



**Village of Park Forest, Illinois
2019/2020 Budget**

www.villageofparkforest.com



Village of Park Forest

2019/2020 Budget

Mayor

Jonathan Vanderbilt

Trustees

Robert McCray
Theresa M. Settles
Tiffani Graham
Candyce Herron
Joseph A. Woods
Maya Hardy

Village Clerk

Sheila McGann

Village Manager

Thomas K. Mick

Village Treasurer

Mark A. Pries



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Park Forest
Illinois**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

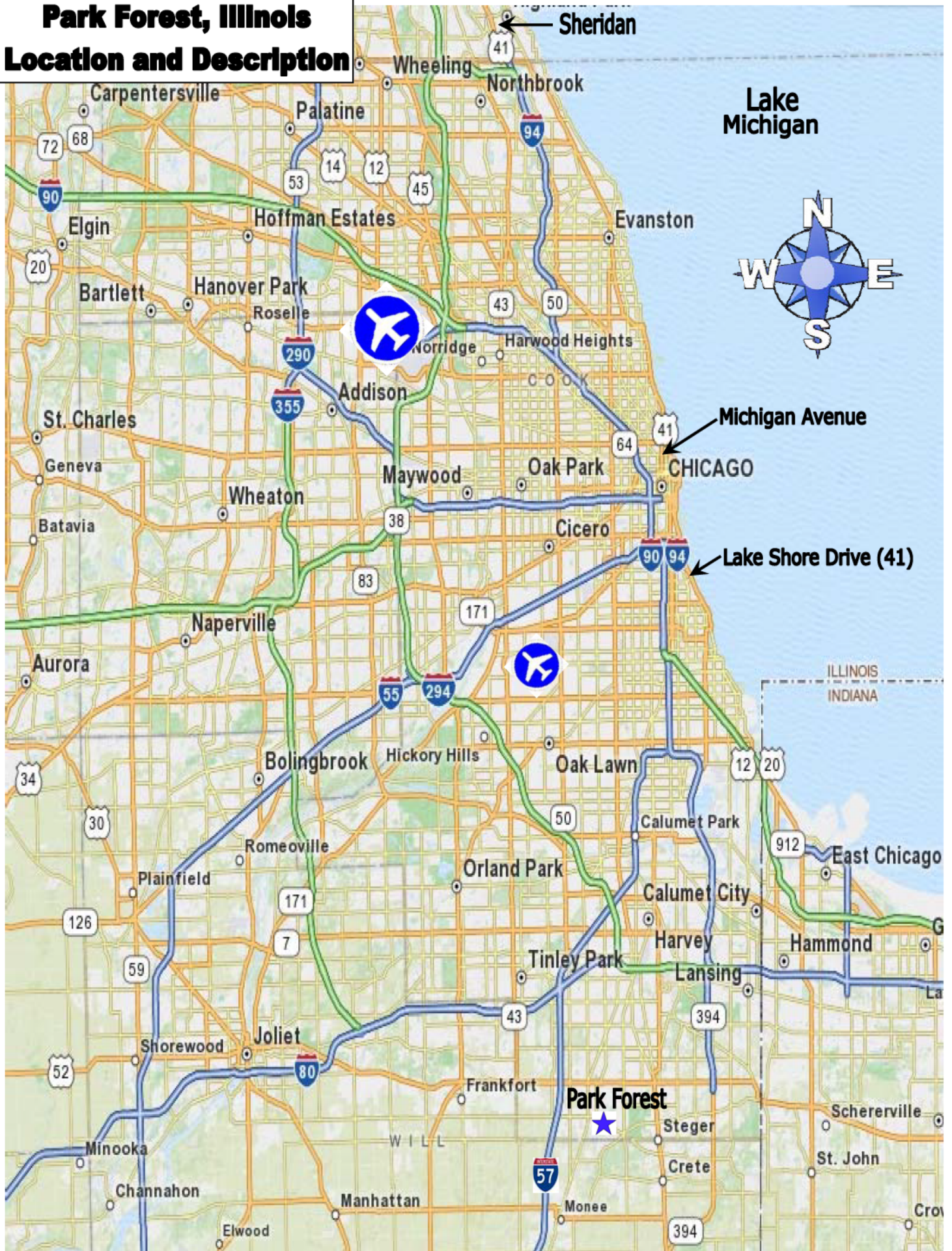
Executive Director

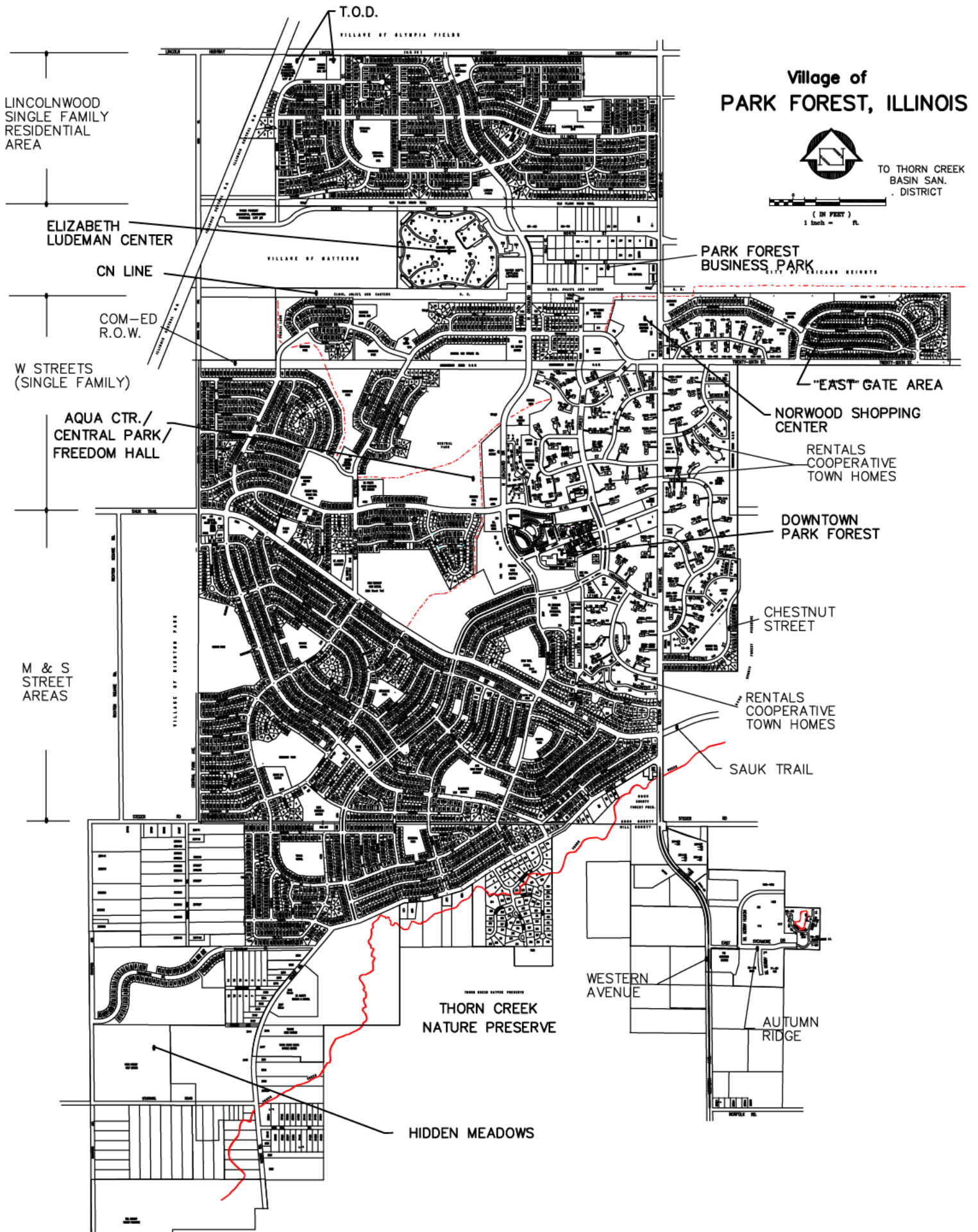
The Government Finance Officers Association
of the United States and Canada (GFOA)
presented a Distinguished Budget Presentation Award
to Village of Park Forest, Illinois for the Annual Budget
beginning July 1, 2018.

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

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

Park Forest, Illinois Location and Description





COMMUNITY PROFILE

Park Forest began life in 1948 as a plan to provide housing for GIs returning from World War II. It was America's first post-war planned community and its innovative design has been recognized and used as a model for towns throughout the world. The Village of Park Forest has received numerous livability citations including two All-America City Awards, two Governors Home Town Awards and, its Downtown redevelopment received the Burnham Award for excellence in planning. The Illinois Chapter of American Institute of Architects recognized Park Forest as one of Illinois' greatest places for urban design and urban planning. And, most recently, the Village was listed in the Chicago Tribune top one hundred work places. In January 2014 Park Forest was selected to participate in the 2014 Leadership STAR (Sustainability Tools for Assessing and Rating Communities) Program and was awarded a 3 STAR designation.

Located approximately 30 miles south of downtown Chicago, Park Forest (population 21,975 per 2010, US Census) is part of both Cook and Will Counties. It is bordered by Chicago Heights, Matteson, Olympia Fields, Richton Park and University Park. Interstate Highway 57 is less than three miles to the west and the Bishop Ford Expressway eight miles to the east, providing access to all of the major highways in the Chicago area. Both Midway and O'Hare airports are less than an hour away. Park Forest residents have easy access to three Metra commuter rail line stations. Metra Electric trains make 30 daily trips to downtown Chicago. During rush hour, this trip can take as little as 45 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 9,500 housing units, about 5,700 are single-family homes. Another 3,880 are multi-family units, of which 1,994 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 approximately 74 percent of the total. With sixteen churches and a nearly 60-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 1,688 acres of parks, woods and open lands in Park Forest are the largest per capita in Illinois. In addition to numerous playgrounds, ball fields and picnic facilities, the Village contains 7 outdoor tennis courts, a six-court indoor Tennis & Health Club, and four-pool Aquatic Center. 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 the administrative office home for the Illinois Philharmonic Orchestra which performs in Palos Heights and the Tall Grass Arts Association, a 60 plus 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 evening, matinee and children's series featuring various entertainment genres. Since 1977, the musicians of the [Grande Prairie Singers](#) have been dedicated to sharing their passion for the vocal arts.

Park Forest residents enjoy exceptional municipal services from its police, fire, public works and health 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. Park Forest has won the best tasting water produced in the State of Illinois by the Illinois Section American Water Works Association several times over the last few years.

Park Forest recognizes the importance of education with an array of options designed by trained and accredited professionals. Preschool programs include a Montessori school, private daycare and nursery schools. The public schools offer programs for both the gifted and learning-disabled. Prairie State, a junior college, and Governors State University, an upper division college and graduate school, are both only minutes away. Governors State University now offers a four-year full undergraduate program as of the 2014/2015 school year. The University of Chicago, University of Illinois at Chicago, DePaul, Roosevelt, St. Xavier, Columbia and Loyola Universities are within easy commuting distance by car or 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 and near Chicago. Today, Park Forest residents have numerous local employment opportunities. Businesses with

international markets include Continental Midland, Essations, Inc., Hadady Corporation, and ForeBio Nutrition. In the Business Park are a mix of enterprises that manufacture, provide or service day to day necessities such as a U-Haul rental and sales facility, a cable operator, Chicago Tribune warehouse facility, Champion Sportswear, Imageworks, several body shops, and Star Disposal transfer station. At this time, the major employer in Park Forest is the Elisabeth Ludeman Center, a facility for developmentally disabled adults with severe medical and behavioral needs.

The Village was incorporated in 1949 and immediately adopted both a non-partisan, independent election system and council-manager form of government which is going on 70 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. In 2011 the Village was recognized as a top 100 workplace, as designated by the Chicago Tribune. In 2015 the Village was recognized as a 3 STAR Community.

As of March 2019, the Village of Park Forest has 152 full-time employees and approximately 60 permanent part-time employees (non-seasonal).

	Census Information		Projected
	<u>2000</u>	<u>2010</u>	<u>2023</u>
Population	23,462	21,975	21,352
Median Age	35.5	37.9	40.7
Total Housing Units	9,470	9,601	9,995
Average Home Value	\$81,406	\$105,347	\$107,637
Median Household Income	\$47,631	\$48,291	\$52,850
Average Household Income	\$54,627	\$65,795	\$71,757
Per Capita Income	\$21,493	\$26,181	\$29,599

<u>Race and Ethnicity</u>	<u>2010</u>		<u>Projected 2023</u>	
	<u>Number</u>	<u>%</u>	<u>Number</u>	<u>%</u>
White Alone	7,338	33.4%	7,364	34.5%
Black Alone	13,144	59.8%	11,909	55.8%
Hispanic Origin (any race)	1,407	6.4%	1,936	9.1%
Other	1,493	6.8%	2,080	9.7%

Population by Sex

Male	9,858	44.9%	9,626	45%
Female	12,117	55.1%	11,726	55%

<u>Senior Population</u>	<u>2000</u>	<u>2010</u>	<u>2023</u>
65 and over	11.5%	12.7%	19.1%

<u>Education Level</u>	<u>2018</u>
High School Graduate	20.4%
Associate Degree	9.7%
Bachelor's Degree	19.1%
Graduate/Professional Degree	10.4%

Additional information may be found on the Village's website at www.villageofparkforest.com or facebook.com/parkforestil or twitter.com/parkforestil 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. Beginning in 2015/2016 the objectives are categorized as Short Term and Long Term consistent with the Board's Goals, which are five year goals.

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 2017/2018, budgeted and estimated year-end expenditures for Fiscal Year 2018/2019 with proposed expenditures for the 2019/2020 Budget, including the percentage change between Fiscal Year 2018/2019 Budget and Fiscal Year 2019/2020 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 and the Vehicle Services Fund. The Library budget is presented separately.

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 \$5,200,589 for all personnel for the Fiscal Year 2019/2020. 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 \$52,910.

VILLAGE OF PARK FOREST 2019/2020 BUDGET

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www.villageofparkforest.com

May 1, 2019

Mayor

Jonathan Vanderbilt

Village Trustees

Tiffani Graham
Maya Hardy
Candyce Herron
Robert McCray
Theresa M. Settles
Joseph A. Woods

Mayor Jonathan Vanderbilt
Board of Trustees
Park Forest, Illinois

Dear Mayor Vanderbilt and Trustees:

Village Clerk

Sheila McGann

Village Manager

Thomas Mick

Transmitted herewith is the budget for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020. 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.

Village Hall

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

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.

DownTown

Management Office

226 Forest Blvd.
(708) 503-8153

Village Trustees

Fire Department

156 Indianwood Blvd.
(708) 748-5605

Freedom Hall

410 Lakewood Blvd.
(708) 747-0580

Village Clerk

Sheila McGann

Police Department

200 Lakewood Blvd.
(708) 748-4700

**Recreation and
Parks Department**

350 Victory Drive
(708) 748-2005

The Budgeted expenditures in the General Fund after transfers are \$26,893,807. General Fund revenues are projected at \$25,726,193. The General Fund expenditures exceed proposed revenues by \$1,167,614. 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 2018 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 \$54,072,828. Budgeted revenues for all funds, other than the Library Fund, are \$53,072,918.

Beginning in 2008, the nation felt the impact of a financial market that was in crisis. The ripple effect for the Village of Park Forest was reduced income tax receipts because of high unemployment, a decline in the Village commercial base reducing utility taxes, sales tax and water and sewer revenue. In addition, the housing market crisis stalled potential housing developments, reducing building permit fees and real estate transfer taxes. A commercial retail center was sold and then reacquired without any redevelopment. It has now been demolished. In addition, the increased number of vacant and foreclosed homes requires additional maintenance and monitoring costs. In Fiscal 2016, the Village saw income tax levels return to 2008 levels and this revenue source is expected to continue to grow. Overall sales taxes have improved due to use

tax increases from internet sales tax collected. In fact, this increase from internet sales taxes just started at the end of FY 18/19 and its full impact is not yet known but the Illinois Municipal League is forecasting a 26.3% growth in use tax for FY 19/20 over FY 17/18 levels. Housing values continue to increase and are now higher than they have been over the last 9 years.

Due to closing the Health Department at June 30, 2018, the Village Board made the decision to apply the annual property tax support that formerly went to the Health Department to infrastructure maintenance and repair. This annual amount of \$500,000 remained in the 2018 tax levy and a corresponding amount is included in the Public Works FY 19/20 budget and is applied to street maintenance. Even with those funds remaining in the tax levy, the Board approved a 0% tax levy increase for 2018 for the Village portion of the levy, all while maintaining service levels throughout the Village and continuing the pattern started the prior year of levy increases that have been the lowest seen in the Village in over twenty-five years. With the Library tax levy added to the Village levy (the Village levies the property taxes for the Library), the total impact was a 0.3% decrease to the levy controlled by the Village. This is the first decrease to the Village's levy in several decades. The General Corporate Levy funds expenditures for many items that includes, but is not limited to, salaries and personnel costs, IRMA (Intergovernmental Risk Management Association) cost and capital improvements across all departments, including Police, Fire, Public Works, Administration, Recreation and Parks, Community Development and Economic Development.

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. Also, the TIF Fund is now generating sufficient increment to abate \$1,164,923 in property taxes.

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 had a full service Health Department but this department was sunset on June 30, 2018 due to increasing needs of property tax support each fiscal year that made continued operations financially untenable. The Village also 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 a manner as possible.

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 or when the State of Illinois temporarily reduces revenues that are distributed to local government bodies. One of the future concerns involves the State retaining part of the Local Government Distribution Fund (LGDF) which distributes the municipal share of Income Tax or freezing property taxes. The State did reduce LGDF disbursement for 2017/2018 by 10% and by 5% for 2018/2019. The new governor in Illinois

has proposed maintaining the 5% reduction for FY 19/20 but, at the time this budget was created, there was no final decision made on this proposal. However, the FY 19/20 budget has been produced in a manner that should the State of Illinois continue the 5% reduction to the LGDF, minimal adjustments will need to be made to minimize the impact of the temporary reduction to revenue. Maintaining fund balances at Government Finance Officers Association (GFOA) best practice guidelines and regularly assessing financial issues will continue to serve the Village to navigate through future anomalies with minimal impact to services. The 2019/2020 Budget maintains Village programs and services, with the exception of closing one of the two municipal parking lots in the Parking Lot Fund in September, 2018, but there are many fiscal challenges and issues which must be met. Those challenges and issues are as follows:

1. Identifying and Assessing Core vs. Non-Core Services Utilizing the Triple Bottom Line Approach

Beginning in 2014/2015, the Village began an effort to assess core versus non-core services. Over the years the Village has expanded its services going beyond what comparable communities provide to address resident needs and support Village philosophies. Responsible fiscal management necessitates a continuous review of these non-core services to determine if continuation is in the best interests of the Village. Non-core services include:

- Aqua Center
- Tennis & Health Club
- Freedom Hall
- Housing Authority
- Municipal Parking Lot
- Certain Recreation & Parks Programs and Infrastructure

These services are being evaluated using the “Triple Bottom Line” approach. This sustainability concept incorporates social, environmental and financial impacts. These three dimensions are also commonly called the three P’s: people, planet and profits. The profit measures will be the easiest to present. The social welfare and ecological health issues will be a bit more subjective.

An additional step in the evaluation of non-core services will be to determine if any of these services could be modified to improve the financial impact or expand their social and environmental benefits. In Fiscal 2016, non-resident rates were implemented at the Aqua Center. Ticket prices were increased at Freedom Hall. In Fiscal 2018, a budgeted improvement at the Tennis & Health Club was not done due to the relative few patrons who used the apparatus needing replacement. In Fiscal 2019, one of the two municipal parking lots was closed due to decreasing usage where revenues were not covering costs

The Village support for the following services has been identified. Revenue, expenditure and Village support amounts are from the Fiscal Year 2018 annual audit:

	<u>Non-Core Services</u>		<u>Percent Revenue</u>	<u>Village</u>
	<u>Revenues</u>	<u>Expenditures</u>	<u>Coverage</u>	<u>Support</u>
Aqua Center	\$181,021	\$444,403	41%	\$270,000
Tennis & Health Club	236,307	333,604	71%	110,000
Freedom Hall	80,868	316,984	26%	236,116
Housing Authority	5,388,666	5,410,161	99%	70,000
Jolly Trolley	57,314	106,236	54%	48,922

During Fiscal 2020, staff will continue to evaluate non-core services.

2. **Controlling Major Expenditure Categories, and Revenue Protection and Enhancement**

Controlling Expenditures

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

Salaries

Salaries are by far the largest expense of the Village. During the years immediately after the “Great Recession,” salary increases were held to 2% for three years in a row. Prior to that management received a 1.5% or 0% increase. The salary increases for the 2014/2015 Budget was 2.25%. For the 2015/2016 through 2018/2019 Budgets, a 2.5% salary increase was included. For FY 19/20, salaries have a 2% increase. The Village has two public safety unions. Thus far, parity in salary increases has been maintained between union and non-union personnel.

Vacant position replacement will continue to be evaluated for cost savings. Positions have been restructured from full-time to part-time and hiring has been delayed. In 2016/2017, a position was eliminated in the now-closed Health Department. In 2017/2018, the Administrative Assistant position in Finance was combined with the Executive Assistant/Deputy Village Clerk position in Administration after the former Executive Assistant/Deputy Village Clerk retired. These practices will continue.

IRMA

The annual contribution over the past thirteen calendar years has been:

	<u>IRMA Costs</u>					
	<u>Annual</u> <u>Contribution</u>	<u>Surplus</u> <u>Credit</u>	<u>Optional</u> <u>Deductible</u> <u>Credit</u>	<u>Net Premium</u> <u>Paid By</u> <u>Village</u>	<u>Fiscal Year</u> <u>Deductible</u> <u>Expense</u>	<u>Total</u> <u>Cost</u>
2005	\$ 784,528	(\$104,246)	--	\$ 680,092	\$ 32,383	\$ 712,475
2006	953,141	(148,666)	--	804,475	28,000	832,475
2007	1,023,751	(123,008)	--	900,743	47,749	948,492
2008	962,341	(115,840)	--	846,501	70,929	917,430
2009*	1,235,484	0	--	1,235,484	81,340	1,316,824
2010*	1,314,766	0	--	1,314,766	51,318	1,366,084
2011	1,035,933	(103,109)	(93,234)	839,590	46,480	886,070
2012	1,150,285	(98,241)	(437,108)	614,936	93,577	708,513
2013	1,110,319	(54,740)	(444,128)	611,451	127,375	738,826
2014	847,583	(57,756)	(338,955)	450,872	292,994	743,866
2015	836,570	(65,050)	(376,457)	395,063	269,189	644,252
2016	868,145	(237,917)	(355,939)	274,289	618,998	893,287
2017	732,711	(243,965)	(315,066)	173,680	278,584	452,264
2018**	755,482	(185,869)	(355,155)	214,498	491,883	706,381
2019**	881,762	(101,408)	(387,975)	392,379	465,000est.	857,379est.

* years where there was no surplus credit to reduce payment.

** years where surplus credit allowed for additional transfers to public safety pension funds

In 2011, the Village increased the IRMA deductible from \$2,500 to \$10,000 per incident. For 2012, the Village was required to increase the deductible to \$100,000 per incident. In order to set aside adequate funds to cover this increase, the deductible budget has now increased to \$500,000. In addition, an assigned fund balance was established for an additional \$500,000. The impact of this increase in deductible has taken a few years to realize.

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

The premium savings experienced since 2011 has funded the salt dome, a portion of the Route 30 landscape project, implementation of the salary study and the new ERP computer system. The Surplus Credit has been used to fund additional transfers to the Police and Fire Pension Funds in recent years in order to boost funding levels in each fund.

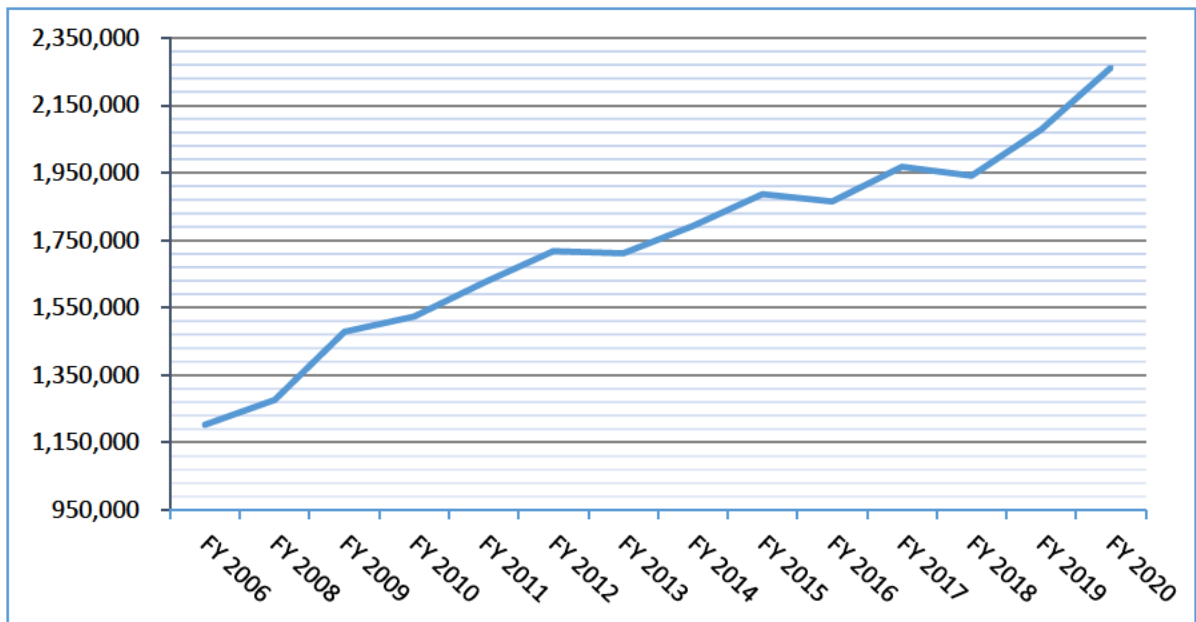
Health Insurances

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

Health Insurance Costs

	<u>Total Dollars</u>	<u>Percent Change</u>
Fiscal 2007/2008	1,276,767	
Fiscal 2008/2009	1,478,889	16%
Fiscal 2009/2010	1,524,014	3%
Fiscal 2010/2011	1,624,524	7%
Fiscal 2011/2012	1,717,769	6%
Fiscal 2012/2013	1,711,334	- .4%
Fiscal 2013/2014	1,792,557	5%
Fiscal 2014/2015	1,886,798	5%
Fiscal 2015/2016	1,864,895	- 1%
Fiscal 2016/2017	1,968,083	6%
Fiscal 2017/2018	1,941,275	- 1%
Fiscal 2018/2019 est.	2,078,316	7%
Fiscal 2019/2020 est.	2,262,033	9%

Health Insurance Costs



Employee health and wellness initiatives, such as screenings and a pedometer program, as well as establishment of a health savings account (HSA) option have been undertaken to reduce costs. Included in this number is the Village cost of \$59,813 for health insurance costs for duty disabled police and fire personnel that qualify for PSEBA benefits (Public Safety Employees Benefit Act) and \$67,208 for 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 21 of the budget. The costs for the Police and Fire Pension Funds have increased considerably over the last several years as there has been several retirements from each department and the actuarial mortality tables have

been updated reflecting the longer lifespans experienced in modern times. However, investment portfolio performance has been strong so cash flow for each fund has remained steady despite the increased pension costs.

Beginning January 2011, the statutory amortization period of unfunded liability increased for Police and Fire Pension. In addition, a Tier II benefit schedule was adopted. These changes had a positive impact on the 2011 and 2012 levy. Investment returns on pension fund balances can have a substantial impact levy needs and it is incumbent upon the pension boards to make sure their portfolios are earning the most possible. In 2013, the Village began adding dollars over and above the actuarial recommendation. In Fiscal 2019, \$400,000 was transferred to the Police and Fire pension fund to improve funding levels. The Police Pension Fund received \$250,000 and the Fire Pension Fund received \$150,000. Also in Fiscal 2019, \$75,000 was shifted from the General Fund Unrestricted Fund Balance of IMRF to FICA. Current participants in the retirement plans are 129 for IMRF, 42 for Police Pension and 26 for Fire Pension. Tax levy requirements for IMRF, Police and Fire Pension Funds have been as follows:

<u>Tax Levies</u>					
	<u>IMRF</u>	<u>Police</u>	<u>Funded Ratio</u>	<u>Fire</u>	<u>Funded Ratio</u>
2007	\$ 470,583	\$ 759,455	66.93%	\$ 585,135	59.98%
2008	486,951	856,887	63.33%	619,135	58.76%
2009	491,736	981,636	58.44%	706,393	51.85%
2010	423,506	1,033,223	60.08%	752,677	53.20%
2011	431,084	1,044,419	57.40%	705,279	52.38%
2012	422,549	1,135,449	54.78%	739,802	52.79%
2013	432,870	1,349,138	53.90%	891,037	50.80%
2014	442,573	1,502,014	52.00%	992,775	51.00%
2015	505,150	1,735,910	46.60%	1,027,025	49.00%
2016	590,150	1,904,441	44.24%	1,201,675	46.20%
2017	601,475	1,989,441	44.60%	1,307,269	45.60%
2018	574,572	2,084,376	44.90%	1,352,191	46.10%

SouthCom Costs

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

The Village is represented actively on the SouthCom Board and reviews and approves all budgets. The current surcharge generated \$333,817 and reduces the Village's current annual contribution. Surcharge is now \$1.50 per line for both cell and land lines, effective January, 2014. Previously, land lines and cell lines were at .78¢ per line per month. The statute maintains this surcharge level until July, 2020. Following is a history of SouthCom participation costs since inception:

Annual Cost Net of Surcharge
Based on SouthCom Fiscal Year

2005/06*	\$569,303
2006/07	461,717
2007/08	449,278
2008/09	485,421
2009/10	526,233
2010/11	560,827
2011/12	585,941
2012/13	595,695
2013/14	644,845
2014/15	679,972
2015/16	685,003
2016/17	716,589
2017/18	670,321
2018/19	700,884
2019/20	558,322

* Includes start-up costs

As you can see, SouthCom costs are anticipated to decrease 20.34% for 2019/2020.

These costs represent 85% Police service calls and 15% Fire service calls. Costs are allocated to the communities based on average share of calls per Village as follows:

SouthCom
Park Forest Calls for Service

	<u>Police</u>	<u>Fire</u>	<u>Total</u>
2005	23,552	2,770	26,322
2006	19,674	2,994	22,668
2007	20,191	3,268	23,459
2008	19,413	3,265	22,678
2009	16,440	3,023	19,463
2010	16,158	3,037	19,195
2011	16,504	2,875	19,379
2012	17,988	3,069	21,057
2013	15,644	3,119	18,763
2014	17,126	3,470	20,596
2015	17,529	3,380	20,909
2016	18,473	3,560	22,033
2017	19,113	3,903	23,016
2018	17,251	4,204	21,455

Revenue Protection and Enhancements

The economic recovery has been slow and certain revenue categories have not returned to their pre-2008 level. The following table shows the trends since 2009 in key revenue categories

KEY REVENUE COMPARISON								
	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal
	2009	2010	2013	2014	2015	2016	2017	2018
Sales Tax	\$ 615,553	\$ 576,938	\$ 696,244	\$ 705,591	\$ 779,014	\$ 838,061	\$ 857,532	\$ 911,527
Utility Tax	1,642,644	1,520,243	1,347,796	1,315,502	1,250,760	1,093,283	1,128,093	1,060,843
State Income Tax	1,982,466	1,788,235	2,070,101	2,104,560	2,279,826	2,201,109	2,078,045	1,973,253
PPRT	168,986	147,846	205,600	208,074	224,574	203,883	228,088	183,393
R. E. Transfer Tax	229,373	132,280	72,420	79,969	86,350	371,061	165,895	151,310
Building Permit Fees	77,260	118,729	86,480	82,637	91,137	98,449	137,432	164,165
Interest Income	98,928	55,644	17,896	97,899	83,491	90,297	53,266	380,864
	4,815,210	4,339,915	4,496,537	4,594,232	4,795,152	4,896,143	4,648,351	4,825,355

Income Tax is one of the Village's major revenue sources. The 2019/2020 Budget includes projected Income Tax at \$2,213,987 which is an increase based on IML projections. The 2019/2020 budget reflects an ending fund balance of a 3.6 month reserve. The FY 19/20 General Fund budget has a 1-month expenditure level of \$2,241,151. It is important to maintain these reserves for the Village to take advantage of grant opportunities as well as minimize the impact of any proposed changes the State of Illinois attempts to try to correct their decades-long financial problems.

For the Fiscal 2020 Budget, Property Taxes have been budgeted at 93.5% of the tax levy. This reduced level is a result of collection patterns experienced in the prior four years.

In 2016, the Village increased Crime Free licensing fees. These increased fees allow for a \$70,000 transfer to the Housing Authority to support added staffing needs associated with the increasing portable certificates.

The Village continues to solicit potential grants. Economic Development continues to work with the South Suburban Land Bank and the Illinois Housing Development Authority to procure funding for demolition and housing rehab.

The Village has also utilized low interest IEPA loans and fund balances to fund water and sewer projects. Interest income has shown noticeable increases over the last few years due to increased interest rates as well as a balanced, structured CD and US Treasury portfolio in the General Fund of the Village. The Fiscal 2020 interest income budget is \$215,000, up from the FY 18/19 budget of \$200,000.

3. Maintaining a leadership role in the region

The Village maintains leadership positions in the South Suburban Mayors and Managers Association, SouthCom Combined Dispatch, the South Suburban Housing Collaboration, the

South Suburban Land Bank Development Authority and the Metropolitan Managers Association. This involvement is acknowledged as one of the Village's five-year goals "Sustain the Village's role as a catalyst for innovative change in the region".

Professional staff at every level are highly involved in their professional associations. These networks further the expertise of staff as well as offer additional leadership opportunities for Park Forest.

A new initiative starting in 2015 was the Park Forest Civic Leadership Academy. This program consists of nine monthly day-long information sessions providing information about the Village structure and operations, arts and civic organizations, youth programming, health, sustainability and opportunities to lead the community. The end goal has been to develop future leaders in Park Forest. The fifth year of this program will take place in 2019/2020 and, to date, more than 60 residents have graduated from the Civic Leadership Academy. The goal of grooming future leaders is coming to fruition with several graduates now serving on Village boards/commissions, serving on local school boards, or on the Village Board of Trustees.

In 2015, the Village achieved a recognition as a STAR (Sustainability Tools for Assessing and Rating Communities) community. In particular, a 3-Star rating was achieved based on a comprehensive submittal and review of all that Park Forest has done in the various areas of sustainability. This designation led to other projects (LED light replacements, residential mid-block cut-through clearing, AmeriCorps partnerships, etc.) unfolding since then and has aided in securing grant funds toward enhanced sustainability. The STAR community designation is one of the many efforts of Park Forest which makes the Village a leader in the region. A recertification of the Village's rating as a STAR community took place in 2018/2019 with notice being received that the Village is now recognized as a 4-Star Community.

The end result of these affiliations, and the leadership role of the Village, is to maintain highly professional operations, attract grant-funding opportunities, protect and enhance the quality of life in Park Forest, and develop new leaders.

4. Village Infrastructure and Maintenance

As a community ages, so does its infrastructure. Regular and scheduled replacement of facilities and systems help ensure the continuation of high quality services. Unfortunately, the largest portion of the Village was constructed over 60 years ago. Many of the materials used for infrastructure are no longer utilized, such as cast iron from which water pipes were made over 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 \$5,526,965 of capital improvements are included in the Fiscal Year 2019/2020 Budget. This includes \$62,500 for replacing Police computer equipment, \$105,000 for Recreation Center improvements, \$750,000 for water main improvements, \$233,000 for a Route 30 sidewalk extension, \$400,000 for storm sewer improvements, \$500,000 for sanitary sewer improvements, \$325,000 for a traffic signal at Route 30 and Indiana Street, \$155,000 for a 6-wheel dump truck and \$475,460 for resurfacing a portion of Illinois Street.

The Village has been able to benefit from some major capital improvements over the recent past. Several projects are complete while some are currently underway. Since 2002, the following projects have been undertaken.

- 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 \$15.9 million dollar water plant was constructed using IEPA low interest loan funds and placed into service in April, 2007. 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 as part of a (TCSP) grant for total cost of \$293,100 with \$217,500 grant funded.
- Twin culverts were replaced under 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 and adding Kiss & Ride, stairs, ramps, lighting and bike lockers valued at \$1,110,000 was completely paid by CN.
- A \$1,020,000 renovation of the Aqua Center bathhouse and the creation of the Wetlands Discovery Center. This project included several “green” initiatives. OSLAD grant funds of \$400,000 and CN proceeds of \$220,000 assisted in funding.
- A \$110,000 sign with an LED feature was installed on Route 30 to promote Village businesses and Village activities.

- Twenty-three fire hydrants were replaced for \$152,715 through grant funds.
- A \$1,225,585 Marshall Fields demolition project was completed. CDBG grant funding contributed \$930,062.
- A \$3,299,546 water main replacement project was completed (2.2 miles).
- A sanitary sewer rehab and excess flow facility rehab for \$1,311,756 was completed.
- Upgraded Village Hall and Police Station cameras and security systems.
- A Railfan Park was created.
- The parking lot at the Police Station was resurfaced.
- The Thorn Creek Bridge was replaced for \$950,135, with 80% grant funding.
- The following roadway projects are complete:

Total Project Costs	
Orchard Drive	\$ 9,770,760
Lakewood Blvd.	1,014,481
Blackhawk Dr.	1,538,031
North Street	<u>262,484</u>
	\$12,585,756

These projects were 89% funded through grants or other outside sources.

- A salt storage dome for \$280,000 was complete with the assistance of a \$150,000 Illinois DCEO grant.
- Lester Road was reconstructed for \$300,000 entirely with TIF funds.
- A USEPA Grant funded \$881,818 sewer rehab project was completed in 2015.
- Parking lot at Freedom Hall/Central Park was resurfaced for \$70,000.
- An \$800,000 Village-wide computer ERP system upgrade was completed with funds provided from savings in IRMA costs.
- A 4 mile water main replacement project is complete for \$6,023,075 with 1.75 miles of roadway and sewer components utilizing a \$5,000,000, 1.86% IEPA loan. Of special note, \$750,000 of this loan was forgiven by the State of Illinois, reducing the amount the Village has to repay to a maximum of \$4,250,000. When the project was finished, the total borrowing by the Village was \$3,997,542.
- A \$723,487 Lincoln Highway streetscape project with ITEP funding covering \$379,109.

- The Village Hall, Aqua Center, Tennis & Health Club and Library parking lots were resurfaced in 2017/2018.
- Village water main was extended south along Western Ave. to Continental Midland/Agrati. The project, with a \$1,900,000 budget, started at the end of Fiscal 2018 and concluded in Fiscal 2019. This extension will open the potential for development along this section of Western Ave.

The proposed capital spending for 2019/2020 include costs associated with the following major projects:

Water Infrastructure – In Fiscal 2008, the Village completed construction of a \$15.9 million water plant funded with a 2.5% IEPA loan. The infrastructure needs of the water system now focus on the water mains, the distribution system of water. In order to undertake a major water main replacement project for the Village, the Board approved a \$3 per month water main infrastructure replacement fee effective July 1, 2008. This fee allowed the Village to replace \$3.3 million of water main or approximately 2.2 miles. The Village has in total 72.25 miles of water mains. Water main breaks continue to be a problem due to the age of the system. To address the need to build funds for infrastructure improvements, in 2013 and again in 2018, the Board approved five-year water rate increase schedules. In 2017/2018, a four-mile water main replacement project was completed that coupled roadway and sewer improvements and was funded by an IEPA loan. A new five-year rate structure plan for both water and sanitary sewer was approved by the Board in late Fiscal 2018 with no increases for Fiscal 2019 but having 5% annual rate increases for both water and sanitary sewer for the subsequent four fiscal years. The 2018/2019 Budget had a \$1,900,000 water main extension project along with ongoing main replacement for \$300,000. The 2019/2020 budget continues the process of improving the system with \$750,000 for water main replacement design and construction, \$170,000 for maintenance of well #3, \$146,300 for the relining of water line at well #2 and \$70,000 for remediation of lime lagoon #2.

