 | 4,000                 | 0                     | 4,000                   | 0%                |
| Capital Outlays - Railfan Park                  | 0                     | 100,000               | 1,812                 | 98,188                  | -2%               |
| Capital Outlays - Village Green Building        | 0                     | 0                     | 2,812                 | 347,188                 | 100%              |
| Capital Outlays - CN Signage                    | 0                     | 80,000                | 0                     | 80,000                  | 0%                |
| Maintenance - Sound Mitigation                  | 0                     | 500,000               | 22,682                | 477,318                 | -5%               |
| Professional Services - Green Initiatives       | 0                     | 0                     | 0                     | 50,000                  | 100%              |
| Transfer to DownTown (LED sign)                 | 100,000               | 0                     | 0                     | 0                       | 0%                |
| Transfer to General Fund (Marshall Fields Demo) | <u>500,000</u>        | <u>0</u>              | <u>0</u>              | <u>0</u>                | 0%                |
| <b>TOTAL EXPENDITURES</b>                       | <b><u>675,572</u></b> | <b><u>837,000</u></b> | <b><u>66,134</u></b>  | <b><u>1,221,694</u></b> | 46%               |
| <b><u>Beginning Fund Balance</u></b>            |                       |                       | <b>659,081</b>        | <b>1,192,947</b>        |                   |
| <b><u>Ending Fund Balance</u></b>               |                       |                       | <b>1,192,947</b>      | <b>21,253</b>           |                   |

**Village of Park Forest  
2011/2012 Budget**

**CAPITAL PROJECTS  
DETAIL  
Economic Development  
33-00-00**

**PROFESSIONAL SERVICES**

|        |   |               |
|--------|---|---------------|
| 530000 | Other Professional Services<br>(Engineering, Title Searches,<br>Application Costs, Surveys, etc.) | 27,000        |
| 530130 | Billable Services — Legal   | <u>20,000</u> |
|        | <b>Total Professional Services</b>  | <b>47,000</b> |

**MAINTENANCE**

|        |   |               |
|--------|---|---------------|
| 550500 | Contractual Grounds<br>(Maintenance/Demolition) | <u>58,000</u> |
|        | <b>Total Maintenance</b>                        | <b>58,000</b> |

**CAPITAL OUTLAYS**

|        |  |               |
|--------|--|---------------|
| 560000 | Monument Sign-Sauk Trail (CN-Econ. Dev)  | 30,000        |
|        | Information Kiosks-Commuter Lots (CN-ED) | <u>30,000</u> |
|        | <b>Total Capital Outlays</b>             | <b>60,000</b> |

**UTILITIES**

|        |                        |                     |
|--------|------------------------|---------------------|
| 610600 | Public Utility Service | <u>4,000</u>        |
|        | <b>Total Utilities</b> | <b><u>4,000</u></b> |

**TOTAL CAPITAL PROJECTS 33-00** **169,000**

**Village of Park Forest  
2011/2012 Budget**

**CAPITAL PROJECTS  
DETAIL  
Railfan Park  
33-02-00**

**CAPITAL OUTLAYS**

|        |                              |               |               |
|--------|------------------------------|---------------|---------------|
| 560000 | Construction of Railfan Park | <u>98,188</u> |               |
|        | <b>Total Capital Outlays</b> |               | <b>98,188</b> |

**Village Green Service Facility  
33-03-00**

**CAPITAL OUTLAYS**

|        |  |                |                |
|--------|--|----------------|----------------|
| 560000 | Construction of Village Green Service Facility | <u>347,188</u> |                |
|        | <b>Total Capital Outlays</b>                   |                | <b>347,188</b> |

**CN - Sign Projects  
33-04-00**

**CAPITAL OUTLAYS**

|        |                                 |               |               |
|--------|---------------------------------|---------------|---------------|
| 560000 | Reader Board - Orchard Overpass | 40,000        |               |
|        | Parking Lot Capacity Signage    | <u>40,000</u> |               |
|        | <b>Total Capital Outlays</b>    |               | <b>80,000</b> |

**Sound Mitigation  
33-05-00**

**CONTRACTURAL EQUIPMENT MAINTENANCE**

|        |   |                |                |
|--------|---|----------------|----------------|
| 550000 | Reimbursement for Sound Mitigation per Resolution R-10-37 | <u>477,318</u> |                |
|        | <b>Total Capital Outlays</b>                              |                | <b>477,318</b> |

**Village of Park Forest  
2011/2012 Budget**

**CAPITAL PROJECTS  
DETAIL  
Environmental Initiatives  
33-06-00**

**PROFESSIONAL SERVICES**

|        |                                    |               |
|--------|------------------------------------|---------------|
| 530000 | Assessment of "Green Initiatives"  | <u>50,000</u> |
|        | <b>Total Professional Services</b> | <b>50,000</b> |

**TOTAL CAPITAL PROJECTS** **1,221,694**

**Village of Park Forest  
2011/2012 Budget**

**MOTOR FUEL TAX FUND**

**DEPARTMENT FUNCTION:**

Motor Fuel Tax Funds are disbursed to the Village from the State of Illinois on a per capita basis. The Motor Fuel Tax Budget is adopted for work during the Village Fiscal Year which begins July 1, to June 30, of the next calendar year. This budget, after Board approval, must be submitted to the Illinois Department of Transportation for authorization to spend the Village's allocated Motor Fuel Tax funds for the items presented in this budget.

Use of Motor Fuel Tax funds is restricted to direct expenses associated with street construction, improvements, maintenance, and operations. This work includes, but is not limited to, street resurfacing, concrete curb/curb and gutter replacement, sidewalk replacement, pavement marking, street patching, street sign replacement, street light repair/replacement, traffic signal maintenance, snow removal operations, curb line vegetation control, street sweeping, preliminary engineering, design engineering and construction engineering, as well as, material testing services. The department maintains approximately 65 miles of roadway.

Street resurfacing, sidewalk replacement, curb/curb and gutter replacement, pavement marking, traffic sign replacement, street light replacement, traffic signal maintenance, street sweeping, pavement patching, vegetation control, and professional engineering professional services are contractual items which utilize professional contractors and/or consultants. Jobsite locations are identified by surveys conducted by Public Works staff and by inspecting problem locations reported by residents. In some cases, locations designated for improvement are limited to a geographical area as required by grants and/or the additional funding sources used in conjunction with Motor Fuel Tax funds to complete the work.

Pothole patching, traffic sign and street name sign replacement, snow and ice removal, and street light maintenance are work operations that are mostly performed by Day Labor (Village Staff) and with village owned equipment. Maintenance locations are also identified by surveys conducted by Public Works staff and by inspecting problem locations reported by residents.

For the 2011/2012 fiscal year, salaries to be paid to Day Labor (Village staff) that perform any work related to the items outlined in the Motor Fuel Tax Budget, will be charged and funded through the Village General Fund, for approximately \$150,000, allowing more money to be utilized for Motor Fuel Tax budget items.

## **ACCOMPLISHMENTS OF 2010/2011 MOTOR FUEL TAX BUDGET OBJECTIVES:**

The following objectives were included in the 2010/2011 Budget and were accomplished to various levels of degree.

1. The department will continue to provide existing municipal services at the same high level of quality. These services include:

- Maintain, patch, and repair Village streets.

*Orchard Drive was resurfaced from Sauk Trail to Lakewood Blvd. Various potholes were patched and are continually being maintained.*

- Maintain, remove and replace substandard curb, curb and gutter, and sidewalks.

*The Village puts out a Notice to Bidders and receives competitive sealed bids for an annual improvement and replacement project. This project addresses broken, displaced, and deteriorated sidewalks and curbs. The 2011 fiscal year project was completed by M&A Cement Works, Inc.*

- Maintain and repair traffic signals and street lights.

*Various street lighting and traffic signal issues were maintained by Village staff or by a maintenance contractor when necessary. These issues range from street and traffic lights out or improperly functioning, replacing cables, and, replacing streetlight and traffic signal pole knock downs.*

- Remove snow and ice from Village streets.

*Snow and ice were removed from Village streets in a timely manner through salting and plowing operations performed by department personnel. Public Works crews prepared for and kept up with the Blizzard of 2011.*

- Sweep streets and remove debris from Village roadways.

*The Village puts out a Notice to Bidders and received competitive sealed bids for an annual Street Sweeping contract which entails five Village wide sweeps, public owned facility sweeps, and emergency sweeps when needed. The 2011 fiscal year street sweeping contract was completed by Diamond Coring Co., Inc.*

- Trim parkway trees to maintain clearance for vehicles and pedestrians.

*Tree trimming has been conducted at various locations on an as-needed basis, in response to resident concerns, or based on department evaluation of adequate clearance over pavement or sidewalks.*

2. Continue sidewalk replacement in order to eliminate tripping hazards and improve sidewalk ramps to meet ADA standards.

*Sidewalks that were substandard based on established criteria were replaced. The substandard sidewalk locations were identified through department surveys and/or inspections of residents concerns. Visual and tactile sidewalk ramps in compliance with ADA have been constructed when encountered during replacement.*

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

*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 objective is met by utilizing professional engineering and contract work performed by professional contractors. IDOT works with Village staff and village consultants to review service agreements and project plans. IDOT also reviews contracts before bids are received for compliance to their standards, and then, performs audits of those project files.*

*The Phase I – Preliminary Engineering, of the reconstruction of Orchard Drive from, US Rte. 30 to Sauk Trail, was approved by IDOT. This project now has continued into Phase II – Design Engineering, where an Engineering Services Agreement was given approval by IDOT, and the Village’s consultant, Baxter and Woodman, is now working on the design and contract documents.*

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.

*The Phase I – Preliminary Engineering for the Orchard Drive reconstruction project was completed and approved by South Suburban Mayors and Managers Association for 70% Federal funding and 30% Village match funding. Phase II – Design Engineering, for the Orchard Drive reconstruction project was recently approved by South Suburban Mayors and Managers Association for 70% Federal funding and 30% Village match funding. A breakdown of current estimated costs for this project is provided later in this narrative.*

*As part of the federal stimulus funding made available to member communities of the South Suburban Mayors and Managers Association, the Village received 100% funding to complete the resurfacing of Orchard Drive from Sauk Trail to Lakewood Boulevard. Maximum American Recovery and Reinvestment Act (ARRA) funding support for this project was not to exceed \$409,000 dollars. The contract was awarded to Iroquois Paving Co. at the contract price of \$304,504 dollars.*

*Funding from the State Highway Bridge Program has been identified for the much needed Thorn Creek Bridge replacement project. The funding consists of 80% Federal participation and 20% Village participation. Phase I - Preliminary Engineering was completed and submitted for approval with the cost involved divided 80/20. Phase II - Design Engineering is scheduled to begin in the 2012 fiscal year where all costs will be divided, 80/20.*

*The Village responded to a call for projects to receive Illinois Transportation and Enhancement Program (ITEP) funding by submitting a project application to provide funding for a Scenic Beautification project along US 30 from Indiana Street to Rockwell Street. The Village was awarded \$117,840 dollars towards this project to remove an existing deteriorated wooden fence and existing brush and replace with a natural landscaped barrier along the south Right of Way of US 30/Lincoln Hwy. The Village is required to provide a minimum of 20% match funding for this project.*

*(continued on the following page)*

**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<br>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             |
| Replace Box Culvert under Rt30            | <u>798,000</u>      |
| Subtotal                                  | \$ 8,575,000        |
| Contingencies                             | <u>778,000</u>      |
| Construction Total                        | \$ 9,353,000        |
| <u>ROW/EASEMENTS</u>                      | \$300,000           |
| <br><u>ENGINEERING</u>                    |                     |
| Phase II                                  | \$ 476,000          |
| Phase III                                 | <u>\$ 935,000</u>   |
| Engineering Total                         | <u>\$ 1,411,000</u> |
| GRAND TOTAL                               | <u>\$11,064,000</u> |

**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<br>(Westwood Dr to US Rt. 30)       | \$ 243,000          | \$ 170,100         | \$ 72,900          |
| Phase II – Stage II<br>(Sauk Trail to Westwood Dr)     | 233,000             | 163,100            | 69,900             |
| Phase III  | <u>935,000</u>      | <u>654,500</u>     | <u>280,500</u>     |
| Engineering Subtotal:                                  | \$1,411,000         | \$ 987,700         | \$ 423,300         |
| <br>   |                     |                    |                    |
| Construction – Stage I<br>(Westwood Dr to US Rt. 30)   | \$5,299,000         | \$3,709,300        | \$1,589,700        |
| Construction – Stage II<br>(Sauk Trail to Westwood Dr) | <u>4,054,000</u>    | <u>2,837,800</u>   | <u>1,216,200</u>   |
| Construction Subtotal                                  | \$9,353,000         | \$6,547,100        | \$2,805,900        |
| <br>   |                     |                    |                    |
| ROW/Easements*   | \$ 300,000          | \$0                | \$ 300,000         |
| <br>   |                     |                    |                    |
| Bridge Painting  | 200,000             | \$0                | 200,000            |
| <br>   |                     |                    |                    |
| Westwood /Orchard Traffic Signal                       | 300,000             | \$0                | 300,000            |
| <br>   |                     |                    |                    |
| <b>Total</b>   | <b>\$11,564,000</b> | <b>\$7,534,800</b> | <b>\$4,029,200</b> |

\*Costs for ROW/Easements may increase or decrease due to acquisition negotiations.

**2011/2012 MOTOR FUEL TAX BUDGET OBJECTIVES:**

Due to the ongoing nature of the work involved, these objectives are repeated from the 2011/2012 Budget.

1. The department will continue to provide existing municipal services at the same high level of quality. These services include:
  - Maintain, patch and repair Village streets.
  - Maintain, remove and replace substandard curb, curb and gutter, and sidewalks.

- Maintain and repair traffic signals and streetlights.
  - Remove snow and ice from Village streets.
  - Sweep streets and remove debris from Village roadways.
  - Maintain curbside vegetation and trim parkway trees to maintain clearance for vehicles and pedestrians.
2. Continue sidewalk replacement in order to eliminate tripping hazards and improve sidewalk ramps to meet ADA standards.
  3. Continue to maintain Village streets to Illinois Department of Transportation (IDOT) standards.
  4. Continue to stress safety in the workplace.
  5. Find additional funding sources to improve street infrastructure.

**PERFORMANCE MEASURES:**

The following quantities of work were accomplished in previous fiscal years:

|  | <u>2007</u>         | <u>2008</u> | <u>2009</u> | <u>2010</u>         | <u>2011</u>         |
|--|---------------------|-------------|-------------|---------------------|---------------------|
| Sidewalks removed and replaced (square feet)         | 15,773 <sup>1</sup> | 14,351      | 9,350       | 44 <sup>2</sup>     | 17,290 <sup>3</sup> |
| Curbs and gutters removed and replaced (linear feet) | 1,033 <sup>1</sup>  | 29          | 314         | 795 <sup>2</sup>    | 1,759 <sup>3</sup>  |
| Street Light Pole Replacement (each) <sup>1</sup>    |                     |             | 146         | 22                  | 18                  |
| Street Light Repairs (service requests)              |                     | 354         | 381         | 353                 | 195                 |
| Snow and ice control (tons of salt)                  | 1,826               | 2,252       | 2,500       | 2,277               | 2,100               |
| Streets patched (square yards)                       | 33,370 <sup>1</sup> | 814         | 0           | 4,422 <sup>2</sup>  | 1,447 <sup>3</sup>  |
| Streets resurfaced (square yards)                    | 0                   | 0           | 0           | 12,552 <sup>2</sup> | 15,039              |

<sup>1</sup> Quantity shown consists of contract quantities and replacement of knocked down poles

<sup>2</sup> Includes work completed in Legacy Square and School House. School House reimbursed the Village 50% of the total cost for improvements in that area, and Bigelow Homes reimbursed the Village as stated in the Redevelopment Agreement. The remaining balances were funded thru the TIF Fund.

<sup>3</sup> Quantities shown include water main break restoration work.

**Note:** Performance measures for the two street light items began in Fiscal 2009.

**Village of Park Forest  
2011/2012 Budget**

**MOTOR FUEL TAX FUND  
SUMMARY**

|   | FY 09/10<br>ACTUAL      | FY 10/11<br>BUDGET      | FY 10/11<br>ESTIMATE    | FY 11/12<br>PROPOSED    | PERCENT<br>CHANGE |
|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------|
| <b>REVENUE</b>  |                         |                         |                         |                         |                   |
| Grant Funding   |                         |                         |                         |                         |                   |
| 80% Phase I Thorn Creek Bridge  | 46,311                  | 64,000                  | 64,000                  | 0                       | -100%             |
| 80% Phase II Thorn Creek Bridge                                       | 0                       | 52,000                  | 0                       | 96,000                  | 85%               |
| 70% Phase I Orchard (US30 to Sauk)                                    | 40,681                  | 0                       | 335,990                 | 0                       | 0%                |
| 70% Phase II Orchard (US30 to Sauk)                                   | 0                       | 333,200                 | 111,067                 | 222,133                 | -33%              |
| 70% Phase III Orchard Const+Const Egr<br>(US30 to Westwood)           | 0                       | 0                       | 0                       | 4,080,300               | 100%              |
| 100% ARRA funded/Orchard (Sauk to<br>Lakewood)                        | 175,097                 | 304,504                 | 285,018                 | 0                       | -100%             |
| Indianwood Streetlighting Orchard to Monee                            | 187,406                 | 0                       | 0                       | 0                       | 0%                |
| US30/Lincoln Hwy Corridor Streetscape                                 | 0                       | 117,840                 | 0                       | 117,840                 | 0%                |
| Motor Fuel Tax Allotments   | 589,858                 | 584,370                 | 711,039                 | 555,968                 | -5%               |
| Interest Income   | <u>1,649</u>            | <u>2,000</u>            | <u>2,273</u>            | <u>2,300</u>            | 15%               |
| <b>TOTAL REVENUE</b>  | <b><u>1,041,002</u></b> | <b><u>1,457,914</u></b> | <b><u>1,509,387</u></b> | <b><u>5,074,541</u></b> | 248%              |
| <b>EXPENDITURES</b>   |                         |                         |                         |                         |                   |
| <b><u>Professional Services</u></b>                                   | 33,319                  | 13,000                  | 266,215                 | 5,700                   | -56%              |
| <b><u>Operating Supplies</u></b>                                      | 165,200                 | 166,800                 | 135,800                 | 169,800                 | 2%                |
| <b><u>Maintenance</u></b>   | 107,274                 | 337,907                 | 200,022                 | 221,014                 | -35%              |
| <b><u>Capital Outlays</u></b>   | 474,096                 | 1,071,104               | 163,667                 | 6,556,933               | 512%              |
| <b><u>Leases and Rentals</u></b>                                      | 109,874                 | 35,233                  | 94,648                  | 51,414                  | 46%               |
| <b><u>Utilities</u></b>   | <u>73,415</u>           | <u>71,760</u>           | <u>91,069</u>           | <u>72,000</u>           | 0%                |
| <b>TOTAL EXPENDITURES</b>   | <b><u>963,178</u></b>   | <b><u>1,695,804</u></b> | <b><u>951,421</u></b>   | <b><u>7,076,861</u></b> | 317%              |
| <b><u>Revenue Over(Under) Expenditures</u></b>                        | <b>77,824</b>           | <b>(237,890)</b>        | <b>557,966</b>          | <b>(2,002,320)</b>      |                   |
| <b><u>Beginning MFT Fund Balance</u></b>                              |                         |                         | <b>1,058,801</b>        | <b>1,616,767</b>        |                   |
| <b><u>Ending MFT Fund Balance</u></b>                                 |                         |                         | <b>1,616,767</b>        | <b>(385,553)</b>        |                   |
| <b><u>General Fund</u></b>  |                         |                         |                         |                         |                   |
| Assigned Fund Balance -- Orchard Drive -- 6/30/11 Balance             |                         |                         |                         | 2,450,000               |                   |
| Estimated Transfer of Assigned Fund Balance to MFT (budget amendment) |                         |                         |                         | <u>(385,553)</u>        |                   |
| Assigned Fund Balance -- Estimated 6/30/12 Balance                    |                         |                         |                         | <u>2,064,447</u>        |                   |

**Village of Park Forest  
2011/2012 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<br>Materials Testing and Bridge Insp. | <u>5,700</u> |
| <b>Total Professional Services</b> |  | <b>5,700</b> |

**OPERATING SUPPLIES**

|                                 |                                       |                |
|---------------------------------|---------------------------------------|----------------|
| 541500                          | Salt (\$70.00 / ton) (State Purchase) | 168,000        |
| 541600                          | Lime/Chemicals                        | <u>1,800</u>   |
| <b>Total Operating Supplies</b> |                                       | <b>169,800</b> |

**MAINTENANCE**

|        |  |        |
|--------|--|--------|
| 550000 | Contractual Equipment Maintenance - Other<br>(Contractual traffic signal maint.&repair-IDOT,CookCo.,Meade) | 24,854 |
| 550400 | Contractual Grounds Maintenance<br>(Street sweeping, Herbicide spraying)                                   | 34,000 |
| 550600 | Contractual Street Maintenance<br>(Patching, Striping, Traffic Sign contracts)                             | 89,000 |

|        |                                       |               |
|--------|---------------------------------------|---------------|
| 550700 | Street Maintenance Supplies           | 9,058         |
| 550800 | Contractual Sidewalk Maintenance      | 40,000        |
| 552300 | Street Name Sign Maintenance Supplies | 1,332         |
| 552400 | Traffic Sign Maintenance Supplies     | 1,669         |
| 552500 | Street Light Maintenance Supplies     | <u>21,100</u> |

**Total Maintenance** **221,014**

**CAPITAL OUTLAYS**

|        |   |               |
|--------|---|---------------|
| 560000 | <u>Other Capital Outlays</u>  |               |
|        | Payment for Indianwood St Lighting (both projects) (R)                | 75,600        |
|        | Thorn Creek Bridge Phase II - Design <sup>1</sup> (R)                 | 120,000       |
|        | US30/Lincoln Hwy Corridor Streetscape <sup>2</sup> (R)                | 150,000       |
|        | Orchard Dr. Phase II-Design (US30 to Sauk Trail) <sup>3</sup> (R)     | 317,333       |
|        | Orchard Dr. Phase III-Const+Const Egr (US30 to Westwood) <sup>4</sup> | 5,829,000     |
|        | Orchard Dr. ROW Acquisition <sup>5</sup>                              | 25,000        |
|        | Traffic Sign Replacement  | <u>40,000</u> |

<sup>1</sup> 80% of amt. shown will be funded/reimbursed by Highway Bridge Program (HBP)

<sup>2</sup> Current Illinois Trans. Enhancement Prog. (ITEP) Funding reimbursement commitment is \$117,840

<sup>3</sup> 70% of amt shown will be funded/reimbursed through Federal STP Grant Program (2/3 of \$476,000)

<sup>4</sup> 70% of amt shown will be funded/reimbursed through Federal STP Grant Program (Stage 1 only)

<sup>5</sup> 100% village cost. Final cost will depend on property negotiations.