Sewer Infrastructure (Sanitary and Storm) – The Sewer Fund has historically been used to maintain and replace sanitary sewers. In recent years, storm sewer needs have gone unfunded because of the lack of user-based charges in place to pay for improvements. Beginning in 2014/2015 staff recommended the cost to repair and replace storm sewers be charged to the Sewer Fund. As with water rates, the Board approved a five-year rate structure in late Fiscal 2018 that called for no increase in Fiscal 2019 but has 5% annual rate increases for the subsequent four fiscal years. Utilizing the existing Sewer Fund balance will allow for \$400,000 in storm sewer improvements and \$500,000 in sanitary sewer relining and improvements.

For Fiscal Year 2019/2020, the following rates are included in the Budget, as presented:

July 1, 2019 Rates

Water	\$16.42 per 1,000 gallons
Water Infrastructure Fee	3.00 per month (no change)
Sewer	3.00 per 1,000 gallons
Refuse	23.43 per month thru December, 2019

The current refuse contract began January 1, 2014 and expires December 31, 2023 with rates established therein. In addition, the Village prepares combined monthly water/sewer/refuse bills. The current rates equate to an average utility bill as follows:

Monthly Average Bill

(For a water customer who uses 3,700 gallons/month)

<u>Water</u>	Water Infrastructure Fee	\$ 3.00
	Ready to Serve	3.99
	Volume Charge	60.75
<u>Sewer</u>	Ready to Serve	.27
	Volume Charge	11.10
<u>Thorn Creek*</u>	Ready to Serve	1.90
	Volume Charge	7.10
<u>Refuse</u>		<u>23.43</u>
	Average Bill	\$111.54

* Thorn Creek volume charges are \$1.920 per 1,000 gallons effective July 1, 2018.

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 Motor Fuel Tax (MFT) Fund. With this fund accumulation, the MFT Fund has been able to match grant funds and accomplish several projects. For the 2011 levy, additional dollars were added to fund vehicle costs related to Motor Fuel Tax projects. In 2014/2015, the Budget included sidewalk replacement in the General Fund in Public Works. For 2019/2020, the \$300,000 budget included in the Public Works budget to be added to roadway funds carried over from the prior year is increased to \$800,000 due to the allocation of \$500,000 in the property tax levy that formerly supported the now-closed Health Department.

Illinois St. (Orchard to Western) - Construction This item consists of funding to provide the match funding for the construction of this project. This work will consist of curb replacement, sidewalk improvements at intersections, structure adjustments, full depth resurfacing of roadway, pavement patching, driveway apron replacement, pavement marking, and restoration. 77% of amount shown will be funded by the Surface Transportation Program (STP). This Phase is funded 100% by the State and then 23% (\$336,660) will be billed to the Village. Illinois Ct will also be improved under this project, but work is not eligible under the STP program, therefore these costs (\$59,000) will need to be 100% funded by the Village.

Illinois St. (Orchard to Western) – Construction Engineering This item consists of funding to provide the match funding for the construction engineering services for this project. This work is completed concurrently with construction. Work consists of

observation, contract compliance, and documentation by an onsite engineer during construction. 80% of amount shown will be funded by the Surface Transportation Program. This Phase is funded 100% by the Local Agency and then 80% (\$111,040) will be reimbursed by the State.

Resurface Shabbona Dr. (Sauk Trail to Indianwood Blvd) - Design This item consists of funding to provide the match funding for the design engineering services for this project. This project is anticipated to consist of curb replacement, sidewalk improvements at intersections, structure adjustments, milling and resurfacing of roadway, pavement patching, driveway apron replacement, pavement marking, traffic sign replacement, and restoration. 80% of amount shown will be funded by the Surface Transportation Program. This phase is funded 100% by the Local Agency and then 80% (\$200,800) will be reimbursed by the State.

5. Continuation and Resolution of New Initiatives

Over the past several years, the Village has taken dramatic steps to improve housing stock and create economic development. These initiatives will continue.

Housing Initiatives

The **Eastgate Neighborhood Redevelopment** plan contained within the *Strategic Plan for Land Use and Economic Development* continues to move forward with the help of grant funds that have allowed for the demolition of a large number of the blighted homes in the neighborhood. To date, 80 homes have been demolished/deconstructed in Eastgate with combined funding from a Delta Institute grant, a State CDBG-IKE grant, two Cook County NSP grants, two IHDA Blight Reduction Program (BRP) grants, and Village and bank funded demolitions. The Village owns 47 vacant lots in Eastgate, and the South Suburban Land Bank and Development Authority (SSLBDA) owns an additional 21 lots. Village Staff continues to work with the Village Attorney to obtain title to as many of the remaining vacant lots as possible.

In June 2015, the Plan Commission conducted an **Eastgate Idea Exchange** to seek community insight on interim uses for vacant lots. The neighborhood's highest priority ideas were the development of one or more pocket parks and allowing community gardens in the neighborhood. The Recreation and Parks Advisory Board and the Recreation and Parks Staff designed a small park for the properties at 257 and 259 Arrowhead Street. This pocket park was installed in August 2017 with the help of an AmeriCorps National Civilian Conservation Corps (NCCC) Team and community volunteers. Public outreach to drive interest in establishing community gardens has been met with nominal success. Garden grants will continue to be offered in this neighborhood because of the Village's goals for community-building as an early element of the redevelopment process. Work is planned at several lots to remove deteriorated fences and trim or remove overgrown bushes.

The Village has also been actively involved in **neighborhood stabilization activities** in all other neighborhoods. Since 2009, 31 vacant, blighted homes have been demolished using grant funds, bank demolitions and Village funds. In addition, a total of 66 vacant, foreclosed homes have been acquired, rehabilitated and sold (all but three to owner occupants) in the past nine years. This work has been conducted by Habitat for Humanity, the South Suburban Land Bank and Development Authority, the Cook County Land Bank Authority, and programs

funded by the Illinois Housing Development Authority. The Village sold 262 Arrowhead Street and 335 Early Street to VetTech US/Keeling Family Foundation, a non-profit education program working with high school students and Veterans to rehabilitate the homes to sell to homeowners. The Village was successful in selling two additional Village-owned homes, 203 and 208 Indianwood, to a private developer who will rehab and sell to prospective homeowners. The Village developed the South Suburban Trades Initiative (SSTI) in partnership with Prairie State College and South Suburban College as a way to build interest in the construction trades, while also fixing up foreclosed homes abandoned after the housing market crash. SSTI is working on 305 Sauganash.

The Village sold the Illini Apartments in July 2017. This property had been obtained by the Village in January 2016 through the abandonment process. The new owner completed a comprehensive rehabilitation to bring the 12 residential units into code compliance, including new roofs, a complete fire suppression/sprinkler system for each unit, new fixtures, cabinets and appliances in each unit, and exterior landscaping and fencing. Now known as **Majestic Luxury Townhomes**, eleven units are occupied.

The Planning and Zoning Commission began working in late 2016 on an update to the *Homes for a Changing Region* housing policy plan. Assistance was provided by the South Suburban Mayors and Managers Association (SSMMA), the Chicago Metropolitan Agency for Planning (CMAP), the Metropolitan Planning Council (MPC), and the Metropolitan Mayors Caucus (MMC), as well as Village Staff. The Planning and Zoning Commission approved the **Comprehensive Housing Plan** in November 2017, and the Board of Trustees adopted it as an element of the comprehensive plan in February 2018. Among other things, the new plan calls for a major housing marketing approach to attract millennials, Veterans, and people who want to live in an open, diverse community. The plan also addresses the Eastgate redevelopment, focusses on energy efficient housing upgrades, and encourages regional involvement in housing organizations.

Commercial and Manufacturing Initiatives

In 2013, Village staff and CMAP began working on a comprehensive revision to the Village's zoning and subdivision ordinances to be consistent with more modern land development practices and to ensure consistency with the Village's comprehensive plan, especially the Sustainability Plan element. The new ordinance, known as the **Unified Development Ordinance (UDO)**, was completely drafted and presented to the public in October and November 2017. The Planning and Zoning Commission conducted a formal public hearing on both the text of the UDO and the zoning map amendments, and it was adopted by the Village Board in December 2017. The Village's consulting engineer and staff are finalizing the storm water management component to be presented to the Planning and Zoning Commission and Board for approval in 2019.

In September 2015, the Board approved a resolution to support acquisition of the **Central Court Plaza shopping center** through the County's tax scavenger process. At the time, this property had been tax delinquent for over two years, and continued to be tax delinquent through November 2017, when the Village was awarded a tax deed to the property. Since taking over the property, Village Staff has worked with two of the tenants to keep them in the building, upgraded the HVAC system, repaired the roof, and made other improvements. Staff

is also actively marketing the property for sale. In April 2019, the property tax appeal was successful and there is renewed interest in the property.

The Village Board approved the sale of **80 North Street** to ForeBio Properties, LLC in October, 2017, and closing on the sale occurred later that month. The sale and subsequent rehabilitation and occupancy of this keystone property was made possible by the adoption of Public Act 100-0510 (SB1775 enrolled as 35 ILCS 200/10-705 new Keystone Property). This State legislation, written to address the redevelopment of this specific property, establishes an assessed value based on only the land value for a twelve-year period. The buyers are expected to invest \$8,500,000 in the property during the first three years, and an additional \$5,500,000 in years four through ten. ForeBio Nutrition will employ 30 to 40 people. Plumbing and electrical plans for the building renovation were submitted for permit review in February 2019.

Enes Cerić, owner and operator of Road Runner Truck Driving School, purchased **68 North Street**. The school has used this property for the past five years for their training, and this use will continue.

Khamis Abuzir acquired **381 Blackhawk Drive**. He will operate a preowned vehicle sales and auto repair service.

In 2017, the Village entered into an agreement with the **Continental/Midland Group (CMG)** to extend a new 12 inch water line approximately $\frac{3}{4}$ mile to serve their business. Agrati Group acquired CMG. Agrati is a manufacturer located outside the Village limits. The agreement calls for a sharing of the cost of the water line construction and annexation of the Agrati property when it is adjacent to the Village limits. The new water line along South Western Avenue is complete with water flowing to the business since mid-February 2019. This project allows for new development and annexation along its $\frac{1}{4}$ -mile length. It is the first, major step to implement the Board's goals for South Western Avenue as established in the Strategic Plan for Land Use and Economic Development.

The **Will Cook Enterprise Zone (EZ)** is well underway with fourteen qualifying new construction and renovation activities in Monee, University Park, and Matteson. Homewood Star Disposal's new facility (57 South Street) benefited from the EZ. Their \$990,000 project will retain five jobs and create one new job. The developer saved \$41,500 in sales tax on building materials purchased in Illinois. Enterprise Zone information is shared with existing and prospective Park Forest multi-family, commercial and industrial property owners and developers.

The Department of Economic Development and Planning initiated development of a **Climate Action and Resiliency Plan (CARP)**. The Environment Commission and two members of the Planning and Zoning Commission, as well as other Village residents formed the Steering Committee to provide public input on the plan as it was developed. A public hearing was held in January 2019. The CARP is complete and was adopted by the Village Board in February 2019 as an element of the Official Comprehensive Plan. The next steps are to educate Village Departments about the role they have to play in implementation of the CARP and to engage residents and businesses in practices that reduce energy usage, increase recycling rates,

promote alternate modes of transportation, and increase resiliency in the face of climate change.

Village Owned Properties

Through various methods including the no-cash-bid process, lien foreclosures, abandonment process, and direct acquisition, the Village has accumulated a number of properties. Acquisition of these properties and demolition, where warranted, has improved the quality of life in various areas of the Village. Many of the initiatives noted above document the Village's successful sale of several of these properties. Staff is continually challenged to find viable end-users for the Village-owned properties, keeping in mind that Village ownership not only takes the properties off the tax rolls, it redirects Village taxes to other property owners and increases tax rates.

Village Owned Properties

- DownTown properties (5 buildings and various vacant land parcels)
 - Hidden Meadows *
 - Former Norwood Square shopping center *
 - Blackhawk Shopping Center
 - Central Court Plaza shopping center
 - Several Business Park lots *
 - 3200 Lincoln Highway *
 - Residential lots in Eastgate *
 - Scattered residential lots *
 - Former Wildwood School site *
- Former Metra Parking Lot at 211th Street Station

* Now vacant, demolished and ready for development.

Included in the 2019/2020 Budget is a \$50,000 transfer to Capital Projects to fund property maintenance of acquired properties.

Marketing and Public Relations – The Board approved the hiring of a full-time Director of Communications in October, 2007. Since that initiative, the Village launched a new website with enhanced departmental content and regularly added news and calendar information. Park Forest's Discover Magazine has been upgraded with all layout and design now produced in-house. Social networking sites have been established, the Village Hall lobby has become more of an information hub, and an electronic message board on Orchard Drive has been implemented to the communications mix. In the 2015-16 fiscal year, a new monthly newsletter was added to the water bill mailer to further provide residents timely information. In April of 2018, the Village launched a mobile app to make information from Park Forest's website more easily accessible to residents on the go. The Community Relations area under Economic Development has developed a community calendar and new resident information packets. Several successful community events including Village-sponsored Halloween activities, homeowner's credit building workshops, a summer outdoor concert series, 4th of July festivities, continual support of the Park Forest Art Fair, and a Village-wide garage sale provide important opportunities to showcase the life of the Park Forest community.

Summary

In summary, the Village continues to provide the high level of services expected by its residents. Certain non-core services will continue to be monitored to determine their viability and any proposed changes will consider as many viewpoints as possible. All departments will continue to plan expenditures within available revenues, to maintain the integrity of programs and to plan for growth needs within budget parameters.

Constantly tracking and assessing expenses and revenues is key to having the ability to make decisions in a timely and effective manner. Another critical financial tool is monitoring fund balances. By maintaining reserves, not only is the Village able to weather some of the unexpected financial storms, it is also able to seize opportunities that require matching funds such as the many roadway projects completed. 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 2019/2020 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. Strategic Planning sessions will be planned for Fiscal 2019/2020 to generate the Board’s five-year goals the Village staff employs in the creation of the annual budget.

The 2019/2020 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 2019/2020 Budget plans to accomplish several major capital improvements.

In short, the 2019/2020 Budget:

- **Incorporates the Village Board’s five year goals as articulated in the last Strategic Planning sessions and plans for sessions to update the Board’s strategic plan.**
- **Is balanced with use of a portion of the General Fund leaving at least a three month reserve.**
- **Does not significantly cut, reduce or eliminate existing programs.**

- **Funds several major capital improvements.**
- **Includes funding for continuation of Economic Development efforts with dedicated marketing dollars.**
- **Continues housing initiatives involving maintenance and crime control.**

It is also worth reiterating that:

- **Fund balances in most funds meet or exceed financially prudent standards. One area worth noting is the Municipal Parking Fund where revenues have declined reducing that fund balance and requiring a change to the allocation of personnel costs.**
- **\$500,000 of property tax support that formerly went to the now closed Health Department is redirected to infrastructure improvements in the Public Works budget in the General Fund.**
- **SouthCom costs have decreased \$142,562 for FY 19/20, a reduction of 20.34%.**

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 2019/2020 Budget year and performance measures. This is followed by organizational charts and a summary sheet that includes a history of expenditures for that department. Summary sheets are followed by salary detail and expenditure details. In the proprietary funds, beginning and ending net cash is indicated.

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

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

The Village has been notified that its 2018/2019 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, 2018. 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.

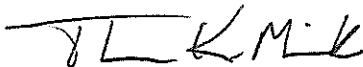
This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Every Comprehensive Annual Financial Report since 1996 has received the Award for Excellence in Financial Reporting. Park Forest is one of only 119 entities out of 2,700 cities, counties and school districts in Illinois, to receive the Distinguished Budget Award and one of only 355 to receive the CAFR award. One of the criteria for the Distinguished Budget Award is the clarity of the budget and ease of understanding. The 2019/2020 Budget has been prepared with that goal in mind.

The budget is the result of many long hours of work. Our warmest appreciation is given to the Department Heads and their staff who submitted and revised their budgets in a timely manner, within the 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 provide the residents of the Village an exceptionally high level of service while receiving minimal increases to their budgets. Also, the diligent efforts of Sharon Floyd, Assistant Finance Director, Angela Thurston, Executive Assistant, Theresa McAvoy, Accounting Manager and Sandra Salmen, Accountant, are worth noting.

In conclusion, we are pleased to transmit to the Mayor and Board of Trustees the 2019/2020 Budget for the Village of Park Forest.

Sincerely,



Thomas K. Mick
Village Manager



Mark A. Pries, MBA
Deputy Village Manager/Finance Director

BUDGET MESSAGE 2019/2020

BUDGET MESSAGE - EXECUTIVE SUMMARY:

The local economies of Park Forest and the south suburbs continue to be sluggish even though the national economy and other parts of the Chicagoland area have shown signs of recovery over the past couple of fiscal years. As such, the 2019/2020 Budget does not propose any new major initiatives. Rather, there are trends to shift resources from one area of Village services to other areas and a focus will continue to be on evaluating core and non-core municipal services. Exacerbating the struggling local financial environment are downward trends in various other local revenue streams such as water billing receipts, the Park Forest Aqua Center and vouchered-housing program funding.

Conservative financial principles have historically been the basis of the Village's fiscal planning. As such, the 2019/2020 Budget represents a very conservative financial approach as it relates to expenses. A longstanding approach of fiscal conservatism has helped the Village survive when the economy is not doing well. Capital improvement projects are somewhat limited in the upcoming year due to a finite amount of resources. The Village will strive in 2019/2020 to maintain the standard services that have come to be expected by the community. There will be an additional emphasis placed on public infrastructure projects. This is based on a decision by the Elected Officials to redirect \$500,000 of the property tax levy toward sorely needed roadway, water and sewer projects. The redirected funds became available upon closing the Park Forest Health Department at the end of Fiscal Year 2017/2018.

The Village will continue various areas of fiscal review. For example, Recreation and Parks continues to analyze resident and non-resident rate structures wherever feasible. The revenue and expense pictures related to the Park Forest Housing Authority will be further analyzed. With housing issues still plaguing the southland region, additional funds will be directed toward costs associated with maintaining Village-owned parcels across the community and in partnership with other governmental entities such as the South Suburban Land Bank. Additionally, support staff for administering or carrying out code enforcement operations will need to be monitored to keep up with the increasing volume of work. The budget will also include funding of space overhauls at the Park Forest Recreation Center which did not take place in the previous fiscal year.

While sound, conservative financial practices have aided the Village over the past decade, increased scrutiny will continue with regard to services offered by the Village. As funding sources (federal funding for housing vouchers, program revenues, etc.) for various Village operations continue to dwindle, analysis will continue to be carried out on which services are most critical to the community and which may not be economically sustainable in the near future without increasing the financial burden on property taxpayers.

Village planning efforts have been extensive over the past several fiscal years. These studies include:

- Strategic Land Use Plan for Economic Development
- Sustainability Plan

- Bike & Pedestrian Plan
- Homes for a Changing Region Study
- Transit Oriented Development
- A study of retail reinvestment patterns by commercial developers
- Unified Development Ordinance
- Establishment of a Climate Action & Resilience Plan.

The Village will also continue its diligence in seeking grant funding from any number of state, regional and national sources. Staff involvement in South Suburban Mayors and Managers Association, SouthCom Combined Dispatch, the South Suburban Housing Collaborative, the South Suburban Land Bank Development Authority, the Cook County Land Bank, National League of Cities and other agencies will continue as the Village seeks infrastructure funding support, economies of scale, or grants for regional revitalization projects.

The 2019/2020 Budget, though conservative in nature, has been developed to accomplish the Village Board's strategic planning goals with various departments containing objectives designed toward goal implementation. In summary, the budget of the Village of Park Forest reflects a need to continue to provide a high level of service to its residents in spite of stagnated revenue patterns in several areas.

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 planning 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 for the Strategic Policy Plan to guide the Village's planning efforts for a five-year period. Although the five-year period from the 1992 planning project has expired, the Board's goals for the fiscal years since have continued 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 has adopted several initiatives (see page 1-2) to augment the Village's Comprehensive Plan. In developing its 5 year goals for 2013/2014 to 2018/2019, 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:

Strategic Planning efforts of some sort unfold nearly every year with the Village. To this end, Village Officials refine the process each year through various components, including citizen surveys, focus groups, lectures/brainstorming sessions or conducting financial/goals update meetings. A set of 5-year goals were adopted in 2013/2014 and were a guiding element in building annual budgets through Fiscal Year 2018/2019. Besides working toward the established goals, community input is obtained a multitude of ways.

The Village has a Neighborhood Meeting Program that has been in place since 2004 wherein the entire leadership team (Elected Officials and Department Heads) convene in a given neighborhood to hear resident questions and concerns. Only one such meeting took place in 2018/2019 after a relatively heavy Neighborhood Meeting schedule in 2017/2018.

Next, public comment is solicited at all Village Board Meetings, which typically take place on the 1st, 3rd and 4th Mondays of each month. Additionally, the Village Board convened a Saturday Morning Rules Meeting on the 1st Saturday of each month with the general purpose of soliciting public feedback on any issue of concern. Another avenue for community input is the volunteer Boards/Commissions serving Village Officials. In excess of 100 residents are seated on these various bodies which provide insight on a spectrum of issues ranging from youth and senior citizen initiatives to environmental programming and human relations issues. Additional statutory bodies such as the Planning and Zoning Commission and the Board of Fire and Police Commissioners were also fully seated to address respective issues as they arose.

3. Strategic Planning Workshops:

A set of strategic planning goals will be sun-setting that had been in place from 2013/2014 through 2018/2019. With the longstanding Mayor and a Village Trustee retiring after 20 years and 12 years in elected office, respectively, a strategic planning process will need to be carried out in 2019/2020. Pending the vision of the newly-seated Mayor and Board of Trustees, the planning efforts may render a new set of goals to guide the next several fiscal years.

Two financial sessions (November 2018 and February 2019) concentrated on a review of the fiscal condition of the Village to each respective point in the fiscal year. The financial analysis presented at the November workshop detailed revenues and expenditures for the previous fiscal year. It contained an analysis of dollars spent as compared to what was budgeted. Also, current trends were highlighted and the proposed tax levy was reviewed. These sessions also provide updates to the Board on the status of staff's work toward achieving Budget and department goals.

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 dollars 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 due to a finite amount of resources. As referenced previously, in 2019/2020, fiscal constraints will result in a reduced Capital Improvements Plan compared to what might be most ideally desired.

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 2018 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 Manager 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 "balanced" means sufficient revenues and use of fund balance consistent with fiscal policy guidelines.

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 3, 2019. 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 invoices paid by the Finance Department's Accounts Payable Division. To enhance transparency for the taxpayers, this list is also posted on the Village website for public viewing.

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

8. Budget Amendments:

Actual costs and unanticipated expenditures are constantly evaluated against budget. Department Heads may, according to the Board's fiscal policies, overspend a line item within their departmental budgets but they may not overspend the total departmental budget without the approval of the Village Manager. Department Heads must identify resources elsewhere in the budget to cover the expenditures. Overspending in individual line items does not require a budget amendment. Overspending the total departmental budget not only requires the approval of the Village Manager, it may, also, require a budget amendment. If necessary, budget amendments are made at the mid-point of the budgetary cycle. Budget amendments, typically, are made only to accommodate three factors:

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

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

9. Annual Financial Report and Audit:

The budget process concludes with the preparation of the Comprehensive Annual Financial Report and Audit (██████). This is both an internal and external report that verifies and clarifies that the Village's annual fiscal programs are in accordance with generally accepted accounting principles. The Village's ██████ has the admirable track record of receiving the Certificate of Achievement for Excellence in Financial Reporting in *every year from 1996*

through 2018. 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 2017/2018, as well as the eight preceding years, has been posted in its entirety for public review on the Village's website at www.villageofparkforest.com. In addition to the [REDACTED] and Audit, the Village conducts an annual Internal Procedures Review to review and revise monetary handling control functions across all Village departments. This internal review work continues in 2018/2019.

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 2019/2020, the operating budget for the General Fund contains \$26,893,807 of expenditures. This represents a 4% decrease in expenditures from the prior year budget for the General Fund. The majority of this decrease comes from the severance payments made to former Health Department staff who were laid off when the department closed at June 30, 2018 with a budget of \$120,318, the new phone system installed in FY 2019 with a budget of \$200,000 and a \$400,000 additional transfer to the pension funds. Revenues for the General Fund are \$25,726,193. **Fund Balance of \$1,137,614 is being utilized to fund the difference between proposed revenues and expenditures after transfers.**

For Fiscal Year 2019/2020, the combined budget of all funds reflects \$54,072,828 of expenditures (excluding the Library). This represents a 1% decrease in expenditures for all funds. Budgeted revenues for all funds other than the Library Fund are \$53,072,918, 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 accumulated funds for roadway projects.

The Fiscal Year 2019/2020 Budget recommends a transfer of \$155,036 to the DownTown Fund for the Village's share of Common Area Maintenance. The Budget also recommends transfers to the Aqua Center for \$270,000 and Tennis & Health Club for \$110,000. The Board has discussed an annual monitoring of this support. For 2019/2020, the Budget includes a transfer of \$70,000 to support the Housing Authority. These funds were derived from increased fees in the crime free licensing. A transfer to Capital Projects of \$185,000 includes \$50,000 each for land acquisition maintenance, sustainability projects and Somonauk Park, \$25,000 for Central Park and \$10,000 for public art. 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 \$8,047,051. This represents a 3.6 months' reserve. For several years, fund balances have made it possible to reduce the increases in the tax levies that were adopted each 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 2018, which provides the property tax base for the 2019/2020 Budget, provided for a 2% growth in those departments, programs and services funded by general property taxes including capital expenditures. The 2018/2019 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 Police Department while a new contract is being negotiated with Fire Department personnel at the time of developing this budget.

Following is a chart that depicts Full Time Equivalent (FTE) personnel, by department, from Fiscal Year 2015/2016 through Fiscal Year 2019/2020 projected.

Department*	2015/16	2016/17	2017/18	2018/19	2019/20
Administration/Finance ^{2,4,5}	15.7	16.2	15.7	14.9	14.53
Public Works/Water ⁵	30.7	30.7	30.7	30.7	31.27
Recreation and Parks ^{1,4,5}	19.6	19.6	19.6	20.8	21.0
Police ^{2,3,4}	53.6	54.6	55.1	55.1	55.1
Fire	26.4	26.4	26.4	26.4	26.4
Health ^{2,3,4}	8.5	8.75	7.0	0	0
Community Development ^{2,3,4}	8.9	9.9	11.0	10.5	10.5
Economic Development & Planning ⁴	4.1	4.1	4.6	4.6	4.6
Downtown ³	3.0	3.0	3.0	3.0	3.0
TOTALS	170.5	173.25	173.1	166	166.4

* Does not include seasonal positions.

¹ Fiscal 2015/2016 includes an additional part time Naturalist for Thorn Creek.

² Fiscal 2016/2017 includes a part-time sustainability intern in Administration, a transitional police officer, a shifting and slight increase of staffing in Health and an added Housing Authority case worker.

³ Fiscal 2017/2018 increases include Police restructuring of a part-time facility maintenance worker to full-time and Community Development adding a seasonal inspector for grass cutting and restructuring a part-time Assistant to full-time. Health is restructuring and reduces its staff by 1.75 FTE. Sustainability Intern oversight went from Admin to Economic Development.

⁴ Fiscal 2018/2019 decreases include combining of Finance Assistant position with the Exec Assistant to the Village Manager, the closing of the Health Department and a Community Development PT Office Technician retiring. Increases include a Community Health Coordinator and PT to FT Office Assistant in Recs and Parks. Other changes include the transitional Police Officer to a permanent position, and Farmers Market went from independent contractor to Admin.

⁵ Fiscal 2019/2020 changes include a part time Payroll Specialist to a full time Payroll & Benefits Specialist, and a change in oversight of the part time Farmers Market position from Admin to Recs and Parks-Community Health. Change in allocation of part time finance staff to Water billing.

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

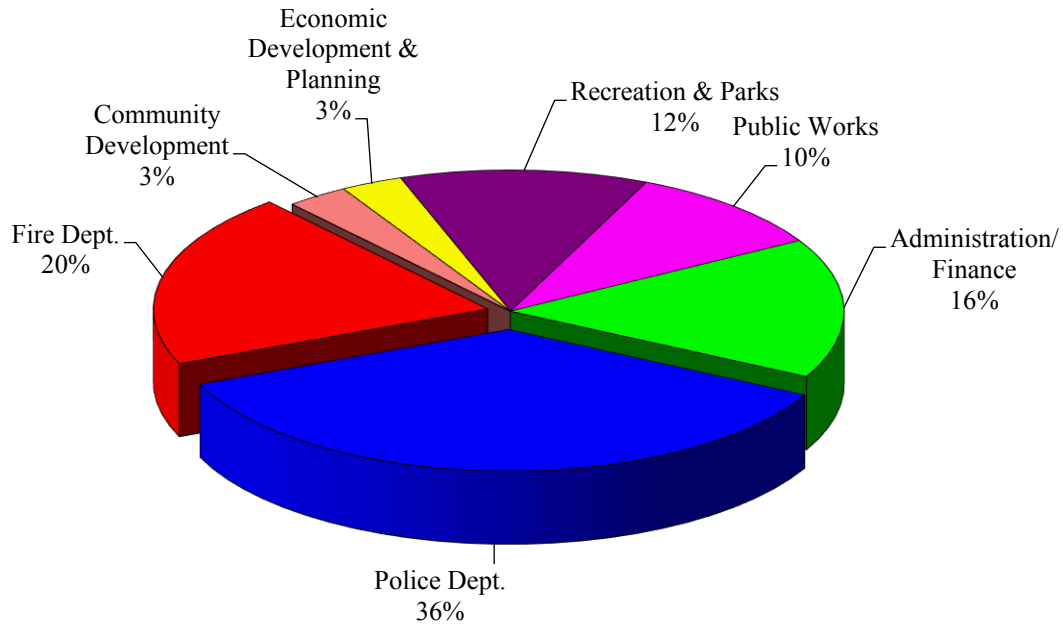
performance measurements, organizational chart, summary sheet, salary and expenditure details.

The summary sheets that introduce the budget detail for each department or cost center contain five columns. The first column of a summary sheet is labeled Fiscal Year 2017/2018 Actual. This reflects the amount actually spent in Fiscal Year 2017/2018 in each of the listed categories: personnel, insurance, employee support, etc. The second column is Fiscal Year 2018/2019 Budget. This column reflects the amount budgeted to be spent in each of the listed categories in Fiscal Year 2018/2019. The third column is Fiscal Year 2018/2019 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 2019/2020 Proposed. This column is the proposed budget presented to the Board for its consideration for Fiscal Year 2019/2020. 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 2018/2019 Budget to Fiscal Year 2019/2020 Budget. In reviewing this column, it is also important to take note of the Fiscal Year 2018/2019 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 2018/2019, but believes it will actually spend \$12,000 that number will show up in the Fiscal Year 2018/2019 Estimate column. It would explain why the department decided to budget \$13,000 in Fiscal Year 2019/2020.

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 3-53.

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) constitutes 52% of the General Fund Budget (before transfers).

**Village of Park Forest
General Fund Operating Expenditures
FY 19/20 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, Finance and Information Technology. The Administration Department has the primary responsibility for implementing the Board's goals. With a new Mayor taking office in late-2018/2019, the Village will undertake a strategic planning process in the coming fiscal year. It is envisioned that this work could result in a set of goals which might guide Village operations and expenditure of resources for the next 3 to 5 years.

Liability and workers' compensation coverage rates through the Intergovernmental Risk Management Association (IRMA) are noted in Administration but encompass the entire organization. With a \$100,000 insurance deductible, the Village has saved costs on the insurance premium but dollars continually need to be set aside as reserves for potential claims exposure. This will continue in 2019/2020.

Employee health insurance is a huge annual expense. It is one of the single largest municipal expenses each fiscal year and must be critically analyzed and fiscally managed. Keeping down health insurance premiums by even 5% can control Village expenses by \$100,000. Health insurance premium rates in 2019/2020, which were not finalized at the time the budget was created, are budgeted to increase by 10%. A recent history of health plan premium increases is depicted in the following table:

Health Plan Year	Premium Increase
July 1, 2011	5.60%
July 1, 2012	1.93% – 2.07%
July 1, 2013	6.32% – 7.16%
July 1, 2014	5.40%
July 1, 2015	8.75%
July 1, 2016	7.1%
July 1, 2017	-2.5%
July 1, 2018	3.5%
July 1, 2019	10%

It is important to note that changes in health insurance costs from year to year can vary from the premium increase percentage 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 for 2019/2020 are expected to see a nominal increase. An employee Health and Wellness Taskforce works to enhance employee wellness and this will continue in 2019/2020 with such items as wellness screenings, information sharing sessions on costs associated with insurance benefits and a pedometer incentive program. As part of the wellness initiative, aggregate data is provided for review by the insurance carrier as a means to educate employees and positively impact future premium increases. The health and well-being benefits of this Task Force for the employees are many but there are benefits to the Village as well.

After coordinating more than 15 new hires or promotions across the organization in 2018/2019, the Human Resources Director will be very busy in 2019/2020. In support of the Board of Fire and Police Commissioners, processes will unfold for new hire eligibility lists in the Fire and Police Departments in addition to establishing promotional eligibility lists for the Police Department ranks of Commander and Sergeant.

Outreach and public awareness are of great importance for the Village of Park Forest. Over the past decade, the Village was at the forefront of establishing an aggressive social media presence. More recently, the Village website was overhauled and a Village App was developed. The website traffic counts are robust as this communications piece is a main source of resident information. Social media is just one component of a multi-faceted approach to resident communications. In 2019/2020, direct mail and bulletins inserted with the monthly water bills will continue to augment social media and website materials. jk

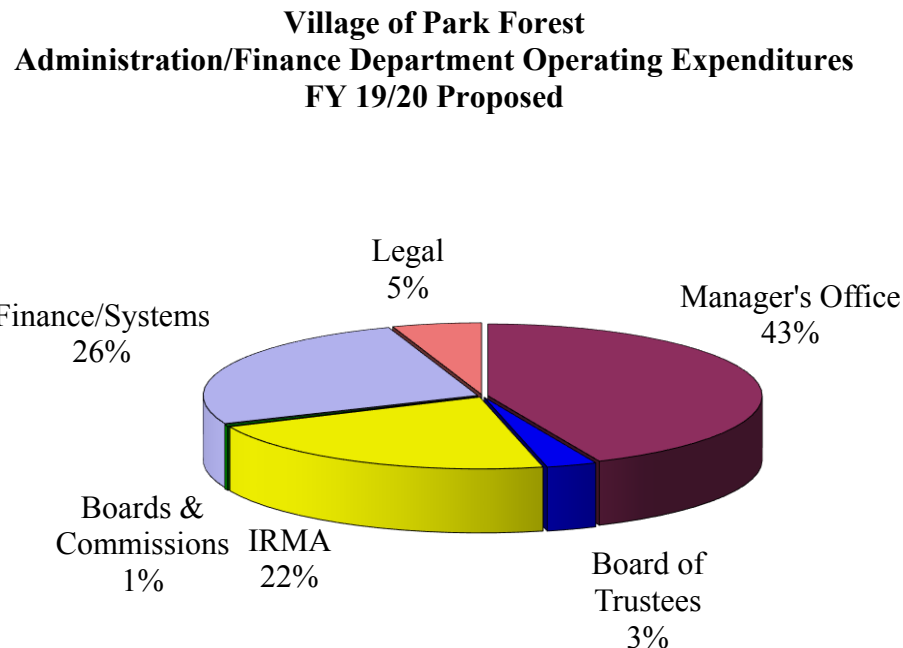
The Village continually strives to be a model of governmental transparency. This includes televised board meetings on cable access and streaming live on the Village website. Also, full disclosure of employee compensation and listings of all municipal invoices paid each week are posted on the web site in addition to current and archived budgets, audits and strategic planning documents. All of these efforts strive to educate the public on where Village resources are being expended.

In 2019/2020, the Village Manager (Chair) and Fire Chief (Board Member) will serve on the SouthCom Executive Board in the Village's participation and oversight of the joint emergency dispatch agency which serves the communities of Park Forest, Matteson, Olympia Fields and Richton Park. Pooling of resources is key in this area as state of the art

emergency response technologies could not be provided solely at Park Forest's expense. SouthCom will continue cost sharing due diligence in 2019/2020 in exploring shared services and/or a full consolidation with another joint emergency dispatching agency.

As a result of a very professional staff that is trained to be able to develop ordinances, resolutions and agreements with minimal legal cost, the Village's overall legal budget is a fraction of what might be seen in other communities of comparable size and scope of operations. 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 labor attorney. A major cost factor in legal expenses is the Village's pursuit of dilapidated housing and the enforcement of the Village's code of ordinances, especially the residential building code and Crime Free Housing Ordinance. In 2019/2020, the Village will continue to pursue legal actions against several tax delinquent properties. Also, special legal services funding has increased for the coming year due the volume of work that the Village Prosecutor carries out in municipal court.

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



Finance is included as a sub-department within Administration. Finance 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. In Finance operations, 2018/2019 included a transition from a part-time payroll technician to a full time Payroll & Benefits Specialist. Also in 2018/2019, the installation of a new phone system was completed for

Village Hall and the Fire/Police Stations. In 2019/2020, server replacements and upgrades will take place to support the new phone system. Additionally, work will continue in enhancing the video security recording system for Village Hall and may include an additional securing camera, or two. Public safety enhancements at Village Hall now include sixteen surveillance cameras.

Police:

The Park Forest Police Department has a primary goal of maintaining the quality of life in Park Forest. To do this, the Department deploys a number of traditional and non-traditional police approaches. The Police section of the 2019/2020 budget includes statistical trends which relate to policing efforts and what was accomplished in the 2018 calendar year. Many of the statistics relate to traditional police efforts such as calls for services, types/numbers of crimes committed, etc. However, some of the statistics are very non-traditional such as citizen complaints investigated against police personnel and a new charting of traffic crashes.

The Police Department will continue another non-traditional approach to policing in 2019/2020 with an ongoing partnership with Urban Youth Trauma Center at the University of Illinois at Chicago. This relationship aims to engage and mentor low-level youth offenders in hopes of decreasing recidivism through curriculum-based youth violence programming. A related component to this work toward reducing recidivism is the implementation of an Access Screener approach which takes a closer look at a juvenile-related crimes to better assess what needs the offender might have as the Police Department strives to limit repeat offenses.

Community outreach is a cornerstone of building a strong relationship between the Police Department and the citizenry. Innovative uses of social media (Facebook, Instagram, Twitter, etc.) help keep the community informed of criminal incidents, safety tips and employment opportunities all while building a positive rapport with the community. These approaches will continue in 2019/2020 along with the Coffee with a Cop program, the Police Athletic and Activity Center (PAAC) program, National Night Out, Police Unity Day and pop up block parties. Programs such as PAAC engage the youth of the community and are partnered with Teen Zone programming in the Recreation and Parks Department. To support these relationships, 20% of vehicle/narcotics seizure funds will be used in 2019/2020 to fund collaborative youth programming.

In 2018/2019 an exploration committee was developed to research the re-establishment of a Police K9 program. This work was completed and resulted in a new K9 that was secured courtesy of a grant from the Will County State's Attorney's Office. The K9 program is anticipated to expand with an additional dog in 2019/2020.

The 2019/2020 Police Department budget includes the Vehicle Services Fund that will include the purchase of three replacement squad cars. Other capital purchase dollars have been allocated for a new K9 vehicle, ongoing purchases of tasers, radios and replacement in-car computer terminals. Also, there is a professional services expense to cover 85% of the Village's costs as part of the Village's membership in SouthCom. The remaining costs for the Village's membership in this joint public safety dispatching agency are in the Fire Department's budget.

Fire:

In 2019/2020, the Fire Department will continue its efforts at enhancing succession planning and new-hire recruitment. A day-time Firefighter Lieutenant position was created in 2018/2019 with the intent to groom the position with exposure to such things as policy review, budget development, strategic planning, fire prevention and various other administrative tasks. A high school internship program is now in its infancy as a partnership with Rich East High School representatives. The goal is to cultivate a local youth pipeline into the fire service. In tandem with this, a part-time, paid on premise approach will be implemented in 2019/2020 to hire these interns for ongoing mentoring as the Fire Department seeks additional measures to further diversify its ranks in both race and gender. The paid on premise concept will hopefully augment support staffing needs for the Fire Department the way that Paid on Call personnel once did. At its height, the POC Division included more than 30 individuals. The numbers have decreased over the years and are now down to 10.

The Fire Department budget includes a revenue stream from ambulance billing. The fees charged for this service are monitored annually in comparison to other fire agencies. Rates were increased in 2018/2019 to bring them in line with what is the norm with other fire agencies in the south suburbs.

The Fire Department's budget includes a professional services expense to cover 15% of the Village's costs as part of the Village's membership in SouthCom. The remaining 85% of the Village's share in SouthCom is allocated to the Police Department. The Fire Chief represents the Fire Department on the SouthCom Executive Board, its Operating Committee and in matters pertaining to fire dispatching.

The 2019/2020 budget for the Fire Department will include, among other things, purchase of computer equipment, personal protective equipment and furniture/maintenance upgrades to the fire station. Also, the vehicle services fund will allow for the purchase of a pickup truck with tow capacity. This vehicle will be used for fire inspections, transport of the Fire Education Trailer and other fire operations such as hazardous materials and combined area response team (CART) needs. Finally, the vehicle service fund will include ongoing annual allocations toward anticipated ambulance and engine purchases in 2022/2023 and 2024/2025, respectively. Annual contributions to this fund allow for very large capital items to be purchased without a need to borrow.

Recreation and Parks:

The 2018/2019 fiscal year was one of transition for Recreation & Parks. A Community Health and Wellness division was established in 2018/2019 complete with a Community Health Coordinator position charged with developing community health-advocacy programming for the senior citizen population. This will continue in 2019/2020. Besides this position, several new parks and maintenance positions were filled in addition to several promotions and/or transitions from part-time to full-time. All of these transitions are unfolding without an impact to services being provided to the public.

The Teen Zone continues to evolve in addressing a Village Board goal to develop a renewed, contemporary youth program. An interdepartmental endeavor with the Police Department's PAAC summer programming, the Teen Zone is open to the community. This

endeavor combines various youth activities and public events with college tours, job preparedness and work experience programming. Teen Zone attendance and other departmental performance benchmarks are noted on pages 6-7 and 6-8 of the Recreation & Parks budget.

It is critically important to community vitality that park programming and venues evolve over the course of time. The Village Green in Downtown Park Forest was developed as the newest destination park and will be completed in early-2019/2020 with park features that will be attractive to attendees at Village Green events such as Main Street Nights, Youth Day, etc. Other parks continue to be revitalized including Murphy Park, which will be finalized in early 2019/2020. A decades old pavilion at Somonauk Park was demolished 2018/2019 and a new pavilion will be installed for the summer of 2019.

The Park Forest Youth Commission and the Recreation and Parks Advisory Board are integral partners in the evolution of programming that is offered to the community. These coordinated efforts will continue in 2019/2020 with Youth Day, Parks Cleanup Day, the Great American Campout, an Easter Egg-stravaganza, Fall Fest and more.

The Park Forest Aqua Center, Tennis & Health Club and Freedom Hall venues continue to be unique amenities for the community. However, all of them need general fund tax support to stay in operation. This requires continued innovative solutions and review of user fees. For example, the Tennis & Health Club will increase membership and court use fees in 2019/2020 while the implementation of resident/non-resident season pass rates and daily fees at the Aqua Center will be monitored.

Recreation & Parks operations are as complex as any section of the 2019/2020 budget. Capital purchases or improvements will include new fencing and security cameras at the maintenance yard, park path resurfacing and a new scoreboard at the Central Park ballfields. Tuck pointing repairs will be done at Freedom Hall while security upgrades, a new pool filter and a pool floor repair will all be carried out at the Aqua Center. The Tennis and Health Club will be allotted funding for new exercise equipment and replacement of the lighting over the tennis courts. Finally, Vehicle Services fund purchases in 2019/2020 will include a new pickup truck, a CNG vehicle conversion and a new field mower.

Public Works:

Water and sewer funds are administered with Public Works oversight. In 2018/2019, water main work included the installation of nearly 1 mile of new water main along south Western Avenue to a business in unincorporated Will County. This project was a 50/50 cost-sharing project with the business and is substantially complete as of late-2018/19. The new water main should lead to additional economic development opportunities on the south end of the community in the years to come. Water Fund projects in 2019/20 will include maintenance of Well #3 and repair to the raw water line for Well #2.

Public Works administers the Motor Fuel Tax Fund (MFT). MFT includes funds for purchase of road salt. With an expiring salt contract, Staff has budgeted appropriately in 2019/2020 with the anticipation that costs will increase with a new supplier. MFT reserves have been amassed in this fund to cover local funding match obligations for the federal grant project to resurface Illinois Street (Western Avenue to Orchard Drive) and Illinois Court in

2018/19 and 2019/2020. MFT also includes funding for engineering design to resurface Shabbona Drive, from Sauk Trail to Indianwood Boulevard. The Village Board took action to re-direct \$500,000 of the December 2018 property tax levy to further address public infrastructure needs. These funds will be combined with MFT funds from the state and other roadway allocations. Funds will be used to match any grants that might upgrade the Village's deteriorating roads. Besides the roadway projects noted above, resurfacing work will take place in 2019/20 along Birch Street, Winona Street and Sangamon Street.

The Public Works budget includes pass through grant funding from the Illinois Department of Transportation. Park Forest was the local agency sponsor for a Compressed Natural Gas (CNG) conversion project for a local refuse hauling company. The CNG project included the installation of two fleet fueling farms and the purchase of numerous CNG garbage trucks. The total grant project over the past several years was in excess of \$4,000,000. FY 2019/2020 will include the final phase of grant administration funding of approximately \$400,000 flowing through Park Forest to the refuse company. This project enhances the environment of not only Park Forest but the entire southland region with a transition from diesel vehicles to CNG. The resulting decrease in the overall carbon footprint is a directive in the Park Forest Sustainability Plan.

An intergovernmental agreement with Rich Township provides a Jolly Trolley local bussing option to Park Forest residents. The agreement was extended in mid-2018/2019. The Village's contribution for the Jolly Trolley bus service is located in the Public Works Budget. This service will continue to be monitored as ridership continues to decline.

The Vehicle Services Fund for Public Works in 2019/2020 will include the purchase of a tree chipper and a new dump truck.

Rate structures were addressed in 2018/2019 for water, sewer and garbage pickup for single family homes in accordance with an established waste hauling contract. Rate structures are now in place in all three areas through Fiscal Year 2022/2023.

In the Commuter Parking Fund, parking lot maintenance costs continue to project as more costly than lot revenues can generate. In 2018/2019, the commuter lot along Route 30 was closed and users were directed to Lot #2. In 2019/2020, Staff will be assessing the potential for sale or redevelopment of the lot along Route 30.

Economic Development & Planning:

Economic Development & Planning oversees sustainability projects. The Park Forest Sustainability Plan was established in 2012. Since then, numerous spinoff projects have unfolded. Most recently, a Climate Action & Resiliency Plan was established in 2018/2019 and Park Forest was recertified as a 4 STAR as relates to aggregate efforts toward sustainability. In 2019/2020, sustainability efforts will be headed up by a new Sustainability Intern and a GreenCorps Volunteer as part of a larger regional commitment to sustainability as spearheaded by the Metropolitan Mayors Caucus. This work will include monitoring green house gas emissions and coordinating such programming as Recycle Fest and community gardening projects.

Oversight of the Downtown Property Management Office is carried out by Economic

Development & Planning. This area is undergoing a period of transition with a new Property Manager in 2018/2019 and new administrative and maintenance personnel to be hired in late-2018/2019 or early-2019/2020. Despite the period of transition, numerous successes have taken place including new main-floor businesses such as Just for Us Hair, Poppin' Plates, Artistic Flow, and the expansion of Vintrendi Wines into a larger space. Additional new businesses on the second floor include an accounting business and an office space for a regional restaurant. The 2019/2020 budget includes funding for new brick pavers, trash and recycling bins, way-finding signs and sidewalk repairs.

Economic Development and Planning coordinates the Village's efforts toward property rehabilitation, revitalization and, where necessary, demolition. This work is done in a number of different ways including active involvement with the South Suburban Housing Collaborative and the South Suburban Land Bank and Development Authority (SSLBDA). Participation in these collaborations has rendered substantial grant dollars being at work in Park Forest over the past several years. Efforts will continue in 2019/2020 with the intent to work with the SSLBDA to pursue revitalization of more than a dozen residential properties.

Commercial and industrial efforts in 2019/2020 will include working with the business owner of a new auto repair and sale venue along Blackhawk Drive in addition to exploring sale potential for Central Court Plaza. Also, now that public works utilities have been installed southward along Western Avenue into unincorporated sections of Will County, Staff will be marketing the potential for additional commercial or light-industrial use along vacant adjacent parcels of land.

Economic Development and Planning Staff have explored various marketing efforts over the years for commercial investment attraction. Attendance at regional and national sessions of the International Council of Shopping Centers have rendered some success. A new approach in 2019/2020 will be to develop marketing videos for various development opportunities in Park Forest. These include buildings or parcels in Downtown Park Forest, in Business Park, the former Norwood Square Shopping Plaza, along South Western Avenue and the nearly 60 acres of vacant land in close proximity to Governors State University.

In 2017/2018, Staff efforts led to a state-approved legislative solution to provide property tax relief for a long-distressed property in Business Park. This legislation is now the basis for a larger legislative measure currently being considered in Springfield to bring about property tax relief and economic development tools that were lost in 2018/2019 with mass changes to Cook County tax incentive programs. Staff will monitor this and work to take advantage of it in development projects should the legislation become law. These tools may be deployed in tandem with the Will-Cook Enterprise Zone. This zone allows for tax free purchase of building supplies as an incentive to spur new development.

Economic Development and Planning supports the existing business community by serving in a quasi-chamber of commerce role. Support efforts include the Park Forest Business Person of the Year, a Bi-Weekly Business e-Bulletin, the development of an annual Shopping and Services Guide, quarterly business breakfasts/business education sessions, and active involvement in various regional business chambers and bureaus.

Economic Development and Planning includes funding for coordination of the Park Forest Civic Leadership Academy. A joint venture with the Administration and Recreation and Parks Departments, this leadership incubator program will begin its 5th year in 2019/2020. Participants are exposed to a curriculum including leadership principles, local government operations, strategic planning, budgeting, the history of Park Forest, cultural arts and how other governmental operations work in serving the needs of the community. To date, more than 60 residents have graduated the Academy with several of them now serving on volunteer boards/commissions and school boards. Finally, one graduate was elected to be a Village Trustee with the April 2019 local election.

Resident engagement is coordinated by the Community Relations division. Resident appreciation events occur throughout the year and Community Relations coordinates with other departments (ex: Police/Safe Halloween) and entities (ex: Commission on Human Relations/Black History Month programming, ice cream socials, etc.). The 2019/2020 budget will include funding for the third year of the Park Forest Oscars, multiple Community Calendar brochures that promote upcoming events, and other initiatives aimed at engaging the community and/or attracting residents from across the Chicagoland area.

Capital Projects Fund:

The Village began maintaining a Capital Projects fund in Fiscal Year 2002/2003. Over the years, this fund has supported construction of a new Fire Station, build out of the lower level of Village Hall for Health Department operations and construction of a new Railfan Park. The Fund has also housed costs associated with the Village's pursuit of distressed/tax delinquent properties, implementation of the Park Forest Sustainability Plan and distribution of sound mitigation funding in the community associated with Canadian National's purchase of the former EJ&E rail line in 2009.

Several departments collaborated in the previous three fiscal years on a grant related to volunteer workers from AmeriCorps. Most of the work completed was associated with the Village's Sustainability Plan and the results were tremendous. Work included extensive vegetation removal at several parks and numerous residential mid-block cut-throughs, installation of informational kiosks, painting of departmental and recreational facilities and public works projects such as storm sewer inlet notices, etc. The group also provided support to several volunteer boards/commissions and assistance at various public events including Youth Day and the Going Green Recycle Fest. The 2019/2020 Budget includes matching funds that might be needed should Park Forest be selected as an AmeriCorps host partner for the summer of 2019.

Implementation of the Park Forest Sustainability Plan is carried out through the Capital Projects Fund. The Sustainability Intern will work on several sustainability projects in 2019/2020 including community gardens, special events, and public outreach meetings/educational pieces aimed at greening the habits of Park Forest residents. Other sustainable projects funded in 2019/2020 include LED replacement streetlights in addition to a storm water detention incentive.

Community Development:

Organizational success in pursuit of grant funding sources over the past decade is tracked in the Community Development Department. An itemized list of grant successes totaling

several million dollars is presented on pages 9-2 and 9-3 of the Community Development section of the budget. In 2019/2020, Staff will continue these efforts to bring outside funding into Park Forest operations.

The Community Development Department heads the Village's efforts in coordinating permit processes for new construction and rehabilitation work to be done throughout the Village's more than 9,500 properties. In calendar year 2018, the trend continued in a positive direction with new building permits issued. The number of permits issued in 2017 had represented a 16% increase compared to 2015 (735 compared to 641). The number increased slightly in 2018 (739 permits) and resulted in more than \$7.3M in property improvements in the community. This is a positive indicator as investment into properties continues to progress upward.

The Department is integral in identifying and addressing code enforcement issues in addition to problem properties, owners and occupants. Code compliance is always the goal with a focus on issuing warnings before citations are pursued. Vacant and/or foreclosed homes continue on a downward trend as the housing crisis finally appears to be in decline. The number of homes in foreclosure for 2018 was 490. This compares to 638 in 2015 and represents nearly a 25% reduction.

With an uptick in permitting and housing compliance issues, Community Development added staffing in 2018/2019 and included a seasonal inspector. Performance benchmarks in the Community Development note the substantial impact that this position has had in addressing resident nuisance complaints such as dead trees on private property, long grass needing to be mowed, and garbage cans being left curbside. Also, this position has assisted with street canvassing that takes place each January to identify property maintenance issues.

The Director of Community Development is the Staff Liaison to the Park Forest Cable Communications Commission. The Cable Commission in 2019/2020 will be deliberating with Comcast on a cable franchise agreement renewal and whether the renewal will be at the local level or under the State of Illinois Franchise Agreement. Community Development will continue to administer the availability of portable cameras and computer editing software for public use in encouraging local origination programming.

The Park Forest Housing Authority's administration of the Housing Choice Voucher Program is overseen by the Community Development Department. The Authority allows the Village better local administrative oversight of housing rentals in the community. In 2019/2020, the Housing Choice Voucher Program is projected to administer slightly more than \$5.3M in housing assistance payments and administrative fees. The Housing Authority currently administers 147 of its own vouchers in addition to 345 portable vouchers. The portables have been steadily declining over the past three years after a prolonged upward climb from 2008 to 2015. The number of current total vouchers at 492 is down more than 30% compared to 2016.

Retirement:

The section of the budget identified as Retirement contains the Police and Fire Pension Funds. IMRF and FICA expenses for the various General Fund departments and the

reserved fund balance associated with each of these pension costs are also presented in this section.

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 independent actuaries hired by each fund. Both funds contain adequate balances with the fund balance for the Police Pension Fund anticipated to be \$22,729,973 and the Fire Pension Fund anticipated to be \$14,737,782 by the end of 2019/2020. Currently, the Police Pension Fund is funded at 44.9% of future benefits and the Fire Pension Fund is funded at 46.1%. These two percentages are consistent with actuarial study recommendations and are considered financially sound. In Fiscal 2019, a transfer of \$400,000 from the General Fund was made with \$250,000 added to the Police Pension Fund and \$150,000 added to the Fire Pension Fund. The interest credit from the Village's liability insurance, IRMA, funded this transfer.

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 Retirement section of the Budget contains an analysis of these two retirement expenditures. After several years of no increases in the tax levy for these funds, the 2016 levy was increased. In addition, an allocation of \$100,000 for FICA and \$150,000 for IMRF was made from the Unassigned General Fund balance to alleviate the negative Restricted Fund balances. In FY 18/19, \$75,000 was moved from the IMRF Restricted Fund Balance to the FICA Restricted Fund Balance to correct the balances for each pension. At the end of FY 19/20, FICA is projected to have a year-end reserve General Fund balance of \$85,109. IMRF is projected to have a FY 19/20 year-end reserve General Fund balance of \$35,211. The IMRF funding rate for 2019 is 9.92% with an increase to 12.08% being forecast for 2020.

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 public safety and IMRF funds, is detailed on page 21-2.

Bond Retirement:

In order to understand the Bond Retirement Fund more clearly, bond retirement schedules are included in the section of the Budget labeled Bond Retirement. The schedules show debt service through 2037. The section also includes a page entitled "History and Analysis of Debt Service." which tracks the history of the financing and refinancing of the Village's bonds and IEPA loans.

In 2001, the Village refinanced its 1994A TIF Bonds and issued 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. The 1999 Series was refinanced in 2013 with the dissolution of the SSMMA Bond Pool. This debt is fully funded by TIF increment. In 2005, the Village was awarded a low interest IEPA loan to fund the engineering and construction of a new water plant. The 2.5%, \$15,945,517 IEPA loan had a January, 2008 repayment start date. By securing this below market rate loan, the Village will save \$5,000,000 over the life of the borrowing.

In 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 paid off a large portion of TIF debt earlier than originally planned. Favorable interest rates continued and the Village was able to refund the 2001 Series in 2012, saving an additional \$730,800 in interest. In 2013, the Village borrowed \$4,557,947 via a 1.25% IEPA loan for water and sewer infrastructure improvements. Revenue to pay debt service has been identified in those funds. The total General Obligation Debt as of FY 19/20 is estimated to be \$18,237,921 including interest, as the 2017 IEPA low interest loan is now closed and in its repayment phase. Page 22-2 shows the annual debt service related to the General Fund as well as the enterprise funds over a three-year period. In Fiscal Year 2017/2018, debt service was \$3,054,231. It was \$2,987,180 in 2018/2019 and will be \$2,963,825 in 2019/2020. Page 22-3 shows the Village's debt service requirement through 2037. This includes the 2017 IEPA loan debt service that was not included in prior years as it was not determined. Page 22-1 shows a breakdown of the debt. It can be seen that over 83% of the debt relates to the Water and Sewer Funds. **This speaks to the investment in the Village's water and sewer infrastructure systems and the large financial investment that is required to operate these systems.**

It is evident, on the debt schedules contained on page 22-3, that annual debt service requirements are fairly consistent between significant years of large decreases in FY's 2021, 2026, 2027, 2028, 2033 and 2037. 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 this Overview.

TIF:

The Tax Increment Financing (TIF) Fund accounts for revenues and expenditures associated with the Village's Tax Increment Financing Districts. The Downtown TIF District was originally established in June, 1986. After several years of decline and the loss of a major tenant, Sears in December, 1995, the Village purchased the shopping center. The certified base year (1986) equalized assessed valuation of the Tax Increment Financing District was \$11,710,716. The equalized assessed valuation at the 1994 level was \$15,132,110. When Sears left, the Tax Increment Financing District dropped below the certified equalized assessed valuation. This meant no increment was generated with which to pay debt service. At the time Sears left, the outstanding TIF debt was \$9,500,000. During Fiscal Year 1997/1998, the Tax Increment Financing District, as then configured, was dissolved and a new one created. Besides addressing the problem of the erosion of the base, creation of a new Tax Increment Financing District enabled the Village to spread the TIF debt over a longer period of time. Lengthening the life of the TIF, however, would have had a negative impact on the other participating taxing districts. For that reason, the residential properties formerly included in the TIF were excluded. For the taxing bodies, this created an almost equal exchange of value. The EAV of the TIF, when it was newly created in 1997 and the frozen base, was \$3,598,133.

Starting on page 23-5 of the section of the Budget entitled "TIF," the history of the EAV of the Downtown TIF, since 1997, is traced. The 2017 EAV for the TIF was \$6,838,157. This \$3,240,024 increase over the 1997 Base EAV, combined with accumulated fund balance allowed the Village to abate \$1,164,923 of TIF debt service from the 2018 tax levy.

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 prevented Nassimi from developing Norwood and the Village reacquired the property in 2012. Later that year, thanks to a \$2.2 million grant, the buildings were demolished and, as a result, the EAV has been \$0 for four years – see the Norwood EAV chart on page 23-11.

There is one final point that must be made in regard to the TIF funds. As noted in the Transmittal Letter and repeated in the DownTown section of the budget, the Village has invested \$7,193,715 of its funds in the DownTown through June 30, 2018. Net incremental taxes in the amount of \$795,865 represents an 11% return on investment. For that reason, it is essential to continue to move forward with the redevelopment of the DownTown. In addition, the DownTown TIF owes the Village \$4,494,374 of eligible redevelopment costs. With the TIF set to expire in 2020, staff began investigating extension of the TIF in 2015/2016. Norwood will continue to be a challenge until a developer who follows through on promises is identified.

Library:

The Library is now presented as an independent entity 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 continues to improve its building and grounds and its computer system. The 2019/2020 proposed budget is 7% lower than the 2018/2019 budget, a difference of \$148,380.

BUDGET POLICIES - FISCAL:

Rationale:

Fiscal Policies of the Village of Park Forest are based on the need to establish a mechanism of review and assessment of financial conditions of the Village while addressing certain economic trends. For the coming fiscal year, a continued evaluation of trends and services will be needed. The economic trends currently identified include:

- Housing values continue to increase as well as a reduction in vacant and foreclosed homes reflects stabilization in the Village's housing market. Albeit a slow pace, the Village is recovering from the financial crisis of 2007.
- A stagnant commercial tax base, with few sales tax producing entities.
- The State of Illinois has consistently, over the last ten years, reduced the amount of State shared revenues meant for municipalities. For the last three years, Income Tax allocations have been reduced by the State in attempts to fix their financial condition.

- Utility tax revenues continue to decline as a result of a reduced commercial base, packaged services and de-regulation.
- The Village's purchase and conversion of DownTown Park Forest to 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. Over the years, the TIF was able to generate revenue that helped pay for redevelopment initiatives as well as abate a part of the annual debt service requirements of the TIF. The 2017 abatement for TIF debt was the entire amount, \$1,142,170 and the 2018 abatement for TIF debt was the entire amount, \$1,164,923. Fiscal 2019-2020 will see the TIF debt paid in full. Incremental taxes relieve the TIF debt service burden on taxpayers. Increasing increment provides further relief as well as additional funding to redevelop the DownTown area. The Village is pursuing an extension of the DownTown TIF.
- The Village's aging infrastructure and plans to address that infrastructure. The Lincoln Highway Landscape Enhancement Project was completed in 2017. In addition, a grant for \$252,000 was used for North Street resurfacing. An \$881,818 sanitary sewer project with 55% grant funding was completed in Fiscal 2015. Lester Road was resurfaced utilizing TIF funds. In 2016, an \$800,000 Village-wide computer software upgrade occurred. During 2017, four miles of water main were replaced and nearly 2 miles of roadways resurfaced. In Fiscal Year 2018, the water main replacement project wrapped up. Also, the last major aspects of the Village Green improvements were completed. In Fiscal Year 2019, a \$2 million water main extension down Western Avenue was completed without the need for borrowing along with the Village receiving \$750,000 from Agrati to offset some of the cost of this water main extension. With the 2018 tax levy, the Village Board authorized an additional \$500,000 to be budgeted annually, starting in Fiscal 2019-2020, for street maintenance projects utilizing property tax dollars that were previously used to support the Health Department.

Despite the slow growth/recovery 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 2019/2020 Budget are designed to address, not necessarily to solve, these aforementioned 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 for approved projects as well as items that have a reasonable certainty of being approved. Budget amendments are made for any 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 2018/2019 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 2019/2020 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 for the General Fund and all other budgeted Governmental-type Funds. Reserve levels in Enterprise Funds can range greatly depending upon the potential for large capital outlays (Water and Sewer Funds) or for pay-as-you-go services (Refuse Fund). A minimum reserve level for Enterprise Funds is three months of operations.
 6. Potential areas for budget savings for the Fiscal Year ending 2018/2019 will be identified. Fiscal savings identified in the 2018/2019 Budget will not be permitted to “carry over” into the 2019/2020 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. \$18,000 in Personal Property Replacement Tax (PPRT) revenue will shift from FICA to IMRF for FY 2020.
 - (a) The Actuarial Assumptions for the Police and Fire Pension Funds are as follows:
 - A 6.75% interest rate assumption
 - Entry Age Normal
 - Target 100% Amortization
 - Salary increases of 4%(Fire) and 4.5%(Police)

- 30-year amortization period (23 years remaining)
 - Inflation at 2.5%
 - The RP 2000 Mortality Table is used
- (b) The Police and Fire Pension Funds have adopted Investment Policies that allow for investments consistent with State Statutes and allocations with a statutory maximum 65% in allowable equities and the remainder in fixed income investments.
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 those purposes.
 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. The Parking Lot Fund will no longer pay for salaries of Public Works personnel in order to keep the Fund financially stable and independent.
 12. 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 from the DownTown Fund and may, if needed by the DownTown Fund, pay these CAM costs by a transfer from the General Fund.
 13. 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.
 14. 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.
 15. Management of the DownTown Fund will take any means necessary to collect rent from any tenant that is more than one (1) month behind on their rent payment. This includes starting the eviction process for any tenant that is behind on their rent.
 16. 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. A new,

five-year water rate schedule was adopted in April, 2018 with no increase for FY 2018/2019. The four subsequent fiscal years each have a 5% increase to water rates.

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2019	\$15.64
2020	\$16.42

A new refuse contract began January 1, 2014 and expires December 31, 2023. At the end of calendar 2017, Star Disposal proposed to begin an electronic curbside pickup program for single family homes that would coincide with the weekly Tuesday collection. The current contract includes an annual 3.5% rate increase schedule for years 1-5. There is a provision in year 6 (2019) that if the average Consumer Price Index (CPI) comparisons for years 1-5 averages less than 3.5%, there will be no rate increase in year 6 (2019). In comparing the CPI for the first 5 years, a 0% increase for year 6 (2019) is not warranted. Therefore, Star proposed to begin this program in calendar 2018 upon Board approval, even though the rate increase would not take effect until calendar 2019, if the Village would agree with the 3.5% increase in year 6. The Village Board approved this proposal and amended the original contract.

<u>Calendar Year</u>	<u>Monthly Refuse Rate</u>
2019	\$23.43
2020	\$24.22

It is the Village's intent to reduce Inflow and Infiltration (I & I) and continue to maintain and replace aging sewer infrastructure as needed. Beginning in Fiscal 2015, storm sewer maintenance is also charged to the sewer fund. Similar to water rates, a five-year sewer rate schedule was adopted in April, 2018 with no increase to FY 2018/2019. The subsequent four fiscal years will each have a 5% increase to rates. Sewer rates for the current budget year are as follows:

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2019	\$2.86 (Same as Fiscal 2011 through 2018)
2020	\$3.00

17. 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.
18. 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.
19. The Board will receive detailed operating results at a minimum of each quarter. 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.
20. 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.

21. The Finance Director will determine if a portion of fund balance should be assigned. This determination will be based upon Board directives and goals.
22. The most restricted dollars will be spent before less restricted, in the following order:
 - 1) Nonspendable (if funds become spendable)
 - 2) Restricted
 - 3) Committed
 - 4) Assigned
 - 5) Unassigned
23. 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.
24. 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, at a minimum, on a quarterly basis with results being provided to the Village Board. The Finance Director, Village Manager and Department Heads will conduct a formal six-month review of budget performance with the results being 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 but debt service schedules for the remaining obligations, as well.

For the most part, the Village's debt is general obligation debt; in other words, 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 funds, such as the TIF, Water or Sewer Funds. In years when those funds do not generate sufficient revenue to cover debt service, the debt is included in the levy. (See page 22-2 for a breakdown of the 2018 debt levy).

Since the 2007 2.5% IEPA loan for the water plant of \$15,945,517, the majority of debt issuances have related to debt restructuring to take advantage of lower interest rates or pay debt off sooner. Debt service for Fiscal Year 2019/2020 will be \$2,963,826. Of this amount, \$263,500 was levied in December, 2018.

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 required issuing general obligation bonds. 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 dollar amount consistent with the original debt service over the extended life of the debt.

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

In August, 2008, the Village took advantage of an improved interest rate environment and the accumulation of healthy fund balance to refinance the 1997A, 1997B and a portion of the 2001 bonds. In 2012, continued favorable rates and bonds that were callable allowed for further refunding. These refinancings will save the Village interest going forward and repay a large portion of TIF debt sooner.

In December, 2010, the Village received notification that the IEPA approved a combined \$4,206,842, 1.25% loan for water and sewer rehab projects. The debt service on this loan will be funded through the Water and Sewer Funds. In 2017, the Village borrowed \$3,555,279 via an IEPA low interest loan of 1.86% to fund a water main replacement project.

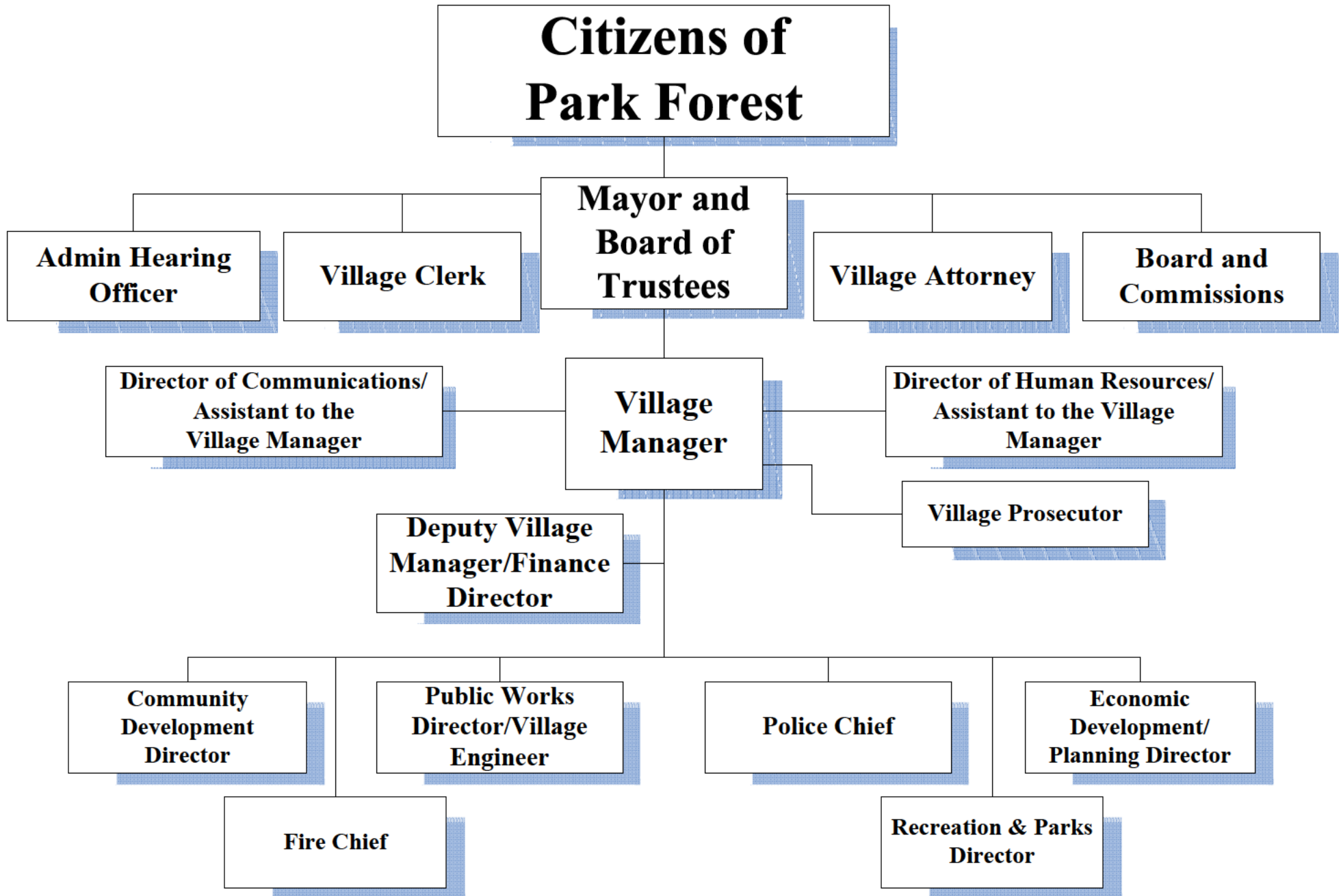
For the tax levy adopted December, 2018, \$1,190,398 of debt service payments were abated or removed from the tax levy. Continued development of the Downtown allowed for the full abatement of the TIF debt for Fiscal 2019/2020, the final year of the TIF debt. The Village will attempt to remain frugal with its long-term debt, continuing to repay a portion on an annual basis (for fiscal 2019, principal repayments totaled \$2,492,631) and fund operations with current revenues and fund balance surpluses.

For Fiscal Year 2020, \$5,526,965 worth of capital expenditures are budgeted. Because of grant funds and/or accumulated fund balances, none of this amount will be borrowed. Whenever possible, the Village has saved for major capital expenditures such as vehicles, high-cost fire engines, water main, sewer line, and roadway repairs and replacement.

VILLAGE OF PARK FOREST
2019/2020 BUDGET
SCHEDULE

September 26, 2018	Neighborhood Meeting
November 3	Strategic Planning/Financial Update/Pending Issues
December 10	2018 Tax Levy Adopted
January 7, 2019	Submit Capital Plans
January 30 & February 5	Six month review with Manager and Finance Director
February 2	Present 2017/2018 Audit to the Board
February 16	Present Capital Plan to the Board Present Six Month Reviews Review Budget Amendments Strategic Planning
February 20 - March 11	Budgets are prepared by Department Heads
February 20	Budget Worksheets and Guidelines are distributed
March 11	Budgets Due from Department Heads
March 13 & 15	Budget Review with Manager and Finance Director
April 22	Board Adopts Fiscal Policies
May 1	Distribute Draft Budget to Board, Library and Place on File with Village Clerk
May 6	Public Introduction of Budget at Rules Meeting
May 7, 9, 14	Budget Review with Board
May 24	Legal Notice for Public Hearing
June 3	Hold Public Hearing / Budget Review by Board at Rules Meeting Introduce Budget (First Reading)
June 17	Adopt Budget

Village of Park Forest Organizational Chart



Village of Park Forest 2019/2020 Budget

EXECUTIVE REPORT TO THE PUBLIC FOR THE FINANCIAL SUMMARY

FINANCIAL STATUS - END OF FISCAL YEAR 2017/2018

The Financial Status section information comes from the audit report of the fiscal year that ended June 30, 2018, which is the most current audited financial year. Revenues in the General Fund decreased from the 2017 level of \$25,360,001 to \$23,227,613, a decrease of \$2,132,388. State grant revenues decreased by \$2,135,664, which accounts for the entire revenue decrease. This grant revenue decrease came from the Village receiving over \$2 million in FY 2017 for the compressed natural gas project in association with Nu-Way Disposal. The property tax collection rate decreased from the low-90% range to 86%, which is one factor that has been closely monitored. So far, in FY 2019, tax levy collections are coming in higher than last year. Income tax decreased \$104,793. Utility tax decreased \$67,250. Interest income increase by \$151,777. 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 \$23,511,096. This represented an 11%, or \$2,772,320, decrease from the prior year. The compressed natural gas (CNG) project was the main reason for this decrease, with a cost of \$2,497,319 in Fiscal 2016/2017 in Public Works. Several departments, including Police, Fire, Public Health, Recreation and Parks and Economic Development, all had lower expenditures than the prior year. Actual expenditures for the year were \$3,711,411 lower than budget as a result of continued cost containment measures, reduced IRMA costs and encumbrances of \$1,648,638.

The unassigned General Fund balance as of June 30, 2018 was \$8,886,572. After use of \$817,858 for the 2018/2019 Budget, and utilization of \$715,000 to reduce the 2018 tax levy increase, this represented a 3.5 month reserve or \$7,353,714. The reserve calculation is based on a monthly expenditure level of \$2,109,607. 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, 2018, when a portion of the reserve was used to reduce the increase in the tax levy, saving taxpayers from a 4.25%, or \$715,000, increase in the levy.

The Village Board has expressed a strong desire to operate on a pay-as-you-go basis, rather than increasing debt. No new bonds have been issued since 2001. Detail about General Obligation Bonds and loans outstanding can be found in the Bond Retirement section. The Village has utilized low interest IEPA loans to fund water and sewer infrastructure improvements since 2005. Also, the Village took advantage of the interest rate environment to restructure and reissue General Obligation Bonds, saving money and aligning debt service with the TIF debt ending in 2020.

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. In Fiscal 2016, an additional \$3,997,542 of low interest loan dollars was borrowed to fund water main replacement. This amount of \$3,997,542 is after the IEPA forgave \$750,000 of the loan, providing even additional savings to the Village and its residents. The total outstanding debt balance anticipated as of June 30, 2019 is \$16,426,539.

In summary, at the end of Fiscal Year 2017/2018, the Village's audit revealed an economy that continues on a healthy pace and better earnings for the Village's reserves. The Village Board decreased the 2018 tax levy by 0.3% while continuing to cover increasing pension costs and infrastructure projects. Reserves of \$715,000 were utilized to reduce the levy.

The Fiscal Year 2019/2020 Budget has been planned within a cautious conservative framework. The Village will continue to evaluate every vacant position looking for restructuring opportunities. It will also monitor actions taken by the State that could potentially reduce revenues. The Budget is designed to implement Board goals while providing a small 2% increase 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 2019/2020 Budget presents an ending General Fund Balance of 3.6 months' expenditure reserve.