( R ) Rebudgeted in whole or part from the prior year

**Total Capital Outlays** **6,556,933**

**LEASES and RENTALS**

|        |  |        |
|--------|--|--------|
| 600400 | Vehicle Rental - Interfund<br>(Internal vehicle rental rate charges) | 51,066 |
|--------|--|--------|

|        |  |            |
|--------|--|------------|
| 600500 | Other Equipment Rental<br>(Miscellaneous equipment rental) | <u>348</u> |
|--------|--|------------|

|  |                                 |               |
|--|---------------------------------|---------------|
|  | <b>Total Leases and Rentals</b> | <b>51,414</b> |
|--|---------------------------------|---------------|

**UTILITIES**

|        |  |               |
|--------|--|---------------|
| 610600 | Public Utility Services<br>(Electricity for Traffic Signals and Street Lighting) | <u>72,000</u> |
|--------|--|---------------|

|  |                        |                      |
|--|------------------------|----------------------|
|  | <b>Total Utilities</b> | <b><u>72,000</u></b> |
|--|------------------------|----------------------|

|  |                             |                  |
|--|-----------------------------|------------------|
|  | <b>TOTAL MOTOR FUEL TAX</b> | <b>7,076,861</b> |
|--|-----------------------------|------------------|

## **Village of Park Forest 2011/2012 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 147 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 2011, the Housing Authority of Park Forest is administering 272 Portable Housing Choice Vouchers.

The Housing Authority of Park Forest is no longer the Traditional Contract Administrator for the Garden House Apartments of Park Forest. The Annual Contribution Contract with Department of Housing and Urban Development (HUD) for administration of the Section 8 Housing Assistance Payments was terminated effective December 31, 2010. The contract was transferred to one of HUD's Performance Based Contract Administrators.

Along with the Housing Authority, the Village has created a multi-department operation called the Troubled Building and Property Task Force. The Task Force is composed of representatives from the Community Development, Police, Fire, Health and Administration Departments to make a concerted effort to identify and comprehensively address problem properties, owners and occupants. Regular monthly meetings are held and supplemented with a special sub-committee which meets weekly to plan a day to day approach to solve pending issues. Since its inception in September 2006, several meetings have been held with problematic tenants and landlords, as well as multiple court actions against owners of vacant and abandoned foreclosed properties.

The Cook County CDBG residential rehabilitation program has been eliminated. Residents in the Cook County area of Park Forest may apply to the Community & Economic Development Association of Cook County (CEDA).

**Village of Park Forest  
2011/2012 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>2007</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> | <b>2011</b> |
|---------------------|-------------|-------------|-------------|-------------|-------------|
| <b>Park Forest</b>  | 128         | 165         | 152         | 143         | 145         |
| <b>Portable</b>     | 212         | 180         | 174         | 222         | 272         |
| <b>Garden House</b> | 144         | 144         | 144         | 144         | 0           |

\* Data for each year is presented for the month of March.

**Village of Park Forest  
2011/2012 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 were allotted toward the street light replacement project south of Sauk Trail. These CDBG funds were combined with a grant from the Illinois Department of Transportation. A remaining balance of \$30,062 was allowed to be allocated to the demolition of the former Marshall Fields building in Downtown Park Forest.

In Fiscal Years 2006/2007 and 2007/2008, the Village applied for \$300,000 to fund street lighting replacement work south of Sauk Trail. Both applications were denied and no funds were awarded. In 2008/2009, Cook County's Department of Planning and Development contacted the Village with information that funding might be available for the demolition of the former Field's building. As such, the Village Board approved two sub-recipient agreements (for CDBG project years 2006/2007 and 2007/2008) in the amount of \$300,000 each in the spring of 2009. The County also informed the Village that it could re-adjust its 2009/2010 CDBG application (originally drafted for street lighting, sidewalk and curb replacement along Forest Boulevard and Fir Street) to allow for an additional \$300,000 in funding toward the Field's demolition project. Successful approval of this application resulted in the Village having a total of \$930,062 in CDBG funding to assist with the Field's demolition project. Demolition will be complete by June 2011.

**Village of Park Forest  
2011/2012 Budget**

**HOUSING CHOICE VOUCHER PROGRAM  
SUMMARY**

|   | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|---|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>REVENUE</b>                            |                            |                            |                              |                              |                           |
| Housing Assistance Payments               | 3,544,109                  | 3,845,396                  | 4,036,998                    | 4,420,368                    | 15%                       |
| Administrative Fees                       | 311,149                    | 268,080                    | 292,183                      | 328,764                      | 23%                       |
| Misc Income                               | 1,464                      | 0                          | 0                            | 0                            | 0%                        |
| Interest                                  | <u>942</u>                 | <u>350</u>                 | <u>950</u>                   | <u>950</u>                   | 171%                      |
| <b>TOTAL REVENUE</b>                      | <b><u>3,857,664</u></b>    | <b><u>4,113,826</u></b>    | <b><u>4,330,131</u></b>      | <b><u>4,750,082</u></b>      | <b>15%</b>                |
| <b>EXPENDITURES</b>                       |                            |                            |                              |                              |                           |
| <b><u>Personnel Services</u></b>          | 180,317                    | 184,970                    | 184,970                      | 190,344                      | 3%                        |
| <b><u>Insurance</u></b>                   | 21,824                     | 25,195                     | 23,122                       | 26,136                       | 4%                        |
| <b><u>IRMA</u></b>                        | 14,598                     | 16,058                     | 9,371                        | 12,718                       | -21%                      |
| <b><u>Employee Support</u></b>            | 30,718                     | 36,332                     | 33,157                       | 39,184                       | 8%                        |
| <b><u>Professional Services</u></b>       | 31,447                     | 12,500                     | 15,237                       | 15,700                       | 26%                       |
| <b><u>Operating Supplies</u></b>          | 1,481                      | 1,100                      | 1,100                        | 1,100                        | 0%                        |
| <b><u>Capital Outlays</u></b>             | 1,077                      | 0                          | 0                            | 1,900                        | 100%                      |
| <b><u>Housing Assistance Payments</u></b> | 3,429,052                  | 3,844,296                  | 3,988,262                    | 4,537,108                    | 18%                       |
| <b><u>Transfers to Other Funds</u></b>    | 30,000                     | 30,000                     | 30,000                       | 30,000                       | 0%                        |
| <b><u>Miscellaneous</u></b>               | <u>1,075</u>               | <u>1,000</u>               | <u>240</u>                   | <u>1,250</u>                 | 25%                       |
| <b>TOTAL EXPENDITURES</b>                 | <b><u>3,741,589</u></b>    | <b><u>4,151,451</u></b>    | <b><u>4,285,459</u></b>      | <b><u>4,855,440</u></b>      | <b>17%</b>                |
| <b>NET INCOME (LOSS)</b>                  | <b><u>116,075</u></b>      | <b><u>(37,625)</u></b>     | <b><u>44,672</u></b>         | <b><u>(105,358)</u></b>      |                           |
| <b><u>Beginning Net Cash</u></b>          |                            |                            | <b>305,571</b>               | <b>350,243</b>               |                           |
| <b><u>Ending Net Cash</u></b>             |                            |                            | <b>350,243</b>               | <b>244,885</b>               |                           |

**Village of Park Forest  
2011/2012 Budget**

**COOK COUNTY CDBG  
SUMMARY  
16-00-00**

|                                      | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|--------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>REVENUE</b>                       |                            |                            |                              |                              |                           |
| Demolition                           | <u>0</u>                   | <u>930,062</u>             | <u>930,062</u>               | <u>0</u>                     | -100%                     |
| <b>TOTAL REVENUE</b>                 | <b>0</b>                   | <b>930,062</b>             | <b>930,062</b>               | <b>0</b>                     | <b>-100%</b>              |
| <b>EXPENDITURES</b>                  |                            |                            |                              |                              |                           |
| Capital Outlays                      | <u>0</u>                   | <u>930,062</u>             | <u>930,062</u>               | <u>0</u>                     | -100%                     |
| <b>TOTAL EXPENDITURES</b>            | <b>0</b>                   | <b>930,062</b>             | <b>930,062</b>               | <b>0</b>                     | <b>-100%</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  
2011/2012 Budget**

**HOUSING CHOICE VOUCHER PROGRAM  
DETAIL  
11-18-00**

**PERSONNEL SERVICES**

**Salaries and Wages**

|                                 |                  |                |
|---------------------------------|------------------|----------------|
| 500000                          | Regular Salaries | <u>190,344</u> |
| <b>Total Personnel Services</b> |                  | <b>190,344</b> |

**INSURANCE**

|                        |                   |               |
|------------------------|-------------------|---------------|
| 510100                 | Medical Insurance | 24,370        |
|                        | Dental Insurance  | 1,358         |
|                        | Life Insurance    | <u>408</u>    |
|                        |                   | 26,136        |
| 510300                 | IRMA Premium      | <u>12,718</u> |
| <b>Total Insurance</b> |                   | <b>38,854</b> |

**EMPLOYEE SUPPORT**

|        |                        |            |
|--------|------------------------|------------|
| 520000 | Other Travel Expenses  | 500        |
| 520100 | Car/Mileage Allowance  | 250        |
| 520200 | Dues/Subscriptions     |            |
|        | Annual Dues to NAHRO   | 500        |
|        | IAHA                   | 150        |
|        | Illinois NAHRO Chapter | 100        |
|        | PHADA                  | <u>250</u> |
|        |                        | 1,000      |

|        |  |            |               |
|--------|--|------------|---------------|
| 520300 | Training Expense                               |            |               |
|        | National Center for Housing Management (NICHM) | 2,000      |               |
|        | Lindsey & Co Software                          | <u>500</u> |               |
|        |  |            | 2,500         |
| 520400 | Books/Pamphlets                                |            | 350           |
| 520610 | FICA   |            | 14,561        |
| 520620 | IMRF   |            | <u>20,023</u> |
|        | <b>Total Employee Support</b>                  |            | <b>39,184</b> |

**PROFESSIONAL SERVICES**

|        |   |            |               |
|--------|---|------------|---------------|
| 530000 | Other Professional Services                     |            |               |
|        | Lindsey (Accounting/Reports/Software Licensing) | 4,325      |               |
|        | Bank Fees                                       | 3,875      |               |
|        | Minutes and Hearings                            | <u>500</u> |               |
|        |   |            | 8,700         |
| 530100 | Legal Services                                  |            | 1,000         |
| 530300 | Audit Services                                  |            |               |
|        | Lindsey & Co Software                           | 549        |               |
|        | Sailor Khan, LLC                                | 5,000      |               |
|        | Village Audit                                   | <u>451</u> |               |
|        |   |            | <u>6,000</u>  |
|        | <b>Total Professional Services</b>              |            | <b>15,700</b> |

**OPERATING SUPPLIES**

|        |                                 |  |              |
|--------|---------------------------------|--|--------------|
| 540000 | Other Operating Supplies        |  | 500          |
| 540100 | Computer Supplies               |  | 600          |
| 540200 | Printing/Copy Supplies          |  | <u>0</u>     |
|        | <b>Total Operating Supplies</b> |  | <b>1,100</b> |

**CAPITAL OUTLAYS**

|        |                                       |                  |                  |
|--------|---------------------------------------|------------------|------------------|
| 560000 | Computer Replacement                  |                  | 1,900            |
| 561800 | HCV Assistance Payments               | 1,552,320        |                  |
| 561801 | HCV Assistance Payments - PF Port Out | 120,000          |                  |
| 561802 | HCV Admin - PF Port Out               | 8,740            |                  |
| 561810 | HCV Assistance Payments - Portables   | <u>2,856,048</u> |                  |
|        |                                       |                  | <u>4,537,108</u> |
|        | <b>Total Capital Outlays</b>          |                  | <b>4,539,008</b> |

**TRANSFER TO OTHER FUNDS**

|        |                                      |  |               |
|--------|--------------------------------------|--|---------------|
| 581000 | Indirect Cost to General Fund        |  | <u>30,000</u> |
|        | <b>Total Transfer to Other Funds</b> |  | <b>30,000</b> |

**MISCELLANEOUS EXPENDITURES**

|        |   |  |              |
|--------|---|--|--------------|
| 591000 | Housing Choice Voucher Public Notices   |  | <u>1,250</u> |
|        | <b>Total Miscellaneous Expenditures</b> |  | <b>1,250</b> |

**TOTAL HOUSING CHOICE VOUCHER PROGRAM** **4,855,440**

**Village of Park Forest  
2011/2012 Budget**

**COOK COUNTY CDBG  
DETAIL  
16-00-00**

**CAPITAL OUTLAYS**

|        |                 |          |
|--------|-----------------|----------|
| 560000 | Capital Outlays | <u>0</u> |
|--------|-----------------|----------|

|                              |                 |
|------------------------------|-----------------|
| <b>Total Capital Outlays</b> | <b><u>0</u></b> |
|------------------------------|-----------------|

|                                       |          |
|---------------------------------------|----------|
| <b>TOTAL COOK COUNTY CDBG PROGRAM</b> | <b>0</b> |
|---------------------------------------|----------|

**Village of Park Forest  
2011/2012 Budget**

**RETIREMENT FUNDS**

Four funds have been previously included in this cost center. They were the Illinois Municipal Retirement Fund (IMRF), Police and Fire Pension Funds and Federal Insurance Contributions Act (FICA). The Police and Fire Pensions are administered by Boards whose composition is determined by State Statute.

The Government Accounting Standards Board pronouncement number 34 required identification of costs and revenues to be directly associated with programs to which they are related. Therefore, beginning in Fiscal Year 2002/2003, FICA and IMRF were charged directly to the department where the associated salaries are based. The ending fund balances in the FICA and IMRF funds were transferred to the General Fund and identified as a restricted fund balance. Property taxes will continue to be levied for these pension benefits. That revenue will also be reflected in the General Fund.

Actuarial studies determine the required funding level for Police and Fire Pension Funds. In the case of the Police and Fire Pension Funds, local actuarial studies supplement the State's studies. Actuarial reports show funding levels at 60.08% for the Police Pension Fund and 53.2% for the Fire Pension Fund for the year ended June 30, 2010.

Over the last decade, there have been many changes and benefit enhancements approved by the State legislature. These changes and increased benefits directly affect pension fund obligations and ultimately impact funding levels. A summary of some of the changes are:

- Adopted legislation allows Police and Fire personnel to transfer service credit from other municipalities (late 1990's).
  - For Fiscal 2003, a police officer transferred credit from University Park. In 2005, another officer transferred from Chicago Ridge. In 2009, two police officers transferred in from Chicago Heights and South Holland.
- State legislation increased fire pension benefits (1999).
- State legislature adopted similar pension increases as was passed for fire in 1999 for police pension funds (2001).

- Surviving spouse's pension distributions were increased to the retiree level, increasing annual pension costs (2004).
- Police Pension Board approved two duty disability pensions (2008).
- The Village is now legislatively required to continue health insurance coverage for the "catastrophically" disabled firefighters and police officers and their families for life (2008).
- A firefighter was granted a duty disability (2009).
- Effective January 1, 2011, a second tier of benefits became effective for Police, Fire and IMRF employees hired after January 1, 2011.

#### IMRF

- Increased vesting from 8 to 10 years.
- Increased age to receive full benefits from age 60 to age 67.
- Increased age to receive reduced benefits from age 55 to age 62.
- Increased number of months used to calculate the final rate of earnings to highest 96 months of the last 10 years, formerly highest 48 months.
- Caps final rate of earnings to a maximum of \$106,800 (increased annually by 3% or ½ of CPI).

#### Police & Fire

- Increased minimum retirement age from 50 to 55 with 10 years of service.
- Pension calculated @ 2.5% for each year up to 75% maximum.
- Early retirement option at 50 with reduced benefits.
- Final salary for pension purposes is best 8 out of last 10 years.
- Caps final rate of earnings at maximum of \$106,800 (increased annually by 3% or ½ of CPI).
- Fire and Police Pensions must now be 90% funded by 2040. Previously were required to be 100% funded by 2033.

Even though IMRF is reflected in the General Fund, it is important to mention that IMRF rates have increased significantly from the 2002/2003 levels. Rates increased in January 2004 from 3.22% to 6.79% of salaries. In January 2005 rates increased again to 8.06%,

and 9.21% in January 2006. Fortunately rates decreased to 8.79% in 2007 and decreased further to 8.54% in 2008. Rates increased to 8.69% in 2009, 9.56% in 2010 and are currently 10.52% for 2011. Estimated 2012 IMRF rates show an increase to 11.57%. The Illinois Municipal Retirement Fund investment pool lost 25% in 2008. The fund has recovered in 2009 and 2010. The Village has yet to see this recovery impact rates. The Police and Fire Pension Funds also experienced market losses in their investments in 2008 and 2009. These losses were reflected in the higher property tax levy for 2009 and 2010. Police and Fire Pension Fund returns improved in 2010. In addition, new legislation should assist the 2011 levy for Police and Fire Pension.

Beginning with the 2006/2007 Budget presentation, Police and Fire Pension costs are reflected with those departments. This presentation is consistent with Governmental Accounting Standards.

**Village Contribution Rates**

|      | <b><u>Rates</u></b> | <b><u>Effective Rates</u></b> |                    |
|------|---------------------|-------------------------------|--------------------|
|      | <b><u>IMRF</u></b>  | <b><u>Police</u></b>          | <b><u>Fire</u></b> |
| 2002 | 3.54%               | 21.52%                        | 29.09%             |
| 2003 | 3.22%               | 19.25%                        | 27.28%             |
| 2004 | 6.79%               | 18.87%                        | 29.05%             |
| 2005 | 8.06%               | 19.85%                        | 32.58%             |
| 2006 | 9.21%               | 21.82%                        | 31.17%             |
| 2007 | 8.79%               | 22.32%                        | 29.61%             |
| 2008 | 8.54%               | 26.11%                        | 34.688%            |
| 2009 | 8.69%               | 26.55%                        | 34.158%            |
| 2010 | 9.56%               | 29.52%                        | 35.723%            |
| 2011 | 10.52%              | not                           | available          |
| 2012 | 11.57%              | 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**

|                                   | <b><u>FICA</u></b>     |                        | <b><u>IMRF</u></b>     |                        |
|-----------------------------------|------------------------|------------------------|------------------------|------------------------|
|                                   | <b><u>FY 10/11</u></b> | <b><u>FY 11/12</u></b> | <b><u>FY 10/11</u></b> | <b><u>FY 11/12</u></b> |
|                                   | <b>2009</b>            | <b>2010</b>            | <b>2009</b>            | <b>2010</b>            |
|                                   | <b><u>Levy</u></b>     | <b><u>Levy</u></b>     | <b><u>Levy</u></b>     | <b><u>Levy</u></b>     |
| <b>Beginning Fund Balance</b>     | 162,035                | 183,451                | 411,112                | 520,365                |
| Tax Levy                          | 412,585                | 400,667                | 472,342                | 411,736                |
| Personal Property Replacement Tax | <u>0</u>               | <u>0</u>               | <u>18,000</u>          | <u>18,000</u>          |
| <b>TOTAL</b>                      | <b>574,620</b>         | <b>584,118</b>         | <b>901,454</b>         | <b>950,101</b>         |
| <br><b>EXPENDITURES</b>           |                        |                        |                        |                        |
| Administrative                    | 83,059                 | 85,900                 | 102,920                | 117,345                |
| Police                            | 92,815                 | 96,764                 | 53,185                 | 60,426                 |
| Fire                              | 31,372                 | 33,091                 | 5,258                  | 5,901                  |
| Health                            | 34,857                 | 38,216                 | 43,560                 | 52,554                 |
| Recreation & Parks                | 75,371                 | 77,254                 | 84,074                 | 97,131                 |
| Public Works                      | 28,445                 | 30,183                 | 35,545                 | 41,509                 |
| Community Development             | 24,476                 | 25,083                 | 30,588                 | 34,494                 |
| Economic Development & Planning   | <u>20,774</u>          | <u>21,641</u>          | <u>25,959</u>          | <u>29,759</u>          |
| <b>TOTAL EXPENDITURES</b>         | <b>391,169</b>         | <b>408,132</b>         | <b>381,089</b>         | <b>439,119</b>         |
| <br>Ending Fund Balance           | <br><b>183,451</b>     | <br><b>175,986</b>     | <br><b>520,365</b>     | <br><b>510,982</b>     |

In 2010 there was a decrease in the FICA and IMRF levy. It is anticipated that for 2011 the FICA and IMRF levies can remain level. Separate Police and Fire Pension levies will be determined by actuary.