FINANCIAL PROJECTION - 2019/2020 BUDGET

The Village will face several major financial challenges and issues in Fiscal Year 2019/2020. Following is a list of the most critical. These five areas are thoroughly explained in the transmittal letter starting on page III. In short, they are as follows:

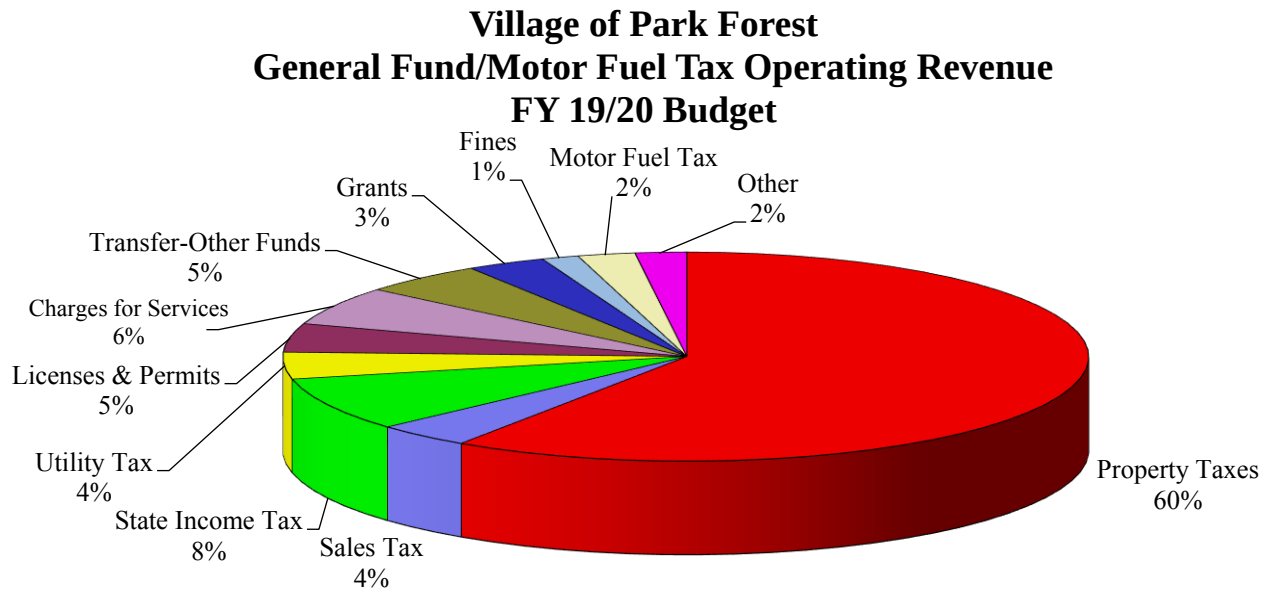
1. Identifying and assessing core vs. non-core services utilizing the triple bottom line approach.
2. Controlling major expenditure categories, revenue protection and enhancement.
3. Maintaining a leadership role in the region.
4. Village infrastructure and maintenance.
5. Continuation and resolution 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 2019/2020 Budget

REVENUE SUMMARY

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



Property Taxes

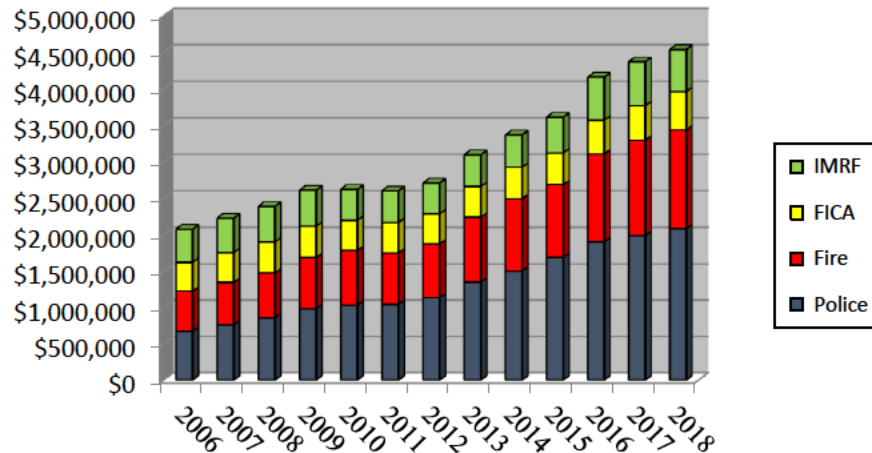
Property taxes levied in December of one year fund the budget of the following year. In other words, the property taxes levied in December, 2018 support the 2019/2020 Budget. Inasmuch as the property tax levy is adopted in advance of the development of the budget, property tax revenues have already been clearly determined prior to planning the budget. The total Village tax levy adopted in December, 2018 of \$16,842,469 represented an overall 0% change from the prior year's extended levy. The Budget includes 93.5% of the original levy amount, allowing for uncollected taxes, and loss factors added by Cook County.

	<u>2017 Levy</u>	<u>2018 Levy</u>	<u>2018 Levy Budget</u>
General Corporate	\$12,097,410	\$12,042,671	\$11,467,642
IMRF	616,647	574,572	547,137
FICA	483,084	525,159	500,083
Police Pension	2,039,548	2,084,376	1,984,849
Fire Pension	1,340,200	1,352,191	1,287,625
Bonds	<u>265,580</u>	<u>263,500</u>	<u>255,032</u>
	\$16,842,469	\$16,842,469	\$16,042,368
Tax Levy Increase		0.0%	

The General Corporate levy for 2018 decreased from the 2017 as property tax dollars needed to transition to Police and Fire pensions costs. The unassigned fund balance was

sufficient to absorb a decrease to the 2018 levy of \$715,000. Collectively, the FICA and IMRF levies for 2018 did not increase over the 2017 extended levy. However, the allocation of tax dollars to FICA and IMRF changed in 218 to better match the actual costs of each retirement cost. The IMRF rate decreased from 11.78% to 9.92% in 2019 but the Village has been notified that its IMRF rate for 2020 is expected to increase to 12.08%. The Board approved the actuarial recommendations for the Police and Fire Pension levies to meet the legally required funding levels by 2040. The Board also approved, through a budget amendment, an additional \$250,000 transfer to Police and \$150,000 transfer to Fire from the General Fund in FY 2018/2019. The Bonds levy reflects only general obligation debt as the entire TIF Fund debt service for FY 2019/2020 was abated from the 2018 levy. For the 2009, 2010 and 2011 tax levies, there was no excess General Fund fund balance to offset the increase in the levy. For 2012, there was \$550,000; in 2013, \$715,317; in 2014, \$640,000; in 2015, \$700,000; in 2016, \$790,000; in 2017, \$383,000; and in 2018, \$715,000. Pension funding represents 20% of the overall tax levy.

Property Tax Levy History - Pensions



**data presented is extended levy except the current year as Cook County extension occurs mid year*

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

1993	15.1%	2002	2.9%	2011	3.4%
1994	11.4%	2003	2.9%	2012	2.7%
1995	11.7%	2004	8.1%	2013	1.9%
1996	9.8%	2005	9.3%	2014	1.4%
1997	6.7%	2006	2.6%	2015	2.8%
1998	4.8%	2007	3.3%	2016	2.9%
1999	2.9%	2008	3.0%	2017	1.5%
2000	2.9%	2009	6.0%	2018	0.0%
2001	2.9%	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, 2006, 2013 and 2016 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 in the tax levy. For several years since, the increase in the tax levy was held to 3% or less by utilizing General Fund Balance carryover to reduce the levy. For the 2019/2020 Budget, the 2018 levy increase allows for a 2% increase in salaries for all staff. This is consistent with the approved union contracts. Budget Guidelines allowed for a 2% increase in expenditures excluding salaries and insurance.

Another detail related to actual property tax revenue collections involves the loss factors Cook County adds to the Village's tax levy to allow for delinquent taxes. 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 either a 3% or 5% loss factor, depending on the purpose, for Cook County. Cook County represents 83.29% of the Village's EAV and the extended levy is 102.5% of the original levy. If an average of 90% (average of most recent 4 years) of that amount is collected, that equates to a 92.25% collection rate on the original levy. However, the collections for the 2016 levy occurred in calendar 2017 and are believed to be low due to reassessed property values by the Cook County Assessor's Office. Property Tax appeals rose significantly in calendar 2017 but decreased in calendar 2018 and Village staff believes collections will return to the low-90% range for the 2018 levy. Beginning in 2010, the first installment of taxes paid equaled 55% of the prior year taxes. This increased from 50% in prior years.

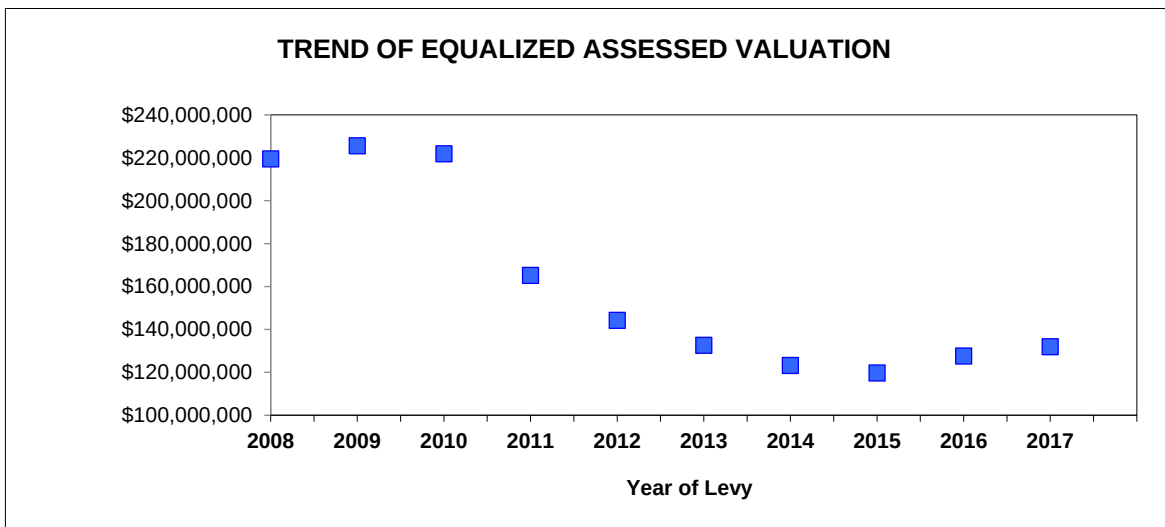
<i>Tax Levy Year</i>	<i>Total Percentage of Levy Collected</i>
2000	94.23%
2001	93.55%
2002	86.31%
2003	95.75%
2004	95.28%
2005	94.35%
2006	96.63%
2007	94.65%
2008	93.68%
2009	93.92%
2010	94.22%
2011	94.33%
2012	92.20%
2013	90.64%
2014	91.13%
2015	91.10%
2016	86.38%

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

Municipal Tax Rate Comparison

<u>Year</u>	<u>Tax Rate</u>	<u>% Change</u>
2001	4.3165	2%
2002	3.8530	-11%
2003	4.2640	11%
2004	5.1960	22%
2005	4.8980	-6%
2006	4.9470	1%
2007	4.8920	-1%
2008	4.9250	1%
2009	5.2110	6%
2010	5.4950	5%
2011	8.1610	49%
2012	9.6091	18%
2013	10.974	14%
2014	12.281	12%
2015	13.224	8%
2016	13.164	-0.5%
2017	13.213	0.37%

Tax rate increases are impacted by changes in the Equalized Assessed Valuation (EAV) of the Village. As the chart below shows, values in the Village increased by 6.61% for 2016 from the 2015 EAV of \$119,712,678. The 2017 EAV grew by 3.37% to \$131,918,779. The last two years show a steadily increasing EAV for the Village at a sustainable growth rate and, hopefully, is signaling the end of the slow pace of increasing property values in the southern-Chicago suburbs after the financial crisis of 2007.

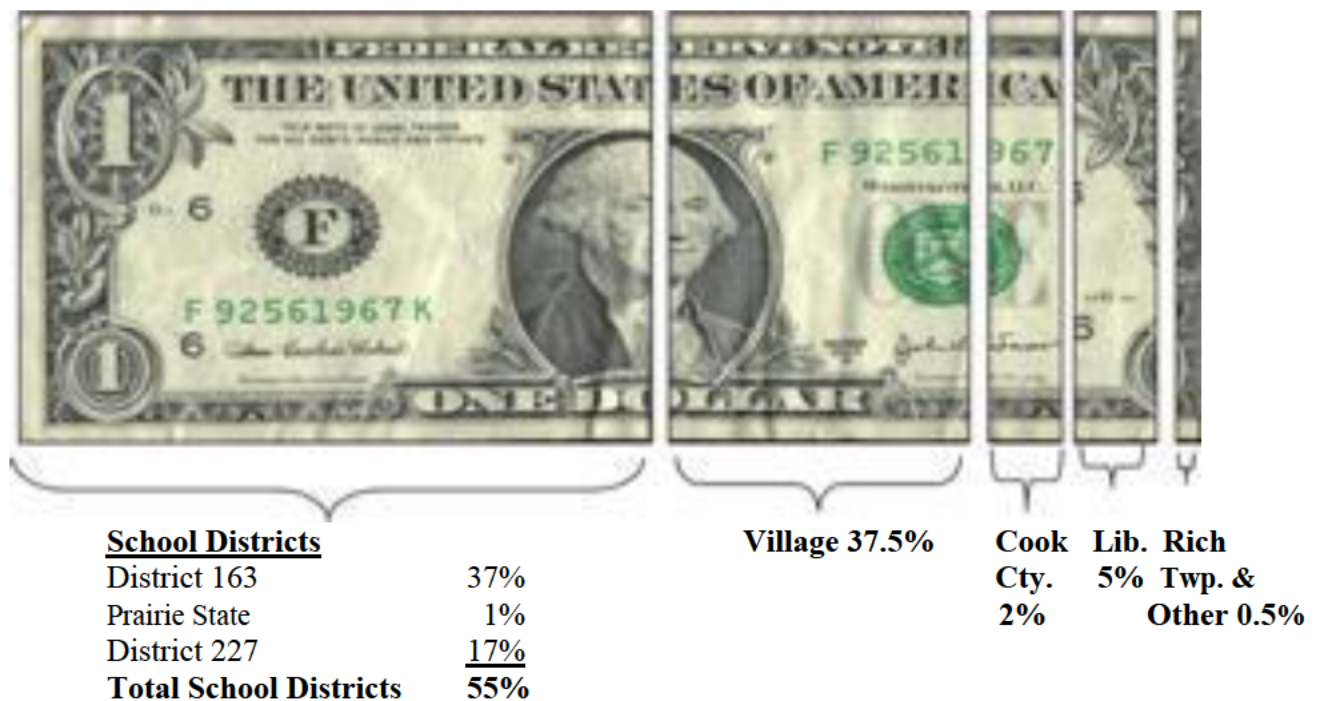


Citizens often express their concerns about taxes paid to the Village. They sometimes believe the Village is responsible for their entire tax bill. The reality is the Village levy represents only 35% to 45% of the total bill depending on the school districts represented and the county involved. From that amount, the Village provides Police, Fire, Community

Development, Economic Development, Public Works, Recreation and Parks and Administrative Services for its residents.

School District 163 represents the majority of the Village. The following diagram shows the tax distribution for residents within that district for 2017 taxes payable in 2018.

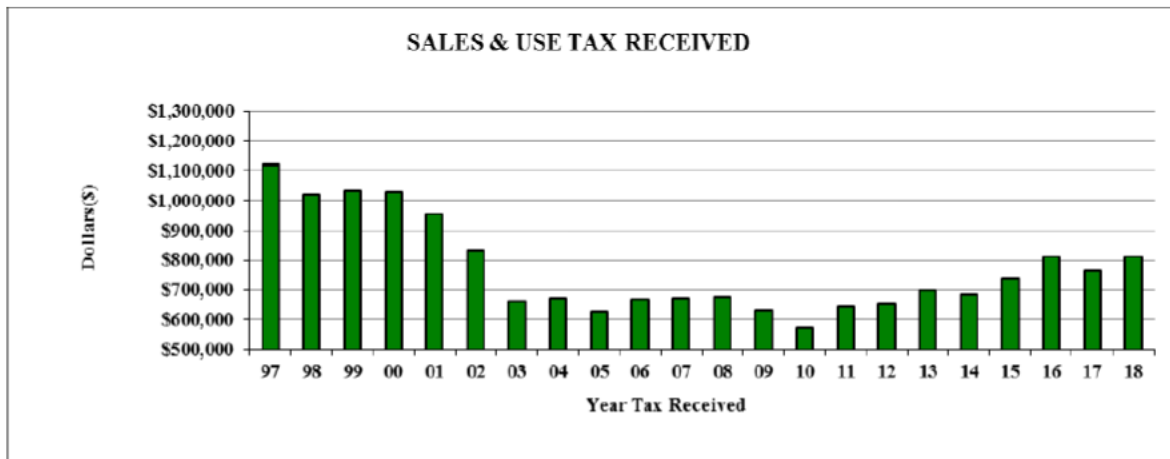
District 163 Tax Bill Breakdown



Sales and Use Tax

Sales Tax relates to items sold within Park Forest. Sales tax revenue for the Village over the past fourteen years has been fairly flat. Over the past twenty-one years, the combined loss of Sears, Aldi's, Marshall Fields, Jewel and all car dealerships caused a \$600,000 decline in annual sales tax revenues. The new businesses over that same time period include a Walgreens, which opened in 1997, and an Osco Foods (now CVS), in 2000, and Dollar General, in 2013. In addition, video gaming is currently generating almost \$29,000 per year. Use tax is the Village's share of tax on items purchased outside the State of Illinois then used in Illinois and is allocated on a per capita basis.

For Fiscal 2018/2019, sales tax revenue is expected to remain fairly even. However, Use Tax is expected to increase due to recent legal rulings on sales taxes generated via internet purchases. Combined Sales and Use Taxes are expected to increase 14% in FY 2019/2020. The Village's efforts to attract new retail businesses to the Downtown as well as future efforts in other commercial areas will be targeted to increase sales tax. Following is a twenty-two year depiction of sales and use tax revenue.



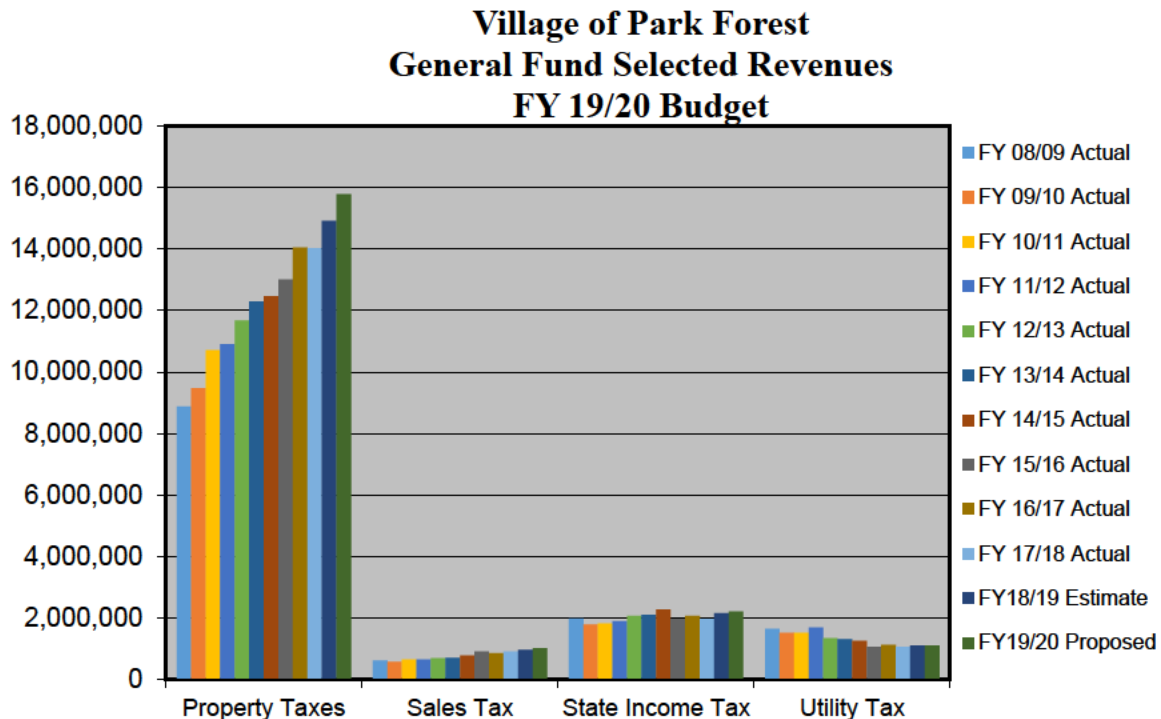
Utility Tax

Utility taxes have remained stagnant over the past several years related to use of cell phones versus land lines and unlimited plan offerings by telecommunication providers. Utility taxes generate 4.3% of General Fund revenues. The Utility Tax rate is 5% on gas and electric service and 6% on telephone service. The Municipal Telecommunications Tax Act changed the receipt of telecommunication taxes. Taxes now flow through the State causing an additional three-month lag in receipts. The loss of commercial development and a sizeable vacant house population have 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. Population in Park Forest decreased from 24,646 to 23,462 in the 2000 census. The information from the 2010 census indicated that population had again declined from 23,462 to 21,975. Unfortunately, the State population increased further compounding the negative impact of the Village's declining population. Since a high of \$2.2 million in income tax revenue in 2008, revenues declined to a low of \$1.8 million in 2010. Revenues stabilized, increased slightly and, in 2015, finally recovered to the 2008 level. Revenue declined slightly in 2017 and, for 2018, the State of Illinois announced in June, 2017, it was reducing distributions for Income Tax by 10% to municipalities. The Governor had proposed to continue this reduction for 2019 but the State legislature reduced the reduction to only 5%. The FY 2019/2020 budget does not reflect the 5% reduction to Income Taxes even though it was recommended by the new Governor. There are several proposed pieces of legislation at the State level to return Income Tax distributions to their full statutory defined levels. The overall good news is the economy has improved and unemployment has declined.

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



Real Estate Transfer Tax

The current Real Estate Transfer Tax rate is \$5.00 per thousand dollars of sale price. During Fiscal Year 2007/2008, sub-prime mortgage problems impacted housing values and began to reduce real estate transfer tax revenues. Real estate transfer taxes dropped significantly in 2009/2010 and again in 2010/2011. In 2016, a one-time sale of two major multi-family areas improved real estate transfer taxes. This revenue declined in 2017, 2018 and 2019 is expected to decrease further in 2019. Average home values in the Village have been increasing while the volume of sales has decreased.

Grants

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	\$51,000	
PACE Grant based on Ridership	37,332	
Fare Box Revenue	14,886	
		<u>\$103,218</u>

* The total Village cost of \$51,000 represents a \$50,500 savings over years when the Village operated the Jolly Trolley service.

ANTICIPATED GRANT REVENUE

Capital Projects:

APP Grant	\$ 135,000

General Fund:

PACE Grant	\$ 32,000
Invest in Cook & RTA Grants for PW	485,000
Arts Council Grant	<u>4,000</u>

Total General Fund Grants:	\$ 521,000

MFT:

Illinois Street (Orchard to Western) Construction Eng.	111,040
Lincoln Hwy. Corridor Streetscape Construction Eng.	12,820
Shabbona (Sauk Trail to Indianwood) Design	<u>200,800</u>

Total MFT Grants	\$ 324,660

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. Also, such a method would 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 2019/2020 Budget are:

Standard Fund Transfers

2019/2020 Transfer

Water	\$ 819,116
Sewer	130,379
Refuse	161,278
Refuse (Municipal Buildings pickup)	(30,000)
Municipal Parking	0
Aqua Center	22,000
Aqua Center (employee use)	(4,360)
Tennis and Health	22,000
Tennis and Health (employee use)	(2,000)
Housing Authority	40,000
Library	<u>57,049</u>
TOTAL	\$1,215,462

Other Fund Transfers

DEA Transfer \$ 75,000

TOTAL TRANSFERS FROM OTHER FUNDS: **\$ 1,290,462**

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 7.7% tax levy increase.

Licenses

The two major sources of license revenue are vehicle sticker revenue and business & contractor licenses. Crime free housing licenses are a newer addition to this category and in 2016 a new rate structure was established that generated sufficient dollars to transfer \$70,000 to the Housing Authority. This allowed the Authority additional staffing to assist with the ever increasing number of portable certificates. Vehicle sticker rates were increased in 2012 to \$50 for the basic sticker while the stickers sold to senior and disabled individuals increased to \$25. Vehicle Sticker revenue is expected to be as follows:

VEHICLE STICKER REVENUE

	Stickers Sold	Rate	Total
Base Average	8,190	\$50.00	\$409,500
Seniors and Disabled	1,820	25.00	45,500
			\$455,000

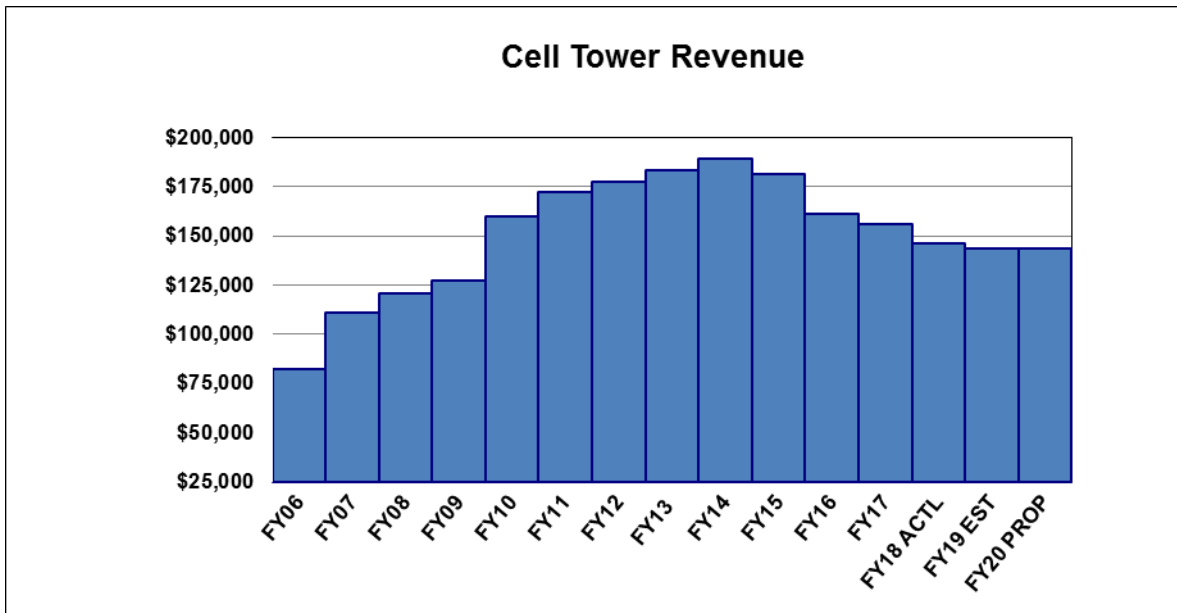
Business and liquor licenses are expected to total \$47,269. Contractors' licenses are now separate and are budgeted at \$33,000. Crime Free Housing License Revenue is expected to generate \$160,000. Animal licenses total \$7,900. Elevator inspection fees are budgeted at \$3,300.

Permits and Fees

Revenue from permits includes cable franchise fees at \$300,000, PEG access capital fees of \$15,000, building permit fees estimated at \$95,000 and park permits of \$12,000. The budget includes alarm permits of \$27,000 and vacant building registration fees of \$40,000.

Charges for Services

Due to the closing of the Health Department effective June 30, 2018, there is a noticeable decrease in Charges for Services revenue in the General Fund. Obviously, this is offset by reduced expenditures from the Health Department. Gross hospital transport is budgeted to increase to \$575,000. Property lease revenue related primarily to cell tower leases will increase from \$175,500 to \$185,000.



Other charges include revenue for Jolly Trolley, enforced lawn-mowing 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. However, due to the uncertainty of when the Village may sell such equipment and low actual amount from years past, there is only a minimal amount budgeted of \$300. All vehicle sales are reflected in the Vehicle Service Fund.

Fines

The Police Department has made successful recommendations to increase eligible vehicle seizure offenses. According to ordinance 20%, or \$24,000, of vehicle seizure fines will be allocated towards youth services. Another source of revenue involves attaching a lien against income tax refunds to pay outstanding Village debts, known as I-DROP. IDROP revenue is expected to generate \$80,000 in net revenue.

Interest Earnings

A laddered CD portfolio was established in 2009. In 2019, the Village contracted with two additional financial institutions in an effort to increase earnings in the General Fund. The Village utilizes sweep accounts and direct deposits to further maximize earnings. Because of this approach, coupled with increasing market interest rates, budgeted interest earnings are anticipated to be \$215,000 for FY 2019/2020.

INTERPRETIVE NOTES ON CHARTS AND GRAPHS

General Fund Revenues:

The table on page 2-15 shows a three-year comparison of General Fund revenue. The “FY 19/20 Proposed” column is compared to the “FY 18/19 Budget” column to determine the “percent change.” General Fund Revenues are shown to be level with the prior year’s budget.

General Fund Expenditures:

The General Fund expenditures on page 2-16 are explained in some detail in the Overview section of the Budget and in greater detail in the departmental budgets. This table summarizes the departmental information. Operating General Fund Expenditures are at a 2% decrease. After transfers also reflect a 2% decrease. Adding MFT and Foreign Fire Insurance result in an overall 2% decrease in adjusted General Fund Expenditures.

General Fund Expenditures Summary FY 17/18 Actual and FY 19/20 Proposed:

The tables on page 2-17 and 2-18 show General Fund Expenditures by department and by spending category for FY 17/18 and FY 19/20. This two-year comparison shows the impact of decreased employee costs including salaries, health insurance, and pension costs and an increase in capital outlays.

General Fund Expenditures Summary FY 19/20 Proposed:

The pie chart on page 2-19 shows the General Fund expenditures by category. Salaries and benefits a total of 69% of General Fund expenditures.

General Fund Expenditures Trends:

The table on page 2-20 and chart on 2-21 display a ten-year trend of General Fund expenditures by department. Also included is two years projected.

Oversight Responsibilities by Department:

This table on page 2-22 identifies all the fund responsibilities associated with each General Fund Department. The Administration Department, which includes Personnel, Finance and I.T. have some oversight of all departments and funds.

Fund Structure

The fund structure chart on page 2-23 displays fund types and the Village’s funds categorized accordingly.

Revenue (All Funds):

The table on page 2-24 shows revenues for all of the Village’s 19 funds (there are two TIF districts) plus the Library.

Expenditures (All Funds):

The table on page 2-25 shows expenditures for all the Village funds. Transfers from the General Fund are identified separately and includes \$380,000 in support of the Recreation and Parks Enterprise Funds in FY 18/19. The overall decrease in Expenditures (All Funds) is 2%. The Library is also noted.

Revenue (All Funds) by Source:

The pie chart on page 2-26 shows revenues by source for all funds. The largest revenue sources for the Village are charges for services at 32% and taxes at 36%. 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 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 2-26 identifies expenditures for all funds as a percent of the total. The General Fund represents 50% of Village operations.

Revenue (All Funds) by Source FY 17/18 Actual and FY 19/20 Proposed:

The tables on pages 2-27 and 2-28 show a GASB 34 presentation of revenue for all Village funds.

Expenditures (All Funds) Summary FY 17/18 Actual and FY 19/20 Proposed:

The tables on pages 2-29 and 2-30 show expenditures by spending category for all funds. This two-year comparison shows the increase in operating costs due to the cost of living salary increases, the effect of inflation on operating costs, increasing health insurance and pension costs along with a decrease in capital outlays.

Expenditures (All Funds) Summary:

The pie chart on page 2-31 shows the breakdown by spending category of expenditures for all funds. Employee costs represent 50% of the total Village expenditures.

General Fund Summary:

The table on page 2-33 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 3.6-month reserve.

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

The line graph on page 2-34 shows how reserves, expenditures, and fund balance relate.

Fund Summary:

The tables on pages 2-35 through 2-39 show either beginning net position or fund balances along with the activity for FY 18/19 and FY 19/20 for all the Village's funds with ending net position or fund balances indicated. The line graphs on pages 2-40 and 2-41 depict 10-year trends.

**Village of Park Forest
2019/2020 Budget**

GENERAL FUND REVENUES

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
Property Taxes - General	11,121,245	12,258,345	11,877,426	12,514,862	2%
- Pension	2,911,091	3,139,295	3,041,773	3,272,474	4%
Road and Bridge	81,028	80,000	81,028	80,000	0%
Sales & Use Tax	911,527	901,117	966,773	1,025,607	14%
Utility Tax	1,060,843	1,100,000	1,108,994	1,100,000	0%
State Income Tax	1,973,253	2,097,541	2,151,353	2,213,987	6%
PPRT - General and Pension	183,393	204,234	184,000	193,600	-5%
Real Estate Transfer Tax	151,310	105,000	162,677	125,000	19%
Grants	525,991	528,949	492,504	521,000	-2%
Transfers from Other Funds	1,240,771	1,237,066	1,269,066	1,290,462	4%
Licenses	784,984	725,050	675,448	708,839	-2%
Permits and Fees	560,073	509,000	464,847	474,000	-7%
Charges for Services					
Recreation	423,159	435,380	371,741	385,700	-11%
Health	242,440	43,900	31,479	15,000	-66%
Hospital Transport	524,233	470,000	550,562	550,562	17%
Inspection Fees	89,990	100,000	89,700	100,000	0%
Property Leases	180,991	175,500	190,013	185,000	5%
Other Charges	242,134	353,750	374,009	359,300	2%
Asset Sales	809	300	300	300	0%
Fines	506,167	374,500	372,060	395,500	6%
Interest Earnings	<u>380,864</u>	<u>301,408</u>	<u>366,408</u>	<u>215,000</u>	-29%
Total Revenues	24,096,296	25,140,335	24,822,161	25,726,193	2%
Motor Fuel Tax	679,658	915,659	658,762	937,207	2%
Foreign Fire Insurance	<u>17,318</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	0%
Combined Revenues	24,793,272	26,071,994	25,496,923	26,679,400	2%

**Village of Park Forest
2019/2020 Budget**

GENERAL FUND EXPENDITURES

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
Administration/Finance	3,564,916	4,720,451	4,218,788	4,112,592	-13%
Police Department	8,736,230	9,463,254	9,458,565	9,422,386	0%
Fire Department	4,655,927	5,122,840	4,978,285	5,294,957	3%
Health Department (*)	783,249	0	0	0	0%
Recreation and Parks	2,752,877	3,364,695	3,051,397	3,049,819	-9%
Public Works Department	1,673,475	2,600,890	1,837,583	2,690,059	3%
Economic Development & Planning	581,441	731,515	655,444	751,733	3%
Community Development	<u>692,939</u>	<u>744,332</u>	<u>742,608</u>	<u>772,225</u>	4%
Subtotal	23,441,054	26,747,977	24,942,670	26,093,771	-2%
Transfer to Aqua Center	270,000	270,000	270,000	270,000	0%
Transfer to Tennis and Health Club	110,000	110,000	110,000	110,000	0%
Transfer to DownTown	155,036	155,036	155,036	155,036	0%
Transfer to Housing Authority	70,000	70,000	70,000	70,000	0%
Transfer to Library	10,000	10,000	10,000	10,000	0%
Transfer to Capital Projects	225,000	185,000	185,000	185,000	0%
Transfer to Pension Funds	<u>0</u>	<u>400,000</u>	<u>400,000</u>	<u>0</u>	-100%
Total Transfers	840,036	1,200,036	1,200,036	800,036	-33%
Subtotal Expenditures	24,281,090	27,948,013	26,142,706	26,893,807	-4%
Motor Fuel Tax	544,249	1,326,267	535,620	1,233,232	-7%
Foreign Fire Insurance	<u>18,393</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	0%
Combined Expenditures	24,843,732	29,290,280	26,694,326	28,143,039	-4%

(*) Health Department was closed effective 6-30-2018

Village of Park Forest
GENERAL FUND EXPENDITURES SUMMARY
FY 17/18 Actual

	Administrative Department	Police Department	Fire Department	Health Department	Recreation & Parks Department	Public Works Department	Econ. Dev. & Planning Department	Community Development Department	TOTAL
<u>Personnel Services</u>									
Regular Salaries	1,229,249	4,133,832	2,298,624	515,485	1,000,391	316,496	366,794	416,278	10,277,149
Overtime Salaries	984	528,111	208,681	1,381	28,718	55,742	6	565	824,188
Temporary/Part-time Salaries	0	237,640	48,378	0	284,749	0	9,636	8,665	589,068
IRMA Workers Comp Reimb.	<u>178,948</u>	<u>(22,334)</u>	<u>(63,494)</u>	<u>0</u>	<u>0</u>	<u>(35,964)</u>	<u>0</u>	<u>0</u>	<u>57,156</u>
Total Personnel Services	1,409,181	4,877,249	2,492,189	516,866	1,313,858	336,274	376,436	425,508	11,747,561
<u>Insurance Benefits</u>	178,487	704,096	358,807	38,751	179,308	101,228	41,434	59,641	1,661,752
<u>IRMA</u>	679,710	0	0	0	0	0	0	0	679,710
<u>Employee Support</u>	341,120	2,013,668	1,235,462	109,691	239,101	74,339	81,720	89,784	4,184,885
<u>Professional Services</u>	137,186	579,546	101,872	73,198	371,651	135,675	8,328	4,693	1,412,149
<u>Legal Services</u>	312,173	0	0	0	0	0	0	0	312,173
<u>Operating Supplies</u>	98,594	160,589	51,206	37,850	172,992	15,774	13,623	7,037	557,665
<u>Maintenance</u>	98,919	23,416	23,076	552	119,472	359,996	0	86,403	711,834
<u>Capital Outlays</u>	39,634	77,123	115,003	0	103,100	484,323	0	2,421	821,604
<u>Miscellaneous</u>	175,846	7,959	222	2,006	102,732	306	58,234	13	347,318
<u>Leases and Rentals</u>	9,486	283,543	273,579	0	81,311	157,030	0	12,898	817,847
<u>Utilities</u>	84,580	9,041	4,511	4,334	69,352	8,530	1,666	4,541	186,555
<u>Transfers to Other Funds</u>	840,036	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>840,036</u>
TOTAL	4,404,952	8,736,230	4,655,927	783,248	2,752,877	1,673,475	581,441	692,939	24,281,089

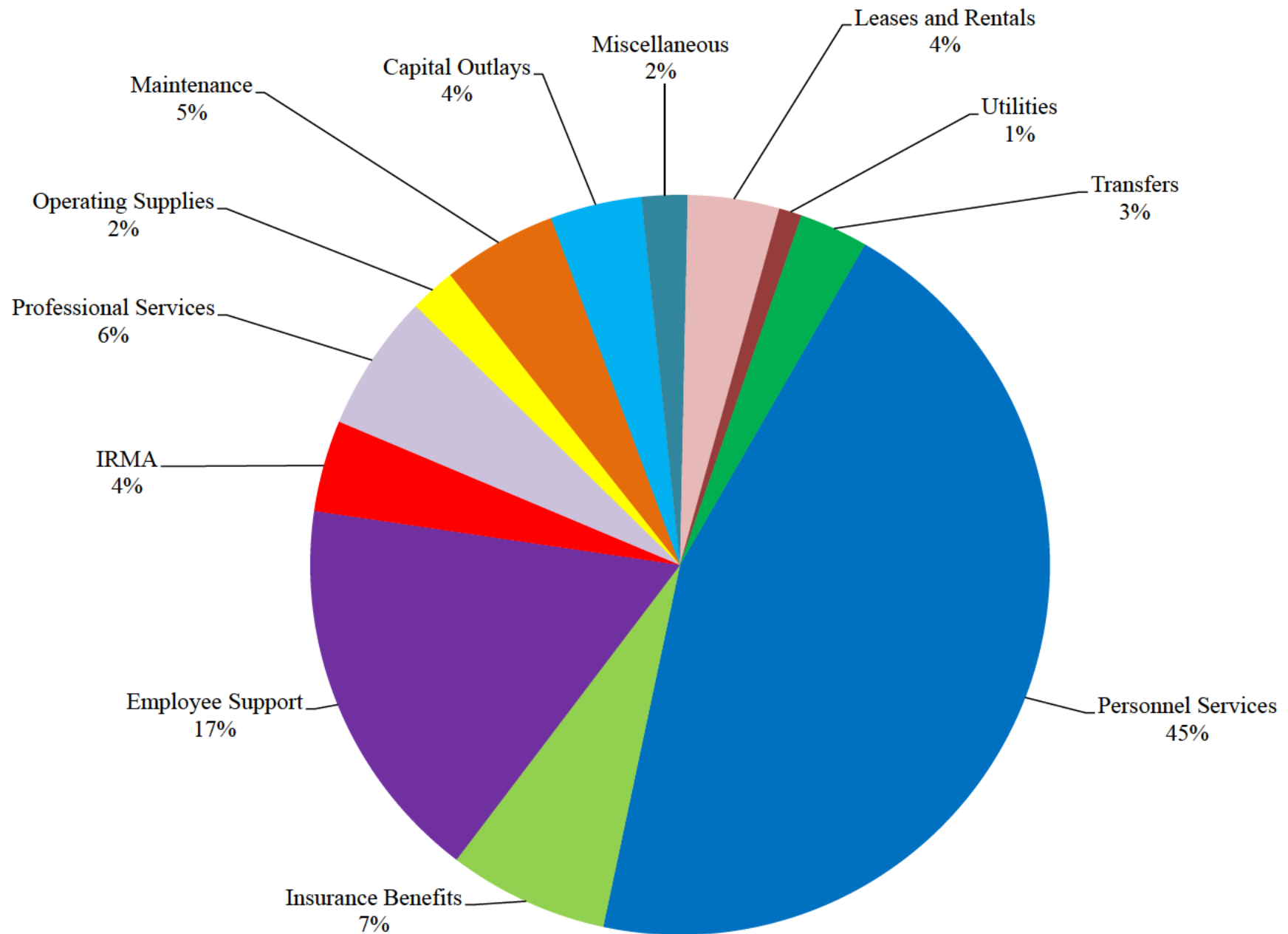
Village of Park Forest
EXPENDITURES (All Funds) SUMMARY
FY 19/20 Proposed

	General Fund	R & P Enterprise	Public Works Enterprise	DownTown and TIF	MFT	Housing	Retirement Funds	Other*	TOTAL
<u>Personnel Services</u>									
Regular Salaries	10,602,348	111,618	1,684,154	101,120	0	287,699	0	83,123	12,870,062
Overtime Salaries	811,450	3,258	187,137	1,500	0	0	0	21,062	1,024,407
Temporary/Part-time Salaries	780,557	114,393	120,308	95,581	0	0	0	823	1,111,662
IRMA Workers Comp Reimb.	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Personnel Services	12,194,355	229,269	1,991,599	198,201	0	287,699	0	105,008	15,006,131
<u>Insurance Benefits</u>	1,940,585	0	300,400	126	0	30,516	0	0	2,271,627
<u>IRMA</u>	1,075,487	9,005	303,246	25,000	0	11,942	0	0	1,424,680
<u>Employee Support</u>	4,792,795	40,373	381,513	37,844	0	59,160	4,161,277	22,886	9,495,848
<u>Professional Services</u>	1,292,233	197,286	1,439,960	44,050	1,700	22,222	157,090	141,000	3,295,541
<u>Legal Services</u>	258,065	0	0	0	0	0	0	0	258,065
<u>Operating Supplies</u>	505,184	65,770	801,302	12,075	153,392	1,800	0	239,922	1,779,445
<u>Property Taxes</u>	0	0	0	225,000	0	0	0	0	225,000
<u>Maintenance</u>	1,376,742	23,085	1,412,177	278,020	260,175	0	0	395,277	3,745,476
<u>Capital Outlays**</u>	1,064,900	100,000	774,900	77,000	745,965	1,900	0	1,089,810	3,854,475
<u>Housing Assistance Payments</u>	0	0	0	0	0	4,912,620	0	0	4,912,620
<u>Depreciation</u>	0	66,237	1,078,657	72,291	0	0	0	537,662	1,754,847
<u>Debt Service</u>	0	0	0	1,164,923	0	0	0	220,000	1,384,923
<u>Interest Expense</u>	0	0	275,911	0	0	0	0	43,500	319,411
<u>Transfers to Other Funds</u>	800,036	37,640	1,080,773	0	0	40,000	0	0	1,958,449
<u>Miscellaneous</u>	420,005	7,900	59,090	1,000	0	550	0	3,000	491,545
<u>Leases and Rentals</u>	964,293	4,074	257,008	3,959	0	0	0	0	1,229,334
<u>Utilities</u>	<u>209,127</u>	<u>69,500</u>	<u>209,784</u>	<u>95,500</u>	<u>72,000</u>	<u>0</u>	<u>0</u>	<u>9,500</u>	<u>665,411</u>
TOTAL	26,893,807	850,139	10,366,320	2,234,989	1,233,232	5,368,409	4,318,367	2,807,565	54,072,828

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

**Capital outlays does not include capitalized expenditures in the proprietary funds

**Village of Park Forest
General Fund Expenditures Summary
FY 19/20 Proposed**



Village of Park Forest
GENERAL FUND EXPENDITURES TRENDS
FY 10/11 - FY21/22

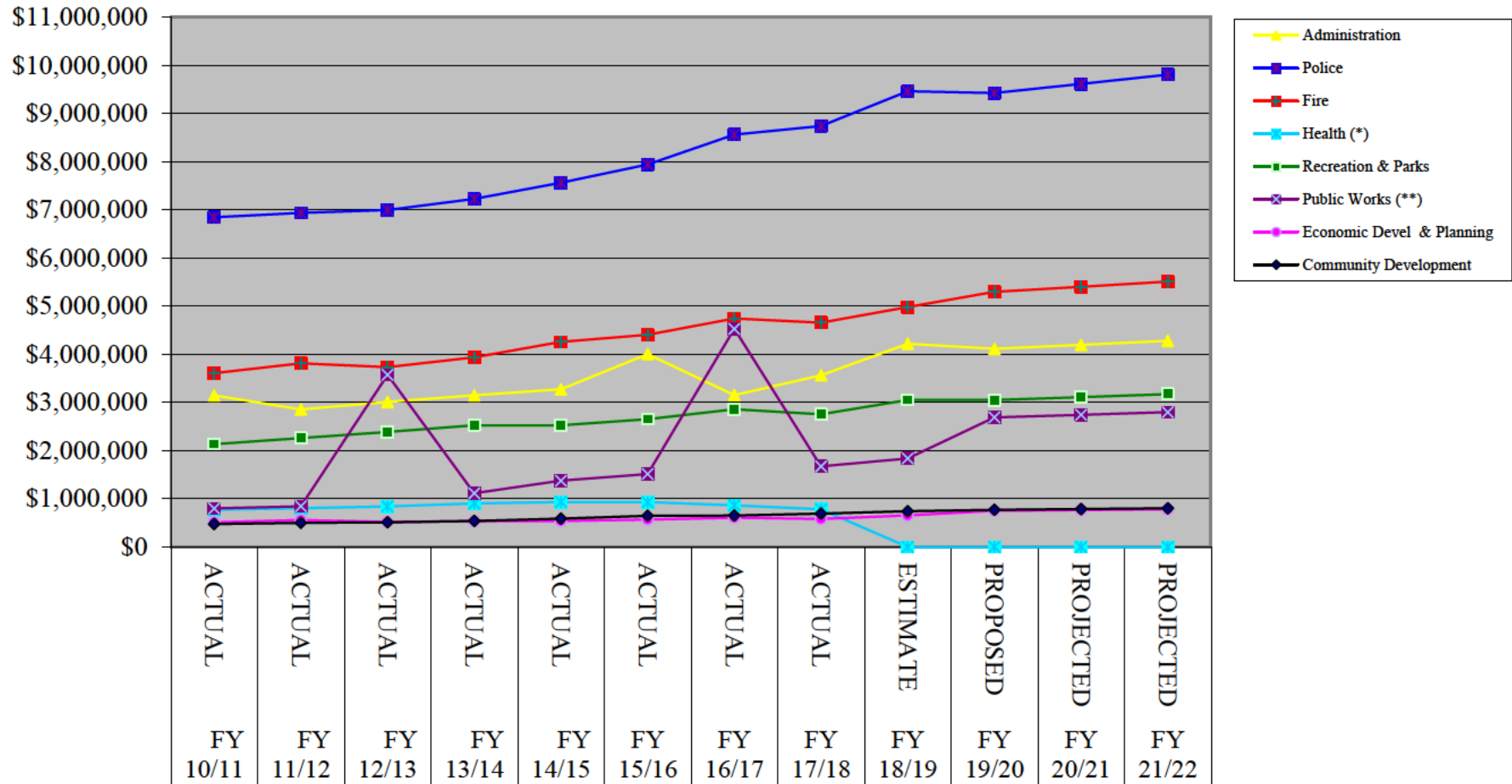
Projected is based on 2% increase in each department and is displayed for presentation purposes only, not as a Proposed budget.

	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	PROPOSED	PROJECTED	PROJECTED
Administration	\$3,145,973	\$2,855,238	\$3,010,690	\$3,148,725	\$3,272,006	\$4,004,956	\$3,152,489	\$3,564,916	\$4,218,788	\$4,112,592	\$4,194,844	\$4,278,741
Police	6,843,052	6,934,848	6,993,184	7,224,728	7,560,174	7,939,404	8,559,697	8,736,230	9,458,565	9,422,386	\$9,610,834	\$9,803,050
Fire	3,608,453	3,811,841	3,732,316	3,936,755	4,256,419	4,404,142	4,742,671	4,655,927	4,978,285	5,294,957	\$5,400,856	\$5,508,873
Health (*)	770,802	804,790	843,171	903,634	933,122	932,108	863,455	783,249	0	\$0	\$0	\$0
Recreation & Parks	2,134,264	2,260,181	2,386,398	2,524,658	2,524,676	2,653,755	2,858,176	2,752,877	3,051,397	3,049,819	\$3,110,815	\$3,173,032
Public Works (**)	801,362	845,865	3,572,716	1,114,760	1,377,152	1,513,309	4,528,261	1,673,475	1,837,583	\$2,690,059	\$2,743,860	\$2,798,737
Economic Devel. & Planning	512,271	559,505	521,755	536,939	540,193	569,450	608,796	581,441	655,444	\$751,733	\$766,768	\$782,103
Community Development	<u>477,276</u>	<u>501,039</u>	<u>512,985</u>	<u>540,947</u>	<u>589,153</u>	<u>647,521</u>	<u>652,989</u>	<u>692,939</u>	<u>742,608</u>	\$772,225	<u>\$787,670</u>	<u>\$803,423</u>
	\$18,293,453	\$18,573,307	\$21,573,215	\$19,931,146	\$21,052,895	\$22,664,645	\$25,966,534	\$23,441,054	\$24,942,670	\$26,093,771	\$26,615,646	\$27,147,959

(*) Health Department was closed effective 6-30-2018

(**) In Fiscal 2013, the Orchard Drive Reconstruction project was completed. CN Contributions from the 2010 settlement were utilized for the Village match for this grant funded project.

Village of Park Forest GENERAL FUND EXPENDITURES TRENDS FY 10/11 - FY 21/22

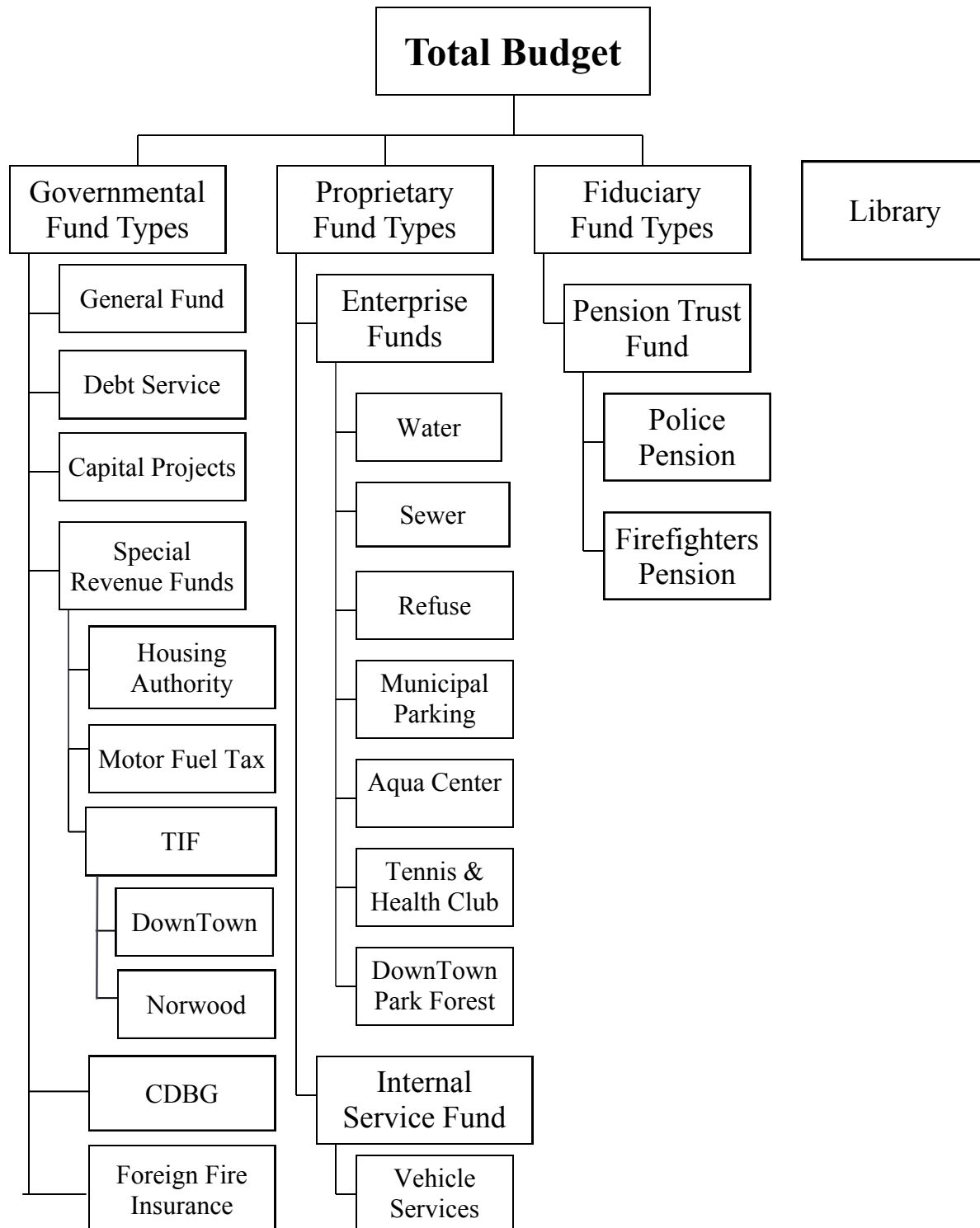


Village of Park Forest
Oversight Responsibilities by Department
2019/2020 Budget

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

Village of Park Forest 2019/2020 Budget

Fund Structure



**Village of Park Forest
2019/2020 Budget**

REVENUE (All Funds)

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	CHANGE
General Fund	24,096,296	25,140,335	24,822,161	25,726,193	2%
Aqua Center	451,020	418,000	388,784	410,500	-2%
Tennis and Health Club	345,797	361,400	346,504	350,400	-3%
Municipal Parking	91,449	89,452	70,405	64,779	-28%
Refuse	1,419,139	1,388,783	1,454,351	1,503,342	8%
Water	7,607,012	7,182,717	7,657,517	7,649,507	6%
Sewer	1,178,090	1,147,996	1,229,252	1,454,602	27%
DownTown	866,429	828,529	930,822	939,040	13%
Capital Projects	855,089	280,264	576,337	380,000	36%
MFT	679,658	915,659	658,762	937,207	2%
Housing Authority	5,458,663	5,797,555	4,970,370	5,329,808	-8%
CDBG-Cook	180,007	500,000	0	530,000	6%
Retirement Funds					
Police Pension	3,309,106	3,435,489	3,508,796	3,295,635	-4%
Fire Pension	2,416,042	2,278,265	2,332,067	2,216,065	-3%
Bond Retirement	144,839	251,364	240,472	256,032	2%
TIF	795,694	684,168	783,497	776,202	13%
Vehicle Services	1,123,592	1,074,341	1,074,341	1,237,606	0%
Foreign Fire Insurance	<u>17,318</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	0%
Subtotal	51,035,240	51,790,317	51,060,438	53,072,918	2%
Library	<u>2,182,949</u>	<u>2,200,848</u>	<u>2,216,355</u>	<u>2,085,702</u>	-5%
TOTAL FUNDS	<u>53,218,189</u>	<u>53,991,165</u>	<u>53,276,793</u>	<u>55,158,620</u>	2%

**Village of Park Forest
2019/2020 Budget**

EXPENDITURES (All Funds)

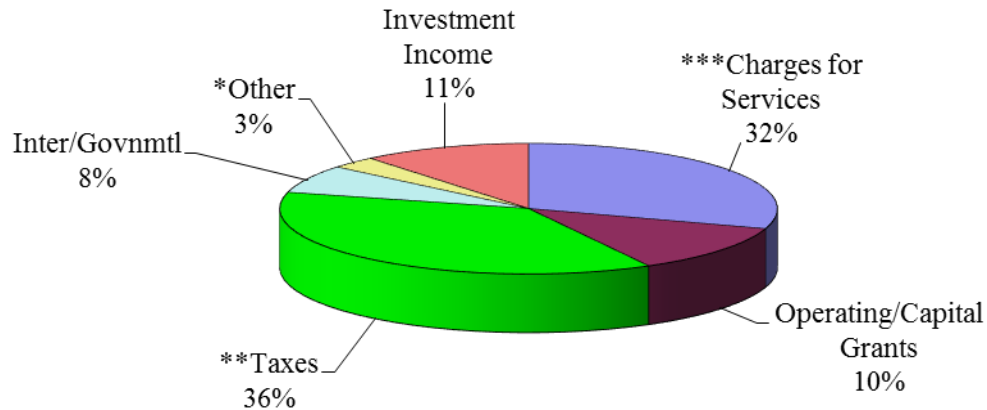
	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
General Fund	23,441,054	26,747,977	24,942,670	26,093,771	-2%
Aqua Center	444,403	454,272	439,246	461,198	2%
Tennis and Health Club	333,603	375,086	318,789	388,941	4%
Municipal Parking	143,369	145,236	141,503	100,531	-31%
Refuse	1,330,297	1,382,928	1,381,822	1,458,641	5%
Water	5,860,126	6,656,076	6,049,560	6,864,735	3%
Sewer	1,135,195	1,667,313	1,517,531	1,942,413	16%
DownTown	1,002,776	1,083,486	754,056	1,040,066	-4%
Capital Projects	883,269	551,700	446,746	887,000	61%
MFT	544,249	1,326,267	535,620	1,233,232	-7%
Housing Authority	5,410,163	5,804,189	5,020,676	5,368,409	-8%
CDBG-Cook	247,909	500,000	0	530,000	6%
Retirement Funds					
Police Pension	2,402,592	2,539,361	2,497,692	2,692,763	6%
Fire Pension	1,511,386	1,613,169	1,568,102	1,625,604	1%
Bond Retirement	246,255	255,875	255,875	264,500	3%
TIF	1,092,665	1,172,170	1,152,170	1,194,923	2%
Vehicle Services*	975,874	1,078,639	1,053,052	1,110,065	3%
Foreign Fire Insurance	18,393	16,000	16,000	16,000	0%
<u>Transfers from General Fund:</u>					
To Aqua Center	270,000	270,000	270,000	270,000	0%
To Tennis and Health Club	110,000	110,000	110,000	110,000	0%
To DownTown	155,036	155,036	155,036	155,036	0%
To Housing Authority	70,000	70,000	70,000	70,000	0%
To Library	10,000	10,000	10,000	10,000	0%
To Capital Projects	225,000	185,000	185,000	185,000	0%
To Pension Funds	0	400,000	400,000	0	0%
Total Transfers	840,036	1,200,036	1,200,036	800,036	-33%
Subtotal	47,863,614	54,569,780	49,291,146	54,072,828	-1%
Library	<u>1,959,244</u>	<u>2,191,738</u>	<u>1,856,148</u>	<u>2,070,578</u>	-6%
TOTAL FUNDS**	<u>49,822,858</u>	<u>56,761,518</u>	<u>51,147,294</u>	<u>56,143,406</u>	-1%

* 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.)

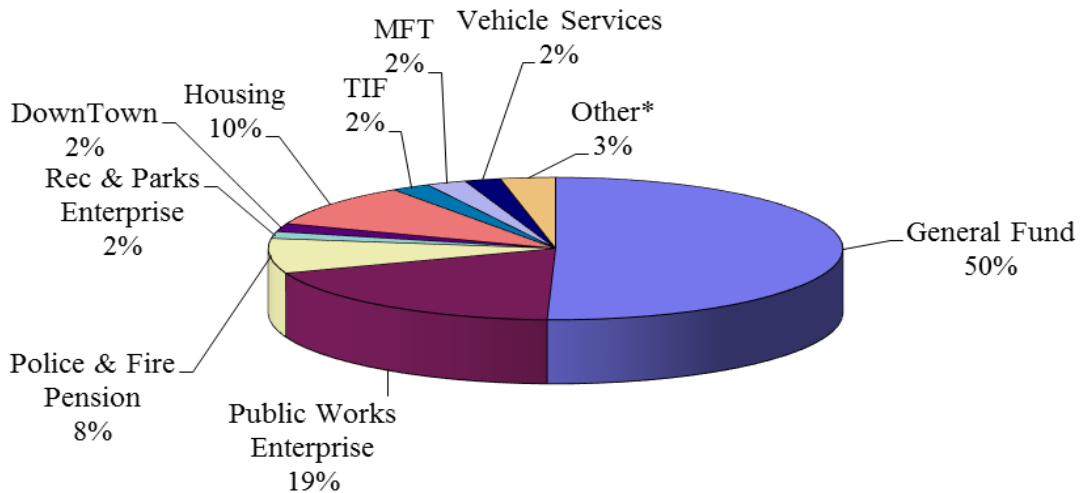
Village of Park Forest 2019/2020 Budget

Revenues (All Fund) FY 19/20 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 19/20 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 17/18 Actual

	Program Revenues		Taxes*	Inter/ Governmental	Fines and Forfeits	Interest Income	Misc	Transfers	Gain on Sale of Capital Assets	Investment Income	Total
	Charges For Services	Operating\ Capital Grants									
General Fund	4,288,775	0	16,237,044	2,682,637	506,167	380,864	0	0	809	0	24,096,296
Aqua Center	145,193	0	30,251	0	0	5,576		270,000			451,020
Tennis and Health Club	234,655	0	0	0	0	1,142	0	110,000	0	0	345,797
Municipal Parking	91,449	0	0	0	0	0	0	0	0	0	91,449
Refuse	1,415,124	0	0	0	0	4,015	0	0	0	0	1,419,139
Water	7,183,102	0	0	0	0	15,939	407,971	0	0	0	7,607,012
Sewer	1,165,797	0	0	0	0	9,330	2,963	0	0	0	1,178,090
DownTown	676,025	0	0	0	0	19,228	16,140	155,036	0	0	866,429
Capital Projects	77,107	0	0	0	0	0	269,481	325,000	183,501	0	855,089
MFT	98,233	0	0	562,323	0	19,102	0	0	0	0	679,658
Housing Authority	0	5,388,663	0	0	0	0	0	70,000	0	0	5,458,663
CDBG - Cook	0	0	0	180,007	0	0	0	0	0	0	180,007
Police Pension	0	0	0	0	0	0	0	0	0	3,309,106	3,309,106
Fire Pension	0	0	0	0	0	0	0	0	0	2,416,042	2,416,042
Bond Retirement	0	0	142,948	0	0	1,891	0	0	0	0	144,839
TIF	0	0	934,927	0	0	70	(139,303)	0	0	0	795,694
Vehicle Services	1,021,147	0	0	0	0	16,115	86,330	0	0	0	1,123,592
Foreign Fire Insurance	0	0	0	0	0	0	17,318	0	0	0	17,318
	16,396,607	5,388,663	17,345,170	3,424,967	506,167	473,272	660,900	930,036	184,310	5,725,148	51,035,240

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

Village of Park Forest
REVENUE (ALL FUNDS) BY SOURCE
GASB 34 Presentation
FY 19/20 Proposed

	Program Revenues		Taxes*	Inter/ Governmental	Fines and Forfeits	Interest Income	Misc	Transfers	Gain on Sale of Capital Assets	Investment Income	Total
	Charges For Services	Operating\ Capital Grants									
General Fund	4,068,863	0	18,117,943	2,928,587	395,500	215,000	0	0	300	0	25,726,193
Aqua Center	140,500	0	0	0	0	0	0	270,000	0	0	410,500
Tennis and Health Club	240,400	0	0	0	0	0	0	110,000	0	0	350,400
Municipal Parking	64,779	0	0	0	0	0	0	0	0	0	64,779
Refuse	1,496,401	0	0	0	0	6,941	0	0	0	0	1,503,342
Water	7,576,788	0	0	0	0	67,607	5,112	0	0	0	7,649,507
Sewer	1,419,714	0	0	0	0	32,388	2,500	0	0	0	1,454,602
DownTown	778,404	0	0	0	0	600	5,000	155,036	0	0	939,040
Capital Projects	55,000	0	0	0	0	0	140,000	185,000	0	0	380,000
MFT	0	324,660	0	575,847	0	36,700	0	0	0	0	937,207
Housing Authority	0	5,259,808	0	0	0	0	0	70,000	0	0	5,329,808
CDBG - Cook	0	0	0	530,000	0	0	0	0	0	0	530,000
Police Pension	0	0	0	0	0	0	0	0	0	3,295,635	3,295,635
Fire Pension	0	0	0	0	0	0	0	0	0	2,216,065	2,216,065
Bond Retirement	0	0	255,032	0	0	1,000	0	0	0	0	256,032
TIF	0	0	826,202	0	0	0	(50,000)	0	0	0	776,202
Vehicle Services	1,227,106	0	0	0	0	4,000	6,500	0	0	0	1,237,606
Foreign Fire Insurance	0	0	0	0	0	0	16,000	0	0	0	16,000
	17,067,955	5,584,468	19,199,177	4,034,434	395,500	364,236	125,112	790,036	300	5,511,700	53,072,918

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

Village of Park Forest
EXPENDITURES (All Funds) SUMMARY
FY 17/18 Actual

	General Fund	R & P Enterprise	Public Works Enterprise	DownTown and TIF	MFT	Housing	Retirement Funds	Other*	TOTAL
<u>Personnel Services</u>									
Regular Salaries	10,277,149	91,325	1,607,897	84,884	0	266,202	0	67,666	12,395,123
Overtime Salaries	824,188	344	145,375	142	0	0	0	11,054	981,103
Temporary/Part-time Salaries	589,068	100,802	84,196	69,156	0	0	0	0	843,222
IRMA Workers Comp Reimb.	57,156	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>57,156</u>
Total Personnel Services	11,747,561	192,471	1,837,468	154,182	0	266,202	0	78,720	14,276,604
<u>Insurance Benefits</u>	1,661,752	0	237,648	14,622	0	27,252	0	0	1,941,274
<u>IRMA</u>	679,710	4,083	104,733	25,000	0	4,453	0	0	817,979
<u>Employee Support</u>	4,184,885	33,934	571,085	46,492	0	51,892	3,758,218	27,790	8,674,296
<u>Professional Services</u>	1,412,149	195,940	1,302,732	21,358	500	23,746	155,760	112,846	3,225,031
<u>Legal Services</u>	312,173	0	0	0	0	0	0	0	312,173
<u>Operating Supplies</u>	557,665	78,849	611,302	31,488	105,816	356	0	210,222	1,595,698
<u>Property Taxes</u>	0	0	0	114,600	0	0	0	0	114,600
<u>Maintenance</u>	711,834	-3,793	911,443	221,350	147,267	0	0	600,765	2,588,866
<u>Capital Outlays**</u>	821,604	70,486	66,436	76,385	220,677	1,443	0	603,167	1,860,198
<u>Housing Assistance Payments</u>	0	0	0	0	0	4,994,815	0	0	4,994,815
<u>Depreciation</u>	0	64,600	1,062,757	89,751	0	0	0	486,682	1,703,790
<u>Debt Service</u>	0	0	0	1,090,860	0	0	0	190,000	1,280,860
<u>Interest Expense</u>	0	1,992	323,634	0	0	0	0	55,800	381,426
<u>Transfers to Other Funds</u>	840,036	37,640	955,491	100,000	0	40,000	0	0	1,973,167
<u>Other Financing Use/Cost</u>	0	0	0	0	0	0	0	0	0
<u>Miscellaneous</u>	347,318	10,390	52,824	2,426	0	4	0	176	413,138
<u>Leases and Rentals</u>	817,847	3,696	191,890	9,000	0	0	0	0	1,022,433
<u>Utilities</u>	<u>186,555</u>	<u>87,718</u>	<u>239,544</u>	<u>97,927</u>	<u>69,989</u>	<u>0</u>	0	5,532	<u>687,265</u>
TOTAL	24,281,089	778,006	8,468,987	2,095,441	544,249	5,410,163	3,913,978	2,371,700	47,863,613

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

**Capital outlays does not include capitalized expenditures in the proprietary funds

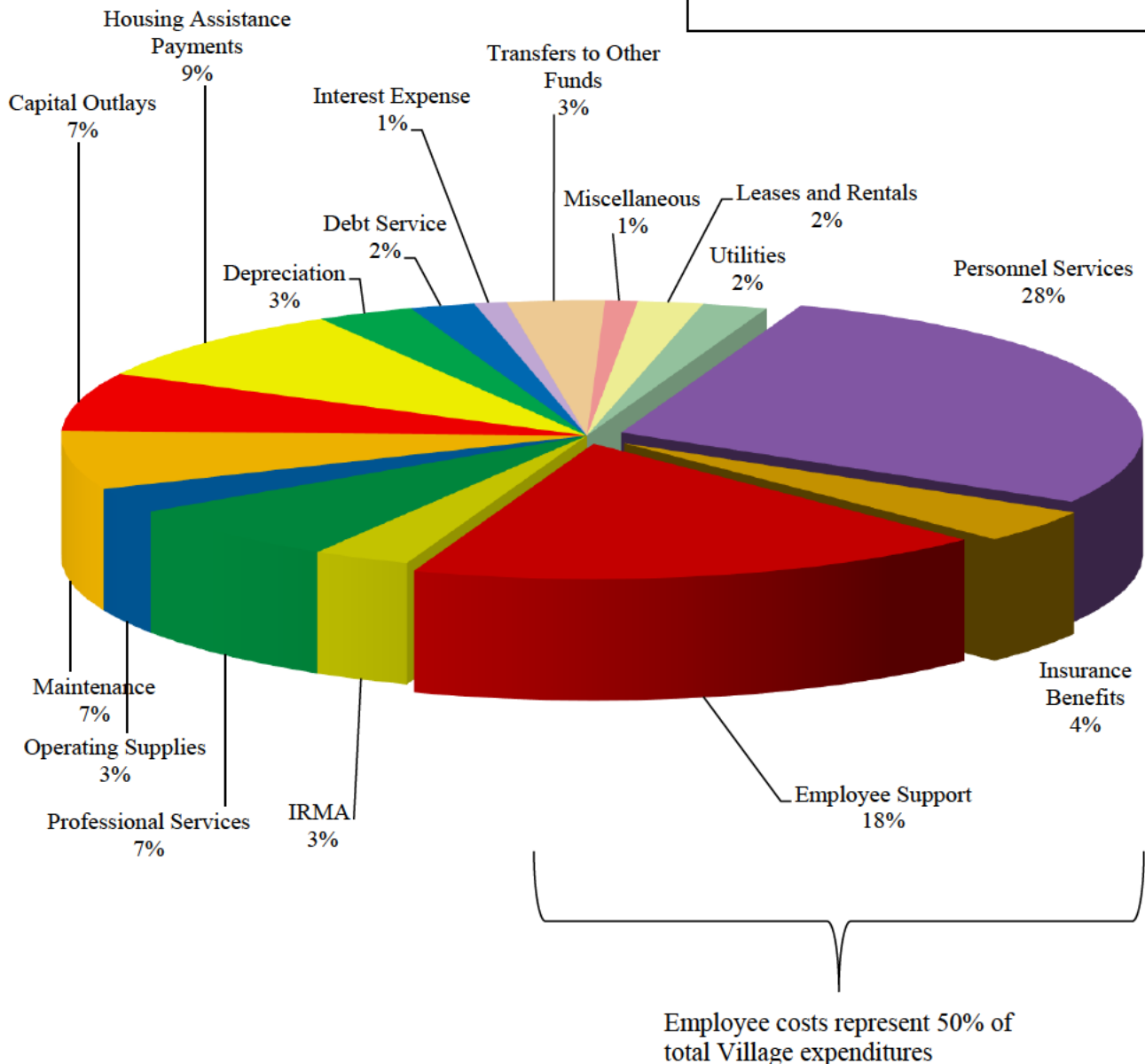
Village of Park Forest
GENERAL FUND EXPENDITURES SUMMARY
FY 19/20 Proposed

	Administrative Department	Police Department	Fire Department	(*)Health Department	Recreation & Parks Department	Public Works Department	Econ. Dev. & Planning Department	Community Development Department updated	TOTAL
<u>Personnel Services</u>									
Regular Salaries	1,309,370	4,458,548	2,457,722	0	1,109,780	432,565	390,231	444,132	10,602,348
Overtime Salaries	2,032	477,293	253,383	0	17,336	60,686	720	0	811,450
Temporary/Part-time Salaries	101,968	259,735	102,791	0	269,671	0	26,392	20,000	780,557
IRMA Workers Comp Reimb.	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0
Total Personnel Services	1,413,370	5,195,576	2,813,896	0	1,396,787	493,251	417,343	464,132	12,194,355
<u>Insurance Benefits</u>	208,887	796,246	413,829	0	258,665	132,610	53,336	77,012	1,940,585
<u>IRMA</u>	1,075,487	0	0	0	0	0	0	0	1,075,487
<u>Employee Support</u>	405,267	2,358,402	1,463,858	0	260,806	100,234	101,969	102,259	4,792,795
<u>Professional Services</u>	168,497	485,221	83,748	0	354,192	151,975	33,200	15,400	1,292,233
<u>Legal Services</u>	258,065	0	0	0	0	0	0	0	258,065
<u>Operating Supplies</u>	128,816	122,730	62,157	0	149,546	16,200	19,135	6,600	505,184
<u>Maintenance</u>	117,028	39,300	24,400	0	142,214	968,800	0	85,000	1,376,742
<u>Capital Outlays</u>	61,100	102,500	77,600	0	207,700	609,700	2,500	3,800	1,064,900
<u>Miscellaneous</u>	172,205	9,460	2,000	0	113,040	650	122,450	200	420,005
<u>Leases and Rentals</u>	9,870	297,891	344,709	0	89,762	208,239	0	13,822	964,293
<u>Utilities</u>	94,000	15,060	8,760	0	77,107	8,400	1,800	4,000	209,127
<u>Transfers to Other Funds</u>	<u>800,036</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>800,036</u>
TOTAL	4,912,628	9,422,386	5,294,957	0	3,049,819	2,690,059	751,733	772,225	26,893,807

(*) Health Department was closed effective 6-30-2018

Village of Park Forest Expenditures (All Funds) Summary FY 19/20 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 2018/2019 with a total unassigned Fund Balance of \$8,886,572. In addition, \$1,648,638 was encumbered for projects to be spent in 2018/2019.

Revenue has a positive impact on the General Fund balance while expenditures have a negative impact. It is estimated that operating expenditures for Fiscal Year 2018/2019 will exceed revenues by \$1,320,545. For Fiscal Year 2019/2020, expenditures will exceed revenues by \$1,137,614 after transfers. This was anticipated by the Board when property taxes were levied. Despite utilizing reserves to cover the difference between revenues and expenditures and after retaining dollars for pending grant matches, a reserve equal to 3.6 months of expenditures is maintained in the Fund Balance.

Included in the Fund Summary analysis are transfers to other funds. The fund transfers include transfers to the DownTown. Plat covenants dictate the common area support from DownTown property owners. The square footage owned by the Village is 155,036. In addition, \$400,000 was transferred to the Pension Funds in 2018/2019.

The Village's auditors recommend that the Village Board review operating results of all Enterprise Funds on an annual basis. This review should determine the necessity of increasing fees and/or providing additional Village support. The Board reviewed, and approved, increased support for the Aqua Center and the Tennis and Health Club. The combined support is \$380,000.

Board approved fiscal policies mandate a three to four month reserve to fund cash flow shortages. The estimated ending fund balance presented for Fiscal Year 2019/2020 after adjustments is at 3.6 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 Position or Fund Balance, Revenues and Expenditures for that fund and the Ending Net Position or Balance.

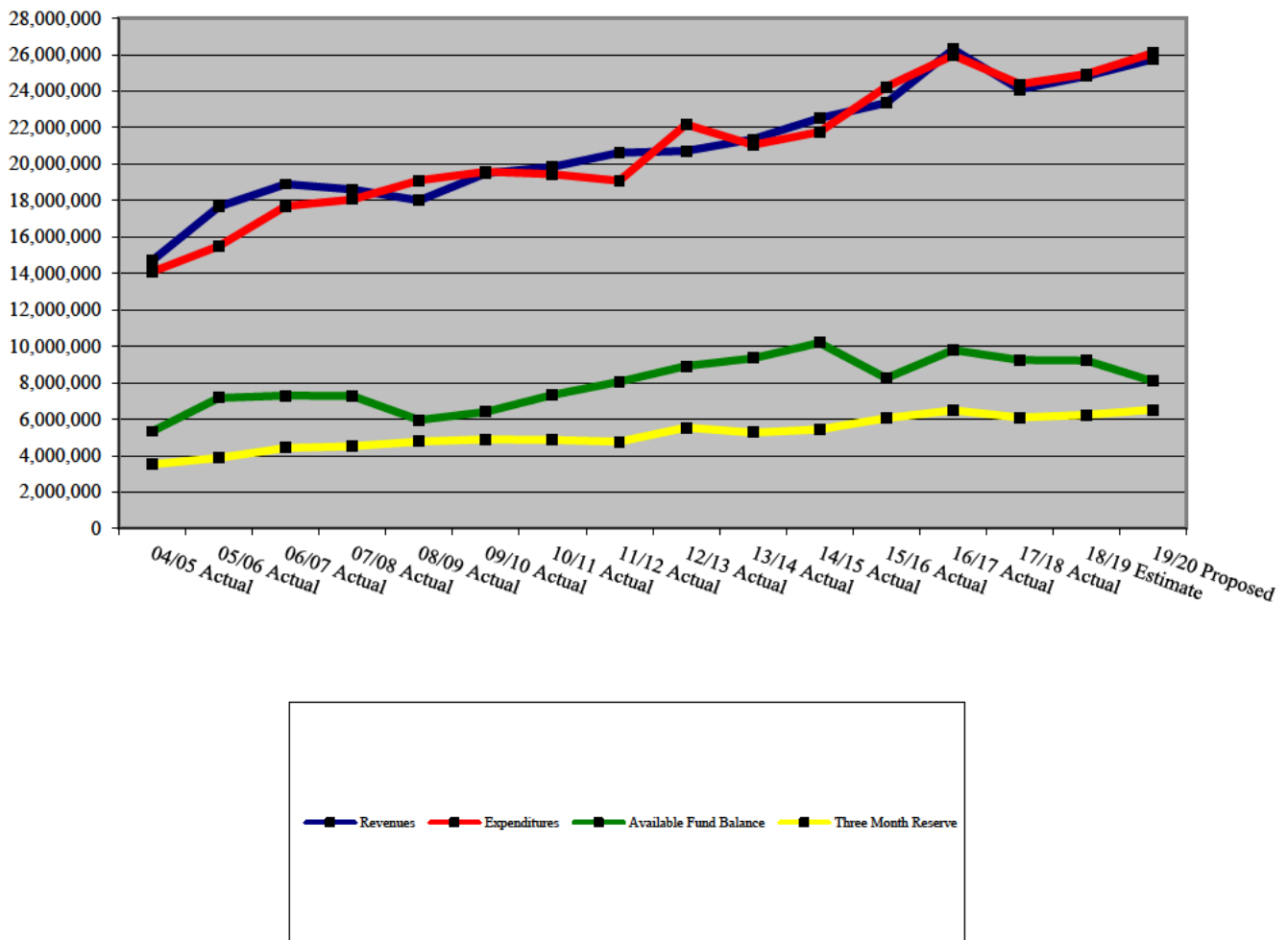
**Village of Park Forest
2019/2020 Budget**

GENERAL FUND SUMMARY

	FY 18/19 ESTIMATED	FY 19/20 PROPOSED
Beginning Unassigned General Fund Balance (6/30/18)	8,886,572	9,214,665
Encumbrances 6/30/18	1,648,638	
Operating		
Revenues	24,822,161	25,726,193
Expenditures	(24,942,670)	(26,093,771)
Transfers to -		
DownTown - CAM	(155,036)	(155,036)
Aqua Center	(270,000)	(270,000)
Tennis & Health	(110,000)	(110,000)
Library	(10,000)	(10,000)
Capital Projects		
- Public Art	(10,000)	(10,000)
- Land Banking	(50,000)	(50,000)
- Somonauk Park	(50,000)	(50,000)
- Central Park	(25,000)	(25,000)
- Sustainability Plan Implementation	(50,000)	(50,000)
Housing Authority	(70,000)	(70,000)
Pension Funds (Police and Fire)	(400,000)	0
Total Transfers	(1,200,036)	(800,036)
Annual Overage (Shortfall)	<u>(1,320,545)</u>	<u>(1,167,614)</u>
Net Adjusted Fund Balance *	<u>9,214,665</u>	<u>8,047,051</u>

* One month of expenditures equal \$2,241,151. A three month reserve in expenditures would be \$6,723,452. The Board's desired goal is a three to four month reserve. The ending reserve represents 3.6 months' expenditures.