**Village of Park Forest  
2011/2012 Budget**

**POLICE PENSION  
SUMMARY**

**21**

|                                      | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|--------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>REVENUE</b>                       |                            |                            |                              |                              |                           |
| Property Taxes                       | 865,869                    | 941,449                    | 941,449                      | 1,004,951                    | 7%                        |
| Personal Property Replacement Tax    | 14,000                     | 14,000                     | 14,000                       | 14,000                       | 0%                        |
| Contributions                        | 332,971                    | 314,534                    | 314,534                      | 328,098                      | 4%                        |
| Interest & Dividends                 | 310,068                    | 410,000                    | 210,000                      | 300,000                      | -27%                      |
| Unrealized Gain/Loss                 | 778,399                    | 200,000                    | 400,000                      | 250,000                      | 25%                       |
| Short/Long Term Gain                 | <u>(12,328)</u>            | <u>0</u>                   | <u>0</u>                     | <u>0</u>                     | 0%                        |
| <b>TOTAL REVENUE</b>                 | <b>2,288,979</b>           | <b>1,879,983</b>           | <b>1,879,983</b>             | <b>1,897,049</b>             | <b>1%</b>                 |
| <b>EXPENDITURES</b>                  |                            |                            |                              |                              |                           |
| <b><u>Employee Support</u></b>       |                            |                            |                              |                              |                           |
| Retirement Benefits                  | 1,324,312                  | 1,420,000                  | 1,420,000                    | 1,462,600                    | 3%                        |
| Training Expense                     | 4,125                      | 5,950                      | 5,975                        | 5,975                        | 0%                        |
| Contribution Refund                  | 0                          | 0                          | 33,764                       | 0                            | 0%                        |
| Professional Services                | <u>31,014</u>              | <u>50,000</u>              | <u>50,000</u>                | <u>50,000</u>                | 0%                        |
| <b>TOTAL EXPENDITURES</b>            | <b><u>1,359,451</u></b>    | <b><u>1,475,950</u></b>    | <b><u>1,509,739</u></b>      | <b><u>1,518,575</u></b>      | <b>3%</b>                 |
| <b><u>Beginning Fund Balance</u></b> |                            |                            | <b>17,001,497</b>            | <b>17,371,741</b>            |                           |
| <b><u>Ending Fund Balance</u></b>    |                            |                            | <b>17,371,741</b>            | <b>17,750,215</b>            |                           |

**Village of Park Forest  
2011/2012 Budget**

**FIRE PENSION  
SUMMARY**

**22**

|                                      | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|--------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>REVENUE</b>                       |                            |                            |                              |                              |                           |
| Property Taxes                       | 623,993                    | 677,498                    | 677,498                      | 732,073                      | 8%                        |
| Personal Property Replacement Tax    | 8,000                      | 8,000                      | 8,000                        | 8,000                        | 0%                        |
| Contributions                        | 170,846                    | 176,645                    | 176,645                      | 185,478                      | 5%                        |
| Interest & Dividends                 | 244,271                    | 150,000                    | 150,000                      | 100,000                      | -33%                      |
| Unrealized Gain/Loss                 | 439,573                    | 200,000                    | 200,000                      | 250,000                      | 25%                       |
| Short/Long Term Gain/Loss            | <u>(75,271)</u>            | <u>30,000</u>              | <u>20,000</u>                | <u>30,000</u>                | 0%                        |
| <b>TOTAL REVENUE</b>                 | <b>1,411,412</b>           | <b>1,242,143</b>           | <b>1,232,143</b>             | <b>1,305,551</b>             | <b>5%</b>                 |
| <b>EXPENDITURES</b>                  |                            |                            |                              |                              |                           |
| <b><u>Employee Support</u></b>       |                            |                            |                              |                              |                           |
| Retirement Benefits                  | 730,467                    | 752,379                    | 752,379                      | 772,179                      | 3%                        |
| Training Expense                     | 3,611                      | 6,000                      | 5,775                        | 5,775                        | -4%                       |
| Professional Services                | <u>53,728</u>              | <u>70,000</u>              | <u>70,000</u>                | <u>70,000</u>                | 0%                        |
| <b>TOTAL EXPENDITURES</b>            | <b><u>787,806</u></b>      | <b><u>828,379</u></b>      | <b><u>828,154</u></b>        | <b><u>847,954</u></b>        | <b>2%</b>                 |
| <b><u>Beginning Fund Balance</u></b> |                            |                            | <b>9,056,896</b>             | <b>9,460,885</b>             |                           |
| <b><u>Ending Fund Balance</u></b>    |                            |                            | <b>9,460,885</b>             | <b>9,918,482</b>             |                           |

**Village of Park Forest  
2011/2012 Budget**

**BOND RETIREMENT**

The Bond Retirement Fund is used to service all General Fund-related debt. The other debt of the Village is serviced within the appropriate originating fund. Because Park Forest is a "Home Rule" community, the Village is not subject to a legal debt limit.

The following schedule shows the debt restructuring and payments that have affected debt service. Total General Obligation Debt and Loan Agreements for the last seven fiscal years has been as follows:

|                           |      |            |      |
|---------------------------|------|------------|------|
| <u>Fiscal Year Ended:</u> | 2004 | 15,791,800 |      |
|                           | 2005 | 15,465,200 |      |
|                           | 2006 | 15,064,500 |      |
|                           | 2007 | 29,932,526 |      |
|                           | 2008 | 28,731,682 |      |
|                           | 2009 | 27,536,078 |      |
|                           | 2010 | 26,079,468 |      |
|                           | 2011 | 25,113,827 | est. |
|                           | 2012 | 29,725,129 | est. |

The 2011 outstanding estimated debt relates to the following funds:

|              |    |                      |
|--------------|----|----------------------|
| General Fund | \$ | 2,953,246            |
| TIF          |    | 7,984,580            |
| Aqua         |    | 243,350              |
| Water        |    | 13,849,174           |
| Sewer        |    | 83,477               |
|              |    | <u>83,477</u>        |
|              |    | <b>\$ 25,113,827</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 closeout package was completed in Fiscal 2011, \$544,245 of additional proceeds was received. An additional \$38,348 is expected. The revised repayment schedule has not been received at this time.

With the golf course closure in 2007 and the pending sale of land, this debt was absorbed into the General Fund. When the sale of Hidden Meadows occurs, the Golf Fund's previous share of debt will be paid through proceeds. During 2011, the IEPA approved two low interest loans funding \$3.3 million for watermain infrastructure improvements and \$1.3 million in sewer system improvements. At this writing, the debt service schedule is not known but the debt service will be funded through an additional \$3 per month water main infrastructure replacement fee and existing sewer fees. Orchard Drive reconstruction will not require the level of borrowing as previously thought due to the CN settlement received in Fiscal 2010.

The chart below shows debt service over the past two years and projected Fiscal Year 2011/2012 debt service:

|                  | <u>FY 09/10</u><br><u>Debt Service</u> | <u>FY 10/11</u><br><u>Debt Service</u> | <u>FY 11/12</u><br><u>Debt Service</u> | <u>Percent Change</u><br><u>From Prior Year</u> |
|------------------|--|--|--|---|
| General Fund     | 316,751                                | 318,494                                | 321,723 *                              | 1%  |
| TIF Debt Service | 979,853                                | 997,739                                | 1,015,896 *                            | 2%  |
| Aqua Center Fund | 33,119                                 | 33,959                                 | 33,206 *                               | -2%   |
| Water Fund       | 1,072,282                              | 1,074,117                              | 1,303,844                              | 21%   |
| Sewer Fund       | <u>50,025</u>                          | <u>48,072</u>                          | <u>120,327</u>                         | <u>150%</u>                                     |
| <b>TOTAL</b>     | <b>2,452,030</b>                       | <b>2,472,381</b>                       | <b>2,794,996</b>                       | <b>13%</b>                                      |

\* The following Debt Service was levied for these funds in December 2010. Funds levied in 2010 will be received in 2011.

|                         |                      |
|-------------------------|----------------------|
| <b>General Fund</b>     | <b>\$ 319,462</b>    |
| <b>TIF</b>              | <b>378,704</b>       |
| <b>Aqua Center Fund</b> | <b><u>33,582</u></b> |
|                         | <b>\$ 731,748</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. Refinancing also allowed for the acceleration of debt payment in the TIF Fund more closely matching the remaining life of the TIF.

Series 2001 Bonds Restructured with 2008A Bonds:

When the 2001 Bonds were issued, the proceeds were used to refinance \$3.7 million of TIF debt and \$3.3 million for a new fire station. At the time, the goal was to extend the combined debt to minimize the impact on property taxes. This was accomplished and property taxes were not impacted. The debt was extended until 2025. The Downtown TIF ends November 2020. The Village restructured the TIF portion of this debt thus paying it off quicker. Prior to this restructuring \$1,877,925 would remain in debt service payments in 2020 when the TIF expired. After restructuring, only \$266,481 will remain.

Pending Public Works Projects

There are five Public Works projects that are either approved for grant funding or a low interest loan and are in various stages of engineering and construction. All of these projects will begin to take place in 2011 and require added funding. The Village Board approved a \$3 per month infrastructure replacement fee effective July 2008. This fee will allow the Village to repay the water system improvement debt. The Village has been awarded an IEPA loan which has an extremely favorable interest rate. This loan will fund the water and sewer projects.

|                                  | <u>Grant Sharing</u> | <u>Total Cost</u> | <u>Village Share</u> |
|----------------------------------|----------------------|-------------------|----------------------|
| Orchard Drive Reconstruction     | (70/30)*             | \$11,564,000      | \$4,029,200          |
| CN Contribution                  |                      |                   | <u>(2,450,000)</u>   |
| Balance Needed for Orchard Drive |                      |                   | \$1,579,200          |
| Thorn Creek Bridge               | (80/20)              | 1,000,000         | 200,000              |
| <b>Total Funding needed</b>      |                      |                   | <b>\$1,779,200</b>   |

The ultimate amount of borrowing will depend on final costs and the Motor Fuel Tax Fund balance.

The water system improvements, sanitary sewer rehab and excess flow facility rehab projects have been funded by a 1.25% IEPA loan.

\* 70/30 sharing on \$9,353,000 of grant eligible costs. Grant sharing may increase to 80/20 from Federal stimulus.

**DEBT SERVICE REQUIREMENTS**

|   |
|---|
| <b>FISCAL YEAR ENDING 2011<br/>TOTAL DEBT</b> |
|---|

| Fiscal Year<br>Ending<br>June 30 | Requirements      |                  |                   |
|----------------------------------|-------------------|------------------|-------------------|
|                                  | Principal         | Interest         | Totals            |
| 2012                             | 1,641,037         | 892,657          | 2,543,412         |
| 2013                             | 1,769,948         | 828,152          | 2,598,099         |
| 2014                             | 1,732,306         | 763,609          | 2,495,915         |
| 2015                             | 1,816,231         | 700,490          | 2,516,720         |
| 2016                             | 1,890,632         | 630,199          | 2,520,831         |
| 2017                             | 2,005,521         | 551,293          | 2,556,814         |
| 2018                             | 2,095,911         | 467,222          | 2,563,133         |
| 2019                             | 2,101,814         | 383,358          | 2,485,172         |
| 2020                             | 2,213,242         | 295,864          | 2,509,106         |
| 2021                             | 1,175,210         | 229,880          | 1,405,089         |
| 2022                             | 1,217,730         | 192,569          | 1,410,299         |
| 2023                             | 1,270,816         | 152,923          | 1,423,739         |
| 2024                             | 1,324,484         | 110,625          | 1,435,109         |
| 2025                             | 1,378,747         | 66,113           | 1,444,859         |
| 2026                             | 1,013,620         | 30,709           | 1,044,329         |
| 2027                             | 466,579           | 5,832            | 472,411           |
| 2028                             | -                 | -                | -                 |
| 2029                             | -                 | -                | -                 |
| 2030                             | -                 | -                | -                 |
| 2031                             | -                 | -                | -                 |
|                                  | <b>25,113,827</b> | <b>6,301,493</b> | <b>31,425,039</b> |

| Series                   | Principal         | Interest         | Total             |
|--------------------------|-------------------|------------------|-------------------|
| 1993 Series              | 236,303           | 20,091           | 266,112           |
| 1999 Series              | 1,050,000         | 424,201          | 1,474,201         |
| 2001 Series              | 4,615,000         | 1,795,576        | 6,410,576         |
| 2008A Series             | 5,120,000         | 1,137,753        | 6,257,753         |
| 2008B Series             | 775,000           | 104,050          | 879,050           |
| 2007 IEPA Loan           | 12,749,850        | 2,699,253        | 15,449,103        |
| 2007 IEPA Loan Closeout* | 567,674           | 120,569          | 688,243           |
| 2011 IEPA Loan-Water*    | 0                 | 0                | 0                 |
| 2011 IEPA Loan-Sewer*    | <u>0</u>          | <u>0</u>         | <u>0</u>          |
|                          | <b>25,113,827</b> | <b>6,301,493</b> | <b>31,425,039</b> |

\* Proceeds received in FY2011 for the 2007 Closeout however it is expected that proceeds for the new 2011 loans will be received in FY2012.

**VILLAGE OF PARK FOREST  
HISTORY AND ANALYSIS  
OF DEBT SERVICE**

| <u>ISSUE</u>          | <u>AMOUNT</u>    | <u>FUND(S)</u>      | <u>AMOUNT BY<br/>FUND</u>    | <u>PURPOSE</u>  |
|-----------------------|------------------|---------------------|------------------------------|---|
| <b>SERIES 1993 **</b> | \$1,454,100      | 31-GLTD             | \$71,977.95                  | "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"   |
|                       |                  | 70-SEWER            | \$513,588.12                 |   |
|                       |                  | 31-GLTD (50-Golf)   | \$868,533.93                 |   |
| <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             | \$3,023,524.00               | 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. |
|                       |                  | 36-TIF              | \$2,071,476.00               |   |
| <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<br>60-WATER | \$292,020.00<br>\$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. Closeout expected completion June 2011.   |
|                       | <u>\$582,593</u> | 60-WATER            | <u>\$582,593.00</u>          |   |
|                       | \$15,940,719     |                     | \$15,940,719                 |   |
| <b>IEPA Loan 2011</b> | \$4,611,302      | 60-WATER            | \$3,299,546                  | Fund replacement of 2.18 miles of water lines and Excess Flow Facility Rehab and Sanitary Sewer Rehab. Water Debt service funded thru additional \$3 per month fee charged to each utility billing customer. IEPA loan at 1.25% interest rate.  |
|                       |                  | 70-SEWER            | \$1,311,756                  |   |

\*\* Floating interest rate obligations. Bond Ordinance indicates for Series 1993-7% and for Series 1999-8%. These amounts are reflected in debt schedules. Actual annual average interest to-date is 1.64%.

**Village of Park Forest  
2011/2012 Budget**

**BOND  
RETIREMENT  
31**

|                                      | <b>FY 09/10</b>       | <b>FY 10/11</b>       | <b>FY 10/11</b>       | <b>FY 11/12</b>       | <b>PERCENT</b> |
|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------|
|                                      | <b>ACTUAL</b>         | <b>BUDGET</b>         | <b>ESTIMATE</b>       | <b>PROPOSED</b>       | <b>CHANGE</b>  |
| <b>REVENUE</b>                       |                       |                       |                       |                       |                |
| Property Tax                         | 307,201               | 306,038               | 306,038               | 319,462               | 4%             |
| Personal Property Replacement Tax    | 18,000                | 18,000                | 18,000                | 18,000                | 0%             |
| Interest Income                      | <u>499</u>            | <u>500</u>            | <u>600</u>            | <u>600</u>            | 20%            |
| <b>TOTAL REVENUE</b>                 | <b><u>325,700</u></b> | <b><u>324,538</u></b> | <b><u>324,638</u></b> | <b><u>338,062</u></b> | <b>4%</b>      |
| <b>EXPENDITURES</b>                  |                       |                       |                       |                       |                |
| Professional Services                | 356                   | 300                   | 300                   | 300                   | 0%             |
| Debt Service                         | 141,894               | 154,618               | 154,618               | 169,795               | 10%            |
| Interest Expense                     | <u>157,150</u>        | <u>163,876</u>        | <u>163,876</u>        | <u>151,928</u>        | -7%            |
| <b>TOTAL EXPENDITURES</b>            | <b><u>299,400</u></b> | <b><u>318,794</u></b> | <b><u>318,794</u></b> | <b><u>322,023</u></b> | <b>1%</b>      |
| <b><u>Beginning Fund Balance</u></b> |                       |                       | <b>372,823</b>        | <b>378,667</b>        |                |
| <b><u>Ending Fund Balance</u></b>    |                       |                       | <b>378,667</b>        | <b>394,706</b>        |                |

**VILLAGE OF PARK FOREST  
DEBT SERVICE PROJECTED**

|                                      | <u>Alloc.</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>FYE 28</u> | <u>FYE 29</u> | <u>FYE 30</u> | <u>FYE 31</u> | <u>TOTAL</u> |
|--------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| <b>BOND RETIREMENT FUND 31</b>       |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| <b>Principal Payment</b>             |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| 1993                                 | 0 0495        | 5,702         | 6,016         | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 11,718       |
| 1993 (Golf)                          | 0 5973        | 68,809        | 72,299        | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 141,108      |
| 2001                                 | 0 4648        | 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             | 0             | 0             | 0             | 0             | 2,800,420    |
| A/C 31-01-00-57-0000                 |               | 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             | 0             | 0             | 0             | 0             | 2,953,246    |
| <b>Interest Expense</b>              |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| 1993                                 | 0 0495        | 743           | 158           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 901          |
| 1993 (Golf)                          | 0 5973        | 8,975         | 1,833         | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 10,808       |
| 2001                                 | 0 4648        | 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             | 0             | 0             | 0             | 0             | 1,240,546    |
| A/C 31-01-00-57-0100                 |               | 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             | 0             | 0             | 0             | 0             | 1,252,255    |
| <b>TOTAL BOND RETIREMENT FUND 31</b> |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| 1993                                 | 0 6468        | 84,229        | 80,306        | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 164,535      |
| 2001                                 | 0 4648        | 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             | 0             | 0             | 0             | 0             | 4,040,966    |
| <b>PRINCIPAL AND INTEREST (31)</b>   |               | 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             | 0             | 0             | 0             | 0             | 4,205,501    |
| <b>TIF - DEBT SERVICE 36</b>         |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| <b>Principal Payment</b>             |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| 1999                                 | 1 0000        | 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             | 0             | 0             | 0             | 0             | 1,050,000    |
| 2001                                 |               | 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             | 0             | 0             | 0             | 0             | 1,814,580    |
| 2008A                                | 1 0000        | 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             | 0             | 0             | 0             | 0             | 5,120,000    |
| A/C 36-00-00-57-0000                 |               | 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             | 0             | 0             | 0             | 0             | 7,984,580    |
| <b>Interest Expense</b>              |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| 1999                                 | 1 0000        | 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             | 0             | 0             | 0             | 0             | 424,201      |
| 2001                                 |               | 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             | 0             | 0             | 0             | 0             | 555,030      |
| 2008A                                | 1 0000        | 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             | 0             | 0             | 0             | 0             | 1,137,753    |
| A/C 36-00-00-57-0100                 |               | 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             | 0             | 0             | 0             | 0             | 2,116,984    |
| <b>TIF - DEBT SERVICE 36</b>         |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| 1999                                 | 1 0000        | 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             | 0             | 0             | 0             | 0             | 1,474,201    |
| 2001                                 |               | 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             | 0             | 0             | 0             | 0             | 2,369,610    |
| 2008A                                | 1 0000        | 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             | 0             | 0             | 0             | 0             | 6,257,753    |
| <b>PRINCIPAL AND INTEREST (36)</b>   |               | 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             | 0             | 0             | 0             | 0             | 10,101,564   |
| <b>AQUA FUND 53</b>                  |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| <b>Principal Payment</b>             |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| 2008B - A/C 53-00-00-22-0100         | 0 3140        | 25,120        | 32,970        | 34,540        | 36,110        | 36,110        | 39,250        | 39,250        | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 243,350      |
| <b>Interest Expense</b>              |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| 2008B - A/C 53-11-33-57-0100         | 0 3140        | 8,086         | 7,173         | 6,054         | 4,840         | 3,576         | 2,208         | 736           | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 32,672       |
| <b>PRINCIPAL AND INTEREST (53)</b>   |               | 33,206        | 40,143        | 40,594        | 40,950        | 39,686        | 41,458        | 39,986        | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 276,022      |

**VILLAGE OF PARK FOREST  
DEBT SERVICE PROJECTED**

|                                     | <u>Alloc.</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>FYE 28</u> | <u>FYE 29</u> | <u>FYE 30</u> | <u>FYE 31</u> | <u>TOTAL</u> |
|-------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|
| <b>WATER FUND 60</b>                |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| <b>Principal Payment</b>            |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| IEPA Loan 2007                      | 1 0000        | 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       | 0             | 0             | 0             | 0             | 12,749,850   |
| IEPA Loan 2007 Closeout*            | 1 0000        | 30,400        | 31,165        | 31,949        | 32,752        | 33,576        | 34,421        | 35,287        | 36,174        | 37,084        | 38,017        | 38,974        | 39,954        | 40,959        | 41,990        | 43,046        | 21,927        | 0             | 0             | 0             | 0             | 567,674      |
| IEPA Loan 2011*                     | 1 0000        | 146,181       | 148,014       | 149,870       | 151,749       | 153,652       | 155,579       | 157,530       | 159,505       | 161,505       | 163,530       | 165,581       | 167,657       | 169,759       | 171,888       | 174,043       | 176,225       | 178,435       | 180,673       | 182,938       | 185,232       | 3,299,546    |
| 2008B                               | 0 6860        | 54,880        | 72,030        | 75,460        | 78,890        | 85,750        | 85,750        | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 531,650      |
| A/C 60-00-00-22-0100                |               | 916,898       | 953,889       | 977,636       | 1,001,870     | 1,023,174     | 1,051,850     | 1,074,191     | 1,011,319     | 1,034,747     | 1,058,740     | 1,083,310     | 1,108,473     | 1,134,243     | 1,160,634     | 1,187,663     | 642,805       | 178,435       | 180,673       | 182,938       | 185,232       | 17,148,720   |
| <b>Interest Expense</b>             |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| IEPA Loan 2007                      | 1 0000        | 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         | 0             | 0             | 0             | 0             | 2,699,253    |
| IEPA Loan 2007 Closeout*            | 1 0000        | 14,003        | 13,238        | 12,454        | 11,651        | 10,827        | 9,982         | 9,116         | 8,228         | 7,318         | 6,386         | 5,429         | 4,449         | 3,444         | 2,413         | 1,357         | 274           | 0             | 0             | 0             | 0             | 120,569      |
| IEPA Loan 2011*                     | 1 0000        | 40,789        | 38,956        | 37,100        | 35,221        | 33,318        | 31,391        | 29,441        | 27,465        | 25,465        | 23,440        | 21,390        | 19,313        | 17,211        | 15,082        | 12,927        | 10,745        | 8,535         | 6,298         | 4,032         | 1,738         | 439,858      |
| 2008B                               | 0 6860        | 17,665        | 15,671        | 13,227        | 10,573        | 7,812         | 4,823         | 1,608         | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 71,378       |
| A/C 60-19-00-57-0100                |               | 386,945       | 365,111       | 342,350       | 318,892       | 294,827       | 270,022       | 244,466       | 219,980       | 196,552       | 172,559       | 147,989       | 122,826       | 97,056        | 70,665        | 43,636        | 16,577        | 8,535         | 6,298         | 4,032         | 1,738         | 3,331,058    |
| <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       | 450,210       | 0             | 0             | 0             | 0             | 15,449,103   |
| IEPA Loan 2007 Closeout*            | 1 0000        | 44,403        | 44,403        | 44,403        | 44,403        | 44,403        | 44,403        | 44,403        | 44,403        | 44,403        | 44,403        | 44,403        | 44,403        | 44,403        | 44,403        | 44,403        | 22,201        | 0             | 0             | 0             | 0             | 688,243      |
| IEPA Loan 2011*                     | 1 0000        | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 186,970       | 3,739,404    |
| 2008B                               | 0 6860        | 72,545        | 87,701        | 88,687        | 89,463        | 86,702        | 90,573        | 87,358        | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 603,028      |
| <b>PRINCIPAL AND INTEREST (60)</b>  |               | 1,303,844     | 1,319,000     | 1,319,986     | 1,320,762     | 1,318,001     | 1,321,873     | 1,318,657     | 1,231,299     | 1,231,299     | 1,231,299     | 1,231,299     | 1,231,299     | 1,231,299     | 1,231,299     | 1,231,299     | 659,382       | 186,970       | 186,970       | 186,970       | 186,970       | 20,479,778   |
| <b>SEWER FUND 70</b>                |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| <b>Principal Payment</b>            |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| 1993                                | 0 3532        | 40,689        | 42,788        | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 83,477       |
| IEPA Loan 2011*                     | 1 0000        | 58,115        | 58,844        | 59,582        | 60,329        | 61,085        | 61,851        | 62,627        | 63,412        | 64,207        | 65,012        | 65,828        | 66,653        | 67,489        | 68,335        | 69,192        | 70,060        | 70,938        | 71,828        | 72,728        | 73,640        | 1,311,756    |
| A/C 70-00-00-22-0100                |               | 98,804        | 101,632       | 59,582        | 60,329        | 61,085        | 61,851        | 62,627        | 63,412        | 64,207        | 65,012        | 65,828        | 66,653        | 67,489        | 68,335        | 69,192        | 70,060        | 70,938        | 71,828        | 72,728        | 73,640        | 1,395,233    |
| <b>Interest Expense</b>             |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| 1993                                | 0 3532        | 5,307         | 3,075         | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 8,382        |
| IEPA Loan 2011*                     | 1 0000        | 16,216        | 15,487        | 14,749        | 14,002        | 13,246        | 12,480        | 11,704        | 10,919        | 10,124        | 9,319         | 8,504         | 7,678         | 6,842         | 5,996         | 5,139         | 4,272         | 3,393         | 2,504         | 1,603         | 691           | 174,868      |
| A/C 60-19-00-57-0100                |               | 21,523        | 18,562        | 14,749        | 14,002        | 13,246        | 12,480        | 11,704        | 10,919        | 10,124        | 9,319         | 8,504         | 7,678         | 6,842         | 5,996         | 5,139         | 4,272         | 3,393         | 2,504         | 1,603         | 691           | 183,250      |
| <b>TOTAL SEWER FUND 70</b>          |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| 1993                                | 0 3532        | 45,996        | 45,863        | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 91,859       |
| IEPA Loan 2011*                     | 1 0000        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 1,486,624    |
| <b>PRINCIPAL AND INTEREST (70)</b>  |               | 120,327       | 120,194       | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 74,331        | 1,578,483    |
| <b>ALL FUNDS</b>                    |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |               |              |
| GRAND TOTAL - PRINCIPAL             |               | 1,845,334     | 1,976,806     | 1,941,758     | 2,028,309     | 2,105,370     | 2,222,952     | 2,316,068     | 2,324,731     | 2,438,955     | 1,403,752     | 1,449,138     | 1,505,126     | 1,561,732     | 1,618,969     | 1,256,855     | 712,864       | 249,373       | 252,500       | 255,666       | 258,872       | 29,725,129   |
| GRAND TOTAL - INTEREST EXPENSE      |               | 949,662       | 882,595       | 815,459       | 749,713       | 676,762       | 595,164       | 508,367       | 421,743       | 331,453       | 262,639       | 222,462       | 179,914       | 134,679       | 87,191        | 48,776        | 20,849        | 11,928        | 8,801         | 5,635         | 2,429         | 6,916,219    |
| GRAND TOTAL - DEBT SERVICE PAYMENTS |               | 2,794,996     | 2,859,401     | 2,757,217     | 2,778,022     | 2,782,132     | 2,818,116     | 2,824,435     | 2,746,474     | 2,770,408     | 1,666,391     | 1,671,600     | 1,685,040     | 1,696,411     | 1,706,160     | 1,305,631     | 733,713       | 261,301       | 261,301       | 261,301       | 261,301       | 36,641,348   |

\* Debt Service is estimated -- schedule has not been received

29,725,129  
IEPA Loan 2011 - Water -3,299,546  
IEPA Loan 2011 - Sewer -1,311,756  
**Estimated Principal Balance at FYE2011 25,113,827**

## **Village of Park Forest 2011/2012 Budget**

### **TAX INCREMENT FINANCING (TIF) FUNDS**

#### **DownTown**

The history of the central shopping center of Park Forest is the history of competitive economic development in Illinois. The Park Forest Plaza was one of the first regional malls in America. As such, it attracted attention and shoppers. It was one of the factors causing the demise of the downtown Chicago Heights shopping area. In its turn, the more attractive location of Lincoln Mall, at the intersection of I-57 and Route 30, contributed to the demise of the Park Forest Plaza. Another factor contributing to the Plaza's demise was an enormous mortgage debt placed on the property by the first owner who sold it, utilizing the mortgage proceeds elsewhere. The heavy debt made it impossible for the property to receive the appropriate level of maintenance and marketing from succeeding owners. Unfortunately, these developers "milked" the asset while contributing little to its survival.

In the mid-1980s, the Village facilitated the sale of the property to Cordish & Embry of Baltimore. The mortgage holder was persuaded to "write down" a large portion of the outstanding debt and the Village agreed, in June of 1986, to establish the area as a Tax Increment Financing (TIF) District.

To create a Tax Increment Financing District, the property tax assessment base is "frozen" at a certain point in time. Taxes received by the various taxing bodies continue to be received at the frozen rate. The municipal government can issue debt (bonds) based on increased revenues that are projected to be received from the property following planned improvements. The revenues from the bonds are used to fund certain legally allowable public infrastructure improvements. Following the public and private improvements, the property is reassessed. The difference between the frozen level and the new level is the "increment." The incremental property tax is captured and used to repay the debt incurred by the municipality. If the TIF District is healthy, it will repay its own debt through incremental taxes over the life of the TIF. If it is not healthy, the taxpayers of the Village will be obligated for the debt repayment.

The certified base equalized assessed valuation (EAV) of the Tax Increment Financing District, when it was established in 1986, was \$11,710,716.

The Cordish & Embry Company completed a major "face-lift" of the property but changing market conditions and the Plaza's distance from major traffic arterials

worked against its revival as a regional mall. Once again, the shopping center fell into a sad state of disrepair. In December 1993, the shopping center was again sold, this time to Erie Development, conducting business in Park Forest as Parkside Land Company. Parkside unveiled plans to rehabilitate the formerly regional mall into a scaled-down downtown. The Village contributed \$3.8 million to Parkside to help ensure the success of the rehabilitation project and to relocate Village Hall to the shopping center. Of the total financial incentive, \$1 million was earmarked to pay back taxes on the property.

Approximately \$1 million was used to purchase a vacant store to use as a new Village Hall, with the intent that the location, in the middle of DownTown, would contribute to a higher level of traffic for the commercial businesses. The balance was to cover operating losses and a mortgage write-off for the developer for a year.

By year-end 1994, it became obvious that no progress had been made towards implementing the redevelopment plan. It was soon learned that the developer had not paid the currently-due taxes on the shopping center. The Village sued the developer for failure to perform under the redevelopment agreement, failure to pay the taxes and code violations on the property, which, by then, were structural, not just cosmetic.

However, despite Cordish and Embry's failure to successfully turn around the Plaza and Parkside's failure to perform, by 1994, the equalized assessed value of the TIF District had grown to \$15,132,110. At that level, the property was producing incremental taxes.

During 1995, while the battles were underway in court, the Village received more bad news. One of the two anchor tenants in the shopping center, Sears Roebuck & Company, had been lured to a nearby regional mall. Their sales and property taxes had been included in the calculation of revenues that could be used to retire the TIF debt.

In late 1995, the Village purchased the back taxes on the shopping center. Based on the minor ownership position afforded by paying the taxes, the Village asked the courts to place the property in receivership. As a result of this court action, the owner offered to sell the shopping center to the Village for \$100,000 and the balance of the back taxes, \$764,331. The Village accepted the offer and quickly negotiated the purchase. In December 1995, the deal was consummated.

Meanwhile, the Village had concluded negotiations with Sears, Roebuck & Company regarding their departure and the damage it would do to the Village. Sears agreed to donate their land and buildings, valued at over \$6,000,000, to the Village. They, also, agreed to donate \$2.6 million to the Village to compensate for the "lost" sales taxes. The Sears settlement was used to fund the purchase of the shopping center. The balance of the Sears settlement was used to begin to operate a shopping center.

With the departure of Sears and the purchase of the shopping center, the Village became responsible for marketing, managing and maintaining the property. A description of the

Village's management operation and budget is found in the DownTown Park Forest section of the budget along with the funds to continue to operate the shopping center as a traditional, main street downtown.

With the closing of Sears the assessed value of the TIF District fell to \$9,435,507. In other words, the new EAV was below the base year value. This condition meant that incremental taxes were no longer being generated. Thus, the Tax Increment Financing District was no longer able to pay the debt service on the TIF bonds.

As of June 30, 1996, the TIF bonds had a total outstanding debt of \$6,098,566 plus \$4,000,000, which included the \$3,800,000 incentive for Parkside and \$200,000 of issuance costs, for a total of \$10,098,566. The annual debt service payment for fiscal year 1996/1997 was \$954,472. Although there was a TIF fund balance of \$1,231,494 available with which to pay debt service, with the equalized assessed value of the property falling below the base year value, using the TIF fund balance of \$1,231,494 for debt service would have nearly depleted the fund balance in one year. And, the problem of an EAV that was lower than the frozen base would have remained unsolved. Thus, during fiscal year 1996/1997, the Village completed all but one step of the process to dissolve the old TIF and re-establish a new one.

During fiscal year 1997/1998, the Board of Trustees scheduled and held a Public Hearing on the proposed Tax Increment Financing District for DownTown. In order to minimize the impact of the new TIF on the school districts, the Village proposed removing the Thorncreek rental units from the TIF area. This allowed the school districts to recover base taxes lost from the Sears closing. The new TIF base value was \$3,598,133. The Board convened a Joint Review Board of all of the affected taxing bodies. The Joint Review Board met and voted, unanimously, to approve the establishment of a new TIF. The Board of Trustees adopted the three mandated ordinances: establishing a redevelopment area, establishing a redevelopment plan, adopting tax increment financing for the redevelopment area in accordance with the redevelopment plan. The old TIF was dissolved and the TIF bonds defeased. New TIF bonds were issued. The bonds were structured so that the first five years of debt service would be lower than the following annual debt service payments.

A map of the 1997 DownTown Park Forest Tax Increment Financing District is shown after the narrative.

To understand the TIF Fund, the TIF Fund Summary, the Bond Retirement section and the DownTown Fund should be reviewed.

Following is an analysis of TIF Fund activity which impacted EAV and/or tax increment:

- At the time the TIF was re-established in 1997, the base equalized assessed valuation (EAV) was established at \$3,598,133. Since that time, a number of parcels owned by the Village were designated as tax exempt. Some of the parcels

will, eventually, return to the tax rolls. Other parcels, such as the parking lots and new streets, may remain permanently tax-exempt.

- In fiscal year 1998/1999, the Village incurred new TIF debt of \$1,640,000 to continue the DownTown redevelopment. **In the tax levies adopted December 2003 through 2010, the entire debt service payment was abated on this new debt.** As noted in the “Bond Retirement” section of the Budget, the TIF debt of \$7,984,580 represents 32% of the Village’s total outstanding debt of \$25,113,827 at the end of Fiscal 2011.
- The TIF Fund did not generate increment in fiscal years 1997/1998, 1998/1999 and 1999/2000.
- In fiscal 2000/2001, the Village began to receive increment. Unfortunately, the increment was the result of higher-than-value assessments on two commercial properties in DownTown: the movie theatre building, which is Building #2, and Building #3.
- During 2000/2001, the sales of two properties and construction on those properties began to be reflected in the EAV. These were the CVS parcel and the Associated Ventures parcel (Victory Center). With the sale of those properties and increase in value of the TIF, \$100,000 of the tax levy for TIF debt service was abated in 2001.
- Since 2000, several things have occurred that affect the EAV. The EAV for the movie theatre building dropped from \$1,632,129 to \$373,885. U.S. Bank sold a parcel to the Post Office, which became tax-exempt, thus reducing EAV by \$141,946. Also, the Roger’s and Holland’s Building was sold to a not-for-profit agency, Aunt Martha’s, which filed for tax exempt status, reducing EAV by \$635,831. The EAV for Building #3, the Byus Building, has varied from \$125,385 to \$1,229,888. After three years of tax delinquency, Building #3 was acquired by the Village in January 2010.
- In July 2004, the Village reacquired Victoria Place. This property had become tax delinquent. Parcels had been encumbered with tax sales and any development had been stopped. The acquisition of this property cost \$742,049.50. The acquisition price came from the TIF Fund. During 2005, the Village owned the property; therefore, the property was tax exempt. This reduced the TIF EAV \$596,526. In November 2005, the Village Board approved a redevelopment agreement with Bigelow Development. In 2006, Bigelow began acquiring property. Proceeds from these sales replenished the TIF Fund. Legacy Square was completed in 2008. The 2007 EAV reflects full assessment for half of the 63 homes built in Legacy Square, with 2008 reflecting full assessment for most of the homes.

A summary of the history of the TIF equalized assessed (EAV) value is presented on the following page:

## Tax Incremental Financing District DownTown Historic Equalized Assessed Value

A summary of the history of the TIF value is as follows:

|  | <u>1997 EAV</u>    | <u>1998 EAV</u>     | <u>1999 EAV</u>     | <u>2000 EAV</u>     | <u>2001 EAV</u>    | <u>2002 EAV</u>    | <u>2003 EAV</u>    | <u>2004 EAV</u>    | <u>2005 EAV</u>    |
|--|--------------------|---------------------|---------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| U.S. Bank, vacant lot,<br>Aunt Martha's<br>Walgreens parcels | \$1,139,820        | \$1,669,753         | \$2,080,029         | \$2,009,223         | \$1,411,945        | \$2,321,603        | \$2,237,277        | \$2,342,691        | \$1,910,627        |
| Legacy Square, Bldg. #3<br>& Movie Theatre Bldg. #2          | 1,797,965          | 523,581             | 2,580,832           | 2,018,022           | 1,118,013          | 1,373,784          | 1,391,802          | 1,513,237          | 554,888            |
| CVS (formerly Osco)  | —                  | —                   | —                   | 1,372,682           | 1,564,501          | 1,617,105          | 1,611,144          | 1,686,769          | 1,787,985          |
| First Midwest Bank<br>(formerly Bank Calumet)                | —                  | —                   | —                   | —                   | —                  | 582,075            | 579,930            | 607,255            | 685,423            |
| Associated Ventures<br>(Victory Center)                      | —                  | —                   | —                   | 217,995             | 227,494            | 2,883,409          | 2,644,280          | 2,399,687          | 3,272,562          |
| Unidentified   | —                  | —                   | —                   | 131,277             | 307,725            | 665                | (22,500)           | —                  | (30,000)           |
| Village owned property                                       | 660,348            | exempt              | exempt              | exempt              | exempt             | exempt             | exempt             | exempt             | exempt             |
|  | <u>\$3,598,133</u> | <u>\$2,193,334</u>  | <u>\$4,660,861</u>  | <u>\$5,749,199</u>  | <u>\$4,629,678</u> | <u>\$8,778,641</u> | <u>\$8,441,933</u> | <u>\$8,549,639</u> | <u>\$8,181,485</u> |
|  | <u>2006 EAV</u>    | <u>2007 EAV</u>     | <u>2008 EAV</u>     | <u>2009 EAV</u>     |                    |                    |                    |                    |                    |
| U.S. Bank, vacant lot,<br>Aunt Martha's<br>Walgreens parcels | \$1,893,363        | \$1,988,884         | \$2,259,596         | \$1,974,153         |                    |                    |                    |                    |                    |
| Legacy Square, Bldg. #3<br>& Movie Theatre Bldg. #2          | 536,115            | 2,959,343           | 5,515,839           | 5,027,894           |                    |                    |                    |                    |                    |
| CVS (formerly Osco)  | 1,772,016          | 1,861,219           | 1,835,363           | 2,076,605           |                    |                    |                    |                    |                    |
| First Midwest Bank<br>(formerly Bank Calumet)                | 649,569            | 571,001             | 598,040             | 445,157             |                    |                    |                    |                    |                    |
| Associated Ventures<br>(Victory Center)                      | 2,993,847          | 2,882,509           | 2,750,859           | 2,087,509           |                    |                    |                    |                    |                    |
| Unidentified   | 200                | 10,500              | (234,786)           | 310,917             |                    |                    |                    |                    |                    |
| Village owned property                                       | exempt             | exempt              | exempt              | exempt              |                    |                    |                    |                    |                    |
|  | <u>\$7,845,110</u> | <u>\$10,273,456</u> | <u>\$12,724,911</u> | <u>\$11,922,235</u> |                    |                    |                    |                    |                    |

- In 2009 the tax rebate for the Legacy Square development began. 60% of property taxes generated for Legacy Square, less a \$98,697 base tax amount, are rebated to Bigelow Development. This rebate will extend ten years or up to a maximum \$1,000,000.
- In the 2009 EAV reflects a reduction in the assessment rate for commercial properties from 36% to 25%. This reduction was partially offset by an increase in the state equalization rate. In addition, a number of new Legacy Square homeowners protested their taxes.
- In the tax levy adopted December 2002, \$250,000 of the tax levy for TIF debt was abated. In the tax levy adopted December 2003, \$325,000 of the levy for TIF debt was abated. For the 2004 and 2005 tax levy, \$350,000 of the TIF debt service was abated. In 2006 and 2007, \$450,000 of property taxes for debt service were abated. In 2008 \$505,845 was abated, and in 2009 \$500,000. In 2010 \$650,000 of property taxes were abated.

**Estimated Increase in EAV**

|  |                    |
|--|--------------------|
| <b>2009 EAV</b>  | \$11,922,235       |
| Adjustments – Byus Building  | <u>(1,391,547)</u> |
| <b>Projected 2010 Adjusted EAV</b>                                       | 10,530,688         |
| Base Value TIF   | <u>(3,598,133)</u> |
| <b>Projected 2010 Incremental EAV</b>                                    | 6,932,555          |
| <br>   |                    |
| Tax Increment Generated @ 17.002   | 1,178,673          |
| Tax adjustments *  | (150,000)          |
| Refunded to Associated Ventures per Redevelopment Agreement              | (180,000)          |
| Refunded per Bigelow Redevelopment Agreement<br>(60% over \$98,697 base) | (160,000)          |
|  | <hr/>              |
| <b>Tax Incremental Net Revenue 2011</b>                                  | <b>\$ 688,673</b>  |

\* Tax adjustments represent a combination of tax protests and tax delinquencies.

Beginning with the 2001 tax levy, the Village has been able to abate a portion of the tax levy related to TIF debt service. In 2008 the Village refinanced a majority of the TIF debt saving interest and shortening the debt repayment schedule. The 2010 tax levy for debt service, which generates revenue for the 2011/2012 Budget, was:

| <u>General Property Tax</u> |                  |                   |
|-----------------------------|------------------|-------------------|
| Debt Service                |                  | \$1,028,704       |
| Abatement                   |                  |                   |
| 1999 Debt                   | (169,000)        |                   |
| Other **                    | <u>(481,000)</u> | <u>650,000</u>    |
| <b>Net Debt Levy</b>        |                  | <b>\$ 378,704</b> |

\*\* “Other” represents TIF debt associated with 2001 and the 2008A bonds issuances.

Over the remaining life of the TIF debt, annual TIF debt service fluctuates from \$1,015,896 to \$1,165,195. As the annual increment grows, it will be able to cover more of the annual debt service. The TIF expires November 10, 2020. The debt restructuring which occurred in 2008 reduced debt service payments from 2021 through 2025 by \$1,611,444. In January 2001, the Village Board established, by resolution, a liability to the TIF fund of repayment of TIF eligible costs should sufficient increment be made available. These costs total \$4,494,374. At the point when the increment exceeds debt service, the Village will have the opportunity to reimburse itself for TIF eligible costs incurred during redevelopment.