General Fund Comparative Revenue, Expenditures and Fund Balance



This graph shows the relationship of General Fund revenues, expenditures and fund balance. 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. This is demonstrated by budgeted expenditures exceeding revenues, reflecting a conscious decision to utilize fund balance.

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
2019/2020 Budget**

FUND SUMMARY

	FY 18/19 ESTIMATE	FY 19/20 PROPOSED
<u>Aqua Center*</u>		
Beginning Net Position	1,263,542	1,213,080
Revenue	388,784	410,500
Expenses	<u>439,246</u>	<u>461,198</u>
Ending Net Position	1,213,080	1,162,382
<u>Tennis & Health*</u>		
Beginning Net Position	120,259	147,974
Revenue	346,504	350,400
Expenses	<u>318,789</u>	<u>388,941</u>
Ending Net Position	147,974	109,433
<u>Municipal Parking**</u>		
Beginning Net Position	547,476	476,378
Revenue	70,405	64,779
Expenses	<u>141,503</u>	<u>100,531</u>
Ending Net Position	476,378	440,626
<u>Refuse**</u>		
Beginning Net Position	525,384	597,913
Revenue	1,454,351	1,503,342
Expenses	<u>1,381,822</u>	<u>1,458,641</u>
Ending Net Position	597,913	642,614

* 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
2019/2020 Budget**

FUND SUMMARY

	FY 18/19 ESTIMATE	FY 19/20 PROPOSED
<u>Water Fund**</u>		
Beginning Net Position	18,664,652	20,272,609
Revenue	7,657,517	7,649,507
Expenses	<u>6,049,560</u>	<u>6,864,735</u>
Ending Net Position	20,272,609	21,057,381
<u>Sewer Fund**</u>		
Beginning Net Position	7,500,649	7,212,370
Revenue	1,229,252	1,454,602
Expenses	<u>1,517,531</u>	<u>1,942,413</u>
Ending Net Position	7,212,370	6,724,559
<u>DownTown</u>		
Beginning Net Position	1,700,022	1,876,788
Revenue	930,822	939,040
Expenses	<u>754,056</u>	<u>1,040,066</u>
Ending Net Position	1,876,788	1,775,762

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

**Village of Park Forest
2019/2020 Budget**

FUND SUMMARY

	FY 18/19 ESTIMATE	FY 19/20 PROPOSED
<u>Capital Projects</u>		
Beginning Fund Balance	1,631,363	1,760,954
Revenue	576,337	380,000
Expenses	<u>446,746</u>	<u>887,000</u>
Ending Fund Balance	1,760,954	1,253,954

MFT***

Beginning Fund Balance	1,524,707	1,647,849
Revenue	658,762	937,207
Expenditures	<u>535,620</u>	<u>1,233,232</u>
Ending Fund Balance	1,647,849	1,351,824

MFT fund balance will decrease 18% due to planned expenditures related to road improvements.

CDBG

Beginning Fund Balance	6,098	6,098
Revenue	0	530,000
Expenditures	<u>0</u>	<u>530,000</u>
Ending Fund Balance	6,098	6,098

Police Pension

Beginning Net Position	21,115,997	22,127,101
Revenue	3,508,796	3,295,635
Expenditures	<u>2,497,692</u>	<u>2,692,763</u>
Ending Net Position	22,127,101	22,729,973

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

**Village of Park Forest
2019/2020 Budget**

FUND SUMMARY

	FY 18/19 ESTIMATE	FY 19/20 PROPOSED
<u>Fire Pension</u>		
Beginning Net Position	13,383,356	14,147,321
Revenue	2,332,067	2,216,065
Expenditures	<u>1,568,102</u>	<u>1,625,604</u>
Ending Net Position	14,147,321	14,737,782

Bond Retirement

Beginning Fund Balance	155,528	140,125
Revenue	240,472	256,032
Expenditures	<u>255,875</u>	<u>264,500</u>
Ending Fund Balance	140,125	131,657

TIF Funds

Beginning Fund Balance	798,228	429,555
Revenue	783,497	776,202
Expenditures	<u>1,152,170</u>	<u>1,194,923</u>
Ending Fund Balance	429,555	10,834

Fund balance will decrease 97% due to planned expenditures related to Redevelopment Area improvements.

Vehicle Services

Beginning Net Position	3,212,885	3,234,174
Revenue	1,074,341	1,237,606
Expenses	<u>1,053,052</u>	<u>1,110,065</u>
Ending Net Position	3,234,174	3,361,715

**Village of Park Forest
2019/2020 Budget**

FUND SUMMARY

	FY 18/19 ESTIMATE	FY 19/20 PROPOSED
<u>Foreign Fire Insurance***</u>		
Beginning Fund Balance	10,324	10,324
Revenue	16,000	16,000
Expenditures	<u>16,000</u>	<u>16,000</u>
Ending Fund Balance	10,324	10,324

*** Included in General Fund Summary.

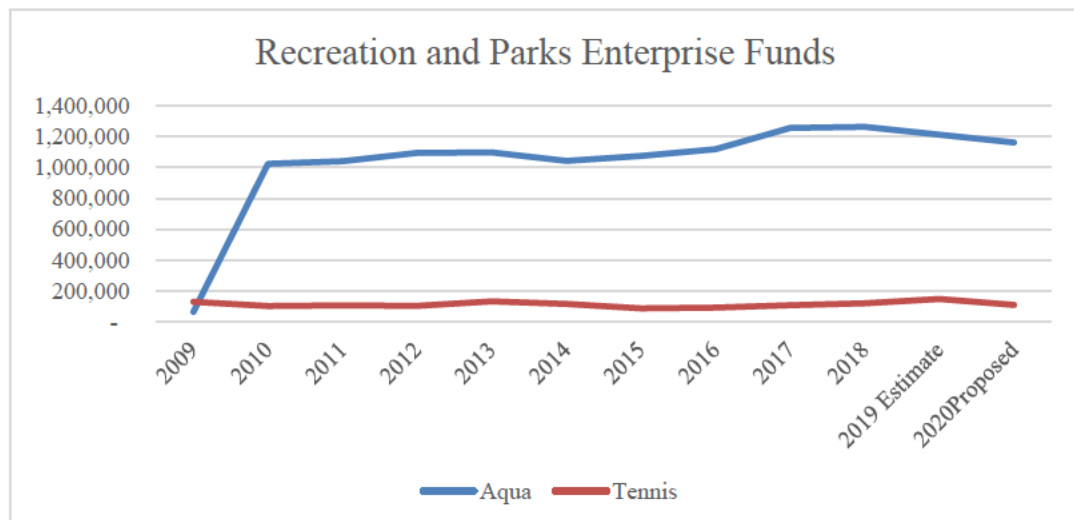
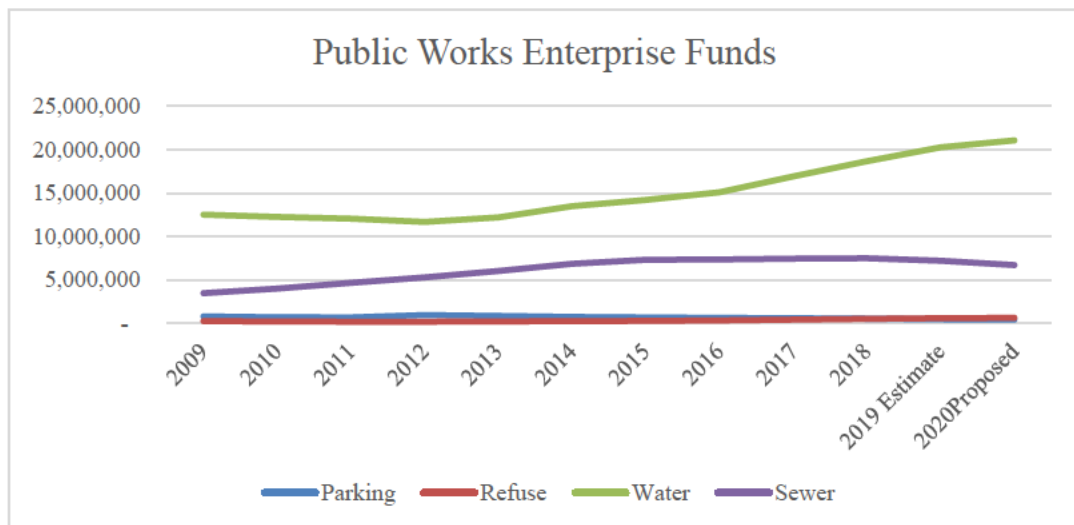
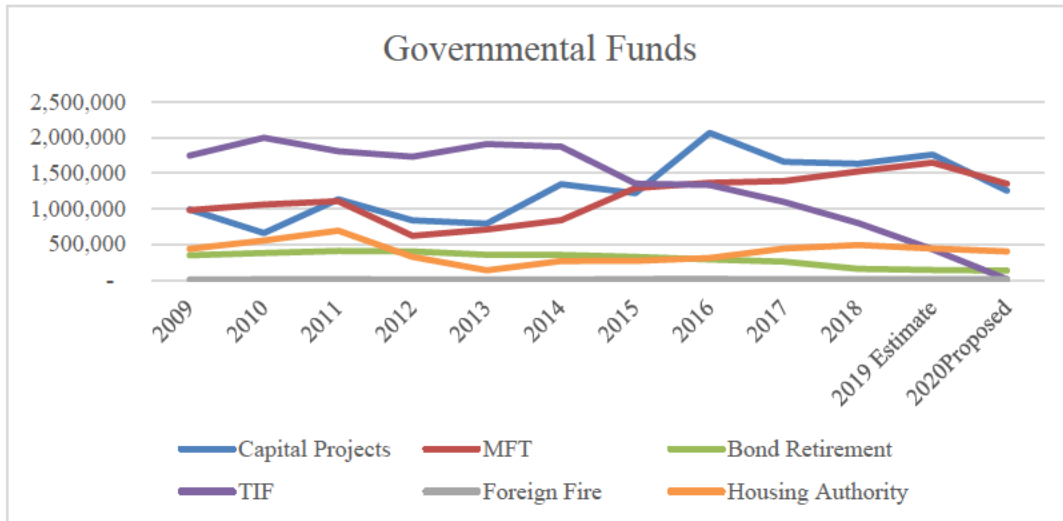
Housing Authority

Beginning Fund Balance	490,717	440,411
Revenue	4,970,370	5,329,808
Expenditures	<u>5,020,676</u>	<u>5,368,409</u>
Ending Fund Balance	440,411	401,810

Village of Park Forest 2019/2020 Budget

FUND SUMMARY

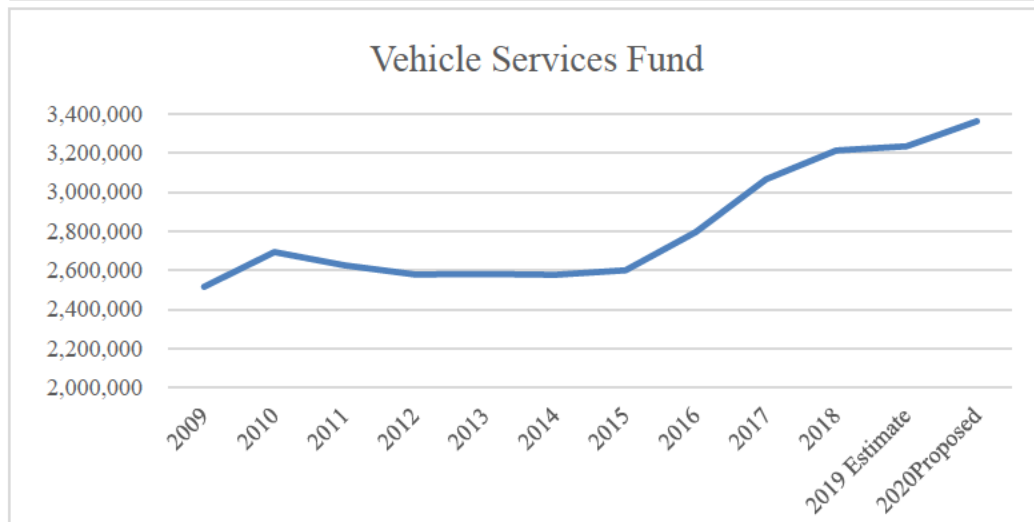
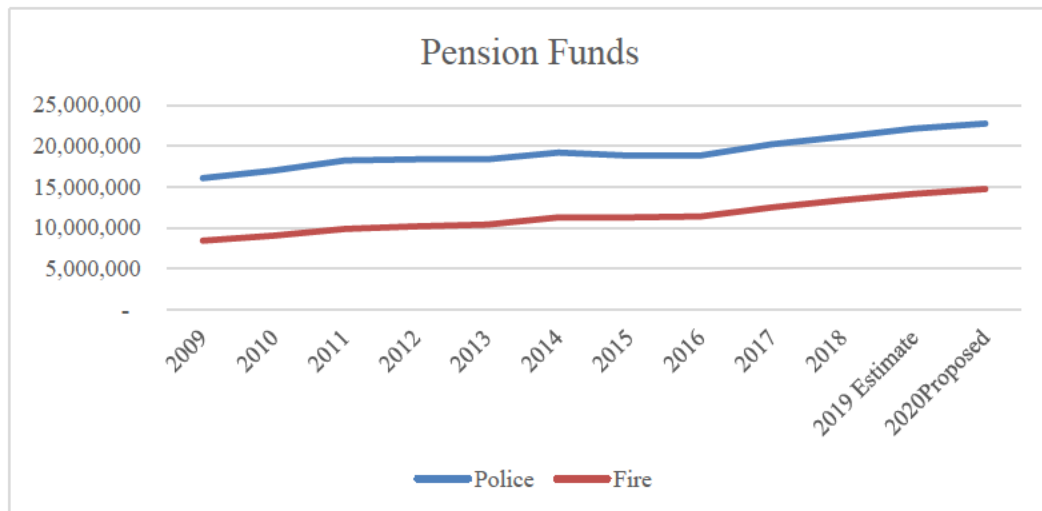
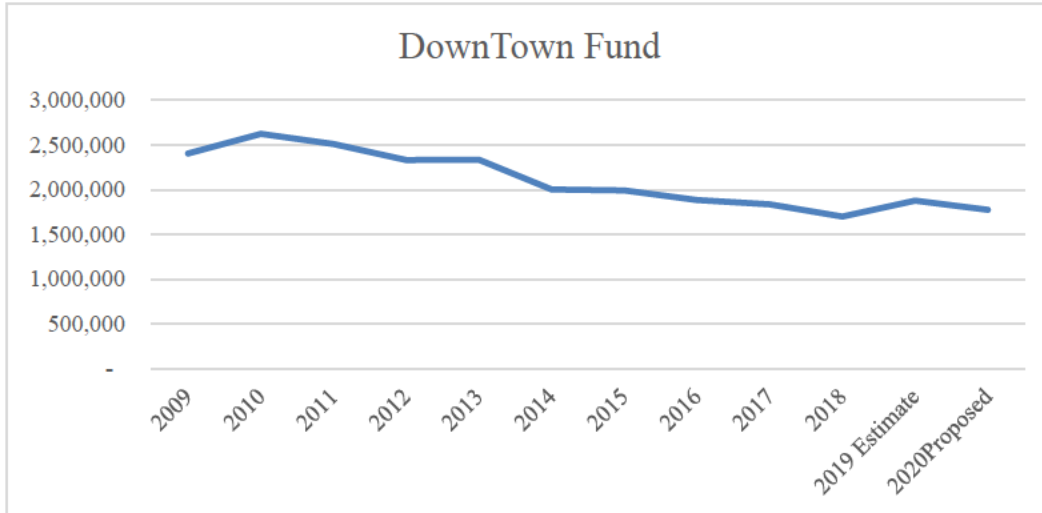
Net Position or Fund Balance Trends, as of June 2019



Village of Park Forest 2019/2020 Budget

FUND SUMMARY

Net Position or Fund Balance Trends, as of June 2019



Village of Park Forest 2019/2020 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 thirty years, the Village of Park Forest has made several enormous capital purchases: a swimming pool complex, indoor tennis facility, DownTown Park Forest, a new fire station, a new water plant, the construction of the Wetlands Discovery Center, a new Railfan Park and several vacant parcels of land. 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 two 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 a previously operated Hidden Meadows Golf Course would be sold and developed as a mixed use commercial and residential development. Planning for the capital and operational needs of the DownTown has been a challenge. Operating expenses stabilized as renovation projects culminated. The DownTown is almost to the point where operating revenues match expenses. After owning the DownTown for more than twenty-three years, aging buildings continue to require maintenance. One of the largest capital projects completed by the Village in recent years was the construction of the \$15.9 million water plant. The operating costs associated with this expenditure continue to be assessed. This construction is now twelve years old and will require annual analysis to determine if equipment replacement is needed. In 2009/2010, the Village renovated the Aqua Center bathhouse and created the Wetlands Discovery Center as part of the renovation. For several years, the Village has been replacing the original, old water mains throughout its boundaries. The cost of this ongoing project predicates solid financial planning so all costs can be afforded along with any future maintenance.

For Fiscal 2019/2020, the Village will again embark on several major capital projects. Capital spending is detailed in the following schedule. Highlights are as follows:

Police Department

In FY 2019/2020, the Police department will start the process to replace all tough book laptops in squad cars due to the obsolescence of the current hardware. This is a total project cost of \$100,000 and will span several years. The radio replacement program began in FY 18/19 and will continue for three years.

Fire Department

The HVAC system in the office area of the Fire department will be upgraded in FY 2019/2020. This system has been in need of upgrading for several years as the offices will be warm in the summer and cold in the winter. There is \$40,000 budgeted in Buildings and Grounds section of the Recreation and Parks budget as Buildings and Grounds accounts for all Village property outside of an enterprise fund.

Public Works Projects/Water Main Replacement

The FY 2020 Budget reflects an increase to the practice of budgeting \$300,000 in the Public Works section of the General Fund for ongoing street maintenance/improvements throughout the Village to a new level of \$800,000. The additional \$500,000 comes from property tax dollars that formerly supported the now-closed Health Department. This \$800,000 is considered maintenance and not capital outlays and is presented in the Maintenance category of the Public Works budget in the General Fund. There is also \$64,000 for sidewalk replacement, based on need, throughout the Village.

The FY 2019/2020 budget for the Water Fund contains \$750,000 for the start of another multi-year, large scale water main replacement program. There is also \$170,000 for maintenance on well #3 and \$146,300 for lining the RW line at well #2. The water main replacement is in response to an aging infrastructure, now over sixty years old, and increasing water main breaks, as follows:

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Water Main Breaks	167	201	133	99	117	165	154	120

Repairs will be targeted in troubled areas. A reduction in water main breaks can reduce the cost of repairs and restoration. One break can cost \$2,000 - \$4,000 in staff and materials.

Sewer Projects – Sanitary and Storm

The Village had historically maintained only the sanitary sewer system through the Sewer Fund. The storm sewers were deferred pending funding. Beginning in 2014/2015, storm sewer projects were funded through the Sewer Fund. In addition to the \$400,000 sanitary sewer lining project, there is \$400,000 in storm sewer improvements throughout the Village. These projects will come from the Net Position of the Sewer Fund. Replacement of sewer infrastructure saves maintenance costs and reduces inflow and infiltration.

DownTown Park Forest

The Village of Park Forest owns the majority of buildings in the DownTown. A complete history of the DownTown is contained in this budget. As previously noted, capital expenditures including demolition, re-roofing, roadway construction, window and HVAC replacement 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 17-15 are capital items excluded from the budget pending funding. The Village continues to budget to support the DownTown through Common Area Maintenance charges related to buildings owned, though this support is given only when needed.

Residential Infill and Redevelopment/Land Acquisition

The Village has undertaken an initiative to acquire tax delinquent commercial properties and foreclose on demolition liens on residential properties. These efforts are from the Strategic Plan for Land Use and Economic Development. This initiative has increased maintenance and legal costs with expenditures ranging from \$50,000 - \$70,000 annually. Projects totaling over \$200,000 are planned for FY 2019/2020 and will receive \$135,000 in grant funding to offset the Village's cost. The budgeted dollars for this endeavor are located in the Capital Projects Fund. Several locations have been acquired, including a former auto sales office, 80 North building, Wildwood School, Norwood Shopping Center site, Blackhawk Shopping Center, Illini Apartments, several Business Park lots, Central Court Plaza and multiple residential sites. Buildings have been demolished with the assistance of grant funds and sites have been made ready for development. Developers are being sought for the commercial sites to return them to the tax rolls.

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 2019/2020 Budget, four police vehicles, one replacement pick-up truck and a large mower for Recreation and Parks, one pick-up truck for Fire, a 6-wheel dump truck and a chipper 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.

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

<u>Capital Items</u>	<u>Annual Budget Impact Savings (Expenditures)</u>
Residential Infill and Redevelopment/Land Acquisition	(50,000)
- This item comes from a direct transfer of \$50,000 from the General Fund	

**Village of Park Forest
2019/2020 Budget**

CAPITAL EXPENDITURES BY DEPARTMENT

General Fund Departments

Administration

Printer Replacement	1,800	
Security Door Keypads	10,000	
Trustee Laptops (3)	3,000	
Computer Replacement	6,300	
Village Hall Security Camera System	10,000	
Back-up Appliance	10,000	
Servers	<u>20,000</u>	61,100

Police

Computer System Upgrades	62,500	
Taser Replacement	10,000	
Radios	<u>30,000</u>	102,500

Fire

Protective Clothing	16,800	
Fire Station Maintenance	6,500	
Fire Station Furnishings	6,000	
Firefighting Equipment	8,000	
Special Teams Equipment	6,000	
EMS Equipment	5,000	
Computer System Upgrades	<u>29,300</u>	77,600

Recreation and Parks

Copier Replacement	10,000	
Computer Upgrades	<u>3,800</u>	13,800

Freedom Hall

Tuck-pointing	<u>8,000</u>	8,000

Village of Park Forest 2019/2020 Budget

Facilities Maintenance

Municipal Garage - Replace South fence	25,000	
Playground Safety Surfacing	7,000	
Various Parks - Play Equipment Upgrades	8,000	
Central Park Score Board	6,000	
Walk Resurfacing/ Crack Fill	11,000	
Village Green Furnishings	<u>22,000</u>	
		79,000

Program Services

Facility Rental Equipment/ Rec Center Upgrades	<u>5,000</u>	
		5,000

Building and Grounds

Police Station - HVAC	12,000	
Police Station - Plumbing	8,000	
Village Hall - R&P Office Space Upgrades	20,000	
Village Hall - Storm sump	12,000	
Municipal Garage - Tuck-pointing	8,000	
R&P Garage - Storage Shed Floor	20,000	
Emergency Repairs	10,000	
R&P Garage-Security Cameras	<u>11,900</u>	
		101,900

Public Works

Computer System Upgrades	11,700	
Forest Blvd Complete Streets Design*	360,000	
RT 30 Sidewalk Extension - Design **	24,000	
RT 30 Sidewalk Extension - Construction**	185,000	
RT 30 Sidewalk Extension - Const. Egr**	24,000	
DPW Common Space	<u>5,000</u>	
		609,700

Economic Development and Planning

Computer Replacement	<u>2,500</u>	
		2,500

Community Development

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

Total General Fund		1,064,900

**Village of Park Forest
2019/2020 Budget**

Enterprise Funds

Aqua Center

Replace Pool Filter Medium	23,000	
Security Upgrades	20,000	
Pool Bottom Maintenance	5,000	
Deck Chairs	<u>2,000</u>	50,000

Tennis and Health

Exercise Equipment Replacement	5,000	
Retrofit Court Lights	45,000	50,000

Municipal Parking

Fare Box Height Adjustment	2,000	
1 New Gate Arm Assembly	<u>6,000</u>	8,000

Water

Computer Replacement	26,900	
Interim Remediation (Lime Lagoon 2), #ILG640194	70,000	
Well Maintenance Well #3 - Water Plant	170,000	
WM Lining - Well 2 RW Line	146,300	
Water Main Replacement Design - (IEPA Loan)*	350,000	
Water Main Replacement (Water Fund Portion)*	<u>400,000</u>	1,163,200

Sewer

Storm Sewer Improvements	400,000	
Sanitary Sewer Improvements	100,000	
Sanitary Sewer Improvements (CDBG Lining)*	<u>400,000</u>	900,000

DownTown Park Forest

Signage - Grant Program	5,000	
DownTown Public Art	18,000	
Repaint Exterior Fascia	4,000	
Tenant Buildout 1,666 sq. ft. @ \$30	<u>50,000</u>	<u>77,000</u>

Total Enterprise Funds		2,248,200

Village of Park Forest 2019/2020 Budget

Capital Projects

Signs-(e.g., Sauk Trail/Indianwood; Econ. Dev. Initiative)	35,000	
South Suburban Trades Initiative (APP Grant+Village Match)	45,000	
Traffic Signal at US30/Indiana Street	325,000	
Signage for Murals and Sculpture	10,000	
Somonauk Park Redevelopment	50,000	
Central Park Redevelopment	25,000	
Equipment and Grounds Improvements	5,000	
LED Lighting Improvements	40,000	
Community Gardens	8,000	
UDO Stormwater Incentives	<u>15,000</u>	
Total Capital Projects		558,000

Motor Fuel Tax Fund

Resurface Illinois St (Orchard to Western) - Construction ^{1, 3}	336,660	
Resurface Illinois St (Orchard to Western) - Construction Egr ¹	138,800	
Resurf. Shabbona Dr(Sauk Trail to Indianwood Blvd)-Design ¹	251,000	
US30 Lincoln Hwy Corridor Streetscape - Const ¹	3,480	
US30 Lincoln Hwy Corridor Streetscape - Const Egr ¹	<u>16,025</u>	
Total Motor Fuel Tax Fund		745,965

Vehicle Service Fund

Police

Specialty Fleet Vehicle (K9 Squad)	45,000
Three Police Vehicle @ \$44,000 ea	132,000

Fire

Replace Car 73 - F250 Pick up	45,000

Public Works

Replace International 6 Wheeler #623	155,000
Replace Mobark Chipper # 625	59,000
Utility Truck Modifications #665	24,000

Recreation and Parks

Replace Mott Mower #134*	70,000
Replace Pick-up #151*	35,000
CNG Vehicle Conversion	<u>13,000</u>

Total Vehicle Services		578,000

Housing Choice Voucher Program

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

Community Development Block Grant

Roadway Improvements*	200,000	
House Demolition	<u>130,000</u>	
Total Community Development Block Grant		<u>330,000</u>

Total Village Capital Expenditures		5,526,965

Village of Park Forest 2019/2020 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.

Budgetary revenues will be projected at the conservative end of the scale and anticipated revenue. 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.

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.

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. 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.

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 departments of the General Fund are:

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

Community Development

The following funds will be grouped with the General Fund for reporting purposes.

Motor Fuel Tax Fund (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 the following special revenue funds, which are:

Cook County Community Development Block Grant Fund (Non-major fund)
Housing Authority (was reported as a Discretely Presented Component Unit from
Fiscal 2010 to 2012)
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

Other:

Previously, the Library was reported as a discretely presented component unit and due to a Governmental Accounting Standards Board pronouncement, it is no longer presented as such beginning with the Fiscal 2013 audit. Given the relationship with the Library, their budget is incorporated within our budget document for reference purposes.

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 are 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

INVESTMENT POLICIES

The Village of Park Forest and each of the public safety pension funds have adopted formal investment policies that are reviewed and updated as needed. It is the policy of the Village and Pension Funds to invest public funds in a manner which will provide the highest investment return with the maximum security, while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

PURCHASING POLICIES

The purchasing policies of all funds and departments of the Village are governed by Village Ordinance Section 2-496. This policy is reviewed and updated as needed and allows department heads or their designee authority to procure goods and services up to \$2500 without a purchase order. Goods and services in excess of \$2,500 require a purchase order and signature of Assistant Finance Director up to \$10,000 with the Finance Director and Village Manager authorized up to \$25,000. The Board approves purchases in excess of \$25,000. The policy defines requirements for competitive bidding.

**Village of Park Forest
2019/2020 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, 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 a member of the Management and Finance Committee of the South Suburban Mayors and Managers Association and Chair of the Audit Sub-Committee, President on the Board of the Chicago Southland Fiber Network, and is on the Executive Board for Metropolitan Managers Association.

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

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

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 Human Resources/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 Human Resources/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 Human Resources/Assistant to the Village Manager is the Staff Liaison to the Board of Fire and Police Commissioners, co-manages the Health and Wellness Taskforce and is part of the ERP implementation team.

The Director of Communications/Assistant to the Village Manager function serves as the focus for activities designed to market or communicate Village services, programs and policies to current and potential residents and businesses. These activities include advertising, business communications, marketing and public relations efforts. The Director of Communications/Assistant to the Village Manager coordinates the production and layout of the resident newsletter (titled Discover Magazine), the poster program, the Village Website, the Village's social media efforts (including e-mail marketing, YouTube video clips and overseeing of social networking sites Twitter and Facebook) all in a uniform marketing approach. The overall public relations program includes the planning and coverage of special events, publications, advertising, news releases, etc. The Director of Communications also assists in facilitating communication from elected officials and Village departments to residents. The Director of Communications/Assistant to the Village Manager is also responsible for updating the Village's Public Announcements on cable access channels 4 (Comcast) and 99 (AT&T).

ACCOMPLISHMENT OF 2018/2019 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. Generate Economic and Business sustainability for the Village.

In October 2018, new businesses include eight in DownTown Park Forest and one at 301 Illinois Street (All Season Towing and Recovery). Three additional businesses are working on their business registrations as of the writing of this memo, including Theater 47, Stacy's Automotive Repair, and Lilydale First Baptist Church.

A beauty care manufacturer, Essations, Inc. (70 North Street) is in its final inspection process in the Business Park, Ken's Liquors (2560 Western) and Vintrendi Wine Company (290 Victory) opened in late 2017. All three businesses are open as of October 2018.

In January 2015, the Board approved a brokerage agreement for the advertising and potential sale of 3200 Lincoln Highway. None of the broker's leads were consistent with the 211th Street TOD Plan, and the agreement subsequently expired. Following the open house for Steak N Shake in January 2016, a prospect has been qualified as a franchise operator and has initiated a Letter of Intent to purchase the Village-owned property at 3200 Lincoln Highway. As of February 2019, the franchisee still plans to open this restaurant.

Staff assists all commercial and industrial property owners to sell or lease their properties by

promoting available space, with incentive applications, where necessary. Marketing material for all commercial property is taken to all ICSC events and shared with the Select Chicago Southland cooperative. The information about these and other properties is shared when inquiries are made about available properties. The Park Forest website also lists properties that are for sale.

Park Forest, and its economic development efforts, were featured in the August/September 2018 edition of Business View North America, an online magazine. Village Staff will promote this article through all economic development outreach efforts.

ForeBio Nutrition LLC purchased the property at 80 North Street in October, 2017. Their business will produce a nutritional supplement. The project was incentivized by Public Act 100-0510 (Keystone Property legislation), which became law in September, 2017. Since purchase, the new property owner has cleared the interior of the space and maintained the exterior. Building plans were submitted for review in February 2018.

The Village has acquired the former Blackhawk Plaza via the abandonment process. Staff and legal counsel have finalized the tax appeal process to exempt the property from real estate taxes until it is sold. Several prospects have expressed interest in all or parts of the property. Staff is developing marketing material for the property and will distribute it to all interested parties and market the property on real estate websites.

The Fire Department will continue to develop preliminary plans for expanded response requirements at Hidden Meadows and South Western Avenue annexation areas. Other Village staff will identify banks and other sources of financing willing to assist Park Forest businesses with start-up and expansion funds.

A Will/Cook Enterprise Zone was approved and certified by the State of Illinois in 2015. This Zone includes Richton Park, Matteson, Monee, University Park and unincorporated sites in Cook and Will Counties. Star Disposal's new vehicle/dumpster maintenance facility at 57 South Street was completed in late-2018. This facility replaces the building destroyed by fire in 2017. The project received Enterprise Zone incentives saving them nearly \$40,000.

Staff continues to publish and distribute the Park Forest Business News to all licensed businesses. Typical topics covered in the newsletter include a focus on the annual Business Person of the Year, recaps of the Business Breakfast topics, articles suggested and written by EDAG members, updates on new businesses and other topics of interest to local businesses. Issues are distributed electronically and they are posted on the Village website.

The Economic Development and Planning Department Staff launched a new shop local program in 2018. The Water Bill Buck Buster program encourages residents and business owners and managers to think first about Park Forest businesses.

The Park Forest Business Breakfast program serves important educational and networking purposes for local businesses. The October 2018 business breakfast featured a presentation titled *How Businesses Can Protect Themselves from Cyber Threats* and a January 2019 program was titled *Microfinance 101*. Another business breakfast will take place in late

2018-19 and will be the annual networking event.

Annually, the Village supports the Shop Local campaign by producing the Shopping & Services Guide. Businesses continue to receive new business and/or inquiries from their listings. Shop local messages are regularly posted on the Village sign at US30 and Orchard Drive. EDAG members promoted the Shop Local campaign at the Police Unity Day events in 2017 and 2018, and at several Main Street Nights events.

The Park Forest bi-weekly Business e-Bulletin continues to support local businesses and organizations by offering a free marketing venue to 1,000+ subscribers. These bulletins also support Village events and local events within the region and feature area college events.

Staff collaborated to extend a 12-inch water line to a private business property (Agrati Group) on South Western Avenue in 2018-2019. This new water line extension will allow for new development on property along its ¾ mile length. Agrati Group is paying half the cost of the installation project.

The Police Department continues concentration on officer foot-patrols in business areas. During these business checks officers interact with and get to know business owners and employees, as well as interact with patrons in an effort to promote a safe environment in business districts. In 2017, officers reported conducting over 5,200 business checks of this type. The dual goal of business checks is both a crime prevention measure and also to create opportunities of positive interaction in a community-policing effort. Additionally, police personnel frequent numerous Downtown Park Forest events, including Main Street Nights, 4th of July activities, the annual Art Fair, and Safe Halloween, among other events throughout the Village business districts, such as hosting “Coffee with a Cop” events at 7/Eleven.

In 2018, the Public Works Department was received a \$56,000 grant from Com Ed to carry out LED light replacements at the Public Works/Parks Yard, Freedom Hall, Village Hall parking lot, Metra Lot 2 (Matteson), and North and South Streets. The Sustainability Capital Projects Fund provided the matching funds for these projects.

In mid-2015, the Regional Transportation Authority (RTA) completed an Access Improvement Plan for the Park Forest 211th Street Metra commuter parking lot. The Plan identifies opportunities for improved way finding and signage (for all pedestrians, cyclists and drivers); addresses ADA-type accessibility issues; suggests suitable improvements for the existing underpass at 211th Street (such as improved lighting), and explores possible additional walkways and bikeways for the parking lot area. Village staff will seek grant funding to implement the recommended improvements. In September 2018, the 211th Street Metra commuter parking lot was closed due to financial reasons.

The Fire Prevention Bureau continues to assist the Economic Development and Community Development Departments with technical support, plan reviews for prospective businesses and engaging business owners by providing them with a clear understanding of code requirements. The Department continues to provide technical support or plan reviews on several proposed business/construction projects, including Juniper Towers, Star Disposal, Aunt Martha’s expansion project, Compassion CILA, group homes, residential sprinkler

systems at 20 Michael and 315 Nokomis, Downtown occupancies and uses concept plans for new and alternate uses for buildings on the St. Irenaeus property, including sprinkler plans.

The Fire Department completed an ISO (Insurance Services Office) audit. ISO periodically evaluates communities' fire protection and assigns an insurance classification number. This insurance classification number is one of several elements used in developing property insurance premium calculations.

The Village received a judicial deed to the Illini Apartments in January 2016 through the abandonment process. The property was sold to M&M Buckley Construction, Inc. in 2017 for a comprehensive rehabilitation of the 12-unit property. That work is now complete with ten of the units now occupied as of early January 2019.

The Village received the judicial deed for Central Court Plaza in November 2017. Since then, Staff has worked with two of the existing businesses to stay in the shopping center, a number of code violations have been abated and the property has been marketed for sale. As of October 2018, Staff is working with one prospective buyer who has submitted a formal offer to purchase the property.

The South Suburban Land Bank and Development Authority (SSLBDA) continues to support Park Forest's land development efforts. As of November 2018, the SSLBDA has sold eight single family homes, and owns 25 vacant lots as part of the Blight Reduction Program. The SSLBDA is also working through the judicial abandonment process to obtain deeds to 12 vacant single family homes. These homes will be sold for rehabilitation.

Staff and the SSLBDA worked to obtain ownership of 381 Blackhawk Drive (former Lube Renew). In 2018-2019, the property was marketed and a purchaser was identified. A sales transaction took place and the Village approved a Class 8 property tax incentive.

The Cultural Arts Manager continues to meet monthly with the Southland Arts, Municipalities, and Business Alliance (SAMBA). Key goals for the organization include promoting the south suburbs, attracting and welcoming new businesses and artists to the region, fostering creativity and active participation in building community through the cooperative efforts of arts organizations, municipalities and businesses. In the spring of 2017, SAMBA, assisted with a grant from the Chicago Southland Convention and Visitors Bureau, completed a promotional event called "*Let Them Eat Jazz*", a centennial celebration of jazz with shows presented at Freedom Hall, Prairie State and Governors State University. In 2018, SAMBA, completed a promotional event called "*Made in America*", a celebration of music and art created by Americans from all eras and backgrounds with shows presented at Freedom Hall, Prairie State, and Governors State University. Concurrently, area art galleries hosted events related to the theme and local restaurants had special promotions during this time. SAMBA also represented area arts presenters and attractions at various local festivals and was the co-host/featured presenter at the annual luncheon for the South Suburban Small Business Alliance.

The Recreation and Parks Cultural Arts Manager continues to produce the Main Street Nights concert series as a vehicle to stimulate patronage of Park Forest businesses. Over

4,500 people attended during the 2018 eight-week season. Contributing to the growing success of MSN was the newly expanded Village Green which officially opened on June 13. As well as offering new space for residents to congregate and enjoy spending time, this expanded park allows for additional food vendors and a food court. Additionally, staff works with organizations and businesses to sponsor individual nights. In 2018 the Police Department hosted the second Unity Day for during a Main Street Nights event, attracting over 800 participants from the community. Additionally, the Police Department provides an officer at each Main Street Nights event, both for public safety but also as a community-policing effort. Additionally, the Cultural Arts Manager produces the Main Street Music Fest, held in conjunction with the Park Forest Art Fair. This day long music fest draws additional patrons to the Park Forest Art Fair and Downtown Park Forest.

Recreation and Parks continues to move ahead with plans to renovate Somonauk Park. The pavilion was demolished in the summer of 2018 and a replacement facility will be constructed in the summer of 2019.

2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.

In the spring of 2018, DPW replaced the water main Wilshire Street, Wilson Street to Wildwood Drive, and resurfaced the entire roadway. Additionally, the Birch Street Co-op split the cost with the Village to resurface Birch Street, from Bertoldo Road to 26th Street. Finally, Sycamore Street, Western Avenue to South Arbor Trail, and North Arbor Trail, from Sycamore Street, 320 feet north, was resurfaced.

The Village received a 2018 Cook County Community Development Block Grant (CDBG) for \$200,000 to line approximately 5,000 linear feet of sanitary sewers. This project will take place in the area southeast of Sauk Trail and Indianwood Boulevard.