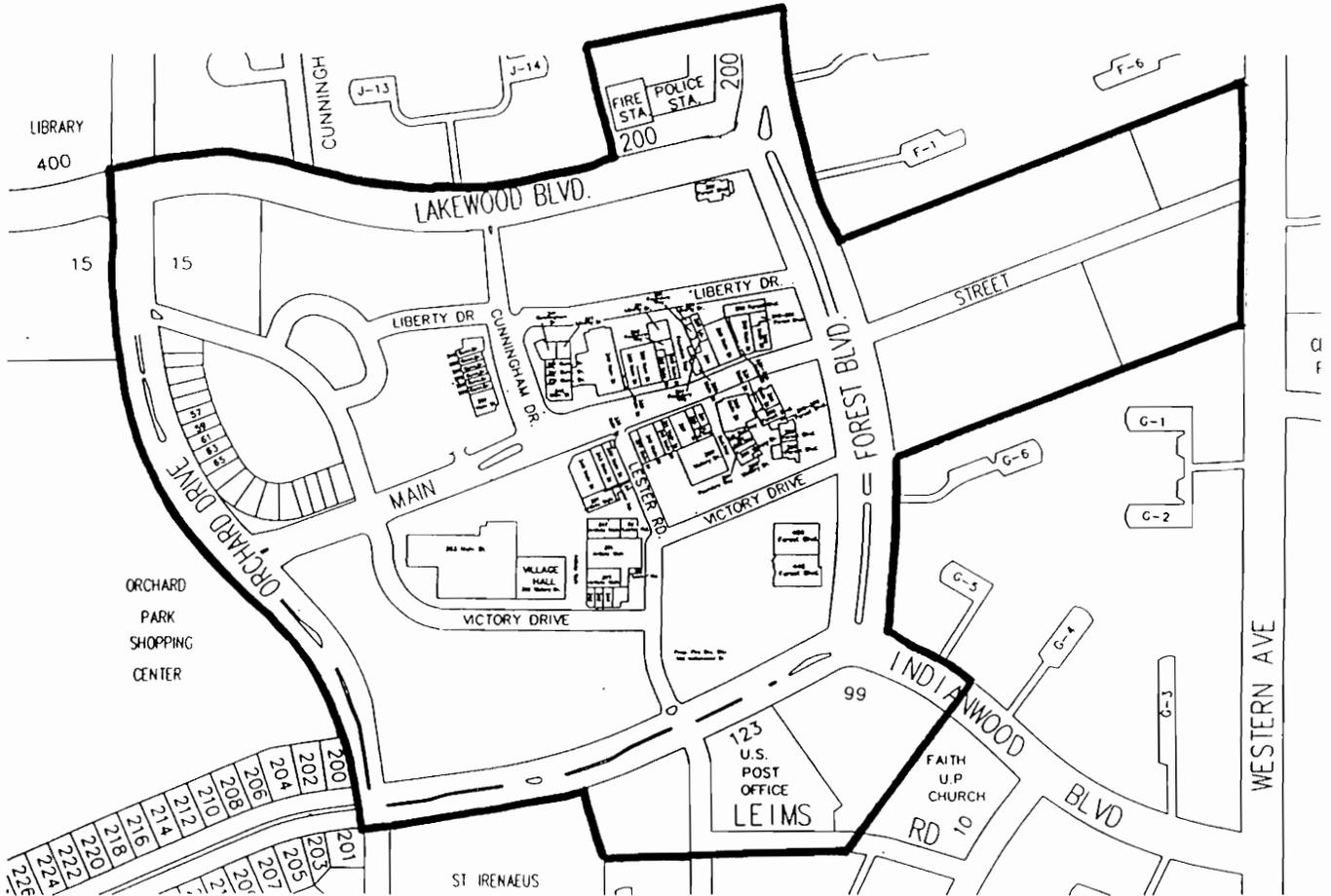
The TIF Budget no longer includes funds for assistance with TIF reporting and analysis. The reports mandated by the State Comptroller are now being prepared in-house.

One final point, as stated in the financial summary, the Village’s long-term financial health is tied to the success of the TIF district. Now that the Village is receiving increment, a discussion of return on investment can take place. As indicated in the DownTown section of the Budget, \$5,291,990 of Village Funds has been invested through June 30, 2010. **A net tax increment of \$688,673 represents a 13% return on investment.** For that reason, it is crucial to continue the Village’s dedication to the Master Plan and phased redevelopment of DownTown Park Forest.

The Village secured a \$930,062 CDBG grant to support demolition of the Marshall Fields building. The total costs are to be \$1,300,000. The remaining balance is budgeted in the TIF Fund over two fiscal years. Any further development will increase incremental taxes allowing the Village to shift the tax burden.

On the following page is the DownTown TIF District map:

# Tax Incremental Financing District DownTown (TIF)



## **Norwood**

In the 1980's the Norwood Square Shopping Center was badly in need of renovation. It was purchased by Dolan Associates who, with the assistance of the Village and several grant programs, demolished the existing center and constructed the center essentially as it appears today.

Norwood consists of 129,000 square feet of building. The anchor store was Dominicks Finer Foods. It occupied 51,300 square feet of the center. An Aldi Discount Foods occupied the next largest space with Walgreens Drugs and Liquor being the third anchor tenant. The balance of the 53,000 square feet was occupied by smaller tenants.

The Dominicks lease allowed for rent payments for 20 years. Three years into the lease Dominicks built a larger store on Route 30 and closed the Norwood location. The owner of Norwood could not move another grocer into the old Dominicks space, according to the lease, for the remaining term of the lease. Five years after Dominicks closed, Aldi and Walgreens closed.

In 1998, the owners of the shopping center sold Norwood to a religious organization. This organization not only failed to pay property taxes, it also failed to maintain the property. Norwood fell into a state of disrepair.

The Village repeatedly cited the owners for code violations. In August 2000, the Village sought ownership of the property through Cook County's No Cash Bid process. The Village also sought receivership of the property through civil court. On June 27, 2002, the Village was authorized to seek appointment of a receiver to correct conditions that failed to conform to minimum standards of health and safety. Location Finders Management, LLC was appointed as receiver of the property.

On February 6, 2003, the Village received an Amended Order Granting Issuance of a tax deed for all but two PIN's (property index numbers) of the Norwood parcel. On February 10, 2003, the Village recorded the deed to the property and ownership of the property transferred from Glorious Life to the Village. The former owner owed over \$5,000,000 in property taxes which will never be paid.

In order to encourage redevelopment, on December 12, 2005, the Village Board adopted the Tax Increment Redevelopment Plan and Redevelopment Project for the Norwood Square Redevelopment Project Area, thus establishing the TIF District.

The Norwood property met five of the thirteen TIF Act factors:

1. Code Violations
2. Environmental Remediation
3. Excessive Vacancies
4. Obsolescence
5. Deterioration

The established base Equalized Assessed Value for the Norwood TIF is \$469,344.

In early 2005 the Village obtained a grant from the Illinois Environmental Protection Agency (IEPA) to conduct a Brownfield remediation project. The initial grant was for \$120,000, and two additional grants were provided over the course of the project, for \$24,875 and \$14,000, bringing the total grant amount to \$158,875. One of the former tenants of the shopping center was a dry cleaning operation and, therefore, it was necessary to examine the property for evidence of soil contamination. One location was, in fact, found to be contaminated and the grant allowed for clean-up of this problem. In December 2007 the IEPA issued a letter of “no further remediation,” a prerequisite for sale of the property to any potential buyer.

Also in 2005 the Village contracted with Baum Realty Group, Inc. and NAI Hiffman Commercial Real Estate Services to identify a suitable developer and present a sales contract for the property. They marketed the property on two separate occasions, each time bringing several serious offers to the Village from high caliber and qualified developers interested in the purchase of the property. Their marketing effort in early 2007 identified Nassimi Realty Corporation as an interested buyer and throughout the remainder of the year the Village negotiated a Purchase and Sale Agreement, a First Amendment to the Purchase and Sale Agreement, and a Redevelopment Agreement with Nassimi Realty Corporation. The sale of Norwood to Nassimi Realty closed in March 2008.

Prior to an expected closing on the property in September 2007 it was discovered that in 1997 Dominick’s Finer Foods had been granted a Declaration of Use Restriction on the property that prohibited a grocery store greater than 15,000 square feet from occupying the shopping center at any time before December 31, 2011. After some negotiation, Dominick’s and Nassimi Realty agreed on a Right of First Offer that allows Nassimi to seek a grocery store operator for the shopping center. If Nassimi Realty negotiates a lease with a grocery store then Dominick’s will have a 15 day period in which to decide whether or not to lease the space under the same terms. If Dominick’s chooses not to exercise their right to the lease, then Nassimi Realty will be free to execute the lease with the alternate grocery store. Nassimi Realty will be required to pay Dominick’s \$6,250 per month for each month from the day the new grocery store opens until December 31, 2011, which is when the Declaration of Use Restriction expires.

The basic terms of the sale of the property to Nassimi Realty included the requirement that within 90 days of the closing on the property, Nassimi would submit plans to obtain permits for Initial Improvements to the property, the cost of which would be approximately \$1,000,000. Initial Improvements include, but are not limited to, items such as façade upgrades, parking lot resurfacing, new parking lot lighting, enhanced landscaping, and signage. Within six months of the issuance of permits for the Initial Improvements, construction was to begin and be completed within one year. The sales price of the property of \$400,000 minus brokerage commissions of \$125,000 allowed \$250,000 to be offered as an incentive to increase the cost of the Initial Improvements from \$750,000, as initially negotiated, to \$1,000,000. Nassimi originally estimated that over time they could spend an additional \$3 million to \$5 million for improvements necessary to lease the property. The \$250,000 is currently being held at Chicago Title.

The sale of the property to Nassimi Realty closed on March 6, 2008. Since that time Western Avenue was reconstructed and the economy took a negative turn impacting new retail development. Nassimi Realty has attempted to sell the property through auction. The pending sale fell through because all outstanding tax obligations were not revealed.

At this point in time, Village Staff and the Village Attorney are pursuing actions that are designed to regain title to the property in a manner that will enable us to petition the Cook County Assessor’s Office to extinguish all back taxes. These options include either the foreclosure of outstanding liens (non-payment of water bills) or declaration of the property as abandoned. We have begun initial discussions with Michael Marks, with Marcus & Millichap, regarding the marketability of the property.

A summary of the history of the TIF value is as follows:

**Tax Incremental Financing District  
Norwood  
Historic Equalized Assessed Value**

|                 |                 |                 |                 |                 |
|-----------------|-----------------|-----------------|-----------------|-----------------|
| <u>2005 EAV</u> | <u>2006 EAV</u> | <u>2007 EAV</u> | <u>2008 EAV</u> | <u>2009 EAV</u> |
| \$469,344       | \$525,538       | \$618,531       | \$120,261       | \$1,093,643     |

On the following page is the Norwood TIF District map:



**Village of Park Forest  
2011/2012 Budget**

**TIF-DOWNTOWN FUND  
SUMMARY  
36-00-00**

|                                      | <b>FY 09/10</b>         | <b>FY 10/11</b>         | <b>FY 10/11</b>         | <b>FY 11/12</b>         | <b>PERCENT</b> |
|--------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|----------------|
|                                      | <b>ACTUAL</b>           | <b>BUDGET</b>           | <b>ESTIMATE</b>         | <b>PROPOSED</b>         | <b>CHANGE</b>  |
| <b>REVENUE</b>                       |                         |                         |                         |                         |                |
| Property Tax - Levy                  | 513,514                 | 493,814                 | 493,814                 | 378,704                 | -23%           |
| - Increment                          | 1,369,387               | 1,092,198               | 1,028,500               | 1,028,500               | -6%            |
| Increment Rebate - Victory Center    | (435,837)               | (280,000)               | (180,000)               | (180,000)               | -36%           |
| - Legacy Square                      | (77,445)                | (220,000)               | (160,000)               | (160,000)               | -27%           |
| Interest                             | <u>3,167</u>            | <u>2,000</u>            | <u>2,000</u>            | <u>2,000</u>            | 0%             |
| <b>TOTAL REVENUE</b>                 | <b><u>1,372,786</u></b> | <b><u>1,088,012</u></b> | <b><u>1,184,314</u></b> | <b><u>1,069,204</u></b> | <b>-2%</b>     |
| <b>EXPENDITURES</b>                  |                         |                         |                         |                         |                |
| Professional Services                | 672                     | 1,000                   | 1,000                   | 11,000                  | 1000%          |
| Capital Projects                     | 198,000                 | 1,100,000               | 400,000                 | 100,000                 | -91%           |
| Debt Service                         | <u>911,559</u>          | <u>997,739</u>          | <u>997,739</u>          | <u>1,015,896</u>        | 2%             |
| <b>TOTAL EXPENDITURES</b>            | <b><u>1,110,231</u></b> | <b><u>2,098,739</u></b> | <b><u>1,398,739</u></b> | <b><u>1,126,896</u></b> | <b>-46%</b>    |
| <b><u>Beginning Fund Balance</u></b> |                         |                         | <b>1,997,755</b>        | <b>1,783,330</b>        |                |
| <b><u>Ending Fund Balance</u></b>    |                         |                         | <b>1,783,330</b>        | <b>1,725,638</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  
2011/2012 Budget**

**TIF - NORWOOD FUND  
SUMMARY  
37-00-00**

|                                      | FY 09/10<br>ACTUAL   | FY 10/11<br>BUDGET | FY 10/11<br>ESTIMATE | FY 11/12<br>PROPOSED | PERCENT<br>CHANGE |
|--------------------------------------|----------------------|--------------------|----------------------|----------------------|-------------------|
| <b>REVENUE</b>                       |                      |                    |                      |                      |                   |
| Property Tax - Increment             | 0                    | 0                  | 0                    | 0                    | 0%                |
| Interest                             | <u>10</u>            | <u>0</u>           | <u>0</u>             | <u>0</u>             | 0%                |
| <b>TOTAL REVENUE</b>                 | <b><u>10</u></b>     | <b><u>0</u></b>    | <b><u>0</u></b>      | <b><u>0</u></b>      | <b>0%</b>         |
| <b>EXPENDITURES</b>                  |                      |                    |                      |                      |                   |
| Property Tax - Increment Refund      | <u>12,908</u>        | <u>0</u>           | <u>0</u>             | <u>0</u>             | 0%                |
| <b>TOTAL EXPENDITURES</b>            | <b><u>12,908</u></b> | <b><u>0</u></b>    | <b><u>0</u></b>      | <b><u>0</u></b>      | <b>0%</b>         |
| <b><u>Beginning Fund Balance</u></b> |                      |                    | <b>(1,073)</b>       | <b>(1,073)</b>       |                   |
| <b><u>Ending Fund Balance</u></b>    |                      |                    | <b>(1,073)</b>       | <b>(1,073)</b>       |                   |

**Village of Park Forest  
2011/2012 Budget**

**TIF - DOWNTOWN  
DETAIL  
36-00-00**

**PROFESSIONAL SERVICES**

|        |                                    |               |
|--------|------------------------------------|---------------|
| 530000 | Bond Fees                          | 1,000         |
|        | Financial Advisory                 | <u>10,000</u> |
|        | <b>Total Professional Services</b> | <b>11,000</b> |

**CAPITAL OUTLAYS**

|        |                                    |                |
|--------|------------------------------------|----------------|
| 560000 | Demolition Marshall Fields Balance | <u>100,000</u> |
|        | <b>Total Capital Outlays</b>       | <b>100,000</b> |

**DEBT SERVICE**

|        |                           |                         |
|--------|---------------------------|-------------------------|
| 570000 | Debt Service — Principle  | 634,716                 |
| 570100 | Interest Expense          | <u>381,180</u>          |
|        |                           | <u>1,015,896</u>        |
|        | <b>Total Debt Service</b> | <b><u>1,015,896</u></b> |

**TOTAL TAX INCREMENT FINANCING - DOWNTOWN FUND**      **1,126,896**

**Village of Park Forest  
2011/2012 Budget**

**TIF - NORWOOD  
DETAIL  
37-00-00**

**PROFESSIONAL SERVICES**

|        |                         |          |
|--------|-------------------------|----------|
| 530000 | TIF Report and analysis | <u>0</u> |
|--------|-------------------------|----------|

|                                    |          |
|------------------------------------|----------|
| <b>Total Professional Services</b> | <b>0</b> |
|------------------------------------|----------|

|   |          |
|---|----------|
| <b>TOTAL TAX INCREMENT FINANCING - NORWOOD FUND</b> | <b>0</b> |
|---|----------|

**Village of Park Forest  
2011/2012 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 2010/2011 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.*

**2011/2012 BUDGET OBJECTIVES:**

1. Continue to provide a high level of vehicle and equipment maintenance.
2. Schedule vehicle replacement according to Five Year Capital Plan.

3. Continue to analyze the fund to determine if all departments are funding their needs in an adequate and equitable manner.

**PERFORMANCE MEASURES**

Vehicle Inventory consisted of the following vehicles as of April of each year:

| <b>Vehicle Inventory*</b> |           |           |
|---------------------------|-----------|-----------|
|                           | 2010      | 2011      |
| Administration            | 1         | 1         |
| Police                    |           |           |
| Vehicles                  | 31        | 29        |
| Seizures                  | 4         | 7         |
| Fire                      |           |           |
| Vehicles                  | 5         | 5         |
| Ambulance                 | 3         | 3         |
| Engine                    | 3         | 3         |
| Recreation & Parks        | 12        | 12        |
| Public Works              |           |           |
| Vehicles                  | 28        | 27        |
| Vactor                    | 1         | 1         |
| Building                  | 4         | 3         |
| DownTown                  | 1         | 1         |
|                           |           |           |
| <b>Total</b>              | <b>93</b> | <b>92</b> |

\*Vehicles are defined as titled and licensed.

**Village of Park Forest  
2011/2012 Budget**

**VEHICLE SERVICES FUND  
SUMMARY**

|   | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|---|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b>REVENUE</b>                            |                            |                            |                              |                              |                           |
| Lease Payments                            |                            |                            |                              |                              |                           |
| Administration                            | 11,000                     | 8,500                      | 8,500                        | 7,000                        | -18%                      |
| Community Development                     | 8,610                      | 7,000                      | 7,000                        | 7,000                        | 0%                        |
| Police                                    | 272,230                    | 241,500                    | 241,500                      | 251,160                      | 4%                        |
| Fire                                      | 188,160                    | 168,160                    | 168,160                      | 176,568                      | 5%                        |
| Recreation and Parks                      | 104,684                    | 76,492                     | 80,000                       | 72,600                       | -5%                       |
| Aqua Center                               | 1,438                      | 1,438                      | 1,438                        | 1,000                        | -30%                      |
| Tennis & Health Club                      | 2,070                      | 2,070                      | 2,070                        | 1,440                        | -30%                      |
| Public Works                              | 41,996                     | 18,734                     | 18,734                       | 36,569                       | 95%                       |
| Municipal Parking                         | 11,585                     | 5,815                      | 5,815                        | 8,175                        | 41%                       |
| Motor Fuel Tax                            | 109,875                    | 34,885                     | 94,300                       | 51,066                       | 46%                       |
| Water                                     | 96,773                     | 60,255                     | 61,761                       | 81,451                       | 35%                       |
| Sewer                                     | 46,654                     | 26,486                     | 26,486                       | 19,239                       | -27%                      |
| Downtown                                  | 9,000                      | 9,000                      | 9,000                        | 9,000                        | 0%                        |
| Library                                   | <u>2,888</u>               | <u>2,888</u>               | <u>2,166</u>                 | <u>2,888</u>                 | 0%                        |
| <b>Total Lease Payments</b>               | <b>906,963</b>             | <b>663,223</b>             | <b>726,930</b>               | <b>725,156</b>               | <b>9%</b>                 |
| Interest                                  | 1,698                      | 1,200                      | 1,200                        | 1,000                        | -17%                      |
| Transfer from other Funds                 | 49,000                     | 0                          | 0                            | 0                            | 0%                        |
| Sale of Corporate Assets                  | 0                          | 0                          | 21,335                       | 0                            | 0%                        |
| Miscellaneous                             | <u>32,925</u>              | <u>0</u>                   | <u>26,149</u>                | <u>0</u>                     | 0%                        |
| <b>TOTAL REVENUE</b>                      | <b><u>990,586</u></b>      | <b><u>664,423</u></b>      | <b><u>775,614</u></b>        | <b><u>726,156</u></b>        | <b>9%</b>                 |
| <b>Revenues Over (Under) Expenditures</b> | <b>177,074</b>             | <b>(138,026)</b>           | <b>(26,835)</b>              | <b>(99,692)</b>              |                           |
| Major Capital Outlays                     |                            |                            | (303,500)                    | (247,500)                    |                           |
| Depreciation                              |                            |                            | <u>359,808</u>               | <u>354,289</u>               |                           |
| Cash Flow                                 |                            |                            | 29,473                       | 7,097                        |                           |
| <b><u>Beginning Net Cash</u></b>          |                            |                            | <b>1,338,304</b>             | <b>1,367,777</b>             |                           |
| <b><u>Ending Net Cash</u></b>             |                            |                            | <b>1,367,777</b>             | <b>1,374,874</b>             |                           |

**Village of Park Forest  
2011/2012 Budget**

**VEHICLE SERVICES FUND  
SUMMARY**

|                                    | FY 09/10<br>ACTUAL | FY 10/11<br>BUDGET | FY 10/11<br>ESTIMATE | FY 11/12<br>PROPOSED | PERCENT<br>CHANGE |
|------------------------------------|--------------------|--------------------|----------------------|----------------------|-------------------|
| <b>EXPENDITURES</b>                |                    |                    |                      |                      |                   |
| <b><u>Administration</u></b>       |                    |                    |                      |                      |                   |
| Operating Supplies                 | 1,649              | 3,000              | 2,000                | 2,000                | -33%              |
| Maintenance                        | 256                | 800                | 800                  | 800                  | 0%                |
| Depreciation                       | 2,100              | 3,500              | 3,500                | 4,200                | 20%               |
| Capital Outlays                    | <u>0</u>           | <u>100</u>         | <u>100</u>           | <u>100</u>           | 0%                |
| <b>Total Administration</b>        | <b>4,005</b>       | <b>7,400</b>       | <b>6,400</b>         | <b>7,100</b>         | <b>-4%</b>        |
| <b><u>Police</u></b>               |                    |                    |                      |                      |                   |
| Operating Supplies                 | 97,598             | 95,000             | 95,000               | 99,035               | 4%                |
| Maintenance                        | 70,888             | 64,000             | 64,000               | 69,625               | 9%                |
| Depreciation                       | 100,166            | 104,829            | 104,829              | 88,344               | -16%              |
| Capital Outlays*                   | <u>12,544</u>      | <u>0</u>           | <u>0</u>             | <u>0</u>             | 0%                |
| <b>Total Police</b>                | <b>281,196</b>     | <b>263,829</b>     | <b>263,829</b>       | <b>257,004</b>       | <b>-3%</b>        |
| <b><u>Fire</u></b>                 |                    |                    |                      |                      |                   |
| Personnel Services                 | 12,261             | 14,000             | 13,900               | 14,000               | 0%                |
| Employee Support                   | 949                | 1,153              | 290                  | 1,153                | 0%                |
| Operating Supplies                 | 20,893             | 26,400             | 24,400               | 26,400               | 0%                |
| Maintenance                        | 20,782             | 19,443             | 19,300               | 20,368               | 5%                |
| Depreciation                       | 123,387            | 128,754            | 128,754              | 127,827              | -1%               |
| Capital Outlays                    | <u>0</u>           | <u>1,427</u>       | <u>1,427</u>         | <u>0</u>             | -100%             |
| <b>Total Fire</b>                  | <b>178,272</b>     | <b>191,177</b>     | <b>188,071</b>       | <b>189,748</b>       | <b>-1%</b>        |
| <b><u>Recreation and Parks</u></b> |                    |                    |                      |                      |                   |
| Personnel Services                 | 15,430             | 20,669             | 20,669               | 15,616               | -24%              |
| Employee Support                   | 2,228              | 3,602              | 3,602                | 2,817                | -22%              |
| Operating Supplies                 | 18,060             | 22,500             | 21,700               | 22,500               | 0%                |
| Maintenance                        | 12,548             | 28,000             | 22,000               | 22,000               | -21%              |
| Depreciation                       | 26,399             | 25,196             | 25,196               | 20,702               | -18%              |
| Capital Outlays*                   | <u>0</u>           | <u>0</u>           | <u>0</u>             | <u>8,000</u>         | 100%              |
| <b>Total Recreation and Parks</b>  | <b>74,665</b>      | <b>99,967</b>      | <b>93,167</b>        | <b>91,635</b>        | <b>-8%</b>        |

**Village of Park Forest  
2011/2012 Budget**

**VEHICLE SERVICES FUND  
SUMMARY**

|                                     | <b>FY 09/10<br/>ACTUAL</b> | <b>FY 10/11<br/>BUDGET</b> | <b>FY 10/11<br/>ESTIMATE</b> | <b>FY 11/12<br/>PROPOSED</b> | <b>PERCENT<br/>CHANGE</b> |
|-------------------------------------|----------------------------|----------------------------|------------------------------|------------------------------|---------------------------|
| <b><u>Public Works</u></b>          |                            |                            |                              |                              |                           |
| Personnel Services                  | 23,216                     | 23,417                     | 26,152                       | 25,002                       | 7%                        |
| Employee Support                    | 3,056                      | 4,030                      | 4,751                        | 4,543                        | 13%                       |
| Operating Supplies                  | 64,281                     | 78,600                     | 73,994                       | 83,600                       | 6%                        |
| Maintenance                         | 46,990                     | 29,500                     | 42,050                       | 40,000                       | 36%                       |
| Depreciation                        | 116,504                    | 97,529                     | 97,529                       | 113,216                      | 16%                       |
| Capital Outlays*                    | <u>13,638</u>              | <u>0</u>                   | <u>0</u>                     | <u>7,000</u>                 | 100%                      |
| <b>Total Public Works</b>           | <b>267,685</b>             | <b>233,076</b>             | <b>244,476</b>               | <b>273,361</b>               | <b>17%</b>                |
| <b><u>Community Development</u></b> |                            |                            |                              |                              |                           |
| Operating Supplies                  | 2,314                      | 2,000                      | 2,000                        | 2,000                        | 0%                        |
| Maintenance                         | <u>5,375</u>               | <u>5,000</u>               | <u>4,506</u>                 | <u>5,000</u>                 | 0%                        |
| <b>Total Community Development</b>  | <b>7,689</b>               | <b>7,000</b>               | <b>6,506</b>                 | <b>7,000</b>                 | 0%                        |
| <b>TOTAL EXPENDITURES</b>           | <b>813,512</b>             | <b>802,449</b>             | <b>802,449</b>               | <b>825,848</b>               | <b>3%</b>                 |

**\*Capitalized Capital Outlays for FY 11/12 Proposed**

|  |                |
|--|----------------|
| Police                                   |                |
| Three squads                             | 82,500         |
| Public Works                             |                |
| Backhoe w/ Attachments #654              | 110,000        |
| Tractor Loader #619                      | <u>55,000</u>  |
| <b>Total Capitalized Capital Outlays</b> | <b>247,500</b> |



**Village of Park Forest  
2011/2012 Budget**

**VEHICLE SERVICES FUND  
POLICE DEPARTMENT  
DETAIL  
52-07-00**

**OPERATING SUPPLIES**

|                                 |      |  |               |
|---------------------------------|------|--|---------------|
| 541000                          | Fuel |  | <u>99,035</u> |
| <b>Total Operating Supplies</b> |      |  | <b>99,035</b> |

**MAINTENANCE**

|                          |  |  |               |
|--------------------------|--|--|---------------|
| 550300                   | Routine Maintenance<br>(Oil/filter/lube, brakes, tune-ups, tires/balancing,<br>headlights, batteries, belts, light bar repairs, washing, etc.) |  | <u>69,625</u> |
| <b>Total Maintenance</b> |  |  | <b>69,625</b> |

**CAPITAL OUTLAYS**

|                                     |                             |        |                      |
|-------------------------------------|-----------------------------|--------|----------------------|
| 560200                              | Three squads @ \$27,500 ea* | 82,500 | 0                    |
| *Not included in income calculation |                             |        |                      |
| 560700                              | Depreciation                |        | <u>88,344</u>        |
| <b>Total Capital Outlays</b>        |                             |        | <b><u>88,344</u></b> |

**TOTAL POLICE DEPARTMENT VEHICLE SERVICES      257,004**

**Village of Park Forest  
2011/2012 Budget**

**VEHICLE SERVICES FUND  
FIRE DEPARTMENT  
DETAIL  
52-08-00**

**SALARIES**

|                       |   |               |
|-----------------------|---|---------------|
| 500100                | Overtime Salaries<br>Hire back Mechanic | <u>14,000</u> |
| <b>Total Salaries</b> |   | <b>14,000</b> |

**EMPLOYEE SUPPORT**

|                               |                                    |              |
|-------------------------------|------------------------------------|--------------|
| 520000                        | Travel<br>State Mechanic Seminar   | 700          |
| 520300                        | Training<br>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<br>(Degreaser, soap, truck wash)   | 500           |
| 541000                          | Fuel/Oil<br>(Firefighting, Emergency Medical Service,<br>Prevention, Education, Investigation, and<br>Administrative purposes) | 25,000        |
| 541400                          | Paint/Hardware/Small Tools<br>(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                   | 4,125        |               |
|        | Auto Repairs                        | <u>3,128</u> |               |
|        |                                     |              | 15,568        |
| 550250 | Reserve Ambulance Expense           |              |               |
|        | General Vehicle Repairs/Maintenance | <u>500</u>   |               |
|        |                                     |              | 500           |
| 550300 | Equipment Maintenance and Repair    |              |               |
|        | General Vehicle Repairs             | 2,150        |               |
|        | Repair Parts                        | <u>2,150</u> |               |
|        |                                     |              | <u>4,300</u>  |
|        | <b>Total Maintenance</b>            |              | <b>20,368</b> |

**CAPITAL OUTLAYS**

|        |                              |  |                       |
|--------|------------------------------|--|-----------------------|
| 560700 | Depreciation                 |  | <u>127,827</u>        |
|        | <b>Total Capital Outlays</b> |  | <b><u>127,827</u></b> |

**TOTAL FIRE DEPARTMENT VEHICLE SERVICES 189,748**

**Village of Park Forest  
2011/2012 Budget**

**VEHICLE SERVICES FUND  
RECREATION and PARKS DEPARTMENT  
DETAIL  
52-11-00**

**PERSONNEL SERVICES**

|                                 |                   |               |
|---------------------------------|-------------------|---------------|
| 500000                          | Regular Salaries  | 15,416        |
| 500100                          | Overtime Salaries | <u>200</u>    |
| <b>Total Personnel Services</b> |                   | <b>15,616</b> |

**EMPLOYEE SUPPORT**

|                               |      |              |
|-------------------------------|------|--------------|
| 520610                        | FICA | 1,195        |
| 520620                        | IMRF | <u>1,622</u> |
| <b>Total Employee Support</b> |      | <b>2,817</b> |

**OPERATING SUPPLIES**

|                                 |                                     |               |
|---------------------------------|-------------------------------------|---------------|
| 540000                          | Equipment repair parts and supplies | 4,000         |
| 541000                          | Fuel and Oil for vehicles           | <u>18,500</u> |
| <b>Total Operating Supplies</b> |                                     | <b>22,500</b> |

**MAINTENANCE**

|                          |   |               |
|--------------------------|---|---------------|
| 550300                   | Contractual maintenance, reconditioning and repairs to vehicles | <u>22,000</u> |
| <b>Total Maintenance</b> |   | <b>22,000</b> |

**CAPITAL OUTLAYS**

|                              |   |                      |
|------------------------------|---|----------------------|
| 560000                       | Capital Outlay<br>Scissor Lift Purchase | 8,000                |
| 560700                       | Depreciation                            | <u>20,702</u>        |
| <b>Total Capital Outlays</b> |   | <b><u>28,702</u></b> |

|   |  |               |
|---|--|---------------|
| <b>TOTAL RECREATION and PARKS DEPARTMENT<br/>VEHICLE SERVICES</b> |  | <b>91,635</b> |
|---|--|---------------|

**Village of Park Forest  
2011/2012 Budget**

**VEHICLE SERVICES FUND  
PUBLIC WORKS  
DETAIL  
52-17-00**

**PERSONNEL SERVICES**

|                                 |                     |               |
|---------------------------------|---------------------|---------------|
| 500000                          | Regular Salaries    | 24,046        |
| 500100                          | Overtime Salaries   | 956           |
| 500200                          | Temporary/Part-time | <u>0</u>      |
| <b>Total Personnel Services</b> |                     | <b>25,002</b> |

**EMPLOYEE SUPPORT**

|                               |      |              |
|-------------------------------|------|--------------|
| 520610                        | FICA | 1,913        |
| 520620                        | IMRF | <u>2,630</u> |
| <b>Total Employee Support</b> |      | <b>4,543</b> |

**OPERATING SUPPLIES**

|                                 |   |               |
|---------------------------------|---|---------------|
| 540000                          | Other Operating Supplies<br>(Vehicle maintenance supplies)  | 4,500         |
| 540800                          | Cleaning Supplies/Paper Products<br>(Solvents, cleaning supplies, shop towels)                                  | 1,000         |
| 540900                          | Uniforms/Protective Clothing  | 100           |
| 541000                          | Fuel/Oil<br>(Public Works portion of gasoline<br>and diesel fuel purchases, motor oil, grease, hydraulic fluid) | 75,000        |
| 541400                          | Paint/Hardware/Small Tools<br>(Misc. tools and hardware)  | <u>3,000</u>  |
| <b>Total Operating Supplies</b> |   | <b>83,600</b> |

**MAINTENANCE**

|        |   |  |                      |
|--------|---|--|----------------------|
| 550000 | Contractual Equipment Maintenance - Other<br>(Tool repairs)                               |  | 1,000                |
| 550100 | Contractual Equipment Maintenance - Vehicle<br>(Contractual vehicle and equipment repair) |  | 16,000               |
| 550200 | Equipment Maintenance and Repair - Other<br>(Fuel pump and tool repair parts)             |  | 3,000                |
| 550300 | Equipment Maintenance and Repair - Vehicle<br>(Vehicle and equipment repair parts)        |  | <u>20,000</u>        |
|        | <b>Total Maintenance</b>  |  | <b><u>40,000</u></b> |

**CAPITAL OUTLAYS**

|        |  |              |                       |
|--------|--|--------------|-----------------------|
| 560000 | Replace Backhoe w/ Attachments #654*                                   | 110,000      |                       |
|        | Replace Tractor Loader #619*   | 55,000       |                       |
|        | Refurbish #650 for Televising Equipment Truck<br>(which replaces #665) | <u>7,000</u> | 7,000                 |
| 560700 | Depreciation   |              | <u>113,216</u>        |
|        | <b>Total Capital Outlays</b>   |              | <b><u>120,216</u></b> |

\* Not included in income calculation

|   |                |
|---|----------------|
| <b>TOTAL PUBLIC WORKS DEPARTMENT<br/>VEHICLE SERVICES</b> | <b>273,361</b> |
|---|----------------|

**Village of Park Forest  
2011/2012 Budget**

**VEHICLE SERVICES FUND  
COMMUNITY DEVELOPMENT  
DETAIL  
52-20-00**

**OPERATING SUPPLIES**

|                                 |      |              |
|---------------------------------|------|--------------|
| 541000                          | Fuel | <u>2,000</u> |
| <b>Total Operating Supplies</b> |      | <b>2,000</b> |

**MAINTENANCE**

|                          |                     |              |
|--------------------------|---------------------|--------------|
| 550300                   | Routine Maintenance | <u>5,000</u> |
| <b>Total Maintenance</b> |                     | <b>5,000</b> |

**CAPITAL OUTLAYS**

|                              |              |          |
|------------------------------|--------------|----------|
| 560700                       | Depreciation | <u>0</u> |
| <b>Total Capital Outlays</b> |              | <b>0</b> |

**TOTAL COMMUNITY DEVELOPMENT VEHICLE SERVICES** **7,000**

**TOTAL VEHICLE SERVICES** **825,848**



*The Park Forest Public Library is committed to opening doors  
to a world of information, education, and recreation  
and is dedicated to being a vital part of the community.*

Park Forest Public Library  
400 Lakewood Blvd.  
Park Forest, IL 60466-1684  
708-748-3731  
708-748-8829 (Fax)  
www.pfpl.org

April 1, 2011

Mr. John Ostenburg, Village President  
Village of Park Forest  
350 Victory Dr.  
Park Forest, IL 60466

Subject: FY 2011-2012 Park Forest Public Library Budget

Dear President Ostenburg:

Enclosed please find the Park Forest Public Library budget request for FY 2011-2012.

During the year of construction, we were able to keep operating expenses low, so the Library does not owe the Village for the construction project. However, we have still included \$75,000 in the Library budget to build up our reserve funds, which were depleted to cover renovation expenses. Also, \$45,476 is included in the Library budget to cover the annual fee that the Library pays to the Village for accounting and audit services as well as over \$10,000 to cover the salaries and associated cost of the Village personnel who provide maintenance and repair to the Library facility.

The renovation presented many challenges and provides opportunities for change. The Library has taken great strides and, even with budget constraints, will provide a better facility while continuing to provide community services and develop new collections. The Library Board and staff strive to make the Library a community resource that serves the diversity of the community's residents and helps the residents discover sympathies and interests that unite them. We are proud of our mission statement: "The Park Forest Library is committed to opening doors to a world of information, education, and recreation, and is dedicated to being a vital part of the community." We are working to open doors on many levels throughout the community.

The Library Board will use the funds from the \$0.02 maintenance levy for necessary repairs, replacement and maintenance in various parts of the Library. As we are able, we will continue to replace equipment and furnishings that have been in place for more than

twenty years and provide general cleaning of the building, including interior and exterior windows and carpet maintenance. With improved wiring, we will be better able to provide technology services and improve the equipment in place.

This is a most appropriate time to remind you of the Library Board's ongoing efforts to supplement its modest annual tax income with donations. The continuous book sales offered in the Library's lobby have earned \$4,284.09 this calendar year. These funds were used to supplement the materials budgets and also help fund programs.

Our computer network will continue to be expanded and new equipment added. The Library is a WIFI hotspot and additional Internet stations have been added for use by the public. We recently upgraded our computer network with a new optical networking service contract. The flexible fiber-optic service provides patrons with better and faster access to the Internet. The Library continues to offer free computer instruction classes during days, evenings and weekends. Computers to access the Library's On-Line Patron Access Catalog have been placed strategically throughout the Library. Older computers are continually upgraded and/or replaced, and additional hardware and software is purchased to meet the needs of Library users.

Now that construction has been completed, the Library will finish the exterior landscaping project that was begun two years ago. The west side of the Library and a Children's Garden will be landscaped in the spring of 2011.

The Library has been pursuing grant opportunities to extend our funds even further. The Library Board conducted its Annual Budget Public Hearing on March 27, 2011. Passage and approval of the FY2011-2012 budget occurred on the same day.

If there are any questions, please call Barbara Byrne Osuch or me. The Library plays an integral part in the life of Park Forest and is a heavily used Village resource. The Library continues to serve over 9,000 patrons per month with an additional 7,500 patrons accessing the website remotely for information and research sources. We appreciate your continued support of the Library's important services to the community and invite you to browse the Library services at our web site [www.pfpl.org](http://www.pfpl.org).

Sincerely,



Penny Shnay, President  
Board of Trustees

PS/bbo

Enclosures: FY 2011-2012 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  
2011-2012 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.

**2011 AND BEYOND**

The renovations were completed without the Library having to borrow money or seek outside financing, which would have added *significant* costs to the project. The project went slightly over the August 2009 projected budget when construction began; however, we were able to keep overall costs below the funding allowance (\$300,000 - \$400,000), which the Village Board had graciously extended in an effort to ensure the success of this project. The project overage amount of \$266,663.03 includes all the additional asbestos abatement and other unknowns that we ran into while renovating a building that is over 50 years old. It is truly remarkable that so much was accomplished with budgeted dollars. The Library had enough funds in savings so that taxpayers were not asked for any additional dollars to finance this project.

The Library renovation project addressed the necessary changes to best provide for the needs of the community. The newly renovated facility enables the Library to expand its role as a community resource center. In an age of changing standards, the Park Forest Library's Board of Trustees has taken a giant step into the planning for the coming decades. This renovation project reinforces the role of the Library as a selling point for those who chose a quality of life found in Park Forest. In partnership with the Village of Park Forest, the Library's current board of trustees continues to seek the distinguished contributions so many others have made throughout Park Forest's past.

We are pleased to report that the construction season has come to a close at the Park Forest Public Library. We are even more pleased to report that we now offer residents a state-of-the-art, fully-renovated facility. The facility is well-lit, making the most of all the natural light in the new spaces. Newly designed landscaping completed in 2009 permitted more natural light to enter the interior, and the new design opens up the view

out the windows while lightening the overall appearance of the building. The Library is contemporary and welcoming, with a warm, earth-toned color palette. The layout creates an attractive and functional use of space while making the Library's resources and public areas easily accessible.

### **Accomplishments**

- Patrons enjoy the immediate impact of a new, curvilinear Patron Services desk as soon as they enter the front door.
- Patrons experience the wonder of a wide-open, newly designed Youth Services area, which is approximately double the size of our former Children's area.
- Patrons benefit from the vastly improved technology spaces, including updated Adult Services Technology with 20 public access computers and space for 10 additional computers.
- Patrons expand their knowledge at a new Children's Technology Center featuring 10 new computer stations (doubling our former Youth Services technology capacity).
- Patrons enlarge their world in three (3) new Family Technology Rooms.
- The Library is poised for the future as improvements were made to permit easier expansion of the latest technology.
- The new rearrangement of internal spaces was accomplished without expanding the footprint of the building.
- The renovations were accomplished in direct partnership with the Village of Park Forest, and this is the reason the project was successful.
- The renovations were completed with an overall cost of \$1,697,732.03.
- Patrons experience the impact of a "new" Library and everything that goes along with service improvements at a total cost below 2 million dollars.
- The management of all facets of Library service is now centrally coordinated and departmental lines merged in an efficient new workspace.
- Patrons enjoy the benefits of overall Library service improvements brought about through bridging the Village and the Library.

**PROPOSAL FOR THE USE OF GARDEN HOUSE FUNDS**

**PARK FOREST PUBLIC LIBRARY**

**FY 2011-2012**

**Special Library Services to Park Forest Senior Citizens:  
A Proposal for the Use of Garden House Funds**

Goal:

To continue to identify and serve, through special Library programs and services, the educational, informational, and recreational needs of older residents of our community.

Objectives:

(1) To provide, in the senior residences, programs that will entertain, enlighten, and stimulate the audience.

(2) To provide monthly programs at the Library (with free transportation) that will accomplish objective (1) as well as a second objective of making the audience more familiar with the Library itself and with its resources and facilities.

(3) To supplement both series of programs with printed and other materials specially selected to complement the themes of the programs. These materials may be borrowed by those who attend the program.

(4) To add to the Library's collection materials designed for the special needs of senior citizens. Large print books are particularly important in this respect, because they allow senior citizens with failing eyesight to continue to read. The demand for this collection continues to grow.

(5) To upgrade the deposit collections at Garden House, Victory Center and Juniper Towers by the addition of new large print book titles.

Evaluation of Current Program:

At the center of the Library's program for senior citizens are the Library sponsored film programs and the large print deposit collections.

The Library sponsored film program has two components. The first is the regularly scheduled showing of films between September and May in the Village's three senior citizen facilities, Juniper Towers, Garden House and Victory Center. The second component of the film program is a once a month visit by senior citizens to the Library for a film travelogue in the Library's meeting room. The monthly visit to the Library for the film program attracts residents from throughout the Village. Until construction is completed, the monthly programs are being held at the Rich Township center. We appreciate their cooperation which allows the Library to continue hosting these programs during the renovation.

Using Garden House funds, the Library pays Rich Township Senior Transportation for their service to any senior citizen coming to the Library program that day. All of the senior film programs include a selection of books relating to the topic of the program. Large print titles are included whenever possible. The Library does not look on its film programs as ends in themselves, but sees them as a means of promoting the use of the Library. For this reason, we are very pleased that the people who attend the Library's monthly senior visit usually stay for refreshments and take time to browse for some books following the program.

The Library also maintains deposit collections of large print books in Garden House, Victory Center and Juniper Towers for those who are not able to come to the Library. The collections, which offer a wide variety of subjects and authors, are changed each month. This is an extremely popular service as demand for large print books continues to grow as offerings become more extensive and offer greater variety for readers.