In 2016, Public Works began to implement a 10-year road sign replacement program. Every year, a section of the community will receive new road signs, name signs and regulatory signs. Since then, signs have been replaced in East Lincolnwood (2016), Will County (2017) and the W Streets sections (2018) of the Village. The 2019 phase of the sign replacement program will focus on the area south of Sauk Trail, east of Indianwood in Cook County.

Public Works facilitates a 50/50 Sidewalk Replacement Program with each fiscal year. An amount of \$4,000 is allocated each year to fund portions of sidewalk and curb work that a resident may seek to upgrade that Public Works would otherwise not replace. The funds have been fully utilized in every fiscal year since 2014-15.

Public Works Staff coordinated Surface Transportation Program (STP) funding to resurface Indianwood Boulevard in 2017-18. Illinois Street and Illinois Court will be resurfaced starting in late FY 2018-19. STP funding will be sought for resurfacing of Shabbona Drive in 2020. In 2018, the Village was awarded “Invest in Cook” funds from Cook County to design the reconstruction of Forest/Norwood Blvd’s, from Lakewood Blvd. to Western Ave. An engineering design firm was selected in March 2019.

From 2014 - 2017, Public Works coordinated IDOT/ITEP grant funding to remove

deteriorated fencing and dense vegetation along Route 30. New fencing and plantings were then installed in addition to a new sidewalk from Orchard Drive west to Indiana Street. This work enhanced walkability and aesthetics along the Village's side of the Route 30 corridor. RTA grant funding was pursued in 2018-19 to further enhance walkability by installing a sidewalk from Orchard Drive east to the Village's corporate limits. Engineering design for this project was approved in February 2019.

The Fire Department continues to seek and manage grants designed to support operations and training within the Department. Over the past several years, grants have been secured totaling in excess of \$500,000. Most recently, the Fire Department received a small tool grant from the Office of the State Fire Marshall. This grant was for \$26,000 and will be used to upgrade gear washing and drying capabilities.

The renovation of Murphy Parks is nearly complete with accomplishing the goal of including several lifecycle projects. A grand opening will take place in late-2018-19. Staff is now making plans to move on to other lifecycle projects.

Recreation & Parks with support from other Village Staff received a \$30,000 grant from National Fish and Wildlife Fund: *Five Star Urban Waters Grant* program. This project will design and install large scale rain gardens in three Village parks: Shabbona, Marquette and Onarga.

The Police Department works to keep the Village's roadways safe by partaking in strategic traffic and impaired driving enforcement. In 2018 Police Officers conducted more than 3,500 traffic stops and handling over 3,300 illegal parking situations. Traffic stops resulted in over 350 vehicle seizures, which result from using a vehicle in offenses such as DUI, driving with an invalid license, possession of drugs, or other misdemeanor and felony charges. The Directed Focus program, which targets specific problem areas during time not spent on calls for service, were honed in on roadway issues in 2018. This included focus on illegal passing of stopped school buses, speed enforcement in school zones and DUI's. A total of 45 DUI arrests occurred in 2018.

3. Develop a renewed, contemporary youth program.

In 2018, the Teen Zone went through a transition with the programming coordinator moving into the position of Recreation Supervisor. This led to the addition of a new part-time staff person who is a graduate of Rich East High School and a former participant of the Teen Zone Program. The Recreation Supervisor is focused this year on increasing programs that will not only expand participant's minds but foster creativity that will last a lifetime.

A 2019 spring college tour will take place to east coast schools.

The Recreation Supervisor continues to build relationships with Rich East as Scholarship Director and Vice President of Activities for the Rich East Booster Club by the Principal and the Athletic Director. These appointments allow the Supervisor more access to Rich East and increasing opportunities to build relationships with teens and parents outside of Teen Zone.

In 2018-19, Recreation & Parks Staff were able to take advantage of the Work Force Innovation and Opportunity Act (WIOA) through a partnership agreement in with Aunt Martha's to provide job opportunities to students and young people. Initially, WIOA participants will be working with Teen Zone.

The Recreation Center needs to building upgrades so that it can be used during school hours without disrupting school activities. As of September 2018, no planned facility updates have taken place due to continued discussion between SD 163 and Village Staff about a reasonable resolution to safety concerns and accessibility. Due to this, a revised plan is being developed with the intent of finalizing an official agreement between SD 163 and the Village. In anticipation of this agreement, staff is developing new program options and will look to begin making upgrades to the facility in 2019.

Several notable programing highlights were achieved in 2018. These include: The continued success of the Park Forest Youth Basketball League and Bitty Ball Basketball League and Camps. Over 200 youth participated in these programs and the Village's partnership with Richton Park has proven to be a good relationship. Park Forest Summer Camp continued its success with 140 participants this season. New to the Summer Camp, participants were introduced STEM learning in addition to a Business Expo that allowed campers to create their own business ideas and showcase them to their parents.

Staff is developing a workshop to assist residents with partnering their program/business with Recreation and Parks as well as using Social Media to recruit new instructors. This program will take place in late-2018-19 or early-2019-20.

The Fire Department renewed its support of youth outreach programs, such as the Prairie State high school firefighting day, youth day and career days. The Department continues its relationship with Prairie State College and its Fire Science program and has assisted with its High School Firefighter Day, Basic Firefighter Operations, Advanced Firefighter, and other fire science programs. The Department also partnered with all three Rich Township High Schools and provided a burn cell demonstration to their forensic science classes. Educational presentations were made at grade schools in School Districts 162 and 163. The new grant-funded fire safety education trailer allows the Fire Department to enhance its public education efforts with new electronics, props and programs. The trailer has been integrated into many of the public education programs at such venues ad Youth Day, the Great American Camp Out, etc. Finally, the Fire Department took its first steps in 2018-19 in developing a fire service internship program with interested/graduating seniors from Rich East.

The Police Department continues its work with the Urban Youth Trauma Center (UYTC) in providing a juvenile court diversion program for juveniles found liable through the municipal court system. Programming includes a UYTC advocate providing mentoring and training through a curriculum-based violence prevention program with the assistance of a Police Officer. This programs serves to keep low-level offenders out of the formal juvenile justice system and provides needed mentoring and resources to reduce the likelihood of a juvenile re-offending, especially through violent crime.

Due to the Police Department collaboration with the UYTC and the resulting programs, State of Illinois has taken an interest in the partnership. In 2018 the Police Department began attending meetings with Illinois HEALS (Helping Everyone Access Linked Systems) to explain the ongoing work of the partnering agencies. Additionally, in August 2018, the Chief of Police and UYTC presented on the collaboration at a conference in the state capitol.

The Police Department continues to host the Police Athletics and Activities Center (PAAC) program in the summer with a stronger concentration on involvement from Park Forest children. The 2018 PAAC program was a success with many long term bonds fostered between the youth and the staff. There were a total of 70 youth participants, 42 of which were from the Village of Park Forest. The 2018 staff of 20 members, many of whom were former PAAC participants who reside in the area, carried out the day-to-day functions of the program. The part-time/seasonal staff members that operate the PAAC program have also been instrumental with staffing needs for the 4th of July and Safe Halloween festivities.

The Police Department collaborates with Recreation and Parks in financially supporting (through vehicle seizure funds) and bridging youth programs so youth are engaged and have access to resources.

Police personnel continue to build relationships with schools in Park Forest. The Department continued giving away bikes in the local schools with bicycles being raffled off for those students who have attained the goals set out by the various schools dealing with positive behavior. Over 300 bicycles, helmets and locks have been given out since the inception of the program.

Police personnel work as Library Liaison Officers on weeknights. Funding for this program is provided solely through the Library. Officers provide safety and security during peak library hours while interacting with patrons, especially youth, to build relationships while providing a safe environment at a well-used public space.

In August 2018, the Police Department participated in National Night Out. Taking the concept back to its roots, the Police Department encouraged block parties in Park Forest neighborhoods through social media and other advertising venues. Police personnel attended block parties in a community policing effort.

The Police Department hosted its second annual Unity Day in August 2018, the final evening of Main Street Nights. The event was well-attended by the community, with a crowd estimate of approximately 1,000 attendees. Police-sponsored events included Touch-A-Truck, raffle prizes, free hot dogs, chips and water for the first 500 attendees, a dunk tank, bounce houses and other activities.

The Police Department utilizes its No-Shave November and December Program as a fundraising event, proceeds which in part serve to provide a scholarship for a Park Forest resident attending college as a freshman the following academic year and who is majoring in criminal justice. In 2018, the scholarship was awarded to a Rich East Student who is attending Illinois State University.

4. Improved Code Compliance based on existing studies and innovative solutions.

Staff works interdepartmentally to enhance the viability of commercial development and residential quality of life through a number of different ordinances and programs. In the first eight months of 2018, 100 new vacant properties were registered while 103 citations were written for properties through the adjudication process to resolve outstanding property code violations matter of enforcement. Using the civil court process, a total of 79 properties have been pursued to demolition in recent years with 20 more properties in the process. In housing vacancies, the highest level was 780 homes in 2014. This figure is now down to 496 in 2018.

The Communications Director supports the Building Department's code compliance efforts by alerting residents to various enforcement issues ranging from grass height in the summer to the need for residents to have readable addresses in the winter. A new most commonly cited issues piece has been developed. The bookmark style piece emphasizes those Village ordinances residents are most commonly in violation of. The handout will be used by Building and Police personnel to educate residents on how to avoid violations.

The Crime Free Housing Ordinance has addressed problem tenants that adversely impact quality of life in the Village. In the first 8 months of 2018 the Police Department issued 787 Crime Free Housing Licenses and 170 Municipal Ordinance Violation citations were issued to landlords for failure to obtain a Crime Free Housing License. There are currently 4,592 properties/complexes registered through the Crime Free Housing program. As of September of 2018, the Police Department issued 86 warning notices to landlords regarding minor criminal or quasi-criminal behavior on the part of their tenants or visitors at the rental property and the Police Department hosted one Crime Free Housing Seminar for landlords as a requirement to obtain their license with the Village. Valuable information was shared during these seminars and a dialog was created with the landlords establishing the commitment and dedication of the Village with this program. Six Notices of Eviction for serious criminal offenses were sent out landlords as of the third quarter of 2018. In each case, the problem tenants moved out voluntarily with no action required by the Village nor were there any court-ordered evictions. As a testament to the effectiveness of the Crime Free Housing program, over 100 problem renters have been removed from properties since the program's inception in March, 2008, with less than 10 resulting in court-ordered evictions.

Another Police Department initiative is the Problem Oriented Policing (POP) program. In its sixth full year, the POP program entails police officers being assigned to specific neighborhoods as liaisons between the police department and the community. Quality of life issues are addressed with emphasis on compliance, rather than issuing citations as a first resort. Officers also attend the Village's Neighborhood Meetings, and attend block parties and neighborhood events.

Staff continues to identify problem properties throughout the Village for demolition for neighborhood redevelopment, including renovations and "in-fill" developments. This work can be carried out by Village operations or, where appropriate, in tandem with outside agencies to leverage resources with the South Suburban Land Bank and Development Authority and/or the Cook County Land Bank. The Village is working with Prairie State College and South Suburban College to rehab 305 Sauganash Street and to support the

Colleges' construction trades training programs. The Village is matching the rehabilitation portion of this grant with \$20,000 per house. 336 Early Street will be rehabbed by VetTech, a non-profit that also provides workforce training in the construction trades.

The Village and the South Suburban Land Bank and Development Authority (SSLBDA) closed out the second of two IHDA Blight Reduction Program (BRP) grants in 2018. Both grants totaled \$1,155,000, but due to time constraints, only \$740,000 was spent on the demolition/ deconstruction of 22 vacant, blighted houses in the Eastgate neighborhood.

In furtherance of the Eastgate Neighborhood Redevelopment plan contained within the *Strategic Plan for Land Use and Economic Development*, 82 vacant/blighted homes have been demolished/deconstructed with combined funding from a Delta Institute grant, a State CDBG-IKE grant, two Cook County NSP grants, two IHDA Blight Reduction Program (BRP) grants, Village funding and bank funded demolitions. The Village and the SSLBDA together own 68 vacant lots in Eastgate.

Staff continues to create events to fill revitalized homes by engaging the realtor community. Information sharing sessions are periodically held so realtors can be made aware of amenities which come with home ownership in Park Forest. This includes awareness of governmental financial assistance programs. In the past year, realtor events took place in January 2018 and February 2019.

The Fire Department updated Village codes in early 2019 to include the 2018 International Fire Code and the 2018 NFPA Life Safety Code. The Department continues to promote residential fire sprinkler and the fire safety education trailer contains a sprinkler awareness element to enhance public awareness. The Department conducted multiple fire safety and residential sprinkler demonstrations with the new fire safety trailer at various community events throughout 2018-19.

Working together with the Building Department, the Fire Department worked to clarify the intent of the home sprinkler ordinance as it relates to what and when homes need to be sprinkled. The Fire Department supports residential sprinklers as the most effective way to reduce loss of life and property from fire.

The Fire Department sent two officers to a cancer awareness train the trainer class. These officers then taught cancer awareness to the entire department. As a result of this class, the department instituted multiple cancer prevention programs that include providing each member a micro barrier hood, making secondary sets of gear accessible to each member for use while their gear is laundered. The department also put disposable wipes on all apparatus to be used to decontamination after an incident.

5. Fiscal and Service sustainability based on the triple bottom line concept.

Recreation & Parks continues its cost analysis project and analyzing its pricing structure. Economic Development and Planning staff analyzed its non-core programs, such as Park Forest Idols, Black History Month, Wine and Chocolate Tasting, Business Breakfasts and MidSummer Madness to understand the costs, revenues and benefits of these programs.

Information was provided to the Village Manager and Finance Director. Analysis of core vs. non-core services has been provided at annual Financial Updates.

The Communications Director supports the triple bottom line concept of fiscal and service sustainable practices of the Village by incorporating sustainable tips and reminders in as many forms of communication as possible.

The Communications Director continues to reduce paper usage by making more processes digital where possible. Paperless registration has been available for the community Garage Sale, home buyer's workshops in Park Forest, the Civic Leadership Academy, and for all volunteer opportunities in the Village. In 2018, the Park Forest Oscars, Business Person of the Year Award, and Sustainability Award forms were also made digital thus reducing paper. When possible, messaging/forms/additional fliers are also included on the reverse side of a different piece also rolled into the water bill mailer to further reduce paper and costs.

The Community Health Coordinator works with the Senior Commission to coordinate regular community education events. In 2018, health-related presentations were well attended topics including managing diabetes and being heart healthy.

Flu clinics, support of the St. Irenaeus food pantry with free blood pressure screenings, etc. are facilitated by Community Health Coordinator, who has negotiated agreements with Osco and Walgreens pharmacies to administer flu shots to residents and Village of Park Forest employees in the fall of 2018.

A contract with Rich Township allow for the provision of monthly health screening services at the Shirley Green Senior Center and four area senior buildings. Services are performed by the Community Health Coordinator.

The monthly Gardening Series began 2014 with the purpose increasing resident knowledge and building capacity to expand community gardening programs. The program has been successful ever since with sessions now held in the Wetland Discovery Center. The program continued through 2018 and is already scheduled to continue into 2019.

The Sustainability Coordinator continues to work on various Staff initiatives related to sustainability. This work included working with the Environment Commission to develop a Climate Action and Resiliency Plan which was adopted by the Village Board in February 2018.

In October 2018, the Village added Greenest Region Corps intern courtesy of a region-wide grant coordinated by the Metropolitan Mayors Caucus. This intern has worked on several projects with the Sustainability Coordinator including efforts on the Village's submittal for consideration to be recertified as a STAR-rated community. Originally designated a 3-Star community in 2015, the goal is to move up to a 4-Star recognition.

Village Staff is partnering with the Chicago Southland Economic Development Corporation (CSEDC) to examine several potential sites for community solar projects. The Illinois Future Energy Jobs Act took effect in 2018 and provides incentives for development of community

solar projects. The Village's work with CSEDC will include development of a request for proposals to seek a developer for sites that are found to be suitable for these projects.

In summer 2018, the Village benefitted from the volunteer efforts of eight young adults from the AmeriCorps National Civilian Conservation Corps (NCCC). Most of the work completed by the NCCC Team was related to the Village's Sustainability Plan. Work included:

- Painted the 14,000 sq. ft. of garage/fitness center at the Police station and another 8,700 sq. feet of exterior walls on the Parks/Public Works Maintenance Building.
- Painted Village Recreation Center and playground equipment at four Village parks.
- Provided support to Police Unity Day, Youth Day, Recycle Fest, and the St. Irenaeus Catholic Church food pantry and community garden.
- Cleared ½ mile of tree limbs and vegetation along the Old Plank Road Trail and another ½ mile of trail at the Thorn Creek Nature Center. Sign posts and benches were installed along this trail.
- Conducted Village tree inventory.
- Worked with the community to paint 15 garbage cans and stain eight picnic tables.
- Worked with the community on two public art projects, including made 38 stepping stones for installation in the Village Green and painted two buckets of rocks (about 160 rocks) for "planting" throughout the Village.
- Painted 85 fire hydrants in various neighborhoods and cleared 500 feet vegetation overgrowth along Tamarack Street.

Economic Development & Planning and Recreation and Parks staff are working with the Metropolitan Mayors Caucus and the South Suburban Land Bank to develop low-cost, low-maintenance alternatives for vacant residential and commercial lots. Options include planting cover crops such as clover, little bluestem and flowering seed mixes. Initial funding to conduct a pilot project is available through the IHDA Blight Reduction Program grant as it funds installation of green infrastructure after a blighted home has been deconstructed.

The Village's current practice of semi-annual financial reviews along with detailed Budget reviews allows for timely assessments of financial trends. This practice coupled with the fiscal policy adopted to maintain adequate reserves protects the Village against disruption in providing services.

The Village was a local sponsor agency for a Congestion Mitigation/Air Quality (CMAQ) grant for Star Disposal. In particular, the grant resulted in more than \$3M benefitting the business as it converted its garbage truck fleet to compressed natural gas (CNG). Final drawdowns will be in 2018 and 2019 for a project that aided the company in building new CNG fueling spaces at its business locations in Park Forest and Homewood in addition to purchasing 24 new trucks. Not only did the grant funding assist a local business, it reduced the carbon footprint of Park Forest and all south suburban communities served by Start Disposal's CNG vehicles compared to the former diesel fleet.

Village Staff is exploring the use of compressed natural gas (CNG) as an alternative fuel. Staff met with a representative of *Clean Energy* to discuss using CNG vehicles and changes that would need to be made to buildings where these vehicles would be parked.

Village staff are working with two residents to create a small community garden in spring 2019 on the lots at 210-220 Indianwood Boulevard. These lots were acquired through the tax scavenger process and there has never been any construction on them due to the poor soil conditions. Given the unlikelihood of building on these lots, and in support of the Sustainability Plan, a small community garden seems like an appropriate use.

6. Sustain the Village's role as a catalyst for innovative change in the region.

Members of the Village Leadership Team continue training and holding leadership presences across the region (SSMMA, Metropolitan Mayors Caucus, CMAP, Metro Managers Association, etc.), the state (Illinois Municipal League) and in various professions (Government Finance Officers Association, American Planning Association, Illinois Public Employers Labor Relations Association, ILCMA, American Public Works Association, US Green Building Council, etc.) to foster sharing of best practices.

The Village continues to receive the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Award. These award designations have occurred over the past twenty years.

The Finance Director is a board member of the South Metro chapter of the Illinois Government Finance Officers Association (IGFOA). Finance staff members regularly attend IGFOA information sessions on new regulations and GASB pronouncements.

The Fire Department continues to research the potential for changing the basic delivery structure for fire and EMS services on a local and regional basis. Fire personnel are active participants in regional, state and national organizations (MABAS, CART, IFCA, IAFC, Will County Fire Chiefs, Metro Fire Chiefs, etc.) acting as a catalyst for change in the fire and EMS community. By working with these partners, Department members and firefighters from the region receive day-long training at minimal cost. The Fire Department's Administrative Assistant continues participation in IFSAP (Illinois Fire Service Administrative Professionals) and attends their annual conference.

The Fire Department has partnered with Park Forest Local 1263 to train three Fire Department members as peer fitness coordinators. Each member of the Department is assigned to a peer fitness coordinator who helps develop and design a fitness program for each Fire Department member. The Department also made changes to the daily work schedule to put a greater emphasis on fitness goals. The goal of the program is to improve the overall health and wellbeing of members. This should also help to prevent injuries.

The Fire Department hosted multiple Firefighter Behavior Health classes. These classes introduced services and coping mechanisms that can be used to reduce stress to members who are exposed to traumatic events. Mental health issues and suicide have been trending upward in emergency services.

Recreation and Parks continues to partner with such organizations as SSSRA, and South Suburban Parks & Recreation Professional Organization in the areas of innovative recreation

programming. The Village also offers cooperative programming with Matteson, Richton Park and Olympia Fields. These co-op opportunities' range from youth sports to senior trips. With the closing of a nearby swimming facility, Recreation and Parks Staff worked with University Park staff to accommodate their summer camp participant swimming needs. Staff was recently approached by a representative of the Chicago Heights Park District to discuss the possibilities of partnering on various programs.

The Recreation & Parks Advisory Board has been active in promoting new and “best practice” initiatives in the parks. The Advisory Board also works closely with other boards and commissions to support parks and the Village as a whole.

The Recreation and Parks, Economic Development & Planning and Administration Departments implemented Civic Leadership Academy in 2015/2016. Participants were exposed to the roles and responsibilities of municipal government, the roles and responsibilities of citizens and the importance of civic action. Over 50 residents have now graduated from the academy and several have gone on to serve on a local school board or on a Park Forest board or commission. The Class of 2019, consisting of 13 area residents, began the most recent offering of the program in September and is expected to graduate in May.

The Communications Director supports the Village's efforts to be a catalyst for innovative change in the region by spotlighting key initiatives like the Park Forest MakerLab and the numerous sustainable endeavors undertaken in recent years. The Communications Director has also worked to get articles printed in notable publications in the region to help raise awareness, like the Illinois Municipal Review.

The Communications Director continues to highlight to efforts of the Village as part of the National League of Cities Race, Equity and Leadership (REAL) initiative. Updates are shared in each issue of Discover Magazine, REAL discussions at Freedom Hall have received promotion online and in water bill inserts, and a special effort to engage residents on confederate street names was also aided by the Communications Director.

The Village continues to be an active member of the South Suburban Land Bank and Development Authority, the South Suburban Housing Collaborative and SSMMA. The Village has also taken on lead roles on the SSMMA Executive Committee (Mayor), the SSMMA Legislative Committee (Mayor), the Management and Finance Committee (Manager) and Audit Subcommittee (Manager).

Following the 2017 International Council of Shopping Centers Real Estate Convention, it was determined to redirect efforts and resources to recruit retail, restaurant and service uses. Staff focused on the regional market and “non-national” brands or enterprises, which do not participate in ICSC. Staff no longer participates in Select Chicago Southland (SCS). Interest in, and support of, the SCS initiative dropped from eighteen communities to four communities. Staff remains active with in-state ICSC activities and participates in Chicago Deal Making.

The Economic Development Team continues its work with multiple communities, consultants, the CSEDC and the Cook County Assessor's Office to update incentives and

procedures to spur economic development in the southern suburbs. Also, work continues with several partners (CSEDC, OAI, Inc.) to implement workforce development programs which benefit Park Forest residents and the employees of interested Park Forest businesses.

The Village has signed on to be an actively participating community in the Race, Equity and Leadership (REAL) initiative for the National League of Cities. In mid-2016, a workshop related to REAL was convened with numerous members of the Village Board, staff and volunteer Boards and Commissions. As a result of this presentation, several committees have been established, including 1) a Steering Committee; 2) a subcommittee on policies that will review the Village code of ordinances; 3) a subcommittee on procedures which will review administrative procedures; and 4) a subcommittee on practices that endeavors to review traditions common in the community. The purpose of these committees is to review and, where necessary, shift any unintended impacts on certain segments of the Village's population. These committees met on a nearly monthly basis from 2017 through 2019.

A Neighborhood Meeting program was implemented in 2004 with a purpose of enhancing civic engagement and public interaction. The entire Village leadership team is in attendance to present various topics to attendees and answer questions that are posed. Meetings typically take place in a church or school gymnasium in the neighborhood for those invited residents. Dozens of meetings have been convened since the inception of the program. In 2018, meetings were facilitated with residents of the Chestnut/Oak/Apple areas, Area E & J and Garden House, Ash Street and the Eastgate Neighborhood.

Public Works staff continues to identify the individuals and departments of other governmental and non-governmental agencies like IDOT, Cook County Highway Department, Metra, CMAP, PACE and Illinois Tollway that work in infrastructure and public works fields. Staff actively participates in the South Suburban Directors Association meetings, Transportation Advisory Group (TAG) meetings and Transportation Committee meetings. Meetings are held monthly and are attended by surrounding local agencies and other governmental and non-governmental agency staff. These meetings are held to discuss topics and projects that affect and that are within the south suburb region.

The Community Relations Coordinator continues to participate in the activities of the Chicago Area Fair Housing Alliance, which meets on a monthly basis. This Alliance is a consortium of fair housing and advocacy organizations, government agencies and municipalities committed to the value of fair housing, diversity and integration.

Village staff are active on the formal Diversity Dinner planning committee and is a monetary supporter of the annual Diversity Dinner event.

The Community Relations Coordinator continues to build a strong alliance with local realtors, banks and investors to build the awareness of vacancies while increasing awareness for residents of potential homes to purchase and available financial assistance to do so. A Realtors Brunch was held in February 2019 that included details from a marketing expert on how to develop new sales leads.

The Commission on Human Relations continues to attend the annual conference of the

Illinois Municipal Human Relations Association and attend regular meetings, workshops and conferences of the Chicago Area Fair Housing Alliance, South Suburban Housing Center, Illinois Municipal Human Rights Association and Diversity Dinners.

The Police Department's Veterans Liaison Officer works with the Veterans Commission and act as a conduit Veterans who require police assistance and the Police Department. The Liaison Officer is educated on the resources available to veterans and networks with area veteran facilities and programs. Police officers engaging the community can refer citizen veterans or family members of veterans to the Police Department Veterans Liaison Officer for assistance dealing with many areas from special needs, transitional problems, addictions and housing. Likewise, the Department's Homeless Liaison works with homeless person in locating resources and serving as an advocate for the homeless within the Police Department. The Homeless Liaison receives specialized training and participates in homeless advocacy programs throughout the region.

The Police and Fire Departments host a yearly combined Table Top Exercise whereby those departments, with other Village departments and community public safety partners, have command staff work through various critical incident scenarios. These exercises help identify strengths and weaknesses in response plans and better prepare personnel for working in an Incident Command situation.

The Police Department remains at the forefront of providing continual and up-to-date training to its officers, utilizing in-house instructors for most use-of-force curriculum, Mobile Training Units (North East Multi Regional Training and Tri-River) for other advanced topics, and monthly on-line training through the Police Law Institute, which satisfies state-mandated training requirements. As an example of the innovative approach to training, the Police Department has reached a 100% completion rate of its first-line supervisors becoming certified through Crisis Intervention Team (CIT) training, a 40-hour course which provides advanced training on responding to someone in mental health crisis. By the end of the 2018/2019 fiscal year, 100% of non-probationary front-line officers will have received this advanced training as well.

The Police Department is at the forefront of law enforcement interacting with the community through social media and is known regionally for efforts in building community relations through this format. As of late 2018 the Police Department has over 12,300 followers on Facebook, over 3,600 followers on Instagram, over 2,600 followers on Twitter, and footprints on LinkedIn, YouTube, and NextDoor.

The Village has participated as a member of SouthCom since 2005. This joint emergency dispatching agency pools resources with the neighboring communities of Matteson, Olympia Fields and Richton Park to provide technologies that would not otherwise be available were it not through cost sharing. Shared resources in dispatching has gone from innovative to the standard in Illinois. However, members of SouthCom also engage a Federal lobbying firm to act on behalf of the group in pursuit of policy concerns and/or grant funding opportunities. While there is an annual cost for these services, the Village's return on its investment has been approximately 8 to 1, with grant revenues being in excess of \$3,000,000.

The Director of Economic Development and Planning is the Village's core member of the Urban Sustainability Director's Network (USDN). Working with several other communities located throughout the US and Canada and the International Economic Development Council, the Village received a USDN Innovation Fund Grant to conduct a workshop on sustainable economic development. The workshop was held in Cleveland, OH, in September, 2016. Both the Village's Director and Assistant Director of Economic Development attended the workshop, along with 45 municipal/county sustainability and economic development staff from all over the US and Vancouver, British Columbia.

The Director of Economic Development and Planning and the Human Resources Director are participated in an online Equity Leadership training sponsored by USDN in 2017. The Director of Economic Development and Planning continued this training at a workshop held before the USDN annual meeting in late October, 2017.

The Assistant Director of Economic Development and Planning led a comprehensive effort for the development of the "keystone property" legislation to assist with the redevelopment of 80 North Street. Public Act 100-0510 is now being used as the basis for a larger property tax relief legislative initiative that would benefit the entire footprint of communities in the South Suburban Mayors and Managers Association.

The Village, Rich Township School District 227 and ImageWorks Manufacturing collaborated to assist ImageWorks with hiring 9 high school graduates for a joint internship/college program. ImageWorks is training the students in a variety of professional specialties (marketing, finance, graphic design, IT, etc.), while they go to college to study their selected specialty. Unfortunately, all these students have dropped out of this program. However, Staff is discussing with the ImageWorks management how the program can be redesigned to ensure success. Also, the Village has toured Agrati Group with School District 201-U Officials in hopes of building a similar program.

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 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 is tabled related to the need for additional information. During 2018/2019, no item was officially tabled for this reason.

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

In 2013, the Manager assisted the Board with scheduling and arranging its annual Strategic Planning Process. Goals for a five-year strategic vision were established and will be worked toward in Fiscal Years 2014/2015 through 2018/2019. A new set of goals will be established in 2019/2020.

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 to facilitate cross-communication of Village operations. Informational Updates of Village operations were shared with Village Board members on a weekly basis.

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

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

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

Residents 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, emails and dozens of written inquiries from residents throughout 2018/2019.

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

Legislative activities were monitored utilizing the publications of the South Suburban Mayors and Managers Association and the Illinois Municipal League. Letters and phone calls of comments, support or opposition were sent to relevant legislators within the framework of the direction provided by SSMMA, the IML and the Village Board's discussion on legislative issues. The Mayor, three Trustees and the Village Manager attended the SSMMA Legislative Breakfast in February 2019 and in late-2018/2019 the

Village will have the Mayor, Village Manager, and perhaps other Village Officials, attend the SSMMA and IML legislative lobby day in Springfield.

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. Numerous grant successes were realized in 2018/2019 as detailed in the narrative for the Community Development Department.

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

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

Surpluses in the General Fund allowed the Board to reduce the increase in the tax levy to 2.9% for five years, 1999 through 2003. In 2004 and 2005, in order to enhance economic development efforts, address infrastructure and improve public safety, the Village increased the levy 8.1% and 9.3% respectively. In 2006, the Board reduced the tax levy increase to 2.6%, funding only pensions, with a 0% increase in the General Corporate levy. In 2007 and 2008, levy increases were 3.3% and 3.0%. In 2009, the major negative turn in the economy caused a 6% levy increase that was reduced to 3.1% in 2010, 3.4% in 2011 and 2.7% in 2012. Additionally, the Village took action to implement a water infrastructure upgrade fee in the spring, 2008 to facilitate the Village's aim to continue upgrading the community's 65+ miles of water and sewer lines. Fiscal condition must be monitored continually. The property tax levy increase in 2013 was 1.9% and included a 0% increase in the General Corporate Levy. The property tax levy increase for 2014 was 1.4%, in 2015 it was 2.8% and in 2016 the overall increase was 2.9% with 0% in General Corporate. The 2017 tax levy had on overall increase of 1.1%, the lowest increase in the last 25 years. The 2018 tax levy decreased 0.3% from the prior year, the first time the levy decreased in over thirty years, while maintaining an estimated 3.6 month reserve in the General Fund.

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

The Village Manager was regionally involved in a number of areas, serving on the South Suburban Mayors and Managers Association's Management & Finance Committee, the Audit Sub-Committee, the Chicago Southland Fiber Network (President), and an SSMMA Employee Wellness Sub-Committee. The Village Manager also serves as Chair of the SouthCom joint dispatching agency and is an active member in good standing of the Illinois City and County Manager's Association (ILCMA). Finally, the Manager is an Executive Board Member of the Metropolitan Managers Association.

Director of Human Resources/Assistant to the Village Manager 2018/2019
Achievements:

- 1. Assisted all Village Departments with recruitment, interviewing and hiring of Staff including assisting the Board of Fire and Police Commissioners in establishing promotional and eligibility lists for police and fire as deemed necessary.**

In FY 2018/2019 several recruitments were conducted resulting in the following full-time or part-time hires: 1 Rec & Parks Maintenance Worker, 1 PT Community Service Officer; 2 PT Police Records Clerks; 1 Police Officer; 1 PT Office Assistant/Cashier, and 1 Water Plant Operator; 1 DT Facility Manager; 1 Police Facility Maintenance Worker; 1 PT Seasonal Code Enforcement; The following promotions or moves from PT to FT occurred: Assistant Records Supervisor, Facility Custodian, Records Clerk, Building Maintenance Coordinator, Executive Assistant/Deputy Village Clerk.

- 2. Continued to promote employee awareness of the Village's benefits package and provide employees with tools to make sound decisions in long-term financial planning.**

The Health and Wellness Taskforce is actively engaged in reviewing and offering competitive and comprehensive medical and dental benefit packages. The extensive work of the taskforce yielded a medical insurance renewal of 3.00%. Two financial planning workshops through ICMA-RC were offered to the employees.

- 3. Implemented, evaluated and monitored the Village's personnel policies to assure compliance with changing personnel laws, employment laws and the general needs of the Village.**

Several webinars were attended to keep abreast of changes related to the Family Medical Leave Act, Compliance and the Affordable Care Act reporting, Managing Worker's Comp & Opioid Addiction, and OSHA 300 Log Compliance.

- 4. Coordinated Village Committees in organizing employee events and programs targeted to increase employee morale, appreciation, policy education and overall employee well-being. Continued to participate in committees that have an impact to the Village.**

The Village experienced all but 2 employees participation in the annual health screenings. This program is a pro-active approach in early detection of medical issues and affording early treatment when called for.

The employee Health and Wellness Taskforce continued to be an active committee that continued its' efforts of a wellness initiative and a review of the Village's utilization as it pertains to health benefits. Health Care Reform and relative changes continues to be on the top of this committee's agenda.

The Village continues to see consistent participation in the 457 Deferred Compensation

Program administered by ICMA-RC.

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.

5. Served 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.

A continued focus on Safety and Compliance remains high. There were six trainings offered thru IRMA for the Department of Public Works and the Fire Department. The Director of Human Resources joined IRMA's Member Relations Committee.

Director of Communications/Assistant to the Village Manager Objectives:

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

In 2018-19, Park Forest residents received Village news and information via Discover Magazine, posters, flyers, the Village website, monthly water bill inserts, social media, the government access channel, and through media partnerships.

Notable projects completed during the last 12 months included a full rollout of the Village's mobile app along with an overhaul of the first floor lobby of Village Hall which, among other things, will allow for better showcasing of Village information to capitalize on the high traffic of the space.

2. Increase resources/content available on the Village's website.

Understanding the importance of more content available on the Village's website to better serve residents, and to build value in the new Park Forest mobile app, the Communications Director held trainings with representatives from each Village department over the last 12 months. Close to 40 attended the trainings. The trainings instructed staff on ways they could post content to the Village's website for their respective departments, including the usage of department calendars and department news sections along with the site's document center. Some departments have taken steps to increase content on the Village's website while others continue to have challenges. The Communications Director continues to post content on behalf of departments on an as-needed basis and as time allows.

3. Educate Park Forest residents on where their taxes go.

Discover Magazine continues to be the primary delivery method for sharing details on where Park Forest tax dollars go. The Communications Director has made it a standard inclusion in the publication details on water main replacement progress and a graphic illustrating which taxing body receives what portion of each taxpayer dollar. Additionally,

the Communications Director has made a stronger push to share Village budget schedules and financial update schedules with the public via the Village's magazine and through water bill inserts.

4. Launch a campaign aimed at increasing the number of applicants for Park Forest boards and commissions.

Several years ago, the Communications Director began an initiative to highlight at least one board or commission member per Village magazine. Since that time, members of Park Forest's Economic Development Advisory Group, Park Forest's Recreation and Parks Advisory Board, and the Park Forest Youth Commission have been highlighted in the publication. A second initiative, a campaign titled Get Involved, spotlighting a different board or commission member in a full page ad per Village magazine, has started to take shape over the last several years. This campaign the Communications Director intends to be more aggressive in advertising during the spring and summer months of 2019. Photographs of volunteers to be highlighted as part of the ramped up campaign are being compiled.

2019/2020 ADMINISTRATIVE OBJECTIVES AND PERFORMANCE MEASURES:

Village Manager Objects:

Provide support and coordinating to assist the Mayor and Village Board in establishing new goals or priorities.

Additionally, 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:

Success in assisting to develop new Board Goals and the execution of the additional goals noted above will be assessed as part of the Village Manager's overall performance evaluation, conducted annually by the Board of Trustees.

Director of Human Resources/Assistant to the Village Manager 2019/2020 Objectives:

1. Assist all Village Departments with recruitment, interviewing and hiring of Staff.
2. Continue to expand employee awareness of the Village's benefits package and provide employees with tools to make sound decisions in long-term financial planning.
3. Implement, evaluate and monitor the Village's personnel policies to assure compliance with changing personnel laws, employment laws and the general needs of the Village.
4. Coordinate Village Committees in organizing employee events and programs targeted to increase employee morale, appreciation, safety awareness, policy education and overall employee well-being. Continue to participate in committees that have an impact to the Village.
5. 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.
6. Facilitate and oversee the Board of Fire and Police Commissioners in establishing promotional and eligibility lists for the following lists that will expire in 2019/2020: Police and Fire New Hire Eligibility, Police Commander and Police Sergeant.
7. Timely negotiation of a new Fire Contract.

Director of Human Resources/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 and new hire eligibility 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 by

attendance at IRMA Board and Member Relation Committee meetings, communication between IRMA, assigned attorneys, nurse case managers and applicable employees as well as ensuring timely notice to legal representation when needed. Objective 6 will be measured by the implementation of new lists by expiration dates. Objective 7 will be measured by the timely negotiation of a new Fire Contract and limited or no matters that will need to be settled by arbitration.

Director of Communications/Assistant to the Village Manager Objectives:

1. Implement a comprehensive communications and public relations plan to help promote awareness of Village services and accomplishments.
2. Continue to build value in the Village's website.
3. Market the Village of Park Forest to those outside of the community to re-affirm Park Forest as a great value.
4. Launch a campaign aimed at heightening awareness on the importance of resident participation in the 2020 census.

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

Objective 1 will be met by disseminating Village news and information via Discover Magazine, posters, flyers, the Village website, monthly water bill inserts, social media, the government access channel, and through media partnerships. Objective 2 will be met by directing and continuing to work with departments on how they can maximize the usage of the Village website's newflash and calendar modules to reach residents. Objective 3 will be met by placing strategic advertisements that will capture the attention of Park Forest's target market. Objective 4 will be met by placing communication in Village mailings and online channels to capture the attention of Park Forest residents.

Village of Park Forest 2019/2020 Budget

ADMINISTRATIVE BOARD OF TRUSTEES/ELECTED OFFICIALS

DEPARTMENT FUNCTION:

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

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

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

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

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

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

ACCOMPLISHMENT OF 2018/2019 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 2018/2019, the agendas of all Rules Meetings as well as Regular Meetings provided the opportunity for residents to provide input into the deliberations of the Board. At Rules Meetings (i.e. discussion sessions), the citizen's input followed the formal agenda, thus providing residents the opportunity to react to the Board's discussion. At Regular Meetings (i.e. voting sessions), the citizen's input preceded the formal agenda, thus providing residents the opportunity to influence the Board's potential vote. The agendas, along with all background material for each agenda item, were posted both in the lobby of Village Hall and on the Village's website. 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.