The cost to the Library for these special programs continues to mount. While staff are careful to use only free programming materials, other components are not free. These include staff hours, book materials and refreshments.

The average cost of a large print book is \$34.00. We currently purchase approximately 340 large print books each year at a cost of over \$11,560 to the Library. The \$34.00 cost does not include the cost to the Library to process and catalog each book (\$6.75 per book). The demand for additional large print titles continues to increase and the Library is doing its best to meet this demand.

As an additional activity not funded by this project, the Library also provides Library service to home-bound patrons. While the home-bound program is not limited to senior citizens, they do comprise the majority of users. One of our staff members is in touch with each patron and selects and delivers books for them in accordance with their expressed interests every two weeks. Because a number of our home-bound clients have developed eye problems, large print books do play a major part in this service. The number of home-bound patrons has continued to increase significantly each year.

The Library's commitment to the senior citizens of the community is reflected in our continuing to provide senior services at an increasing cost to the Library. Our projected costs for FY 2011-2012 are \$21,548 which does not include the \$2,295

processing and cataloging costs for the large print material obtained. We again request \$10,000 from the Garden House funds, the same amount requested since 1994 to continue to provide service at the current necessary level. The residents of Garden House, Victory Center and Juniper Towers depend on the Library to meet their reading needs, both educational and recreational. They look forward to the programs and the book deposits

**Senior Program Budget Request, 2011-2012**

**Garden House Funds**

|                                     |                  |                 |
|-------------------------------------|------------------|-----------------|
| Clerical Services, 12 hours week    | \$ 7,270         | (031500-500200) |
| Supervisor, 1-1/2 hours week        | 1,768            | (031500-500000) |
| Travel                              | 300              | (031500-520000) |
| Annual Holiday Program              | 200              | (031500-591200) |
| Refreshments                        | 400              | (031500-540400) |
| * Large Print Books                 | 11,560           | (031500-563000) |
| Printing                            | <u>50</u>        | (031500-590800) |
| <b>Total Cost to Library</b>        | <b>\$ 21,548</b> |                 |
| <b>Garden House Funds Requested</b> | <b>\$ 10,000</b> |                 |

\* Processing and catalog costs of \$2,295 not included.

## **LIBRARY STAFF**

### **Librarians and Managers**

|   |   |
|---|---|
| Barbara Byrne Osuch, Library Director     | 1 |
| Sharon O'Leary, Youth Services Manager    | 1 |
| Renee Wick-Brink, Patron Services Manager | 1 |
| Mary VanSwol, Adult Services Coordinator  | 1 |

### **Administrative Staff**

|   |   |
|---|---|
| Mitchell Cox, Network Administrator                       | 1 |
| Mark Krahn, Administrative Assistant                      |   |
| George Manno, Building and Public Information Coordinator | 1 |
| Paul Silic, Network Administrator                         |   |

### **Assistant Staff**

Nancy Dannels, Assistant  
Denise Douglas, Assistant  
Patricia Gilbert, Assistant  
Julie Gurganus, Assistant  
Ted Gwozdz, Assistant  
Susan Holm, Assistant  
Loretta Knight, Assistant  
Anthony Ocanas, Assistant  
Jennifer Oosterbaan, Assistant  
Stanton Rayson, Assistant  
Milagros Robles, Assistant  
Rita Savare, Assistant  
Larissa Smith, Assistant  
Grayson Stamm, Assistant  
Jasmine Swinea, Assistant  
Brian Vagt, Assistant  
Francesca Wessely, Assistant  
Joshua Williams, Assistant

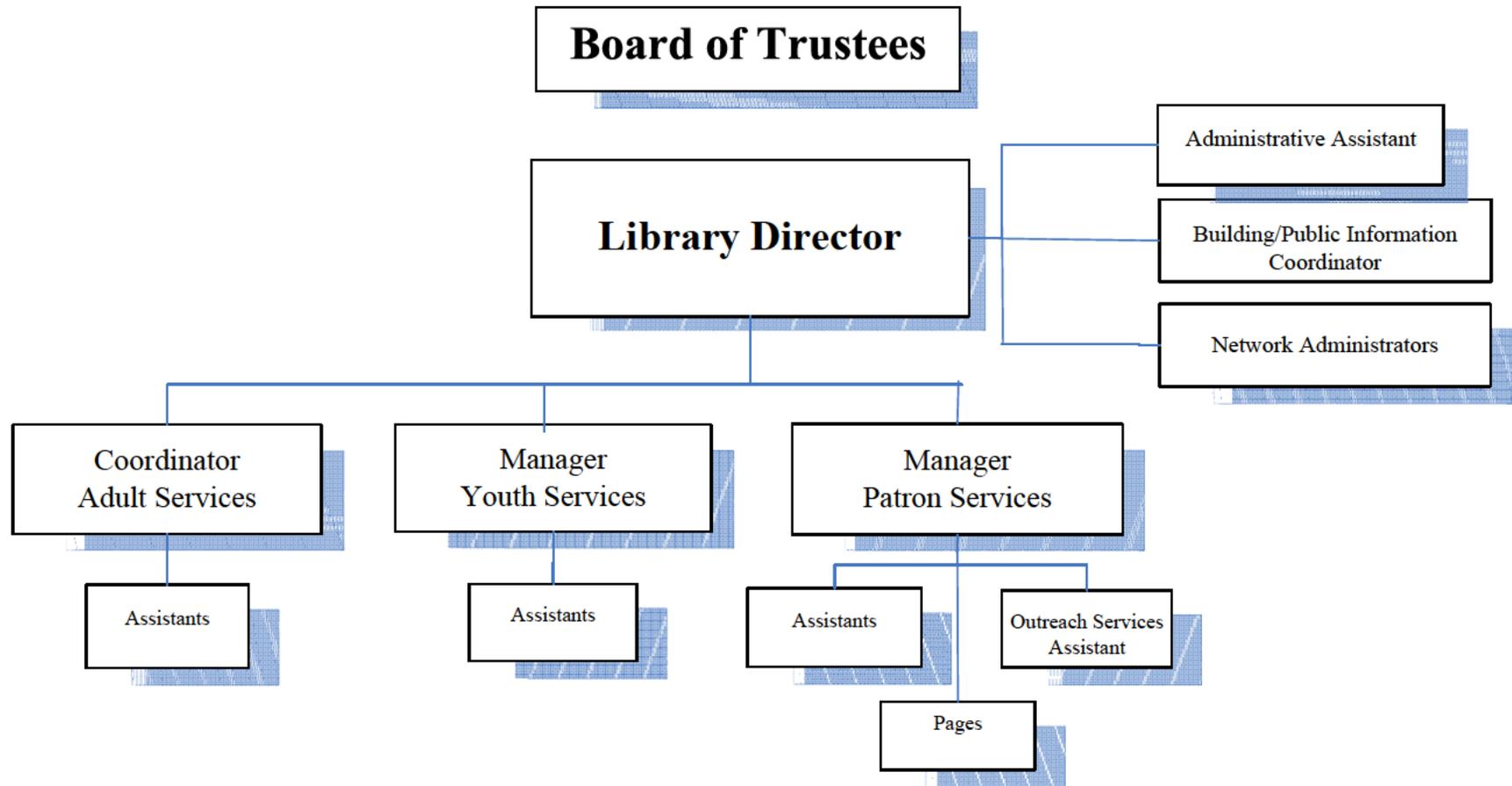
### **Page Staff**

Myeshah Hollis  
Kevin Kumat  
Erik Schimke

**CURRENT TOTAL:**

**20.32**

# Park Forest Public Library Organizational Chart



**PARK FOREST PUBLIC LIBRARY**  
Income Projections  
FY2011-2012

| <u>Account #</u>                         | <u>Name</u>                           | <u>Actual<br/>2009-2010</u> | <u>Budget<br/>2010-2011</u> | <u>Estimated<br/>2010-2011</u> | <u>Proposed<br/>Budget<br/>2011-2012</u> |
|--|---------------------------------------|-----------------------------|-----------------------------|--------------------------------|--|
| <b>A. OPERATING BUDGET</b>               |                                       |                             |                             |                                |  |
| 031500-400100                            | Property Tax                          | 1,399,416                   | 1,492,022                   | 1,492,022                      | 1,495,748                                |
| 031500-400600                            | State Payments                        | 18,080                      | 18,080                      | 18,080                         | 18,080                                   |
| 031500-410000                            | Federal Grants                        | 0                           | 0                           | 0                              | 0  |
| 031500-410100                            | State Grants                          | 48,957                      | 24,635                      | 24,635                         | 24,635                                   |
| 031500-420000                            | Transfer From Other Funds             | 10,000                      | 10,000                      | 10,000                         | 10,000                                   |
| 031500-440430                            | Library Impact Fees                   | 0                           | 0                           | 0                              | 0  |
| 031500-451400                            | Professional Services                 | 0                           | 0                           | 0                              | 0  |
| 031500-452500                            | Library Use Fee                       | 129,809                     | 133,993                     | 133,993                        | 138,673 **                               |
| 031500-452710                            | Lost Materials                        | 1,544                       | 1,500                       | 1,500                          | 1,500                                    |
| 031500-454000                            | Printing/Copying                      | 11,183                      | 12,000                      | 12,000                         | 12,000                                   |
| 031500-454100                            | Handling Charge                       | 948                         | 1,000                       | 1,000                          | 1,000                                    |
| 031500-454700                            | Miscellaneous Income                  | 58                          | 100                         | 100                            | 100                                      |
| 031500-454800                            | Computer Use Charge                   | 0                           | 0                           | 0                              | 0  |
| 031500-460100                            | Library Book Sale                     | 7,166                       | 8,000                       | 8,000                          | 8,000                                    |
| 031500-480200                            | Library Fines                         | 17,856                      | 28,000                      | 28,000                         | 28,000                                   |
| 031500-490000                            | Interest Income                       | 1,482                       | 135                         | 135                            | 0  |
| 031500-491000                            | IRMA                                  | 0                           | 0                           | 0                              | 0  |
| 031500-523100                            | Insurance Settlement                  | 0                           | 0                           | 0                              | 0  |
|  | <b>OPERATING BUDGET TOTAL:</b>        | <b>1,646,499</b>            | <b>1,729,465</b>            | <b>1,729,465</b>               | <b>1,737,736</b>                         |
| <b>*B. IMRF - RETIREMENT BENEFITS</b>    |                                       |                             |                             |                                |  |
| 031500-400101                            | IMRF Property Tax                     | 53,925                      | 62,000                      | 62,000                         | 63,240                                   |
|  | <b>IMRF Total</b>                     | <b>53,925</b>               | <b>62,000</b>               | <b>62,000</b>                  | <b>63,240</b>                            |
| <b>*C. FICA - RETIREMENT BENEFITS</b>    |                                       |                             |                             |                                |  |
| 031500-400102                            | Property Tax                          | 59,615                      | 63,000                      | 63,000                         | 64,260                                   |
|  | <b>FICA Total</b>                     | <b>59,615</b>               | <b>63,000</b>               | <b>63,000</b>                  | <b>64,260</b>                            |
| <b>*D. AUDIT SERVICES</b>                |                                       |                             |                             |                                |  |
| 031500-400103                            | Property Tax                          | 4,912                       | 5,249                       | 5,249                          | 5,249                                    |
|  | <b>Audit Services Total</b>           | <b>4,912</b>                | <b>5,249</b>                | <b>5,249</b>                   | <b>5,249</b>                             |
| <b>*E. IRMA - LIABILITY INSURANCE</b>    |                                       |                             |                             |                                |  |
| 031500-400104                            | Property Tax                          | 77,405                      | 85,392                      | 85,392                         | 86,888                                   |
|  | <b>IRMA Liability Insurance Total</b> | <b>77,405</b>               | <b>85,392</b>               | <b>85,392</b>                  | <b>86,888</b>                            |
| <b>*F. IRMA - WORKMEN'S COMPENSATION</b> |                                       |                             |                             |                                |  |
| 031500-400105                            | Property Tax                          | 0                           | 0                           | 0                              | 0  |
|  | <b>IRMA Workmen's Total</b>           | <b>0</b>                    | <b>0</b>                    | <b>0</b>                       | <b>0</b>                                 |
| <b>*G. UNEMPLOYMENT INSURANCE</b>        |                                       |                             |                             |                                |  |
| 031500-400106                            | Property Tax                          | 0                           | 0                           | 0                              | 0  |
|  | <b>Unemployment Insurance Total</b>   | <b>0</b>                    | <b>0</b>                    | <b>0</b>                       | <b>0</b>                                 |
| <b>*H. BUILDING AND MAINTENANCE</b>      |                                       |                             |                             |                                |  |
| 031500-400107                            | Property Tax Bldg./Maint.             | 42,404                      | 50,000                      | 50,000                         | 41,042                                   |
| 031500-410000                            | Federal Grants                        | 0                           | 0                           | 0                              | 0  |
|  | <b>Building Project Total</b>         | <b>42,404</b>               | <b>50,000</b>               | <b>50,000</b>                  | <b>41,042</b>                            |
|  | <b>Other Levies Total</b>             | <b>238,261</b>              | <b>265,641</b>              | <b>265,641</b>                 | <b>260,679</b>                           |
|  | <b>GRAND TOTAL</b>                    | <b>1,884,760</b>            | <b>1,995,106</b>            | <b>1,995,106</b>               | <b>1,998,415</b>                         |

**Note: Operating  
Budget Total: \$1,737,736  
Other Levies Totals: 260,679  
GRAND TOTAL: 1,998,415**

\* Separate Levies

\*\* Olympia Fields current contract payment and 5 Non-Resident card fees

**Park Forest Public Library**  
Expenditures  
FY 2011-2012

| <u>Account No.</u>                    | <u>Name</u>                      | <u>Actual</u><br><u>Expenditures</u><br><u>2009-2010</u> | <u>Budget</u><br><u>2010-2011</u> | <u>Estimated</u><br><u>Expenditures</u><br><u>2010-2011</u> | <u>Budget</u><br><u>2011-2012</u> |
|---------------------------------------|----------------------------------|--|-----------------------------------|---|-----------------------------------|
| <b>OPERATING BUDGET</b>               |                                  |  |                                   |   |                                   |
| <b>Salaries and Wages</b>             |                                  |  |                                   |   |                                   |
| 031500-500000                         | Regular Salaries                 | 403,621  | 310,441                           | 391,141   | 229,707                           |
| 031500-500100                         | Overtime Salaries                | 5,338  | 15,809                            | 6,412   | 23,353                            |
| 031500-500200                         | Temporary/Part-Time              | <u>321,914</u>   | <u>495,275</u>                    | <u>319,284</u>  | <u>445,145</u>                    |
|                                       | <b>Total</b>                     | <b>730,873</b>   | <b>821,525</b>                    | <b>716,837</b>  | <b>698,205</b>                    |
| * Includes \$10,000 for village staff |                                  |  |                                   |   |                                   |
| <b>Insurance</b>                      |                                  |  |                                   |   |                                   |
| 031500-510000                         | Life Insurance Premium           | 227  | 1,213                             | 0   | 1,213                             |
| 031500-510100                         | Health Insurance Premium         | <u>38,818</u>  | <u>63,845</u>                     | <u>40,087</u>   | <u>63,845</u>                     |
| 031500-510300                         | IRMA Premium                     | *  | *                                 | *   | *                                 |
|                                       | <b>Total</b>                     | <b>39,045</b>  | <b>65,058</b>                     | <b>40,087</b>   | <b>65,058</b>                     |
| <b>Employee Support</b>               |                                  |  |                                   |   |                                   |
| 031500-520000                         | Other Travel                     | 1,044  | 2,000                             | 598   | 2,000                             |
| 031500-520100                         | Car/Mileage Allowance            | 1,601  | 1,654                             | 1,722   | 1,654                             |
| 031500-520200                         | Dues/Subscriptions               | 1,871  | 2,000                             | 1,649   | 2,000                             |
| 031500-520300                         | Training Expense                 | 375  | 2,000                             | 115   | 2,000                             |
| 031500-520400                         | Books and Pamphlets              | <u>102</u>   | <u>1,500</u>                      | <u>30</u>   | <u>1,500</u>                      |
| 031500-520500                         | Unemployment Benefits            | *  | *                                 | *   | *                                 |
|                                       | <b>Total</b>                     | <b>4,993</b>   | <b>9,154</b>                      | <b>4,114</b>  | <b>9,154</b>                      |
| <b>Professional Services</b>          |                                  |  |                                   |   |                                   |
| 031500-530000                         | Other Professional Services      | 7,631  | 35,000                            | 6,421   | 35,000                            |
| 031500-530100                         | Legal Services                   | 127  | 4,000                             | 0   | 4,000                             |
| 031500-531400                         | Computer Programming Services    | <u>22,720</u>  | <u>24,000</u>                     | <u>14,353</u>   | <u>24,000</u>                     |
|                                       | <b>Total</b>                     | <b>30,478</b>  | <b>63,000</b>                     | <b>20,774</b>   | <b>63,000</b>                     |
| <b>Operating Supplies</b>             |                                  |  |                                   |   |                                   |
| 031500-540000                         | Other Operating Supplies         | 1,165  | 2,141                             | 5,068   | 2,141                             |
| 031500-540100                         | Computer Supplies                | 1,521  | 6,000                             | 8,319   | 6,000                             |
| 031500-540200                         | Printing/Copying Supplies        | 647  | 9,750                             | 739   | 9,750                             |
| 031500-540300                         | Stationery Forms                 | 258  | 2,000                             | 0   | 2,000                             |
| 031500-540400                         | Meeting Expense                  | 2,170  | 4,000                             | 1,085   | 4,000                             |
| 031500-540800                         | Cleaning Supplies/Paper Products | 3,081  | 3,500                             | 2,445   | 3,500                             |
| 031500-541100                         | Public Information/Educational   | 1,579  | 0                                 | 0   | 0                                 |
| 031500-541200                         | Plants and Fertilizer            | 775  | 4,800                             | 2,107   | 4,800                             |
| 031500-541400                         | Paint/Hardware/Tools             | 10   | 1,216                             | 523   | 1,216                             |
| 031500-542000                         | Library Childrens Materials      | 124  | 0                                 | 0   | 0                                 |
| 031500-542500                         | Other Library Materials          | 3,347  | 0                                 | 0   | 0                                 |
| 031500-542600                         | Library Processing Supplies      | 23,175   | 25,000                            | 12,249  | 25,000                            |
| 031500-542700                         | Library Operating Supplies       | <u>10,368</u>  | <u>15,000</u>                     | <u>11,581</u>   | <u>15,000</u>                     |
|                                       | <b>Total</b>                     | <b>48,220</b>  | <b>73,407</b>                     | <b>44,116</b>   | <b>73,407</b>                     |

Park Forest Public Library  
Expenditures  
FY 2011-2012

| <u>Account No.</u>                | <u>Name</u>                      | <u>Actual<br/>Expenditures<br/>2009-2010</u> | <u>Budget<br/>2010-2011</u> | <u>Estimated<br/>Expenditures<br/>2010-2011</u> | <u>Budget<br/>2011-2012</u> |
|-----------------------------------|----------------------------------|--|-----------------------------|---|-----------------------------|
| <b>Maintenance</b>                |                                  |  |                             |   |                             |
| 031500-550000                     | Contractual Equipment            | 29,393                                       | 40,000                      | 48,191  | 40,000                      |
| 031500-550200                     | Equipment Maintenance            | 28,837                                       | 55,000                      | 11,090  | 55,000                      |
| 031500-550400                     | Contractual Building             | 38,529                                       | 42,000                      | 40,753  | 43,603                      |
| 031500-550500                     | Contractual Grounds/ Maintenance | <u>2,270</u>                                 | <u>3,647</u>                | <u>2,295</u>                                    | <u>3,647</u>                |
|                                   | <b>Total</b>                     | <b>99,029</b>                                | <b>140,647</b>              | <b>102,329</b>                                  | <b>142,250</b>              |
| <b>Capital Outlays</b>            |                                  |  |                             |   |                             |
| 031500-560000                     | Other Capital Outlays            | 1,242,053                                    | 545,679                     | 627,158   | 65,000                      |
| To be assigned                    | Repayment to Village             | 0  | 75,000                      | 0   | 75,000                      |
| 031500-560100                     | Office Equipment                 | 2,268  | 5,513                       | 7,146   | 5,513                       |
| 031500-563000                     | Library Books (Adult)            | 75,634                                       | 70,283                      | 87,159  | 70,283                      |
| 031500-563100                     | Library Books (Rental)           | 0  | 0                           | 0   | 0                           |
| 031500-563200                     | Library Reference Materials      | 43,467                                       | 42,588                      | 37,649  | 42,588                      |
| 031500-563300                     | Library Childrens Books          | 45,541                                       | 49,272                      | 34,601  | 49,272                      |
| 031500-563400                     | Library Periodicals              | 20,746                                       | 24,445                      | 35,069  | 24,445                      |
| 031500-563500                     | Library A-V Materials            | 33,467                                       | 37,670                      | 35,356  | 37,670                      |
| 031500-563600                     | Library Book Binding             | 0  | 0                           | 0   | 0                           |
| 031500-563700                     | Family Technology Center         | <u>0</u>                                     | <u>500</u>                  | <u>648</u>                                      | <u>500</u>                  |
|                                   | <b>Total</b>                     | <b>1,463,176</b>                             | <b>850,950</b>              | <b>864,786</b>                                  | <b>370,271</b>              |
| <b>Transfer to Other Funds</b>    |                                  |  |                             |   |                             |
| 031500-580000                     | Transfer to Other Funds          | 331  | 331                         | 331   | 331                         |
| 031500-581000                     | Indirect Cost to General Fund    | <u>43,820</u>                                | <u>45,476</u>               | <u>45,476</u>                                   | <u>46,386</u>               |
|                                   | <b>Total</b>                     | <b>44,151</b>                                | <b>45,807</b>               | <b>45,807</b>                                   | <b>46,717</b>               |
| <b>Miscellaneous Expenditures</b> |                                  |  |                             |   |                             |
| 031500-590100                     | Postage                          | 7,945  | 14,000                      | 4,781   | 14,000                      |
| 031500-590300                     | Telecommunication Expenses       | -49  | 3,000                       | 433   | 3,000                       |
| 031500-590800                     | Printing/Reproduction/Graphics   | 467  | 2,200                       | 225   | 2,200                       |
| 031500-590900                     | Advertising                      | 0  | 250                         | 75  | 250                         |
| 031500-591000                     | Legal Notices                    | 53   | 67                          | 44  | 67                          |
| 031500-591200                     | Other Special Events             | <u>12,764</u>                                | <u>11,000</u>               | <u>4,695</u>                                    | <u>11,000</u>               |
|                                   | <b>Total</b>                     | <b>21,180</b>                                | <b>30,517</b>               | <b>10,253</b>                                   | <b>30,517</b>               |
| <b>Leases and Rentals</b>         |                                  |  |                             |   |                             |
| 031500-600400                     | Vehicle Rental-Interfund         | 2,888  | 2,888                       | 2,166   | 2,888                       |
| 031500-600500                     | Other Equipment Rentals          | <u>9,076</u>                                 | <u>11,000</u>               | <u>9,538</u>                                    | <u>11,000</u>               |
|                                   | <b>Total</b>                     | <b>11,964</b>                                | <b>13,888</b>               | <b>11,704</b>                                   | <b>13,888</b>               |

Park Forest Public Library  
Expenditures  
FY 2011-2012

| <u>Account No.</u>                       | <u>Name</u>                           | <u>Actual<br/>Expenditures<br/>2009-2010</u> | <u>Budget<br/>2010-2011</u> | <u>Estimated<br/>Expenditures<br/>2010-2011</u> | <u>Budget<br/>2011-2012</u> |
|--|---------------------------------------|--|-----------------------------|---|-----------------------------|
| <b>Utilities</b>                         |                                       |  |                             |   |                             |
| 031500-610000                            | Telephone/Telegraph                   | 15,188                                       | 11,000                      | 12,272  | 11,000                      |
| 031500-610600                            | Public Utility Services               | <u>3,643</u>                                 | <u>8,000</u>                | <u>1,067</u>                                    | <u>8,000</u>                |
|  | <b>Total</b>                          | <b>18,831</b>                                | <b>19,000</b>               | <b>13,339</b>                                   | <b>19,000</b>               |
|  | <b>OPERATING BUDGET TOTAL</b>         | <b>2,511,940</b>                             | <b>2,132,953</b>            | <b>1,874,146</b>                                | <b>1,531,467</b>            |
| <b>*IMRF - RETIREMENT BENEFITS</b>       |                                       |  |                             |   |                             |
| 031500-520620                            | IMRF Retirement Benefits              | <u>59,949</u>                                | <u>78,538</u>               | <u>64,322</u>                                   | <u>63,240</u>               |
|  | <b>IMRF Total</b>                     | <b>59,949</b>                                | <b>78,538</b>               | <b>64,322</b>                                   | <b>63,240</b>               |
| <b>*FICA - RETIREMENT BENEFITS</b>       |                                       |  |                             |   |                             |
| 031500-520610                            | FICA Retirement Benefits              | <u>55,157</u>                                | <u>62,847</u>               | <u>54,005</u>                                   | <u>64,260</u>               |
|  | <b>FICA Total</b>                     | <b>55,157</b>                                | <b>62,847</b>               | <b>54,005</b>                                   | <b>64,260</b>               |
| <b>*AUDIT SERVICE</b>                    |                                       |  |                             |   |                             |
| 031500-530300                            | Audit Service                         | <u>3,965</u>                                 | <u>3,965</u>                | <u>5,948</u>                                    | <u>5,249</u>                |
|  | <b>Audit Total</b>                    | <b>3,965</b>                                 | <b>3,965</b>                | <b>5,948</b>                                    | <b>5,249</b>                |
| <b>*IRMA LIABILITY</b>                   |                                       |  |                             |   |                             |
| 031500-510300                            | IRMA Liability Premium                | <u>86,887</u>                                | <u>95,575</u>               | <u>85,321</u>                                   | 66,887                      |
|  | IRMA Decuctible                       |  |                             |   | <u>20,000</u>               |
|  | <b>IRMA Total</b>                     | <b>86,887</b>                                | <b>95,575</b>               | <b>85,321</b>                                   | <b>86,887</b>               |
| <b>*UNEMPLOYMENT BENEFITS</b>            |                                       |  |                             |   |                             |
| 031500-520500                            | Unemployment Benefits                 | <u>2,061</u>                                 | <u>3,110</u>                | <u>984</u>                                      | <u>3,110</u>                |
|  | <b>Unemployment Total</b>             | <b>2,061</b>                                 | <b>3,110</b>                | <b>984</b>                                      | <b>3,110</b>                |
| <b>*BUILDING AND MAINTENANCE PROJECT</b> |                                       |  |                             |   |                             |
| 031200-560400                            | Contractual Facility Development      | 34,755                                       | 41,042                      | 14,975  | 41,042                      |
|  | <b>Building and Maintenance Total</b> | <b><u>34,755</u></b>                         | <b><u>41,042</u></b>        | <b><u>14,975</u></b>                            | <b><u>41,042</u></b>        |
|  | Other Levies Total                    | 242,774                                      | 285,077                     | 225,555   | 263,788                     |
|  | <b>GRAND TOTAL</b>                    | <b>2,754,714</b>                             | <b>2,418,030</b>            | <b>2,099,701</b>                                | <b>1,795,255</b>            |

| <u>GRADE</u> | <u>POSITION</u>  | <u>POSITION</u>   | <u>PAY RANGE</u> |
|--------------|--|---|------------------|
| 1            | Office Assistant I<br>Community Service Officer  | General Maintenance Worker<br>Building Custodian  | 28,832 - 37,968  |
| 2            | Office Assistant II  | Home Health Aide  | 30,275 – 39,865  |
| 4            | Accounting Technician I  | Office Assistant III  | 33,377 – 43,952  |
| 5            | Police Records Clerk   |   | 35,048 – 46,149  |
| 7            | Payroll Specialist<br>Parks Maintenance Worker I<br>Utility Billing Technician<br>Housing Case Worker<br>Police Facility Maintenance Worker<br>Licensed Practical Nurse          | Administrative Assistant I<br>Accounts Payable Technician<br>Fiscal Technician/Assistant<br>Senior Records Clerk<br>Housing Inspector | 38,638 – 50,880  |
| 8            | Public Works Maintenance Worker<br>Parks Maintenance Worker II   | Recreation Supervisor I<br>Staff Accountant   | 40,572 – 53,425  |
| 9            | Administrative Assistant II<br>IT Technician I   | Water Plant Operator I  | 42,598 – 56,095  |
| 10           | Water Plant Operator II<br>Building Maintenance Specialist<br>Engineering Technician   | Executive Assistant<br>Utility Billing Supervisor   | 44,730 – 58,899  |
| 12           | Community Relations Coordinator<br>Registered Nurse<br>Records Supervisor<br>Code Enforcement Officer  | Facility Supervisor<br>Program Supervisor<br>Accounting Supervisor  | 48,365 – 63,687  |
| 14           | Tennis and Health Club Manager<br>Public Works Crew Chief<br>Assistant Chief Water Plant Operator  | Parks Crew Chief<br>Housing Program Manager   | 53,324 – 70,217  |
| 17           | Parks Superintendent<br>Public Works Superintendent<br>Chief Water Plant Operator<br>Director of Personnel/Asst to Village Mgr<br>Director of Communications/Asst to Village Mgr | Assistant Finance Director<br>Assistant Director of Economic Development<br>Assistant Village Engineer<br>Nursing Supervisor          | 61,122 – 80,487  |
| 19           | Police Commander   | IT Administrator  | 67,388 – 88,737  |
| 20           | Fire Captain   |   | 70,757 – 93,174  |
| 21           | Deputy Chief of Police   | Deputy Chief of Fire  | 74,294 – 97,832  |
| 22           | Director of Public Health  |   | 77,627 – 102,221 |
| 23           | Director of Recreation and Parks<br>Director of Community Development  | Director of Economic Development & Planning   | 81,509 – 107,332 |
| 24           | Deputy Village Manager/Finance Director<br>Director of Public Works/Village Engineer   | Chief of Police<br>Fire Chief   | 85,584 – 112,698 |

| <b>VILLAGE OF PARK FOREST, ILLINOIS</b> |              |          |          |          |          |          |          |          |          |
|---|--------------|----------|----------|----------|----------|----------|----------|----------|----------|
| 1-Jul-11                                |              |          |          |          |          |          |          |          |          |
|   | <b>STEPS</b> |          |          |          |          |          |          |          |          |
|   | <b>1</b>     | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> | <b>9</b> |
| <b>GRADE</b>                            |              |          |          |          |          |          |          |          |          |
| 2% increase                             |              |          |          |          |          |          |          |          |          |
| <b>1</b>                                | 28,832       | 29,842   | 30,888   | 31,968   | 33,086   | 34,244   | 35,442   | 36,683   | 37,968   |
| <b>2</b>                                | 30,275       | 31,333   | 32,431   | 33,565   | 34,741   | 35,956   | 37,215   | 38,516   | 39,865   |
| <b>3</b>                                | 31,788       | 32,899   | 34,053   | 35,245   | 36,478   | 37,754   | 39,076   | 40,444   | 41,860   |
| <b>4</b>                                | 33,377       | 34,545   | 35,755   | 37,006   | 38,301   | 39,641   | 41,030   | 42,465   | 43,952   |
| <b>5</b>                                | 35,048       | 36,272   | 37,544   | 38,856   | 40,217   | 41,625   | 43,081   | 44,588   | 46,149   |
| <b>6</b>                                | 36,799       | 38,087   | 39,419   | 40,798   | 42,227   | 43,706   | 45,236   | 46,819   | 48,455   |
| <b>7</b>                                | 38,638       | 39,991   | 41,392   | 42,840   | 44,338   | 45,890   | 47,496   | 49,159   | 50,880   |
| <b>8</b>                                | 40,572       | 41,990   | 43,461   | 44,982   | 46,556   | 48,185   | 49,873   | 51,617   | 53,425   |
| <b>9</b>                                | 42,598       | 44,090   | 45,634   | 47,231   | 48,884   | 50,594   | 52,366   | 54,200   | 56,095   |
| <b>10</b>                               | 44,730       | 46,295   | 47,913   | 49,591   | 51,329   | 53,124   | 54,984   | 56,909   | 58,899   |
| <b>11</b>                               | 46,965       | 48,609   | 50,310   | 52,072   | 53,894   | 55,781   | 57,732   | 59,754   | 61,845   |
| <b>12</b>                               | 48,365       | 50,058   | 51,810   | 53,623   | 55,499   | 57,443   | 59,455   | 61,535   | 63,687   |
| <b>13</b>                               | 50,784       | 52,562   | 54,401   | 56,304   | 58,275   | 60,315   | 62,427   | 64,612   | 66,873   |
| <b>14</b>                               | 53,324       | 55,188   | 57,121   | 59,119   | 61,189   | 63,331   | 65,547   | 67,842   | 70,217   |
| <b>15</b>                               | 55,989       | 57,948   | 59,977   | 62,075   | 64,250   | 66,497   | 68,701   | 71,234   | 73,726   |
| <b>16</b>                               | 58,790       | 60,847   | 62,976   | 65,179   | 67,461   | 69,822   | 72,265   | 74,797   | 77,414   |
| <b>17</b>                               | 61,122       | 63,262   | 65,477   | 67,768   | 70,139   | 72,595   | 75,135   | 77,766   | 80,487   |
| <b>18</b>                               | 64,179       | 66,424   | 68,750   | 71,156   | 73,648   | 76,224   | 78,893   | 81,654   | 84,511   |
| <b>19</b>                               | 67,388       | 69,748   | 72,188   | 74,714   | 77,329   | 80,035   | 82,836   | 85,736   | 88,737   |
| <b>20</b>                               | 70,757       | 73,233   | 75,796   | 78,450   | 81,196   | 84,037   | 86,979   | 90,024   | 93,174   |
| <b>21</b>                               | 74,294       | 76,897   | 79,587   | 82,371   | 85,256   | 88,239   | 91,328   | 94,525   | 97,832   |
| <b>22</b>                               | 77,627       | 80,344   | 83,157   | 86,067   | 89,081   | 92,197   | 95,425   | 98,765   | 102,221  |
| <b>23</b>                               | 81,509       | 84,361   | 87,315   | 90,370   | 93,532   | 96,807   | 100,195  | 103,701  | 107,332  |
| <b>24</b>                               | 85,584       | 88,579   | 91,681   | 94,889   | 98,210   | 101,647  | 105,205  | 108,886  | 112,698  |

**POLICE PAY SCHEDULE / PLAN FISCAL 2011/2012**

**POLICE UNION CONTRACT IS UNDER NEGOTIATION**

|                       | <b>A</b>     | <b>B</b>                       | <b>C</b>              | <b>D</b>              | <b>E</b>              | <b>F</b>              | <b>G</b>              | <b>H</b>               |
|-----------------------|--------------|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|
| <b>Position</b>       | <b>Prob.</b> | <b>Completion of Probation</b> | <b>Over 24 Months</b> | <b>Over 36 Months</b> | <b>Over 48 Months</b> | <b>Over 60 Months</b> | <b>Over 96 Months</b> | <b>Over 240 Months</b> |
| <b>Patrol Officer</b> |              |                                |                       |                       |                       |                       |                       |                        |

|                         | <b>A</b>               | <b>B</b>               | <b>C</b>               |
|-------------------------|------------------------|------------------------|------------------------|
| <b>Position</b>         | <b>0-48 Months</b>     | <b>49-95 Months</b>    | <b>Over 96 Months</b>  |
| <b>Corporal</b>         |                        |                        |                        |
| <b>Combined Service</b> | <b>Over 240 Months</b> | <b>Over 240 Months</b> | <b>Over 240 Months</b> |

**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 2011/2012

### Firefighter/Paramedic Pay Schedule

|            | <b>A<br/>Probation</b> | <b>B<br/>over 12<br/>months</b> | <b>C<br/>over 24<br/>months</b> | <b>D<br/>over 36<br/>months</b> | <b>E<br/>over 48<br/>months</b> | <b>F<br/>over 96<br/>months</b> |
|------------|------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <b>040</b> | 50,294                 | 55,656                          | 60,163                          | 64,832                          | 69,467                          | 72,809                          |

### Lieutenant/Paramedic Pay Schedule

|            | <b>A<br/>0-12<br/>months</b> | <b>B<br/>13-24<br/>months</b> | <b>C<br/>25 +<br/>months</b> |
|------------|------------------------------|-------------------------------|------------------------------|
| <b>039</b> | 80,527                       | 83,582                        | 86,752                       |

**Village of Park Forest  
Annual Budget  
2011/2012**

**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>ACIP</b>                        | Advisory Committee on Immunization Practices  |
| <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  |

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| <b>ARRA</b>               | American Recovery and Reinvestment Act of 2009  |
| <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.   |

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| <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>CAC</b>                   | LaRabida Child Advocacy Center   |
| <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>CCHA</b>                  | Cook County Housing Authority  |
| <b>CCTRP</b>                 | Cook County Tax Reactivation Project   |
| <b>CDBG</b>                  | Community Development Block Grant  |
| <b>CDBG-IKE</b>              | CDBG - Disaster Recovery Public Infrastructure Program   |
| <b>CDC</b>                   | Center for Disease Control   |

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| <b>CEDA</b>                 | Community & Economic Development Association of Cook County  |
| <b>CERT</b>                 | Community Emergency Response Team  |
| <b>CFH</b>                  | Crime Free Housing Ordinance   |
| <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>CMAP</b>                 | Chicago Metropolitan Agency for Planning   |
| <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>CPI</b>                  | Consumer Price Index   |
| <b>CPR</b>                  | Cardio-pulmonary Resuscitation   |
| <b>CRD</b>                  | Community Relations Director   |
| <b>CSO</b>                  | Community Services Officer   |
| <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.                                 |

**DEBT SERVICE  
REQUIREMENTS**

The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full and on schedule.

**DEFICIT**

(1) The excess of an entity's liabilities over its assets (See Fund Balance). (2) The excess of expenditures or expenses over revenues during a single accounting period.

**DEPARTMENT**

A major administrative organizational unit of the Village which indicates overall management responsibility for one or more activities.

**DEPRECIATION**

(1) Expiration in service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or the physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. NOTE: The cost of such asset prorated over the estimated service life of such asset and each period is charged with part of such cost so that ultimately the entire cost of the asset is charged off as an expense.

**DHS**

Department of Homeland Security

**DISBURSEMENT**

Payments for goods and services in cash or by check.

**DPW**

Department of Public Works

**EAB**

Emerald Ash Borer

**EAP**

Employee Assistance Program

**EAV**

Equalized Assessed Valuation

**EDAG**

Economic Development Advisory Group

**EEOC**

Equal Employment Opportunities Commission

**EJ&E**

Elgin, Joliet & Eastern

**EMS**

Emergency Medical Service

**EMT**

Emergency Medical Technician

**ENTERPRISE FUND**

A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises -- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. Examples of enterprise funds are those for utilities.

**EOC**

Emergency Operations Center

**EPA**

Environmental Protection Agency

**ERT**

Emergency Response Team

**ESDA**

Emergency Services Disaster Agency  
A disaster preparedness organization whose disaster plan has been state certified and can be utilized by Village departments to mitigate natural or technological disasters.

**ESTIMATED REVENUE**

The amount of projected revenue to be collected during the fiscal year. The revenue budgeted is the amount approved by the Village Board.

**EXPENDITURES**

If the accounts are kept on the accrual basis, this term designates total charges incurred, whether paid or unpaid, including expenses, provision for retirement of debt not reported as a liability of the fund from which retired, and capital outlays. If they are kept on the cash basis, the term covers only actual disbursement for these purposes.

**EXPENSES**

Charges incurred, whether paid or unpaid, for operation, maintenance and interest, and other charges which are presumed to benefit the current fiscal period.

**FAE**

Fire Apparatus Engineer

**FATS**

Firearms Training System

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| <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<br>(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.   |

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| <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   |

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| <b>HAS</b>       | Homecare Accounting Solutions  |
| <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>HIDTA</b>     | High Intensity Drug Trafficking Area   |
| <b>HOME</b>      | Largest Federal Block Grant to State and local governments designed exclusively to create affordable housing for low-income households |
| <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>IAHA</b>      | Illinois Association of Housing Authorities  |
| <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>IDNR/PARC</b> | Illinois Department of Natural Resources/Park and Recreational Facility Construction   |
| <b>IDOT</b>      | Illinois Department of Transportation  |

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| <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>ILEAS</b>               | Illinois Emergency Alarm System Mobile Field Force   |
| <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<br>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>IPELRA</b>              | Illinois Public Employee Labor Relations Association   |
| <b>IRMA</b>                | Intergovernmental Risk Management Agency<br>A municipal insurance pool established to fund liability and workers compensation insurance.   |
| <b>ISAWWA</b>              | Illinois Section American Water Works Association  |
| <b>ISFSI</b>               | International Society of Fire Service Instructors  |

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| <b>ISO</b>          | Insurance Services Office   |
| <b>ITEP</b>         | Illinois Transportation and Enhancement Program   |
| <b>JCAHO</b>        | Joint Commission on Accreditation of Healthcare Organizations   |
| <b>J.U.L.I.E.</b>   | Joint Utility Locating Information for Excavators   |
| <b>LAN 53</b>       | Local Area Network 53, group comprised of Social Service Providers concerned about families, children in Bloom, Bremen Rich and Thornton Townships  |
| <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>MBE</b>          | Minority Business Expo  |
| <b>MDT</b>          | Mobile Data Terminal<br>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  |

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| <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>NFP</b>                                  | Not for Profit  |
| <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   |

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| <b>NPELRA</b>             | National Public Employee Labor Relations Association  |
| <b>NSP</b>                | Neighborhood Stabilization Program  |
| <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>OSLAD</b>              | Open Space Land Acquisition and Development Grant   |
| <b>OT</b>                 | Occupational Therapy  |
| <b>PAAC</b>               | Police Athletic Activities Center   |
| <b>PAG</b>                | Professional Advisory Group   |
| <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>PHADA</b>              | Public Housing Authorities Directors Association  |
| <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.      |

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| <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<br>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>SANE</b>                  | Advocate South Suburban Hospital Sexual Assault Nurse Examiner  |
| <b>SCADA</b>                 | Supervisory Control and Data Acquisition<br>Computerized system of monitoring water flow and levels at the water plant.   |
| <b>SMART</b>                 | Suburban Major Accident Reconstruction Team   |
| <b>SNL</b>                   | Saturday Nite Live, a Senior High School age Open Gym operated by PAAC  |
| <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.  |

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| <b>SSACOP</b>             | South Suburban Association of Chief's of Police  |
| <b>SSCHIPS</b>            | South Suburban Center for Health Information and Prevention Services   |
| <b>SSERT</b>              | South Suburban Emergency Response Team<br>A multi-jurisdictional law enforcement group specially trained in hostage situations.  |
| <b>SSHC</b>               | South Suburban Housing Coalition   |
| <b>SSMCTF</b>             | South Suburban Major Crimes Task Force   |
| <b>SSMMA</b>              | South Suburban Mayors and Managers Association   |
| <b>SSSRA</b>              | South Suburban Special Recreation Association  |
| <b>SSWWA</b>              | South Suburban Water Works Association   |
| <b>ST</b>                 | Speech/Language Therapy  |
| <b>STAND UP</b>           | Special Tactical and Neighborhood Deployment Unit of Policing  |
| <b>STDB</b>               | Site To Do Business Online   |
| <b>SWAT</b>               | Special Weapons and Tactics  |
| <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   |

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| <b>TIF</b>                     | Tax Incremental Financing<br>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>ULI</b>                     | Urban Land Institute  |
| <b>UPS</b>                     | Uninterrupted Power Source<br>This piece of equipment provides a battery backup for computer equipment.   |
| <b>USEPA</b>                   | United States Environmental Protection Agency   |
| <b>VFC</b>                     | Vaccine For Children  |
| <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<br>Federally subsidized nutrition program for new mothers and children under the age of five.  |