One issue of the Village magazine were produced and dozens of Village-wide mailings were designed to convey information including the monthly water billing inserts. The Village continued to maintain, update and upgrade its website. It contains e-mail addresses for all Village Officials as well as meeting agendas, and video archives of Village Board Meetings.

One Neighborhood Meetings took place in 2018/2019 and included attendance by the Mayor, Board of Trustees, Village Manager and all Department Heads. Attendance was 70 residents.

The National League of Cities (NLC) has developed a program titled Race, Equity and Leadership (REAL) that endeavors to equip communities with the capacity to respond to racial tensions and address the historical, systemic and structural barriers that further inequity and racism in America. The REAL program prepares municipal leaders to apply a racial equity lens to policies, initiatives, programs and budgets. As a member of the NLC steering on this program, the Mayor convened REAL program workshops in Park Forest and across the region in 2018/2019. Additionally, three subcommittee of the REAL program were established to review Village policies, practices and procedures.

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). As a past-President, the Mayor served on the Executive and Legislative Committees within SSMMA. The Mayor is regularly involved with the Metropolitan Mayors Caucus (MMC), is co-chair of the MMC Environment Committee and is also on the Board of the Cook County Land Bank Development Authority. Finally, in November 2018 the Mayor was selected as Chairman of the Board for the Metropolitan Mayors Caucus.

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 2018/2019.

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 several breakfast meetings with the business community. The Mayor was an integral part of the Village's presence in Springfield to provide testimony before statewide officials seeking property tax incentive relief for a distressed and long-vacant property in Business Park. The Mayor is also a regular attendee of the annual Congressional Cities Conference of the National League of Cities. As part of his involvement in the NLC, the Mayor serves on the Community and Economic Development (CED) Policy and Advocacy Committee and its CED Steering Committee. He is also a co-chair for the Race Equity And Leadership initiative within the National League of Cities.

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 surveys, focus groups 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 2018/2019, 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, the Village has historically continued to provide programs and services long expected by the residents of Park Forest. In 2018/2019, no substantial service reductions took place.

- 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. Citizen comment is listed on the agenda for Monday evening Rules Meetings and Regular Board Meetings. Also, the Board hosts a Rules Meeting on the 1st Saturday morning of each month with the primary purpose being to allow for questions from the public.

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

The Board recruited interested volunteers through announcements at various meetings, advertising in Discover Magazine, and postings on the Village Website and cable access channels. The recruitment efforts resulted in a list of residents available to fill any of the 116 total seats should a vacancy arise.

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

The Board and Staff met with representatives of other taxing bodies a number of times in 2018/2019 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 November 2018 and included an update on Village Board goals. A subsequent update took place in February 2019 with the Six Month Financial Update.

11. Evaluate the Village Clerk and Attorney.

Village legal counsel is provided principally by the law firm Odelson & Sterk. Some legal work is carried out by specialty firms such as Robbins, Schwartz, Nicholas, Lifton and Taylor. Odelson & Sterk and other specialty firms provided the Village Board and Staff with sound legal guidance and/or direction to other legal contacts, as dictated by the Village's legal needs.

The Village Clerk's duties were monitored in 2018/2019 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 was deemed satisfactory to 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 maximized the Village's return on investments in a risk-free, collateralized environment all while dealing with heavy interest rate fluctuations in the open market. Direct wire transfer deposits were established for all property, sales, motor fuel and Tax Increment Finance taxes into the Illinois Treasurers Pool and US Bank. The process of direct depositing all of these inflows of revenue allows the Village to earn two to three days of additional interest on substantial balances. Direct debit accounts have been established and in 2007, e-pay was instituted for utility bill payment for all customers who sign up for these services, allowing the Village to receive funds faster to again maximize earnings. A ladder CD was established with the CN settlement proceeds and this portfolio continues to provide attractive returns. Starting in 2018, The Illinois Funds daily rate is yielding considerably better returns, providing additional liquid investing options for the Village. In Fiscal 2018/2019, the Treasurer expanded the Village's investment platforms past PMA's ladder CD portfolio to include 5th 3rd Bank and PFM. These additional platforms will allow for competition between money managers to provide the best return possible on the Village's funds.

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

The Treasurer attends all Village Board, Police and Fire Pension Fund meetings. He has assisted in the development and implementation of updated investment policies for both pension funds. Investment summary reports are issued at pension board meetings. An

annual report is made to the Library Board regarding financial activity. In addition, the Treasurer presents information at the TIF annual Joint Review Board meeting.

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 2018, a total of 85 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

Calendar Year	2012	2013	2014	2015	2016	2017	2018
Number	75	26	75	56	98	50	85

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.

At the Village Hall 338 requests for information were met under the purview of the Freedom of Information Act. The bulk of these requests are related to property transactions. 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 consistent with statutory requirements which mandates filling of such requests within 5 business days. In compliance with new state laws, if requested information is available on the Village website, Village representatives are allowed to direct the requestors to this resource.

FREEDOM OF INFORMATION REQUESTS PROCESSED

Calendar Year	2012	2013	2014	2015	2016	2017	2018
Number	99	149	122	213	155	266	338

4. Provide information and facilitate early voting. Supervise conduct of municipal election.

Village Hall was an early voting site for Cook County residents while Will County shifted early voting to sites in Crete, Washington and Frankfort Townships for the spring 2019 local elections. Cook County Officials facilitate the early voting for Cook County residents and, as such, the Village does not tabulate such numbers.

2019/2020 BOARD OF TRUSTEE OBJECTIVES:

The Mayor's, Board of Trustees', Treasurer's and Clerk's objectives will continue to be as important in 2019/2020 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 include monitoring the legal advice provided in 2019/2020.

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

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

**Village of Park Forest
2019/2020**

**ADMINISTRATIVE
BOARDS AND COMMISSIONS**

DEPARTMENT FUNCTION:

The Boards and Commissions of the Village provide feedback to the Village Board to help facilitate the decision and policy-making function of the Board. Park Forest residents volunteer to staff fifteen permanent commissions and several additional ad hoc commissions.

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 may be necessary. Updates to their Rules and Regulations and the Police Promotional Manual will be made as needed.

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.

Environment Commission - provides advice to the Mayor and 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, on a needed basis. Provides support to the Mediation Task Force, which mediates neighborhood disputes. Provides advice to Board of Trustees on diversity and human relations issues. Creates multi-cultural events and other programs, and assists with events that will encourage community engagement and increase awareness.

Parks and Recreation Advisory Board - The Advisory Board's stated vision is "to provide opportunities for residents to cultivate an appreciation for nature, encourage healthy lifestyles

and build community through recreation & parks.” In fulfilling this vision, the R&P Advisory Board advises the Trustee Board on matters pertaining to parks and facilities.

Planning and Zoning 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. In 2017, the Planning and Zoning Commission assumed responsibility for all zoning appeals and making recommendations on major zoning variations.

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

Veterans Commission - The Veterans Commission studies matters pertaining to Veterans and makes presentations/recommendations to the Mayor and Board of Trustees as necessary. This Commission assists in coordinating Veterans programming as may be deemed appropriate from time to time.

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

ACCOMPLISHMENTS OF 2018/2019 OBJECTIVES:

Board of Fire & Police Commission: Facilitate and oversee the Board of Fire and Police Commissioners in establishing promotional and eligibility lists for the following lists that will expire in 2019/2020 Police and Fire New Hire Eligibility, Police Commander and Police Sergeant.

Cable Communications Commission - The Cable Commission continued in the development of Local Origination Programming. The Commission also encouraged Village residents and organizations to utilize available equipment to further enhance Local Origination Programming. Additionally, the Commission continued to seek upgrade enhancements to equipment and saw the initial build out of the local cable studio in the lower level of the Village Hall. Finally, the Cable Commission reviewed all documentation as they relate to the current Franchise Agreement. The Cable Commission continued to review its Charge and Duties by Resolution to determine the future of the Commission without an active Cable Franchise Agreement.

Economic Development Advisory Group – EDAG selected April May Washington, the owner and operator of April’s Safe Haven Childcare & Preschool, as the 2018 Sam Montella Business Person of the Year. She is the 10th business owner to be recognized. Washington’s business is the first home-based business to be recognized. EDAG also provided articles for the quarterly Business Newsletter, assisted with the Unity Day event and Resident BBQ, actively promoted the MakerLab at regional events, taught classes and staffed the MakerLab, and is working on a video series to promote commercial development in Park Forest. EDAG reviewed and recommended approval of economic development incentive applications for Imageworks, Taco Bell, Abuzir’s Auto Service and Repair, and Road Runner Truck Driving

School.

Environment Commission - The Park Forest Environment Commission held the second annual “Earth Week” with seven days of events related to environmentalism; awarded several winners of the Sustainability Award; attended numerous Village events to promote environmental causes; and continued hosting the Gardening Series with monthly gardening talks.

Housing Authority - The Housing Authority of Park Forest continues to absorb portable vouchers as needed to minimize the billing and payable issues dealt with for the past several years. The Direct Deposit Program for landlord rent payments is fully operational and has reduced staff hours spent mailing out monthly checks. The Housing Authority executed an aggressive repayment schedule to reimburse the Village for Administrative Expenses with a successful outcome.

Human Relations - The Commission on Human Relations continues to promote diversity and relationship building in Park Forest through planned cultural celebrations and further development of partnerships with community associations. A few of the past year’s highlights include: the Good Egg Award Ceremony, a 4-part, Racial Disparities Awareness workshop series, the Welcome Wagon bus tour (new and old residents) partnering with the Commission on Human Relations and interdepartmental departments for Multi-Cultural events and Black History month program.

Parks and Recreation Advisory Board - The Parks and Recreation Advisory Board planned and hosted four community events throughout 2018. These included the Easter Eggstravagaza, Cleanup Our Parks Day, Central Park Campout and Fall Fest in Somonauk Park. The Advisory Board also hosted joint meetings with the Youth Commission to discuss ways to partner in meeting the needs of youth in Park Forest. The R&P Advisory Board also participated in Youth Day, Police Unity Day and the Fire Station Open House.

Planning and Zoning Commission – Recommended approval of major variations for fences at the Majestic Luxury Townhomes and a sign at The Word Worship Center. Recommended denial of a major variation at 325 Early Street. Reviewed the draft stormwater management ordinance element of the Unified Development Ordinance. One Commissioner was a member of the Climate Action & Resilience Plan Steering Committee. Participated in training offered by the Chicago Metropolitan Agency for Planning and the Illinois Chapter of the American Planning Association.

Senior Citizens Advisory Commission - The Senior Citizens Advisory Commission continued to seek out potential resources or funding sources to support activities and programs for Park Forest seniors. The Commission continued its work to improve the health of seniors by actively participating in volunteering at the Rich Township Senior Resource Fair and distributing the Senior Nutrition Coupons for the farmers market. The Senior Commission coordinated a seminar on Understanding Grief lead by JourneyCare Hospice as well as hosting several health-related presentations on topics such as being Heart Healthy and Diabetes. The Commission also hosted a discussion about the advantages and disadvantages of reverse mortgages by an attorney from the John Marshall School of Law. The Commission

also updated a senior resource guide for residents which is available in print and electronic formats.

Veterans Commission - The Commission cosponsored several successful programs in 2018/2019. Of note, the Commission hosted a successful Veterans Day program at Freedom Hall which included support by several area Veterans organizations and a presentation by the 144th Army Band. Additionally, a successful 100 Pretty Purses Female Veterans program was carried out and was the 4th annual event of its kind. The Commission continued to staff the Veterans Closet & Resource Center (VC&RC) with a cadre of volunteers and a Volunteer Coordinator. The VC&RC accepted numerous furniture and clothing donations and passed them on to Veterans in need. The Commission will co-sponsor the Village's annual Memorial Day program in late-2018/2019 in collaboration with the Park Forest American Legion. This program is an example of how the Veterans Commission partners with other Veterans-related entities.

Youth Commission - The Youth Commission organized and participated in year-round activities geared towards families and youth. The Commission held the 18th Annual Youth Day Celebration but took a sabbatical on the Park Forest Carnival. Albeit without the financial revenue garnered from the Carnival, the Youth Commission continued to partner with several Village departments and community organizations. Some activities the Youth Commission took part in include having an integral role in determining the Park Forest Scholarship winners, partnering with Community Development on the Safe Halloween Haunts Against Hunger Haunted House as well as with Recreation and Parks on the Teen Zone Initiative. The Youth Commission also continued their own two additional scholarships for Park Forest residents to assist with higher education, along with the Teen Job Fair to create work opportunities.

2019/2020 BOARDS AND COMMISSIONS OBJECTIVES:

Board of Fire and Police Commissioners - The Board of Fire and Police Commissioners will complete the process of a Firefighter/Paramedic new hire eligibility list. Additionally, they will address any employee relation issues as presented.

Cable Communications Commission - Cable Commission will continue in the development of Local Origination Programming. The Commission will also encourage Village residents and organizations to utilize available equipment to further enhance Local Origination Programming. Additionally, the Commission will continue to seek upgrade enhancements to equipment and continue the build out of the local cable studio in the lower level of the Village Hall with additional equipment needs. Finally, the Cable Franchise Agreement will expire in October 2019. The Commission will determine its purpose without a Franchise Agreement and make a recommendation to the Board of Trustees as to its future.

Economic Development Advisory Group - The Economic Development Advisory Group will stimulate an environment that encourages Park Forest businesses to interact with each other and the community. EDAG will participate in the design and development of a video series to promote commercial development and fund an educator program at the MakerLab. The group members will promote shopping locally and will review submitted

applications for incentives and make recommendations to implement the Village's adopted Development Incentive Policy.

Environment Commission - The Park Forest Environment Commission will formally participate in a minimum of 5 Park Forest Community events in addition to working toward the following goals:

1. Continue to support the Wetland Discovery Center, Thorn Creek Nature Center, and Butterfly Garden.
2. Continue to further develop Earth Week
3. Assist Village staff in the review of Ordinances as they apply to the environment.
4. Investigate and publish materials regarding current sustainability practices within the Village.
5. Continue and expand the "Sustainability Award", given to the residential or business owners who improve their properties in the most environmentally sustainable ways.

Housing Authority - The Housing Authority of Park Forest will continue to seek ways to improve customer satisfaction for tenants and participating landlords by providing a user-friendly website with access to housing information and documents. The Authority will also continue to develop relationships with supportive service agencies to make available educational and employment opportunities for the assisted families which would promote self-sufficiency. The Housing Authority will continue to ensure equal and fair housing opportunities for all tenants.

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, and continue on-going training and development to ensure new and innovative ways to engage the community. The Commission will highlight south suburban citizen humanitarian efforts through the Good Egg Award program and enhance community participation with block clubs and celebrations of cultural history. The Commission will continue to host thought-provoking workshops and panel discussions on current diversity issues and will increase opportunities for residents to intermingle, support local artists, community talent and local businesses by way of the community bus tour.

Parks and Recreation Advisory Board - In support of the Village Board's five year goals and to accomplish its mission "*To provide opportunities for residents of Park Forest to cultivate an appreciation for nature, encourage healthy lifestyles, and build community through Recreation and Parks*" the Recreation & Parks Advisory Board has adopted the following goals:

- To support "economic and business sustainability" the R&P Advisory Board will promote the Village's parks, facilities and programs in order to engage families and businesses by hosting at least one community event per quarter.
- To support a "flexible capital plan" the R&P Advisory Board will continue to collect data through monthly meetings, surveys, observation and evaluations in order to update the Park Master Plan.

- To support “a renewed, contemporary youth program” the R&P Advisory Board will advise on programs, support the Youth Commission’s activities and help build connections and relationships between the youth and the community.

Planning and Zoning Commission - The Commission will review and act expeditiously to make recommendations on existing and new development proposals, conduct a formal public hearing as needed to adopt the storm water management element of the Unified Development Ordinance, promote new development along S. Western Avenue, conduct a survey of Eastgate residents to identify impacts of ongoing neighborhood stabilization activities and seek input for future redevelopment activities, and participate in training opportunities.

Senior Citizens Advisory Commission – The Senior Advisory Commission members will actively recruit to fill the vacant Vice Chair and two Commissioner vacancies. The Commission will continue its work to improve the health of Park Forest seniors by addressing food insecurity amongst seniors in Park Forest by assisting with distribution of farmers’ market coupons. The Senior Advisory Commission will continue to strive to bring awareness of local programs and services available to south suburban seniors and advocate to address the concerns of local seniors by increasing networking with surrounding villages.

Veterans Commission - Will study matters pertaining to Veterans and make presentations/recommendations to the Mayor and Board of Trustees as necessary. The Commission will coordinate programming and services specific to Veterans of Park Forest and the southland region through building relationships with area partners such as the Park Forest American Legion, VFW Post 311 in Richton Park, and the Student Veterans Offices at Prairie State College and Governors State University.

Youth Commission - The Youth Commission will organize and/or participate in year-round activities geared towards families and youth – with a goal of at least one per quarter. The Youth Commission will also continue to enhance awareness of area youth through social media and will play an integral role in connecting other South Suburban communities through partnership. The Youth Commission will also continue the Youth Day Back to School Celebration and Teen Job Fair. Along with their own planned events, the Commission will continue to partner with Village departments and commissions as well as other community based organizations to enrich the lives of Park Forest youth and families.

PERFORMANCE MEASURES FOR 2019/2020 OBJECTIVES:

Based on Village Boards and Commissions being composed of volunteers, measurement of their stated objectives is not held to the same performance measures as the Village’s departmental objectives. Certain events will measure the achievements of volunteer Boards and Commissions. The Board of Fire and Police Commissioners will regularly update its Rules and Regulations as may be necessary in accordance with Illinois State law. The Board of Police and Fire Commissioners will also complete the processes to establish Fire and Police Department promotional eligibility lists for the ranks of Police Corporal, Commander and Fire Lieutenants as needed and new hire eligibility lists for Police and Fire. The Cable Commission will monitor the performance of Comcast in accordance with the Cable Television Franchise Ordinance and the franchise agreement, implement future direction with regard to the Franchise Agreement and will

continue its efforts to implement local origination programming initiatives. The Economic Development Advisory Group will assist Staff with business networking, review any business incentive requests in a timely manner, aid in the successful design of a video series to promote commercial development. The Park Forest Environment Commission will monitor on a monthly basis progress to meet its stated goals. The Human Relations Commission will sponsor a series of workshops, trainings and celebrations related to the diversity in and of Park Forest to promote cultural awareness. The Recreation and Parks Board will monitor the Village's Parks and Recreation System and update the Recreation & Parks Plan. The Planning and Zoning Commission will oversee the adoption of the storm water management element of the Unified Development Ordinance and conduct a public hearing related to these revisions when appropriate, review all land use requests as needed, conduct a workshop to update the comprehensive plan for the Eastgate neighborhood, and participate in the Illinois American Planning Association's annual conference. The Senior Citizens Advisory Commission will research issues impacting seniors in the community and will look to respond accordingly. The Commission will explore the feasibility of developing joint programs with other surrounding village's senior groups. The Veterans Commission will continue to study matters related to Veterans and coordinate successful programming related to Veterans. The Youth Commission will host Youth Day and participate in other youth-related events to promote enrichment and growth amongst the young people of Park Forest. 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
2019/2020 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. Since 2013, the Village uses Odelson & Sterk as its primary legal counsel but also uses other firms for specialized legal matters, typically at the recommendation of the Village's primary legal counsel.

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 Odelson & Sterk, 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 2018/2019 LEGAL SERVICES OBJECTIVES:

- 1. Attend Village Board meetings and advise the Mayor and Trustees on legal matters as requested.**

The Village Attorney, or her 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 her designee, assisted with the development of 25 new ordinances and 32 resolutions during 2018 in addition to providing interpretation of

various existing ordinances.

ORDINANCES ADOPTED

Calendar Year	2009	2010	20	2012	2013	2014	2015	2016	2017	2018
Number	25	25	11	26	13	19	19	15	27	25

RESOLUTIONS ADOPTED

Calendar Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Number	48	48	39	49	54	26	46	32	24	32

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

Legal counsel was instrumental in establishing property liens where necessary with regard to tax delinquent properties. The Village Attorney, or his/her designee, assisted in negotiations for the recovery of several properties through the Cook County No Cash Bid Program. Legal counsel also assisted with the sales of commercial property on Blackhawk Drive and Lincoln Highway in addition to several residential properties.

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

Negotiation of a new bargaining agreement with union personnel of the Fire Department began in late 2018/2019 to extend a contract that expires on June 30, 2019. The goal is to settle on a three year contract that would be in place through June 30, 2022.

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

No employee grievances were filed in 2018/2019.

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

The Assistant to the Village Manager occasionally sought legal advice on personnel matters. Such matters included interpretation of the new federal laws regarding FMLA, Public Employee Disability Act (PEDA) and the Public Safety Employee Benefits Act (PSEBA).

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

In conjunction with the Village's Troubled Building and Property Task Force, 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.

8. Pursue litigation approved by the Village Board.

A longstanding case (2009 through 2014) related to lawsuits filed by the former owner of more than 400 multi-family dwelling units went to trial in 2014. The court proceedings rendered a verdict partially for both sides. The plaintiff appealed the verdict as relates to damages awarded by the jury. In early-2018/2019, a global settlement was reached and this case is now closed.

In mid-2016/2017, a lawsuit was filed by a tenant with a license agreement in Village-owned space in the Downtown. In defending itself in court, all 7 counts in the lawsuit against the Village were dismissed in early-2018/2019.

In 2016, litigation was filed against the Village regarding a homicide case from the late-1980's. The case was settled in 2018/2019 with the assistance of the Village's insurance carrier and extended insurance coverages.

Finally, the Village began pursuing litigation in November 2018 for the eviction of a tenants in two Village-owned spaces in Downtown Park Forest. The case been continued several times through March 2019.

2019/2020 LEGAL SERVICES OBJECTIVES:

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

2019/2020 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 2018/2019 as carried over from the current fiscal year or that arise in the coming year.

Village of Park Forest 2019/2020 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, he invests and monitors the Village's funds. He is also the Treasurer of the Police Pension, Fire Pension and Foreign Fire Insurance Funds. He participates as a member of the Village's economic development task force, helping to negotiate incentive agreements and analyzing the feasibility of Village assistance to development projects. He is the liaison to the Village's financial consultants.

Information Technology (IT), also under the supervision of the Deputy Village Manager/Finance Director, coordinates a wide range of computer support services and functions for all Village departments. Involved is the application, installation and management of computer hardware and software. Staff training is coordinated with the Manager's office.

ACCOMPLISHMENT OF 2018/2019 BUDGET OBJECTIVES:

Finance:

Short Term Finance Objectives:

1. Support Village department's implementation strategies related to the Board Priority of "Generate Economic and Business sustainability for the Village".

The Finance Director serves on the economic development team. More details regarding business development and support can be found in the Economic Development section.

2. Support Village department's implementation strategies related to the Board Priority of "Create an infrastructure capital plan that is flexible in dealing with trouble spots".

The Village continues to include a 5-year capital plan as part of the annual budget calendar. The Finance Director works closely with the Public Works department in identifying funding sources for crucial water and sewer distribution projects. Roadway projects are summarized in the MFT section of this budget.

3. Support Village department's implementation strategies related to the Board Priority of "Develop a renewed, contemporary youth program".

Department staff have worked with the Recreation & Parks and Police departments and the Library in working through the costs and funding of the Teen Zone.

4. Support Village department's implementation strategies related to the Board Priority of "Improved Code Compliance based on existing studies and innovative solutions".

The front counter finance staff work closely with Community Development to identify residences that may have issues related to water service and damage to properties. Since August, 2013, meter readers obtain usage monthly allowing for more frequent monitoring of residences in the Village.

In 2017, the online payment of water services was initiated. Residents can view their account online. In 2018, the phone payment system service was initiated. Residents can use their phone or cell phone to pay online and hear their account balance.

5. Support Village departments' implementation strategies related to the Board Priority of "Fiscal and service sustainability based on the triple bottom line concept".

Staff have assisted departments in analyzing services provided to the residents. This is an ongoing objective.

Administration and Finance have consolidated the Executive Assistant/Deputy Village Clerk position in Administration and the Administrative Assistant position in Finance starting June, 2018. Consolidation will create efficiencies, make possible for succession planning and lend support to Communications and Human Resources.

6. Identify core versus non-core services through the Village and evaluate financial and non-financial benefits of non-core services.

The Health Department was sunset at the end of June, 2018 due to decreasing demand and increasing costs. The concept of core and non-core services is discussed in management meetings and will continue to be evaluated in the coming months. This

subject was imperative in light of the State of Illinois' financial situation and consideration of reducing local government revenues.

7. Assess cost support for non-core services and identify cost-savings opportunities.

The Finance department has supported the efforts of departments to identify costs related to the services provided and assisted in evaluating charges for services where practical. Cost containment initiatives include continuing to promote electronic payment processing and receipts along with a focus on reducing the printing of reports to paper.

8. Support Village department's implementation strategies related to the Board Priority of "Sustain the Village's role as a catalyst for innovative change in the region".

The Village has been awarded the Certificate of Achievement for Financial Reporting every fiscal year since Fiscal Year 1995/1996, including the 2016/2017 Fiscal Year. The Village has submitted the 2017/2018 audit for certificate review. Staff analyzes the feedback and comments received through this process and continues to refine and improve the document.

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 2018/2019 Fiscal Year. The Fiscal Year 2019/2020 Budget is prepared in the appropriate format for the Award while incorporating feedback received from the prior year's process.

In Fiscal Year 2018, an RFP was distributed to five auditing firms. Bids were received in February, 2018 with a final selection in March, 2018. The contract was awarded to Lauterbach & Amen for a three-year period.

9. Continue training of staff and assuming leadership presences across the region.

Finance staff continue to seek training opportunities through various organizations including GFOA, IGFOA, IPELRA, ILCPA, AICPA and the Village's leadership development training initiative. The Finance Director serves on the Board of the South Metro chapter of the IGFOA. The Assistant Finance Director serves on the IGFOA Growth and Engagement Committee.

10. Increase the frequency in which the Village Board received financial updates on Village operations to quarterly.

The Village Board has received quarterly financial updates in Fiscal Year 2018/2019, as opposed to the biannual reports they received in prior years. Staff plans to increase the reporting frequency to the Board to monthly in Fiscal Year 2019/2020.

11. Work with the newly appointed Village auditors to ensure a smooth transition for the Village's annual reporting.

The new Village auditors, Lauterbach & Amen, provided a very smooth transition with the June 30, 2018 Village audit. Staff provided considerable support in this process. Improved timing of final reports is expected with each successive audit from Lauterbach & Amen.

Information Technology:

1. Complete the installation of a new Voice Over IP system to replace the old Nortel phone system which is now over 11 years old. Phase 1 of the project will include the Village Hall, Police, and Fire Departments. Other satellite locations will be evaluated for future VOIP upgrades.

The new voice over IP phone system was completed in December of 2018. Installation was done by Midco who was the chosen vendor after a formal bid process was completed. The system integrates Village Hall, Police, and Fire buildings through underground fiber optic cable. Satellite locations like the Water Plant are now being considered for installation.

2. Upgrade all of the Windows servers from version 2008 R2 to the latest Server 2016. This will include forest and domain level schema updates and expand the Active Directory and Group Policy features.

The upgrade of the Windows servers is currently underway. Several of our domain controllers have been upgraded and the storage servers are currently being relocated to more efficiently distribute storage space throughout all network shared folders.

3. Purchase and implement another new server which will allow the decommissioning of the current storage area network that is over 6 years old.

All production servers have been removed from the aging storage area network and migrated to new server hardware.

4. Continue to evaluate IT policies and procedures.

Review of IT policies and procedures is an ongoing yearly process.

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

Older computers and network equipment have been identified and removed from the production environment and replaced with newly purchased equipment so as to avoid a work stoppage in the event an old system crashes.

2019/2020 FINANCE DEPARTMENT OBJECTIVES AND PERFORMANCE MEASURES:

1. Support Village department's implementation strategies related to the Board Priority of "Generate Economic and Business sustainability for the Village."
2. Support Village department's implementation strategies related to the Board Priority of "Create an infrastructure capital plan that is flexible in dealing with trouble spots."
3. Support Village department's implementation strategies related to the Board Priority of "Develop a renewed, contemporary youth program."
4. Support Village department's implementation strategies related to the Board Priority of "Improved Code Compliance based on existing studies and innovative solutions."
5. Support Village department's implementation strategies related to the Board Priority of "Fiscal and service sustainability based on the triple bottom line concept."
6. Identify core versus non-core services through the Village and evaluate financial and non-financial benefits of non-core services.
7. Assess cost support for non-core services and identify cost-savings opportunities.
8. Support Village department's implementation strategies related to the Board Priority of "Sustain the Village's role as a catalyst for innovative change in the region."
9. Continue training of staff and assuming leadership presences across the region.
10. Increase the frequency in which the Village Board receives financial updates on Village operations from quarterly to monthly.
11. Assess banking services for the Village in order to minimize banking fees and maximize interest earned on deposits.
12. Research the production of a Popular Annual Financial Report (PAFR) that would coincide with the annual Village audit. This report would be submitted to the GFOA for the PAFR award.

Finance Performance Measures:

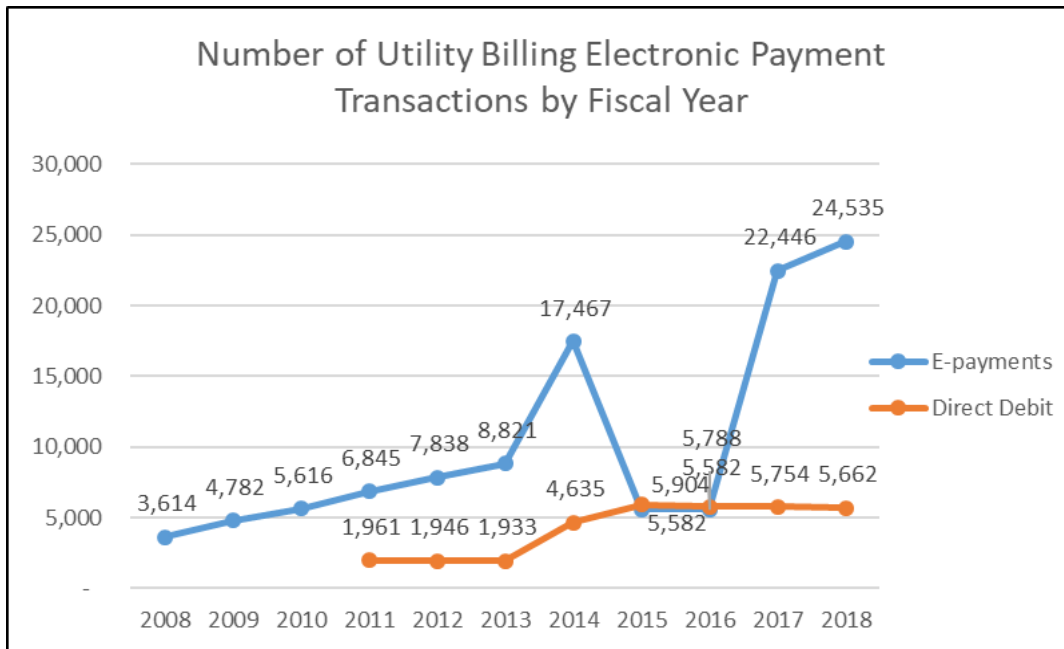
	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
Payroll checks processed	7,946	7,997	8,149	8,058	7,556
W-2s issued (calendar)	444	445	427	377	366
1099-Rs issued (calendar)	60	66	68	71	69
Accounts Payable paper checks	5,380	4,742	4,465	4,211	4,056
ACH Payments	1,733	2,292	2,430	2,621	2,721
Invoices Processed	13,503	14,157	13,380	12,091	11,936
1099-Misc issued (calendar)	459	488	448	453	420
Accounts Receivable invoices	456	632	325	1841	2,354

	<u>2013/14*</u>	<u>2014/15</u>	<u>2015/16**</u>	<u>2016/17</u>	<u>2017/18</u>
Water Bills issued	98,984	98,984	100,882	100,882	101,071
Late Notices issued	37,629	37,629	40,446	40,446	40,706
Utility Billing E-payments	8,821	17,467	5,582	22,446	24,535
Utility Billing Direct Debits	1,933	4,635	5,788	5,788	5,662

**transitioned to monthly billing with one additional late/shut off notice August, 2013*

***declined due to software disruption and transition to new software.*

Vehicle Sticker Sales	<u>2014</u>	<u>2015</u>	<u>2015</u>	<u>2017</u>	<u>2018</u>
Passenger	10,050	10,050	10,558	10,362	9,527
Truck	1,283	641	641	584	493
RV	21	44	44	23	19
Motorcycle	224	221	221	210	154
E-payments	300	372	372	411	306



All stated objectives are ongoing processes that will be measured by completion and departmental and Board feedback.

Information Technology Objectives:

1. Purchase and commission a second production server to house the virtual servers and load balance the data processing across multiple hardware server units.
2. Continue the process of upgrading all of the Windows virtual servers from version 2008 R2 and 2012 R2 to the latest Server 2016. This will include forest and domain level schema updates and expand the Active Directory and Group Policy features.
3. Upgrade the Microsoft Exchange Email server from 2013 to the latest Exchange 2019.
4. Review the current data backup needs and purchase a backup system to keep pace with the growing storage capacity needs. The advent of new security camera systems along with body cameras for the Police Department are examples of the data capacity needs growing at an exponential rate.
5. Continue to evaluate IT policies and procedures.
6. Maintain a five-year hardware replacement schedule to replace aging equipment.

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 and 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 Departments are 24 hour operations, system stability can be calculated on a 24 hour x 365 day per year basis.

The Village had no unplanned outages throughout the year. This equates to 99.9% operational efficiency this year.

STAFFING:

<u>Manager's Office</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Village Manager	1	1	1	1	1
Director of Human Resources					
Assistant to the Village Manager	1	1	1	1	1
Director of Communications					
Assistant to the Village Manager	1	1	1	1	1
Executive Asst. to the V. M.*	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1
Office Assistant	1	1	1	1	1
Sustainability Intern*	0	0.5	0	0	0
Farmers Market Manager (FTE)**	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.2</u>	<u>0</u>
	6	6.5	6	6.2	6

Finance

Deputy Village Manager/					
Director of Finance	1	1	1	1	1
Assistant Finance Director	1	1	1	1	1
IT Administrator	1	1	1	1	1
IT Technician	1	1	1	1	1
Accounting Manager	1	1	1	1	1
Accountant	1	1	1	1	1
Payroll & Benefits Specialist**	0.6	0.6	0.6	0.6	1
Accounts Payable Technician	1	1	1	1	1
Administrative Assistant I*	1	1	1	0	0
Part-time Office Technician (FTE)**	<u>1.1</u>	<u>1.1</u>	<u>1.1</u>	<u>1.1</u>	<u>0.53</u>
	9.7	9.7	9.7	8.7	8.53

Subtotal Administration/Finance 15.7 16.2 15.7 14.9 14.53

*FY18/19 Finance-Admin Assistant I position was combined with the Manager's Office-Executive Asst. to the V.M.

Oversight of the Sustainability Intern moved from the Manager's Office to Economic Development.

**FY19/20 Oversight of the Farmers Market Manager moved from the Manager's Office to Recreation & Parks.

Payroll changed from Payroll Specialist to Payroll & Benefits Specialist and is now a full-time position.

Part -time Office Technician moved from Finance to Billing Personnel.

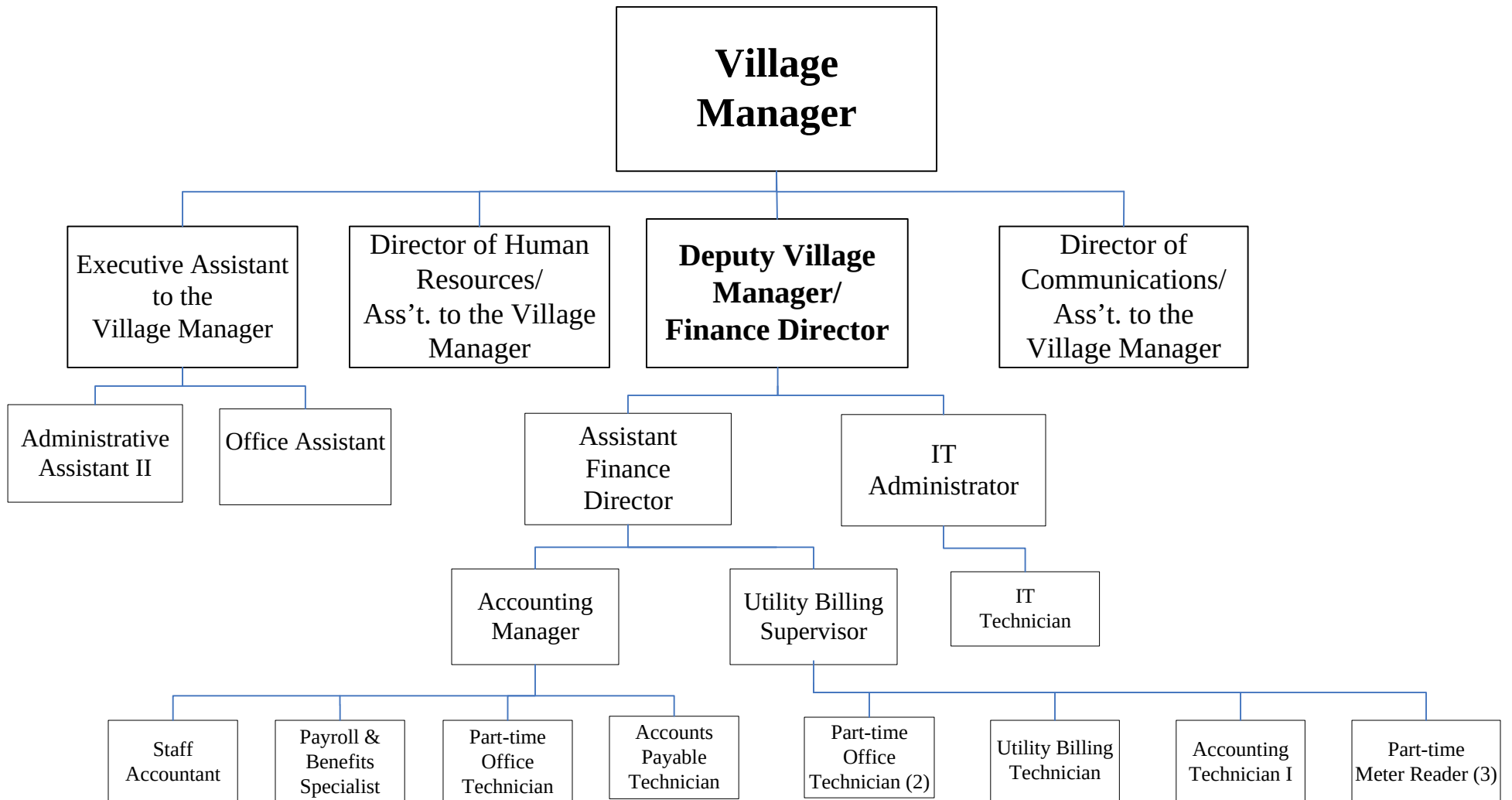
Billing Personnel (report to Assistant Finance Dir. - Charged to the Water Dept.)

Utility Billing Supervisor	1	1	1	1	1
Utility Billing Technician	1	1	1	1	1
Accounting Technician I	1	1	1	1	1
Part-time Office Technician**	<u>0.7</u>	<u>0.7</u>	<u>0.7</u>	<u>0.7</u>	<u>1.27</u>
	3.7	3.7	3.7	3.7	4.27

Total Positions: 19.4 19.9 19.4 18.6 18.8

Village of Park Forest Administration Department

Organizational Chart



**Village of Park Forest
2019/2020 Budget**

**ADMINISTRATION
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	1,229,249	1,209,304	1,209,304	1,309,370	8%
Regular Salaries-HD	0	111,768	111,768	0	-100%
Overtime Salaries	984	2,103	1,203	2,032	-3%
Temporary/Part-time Salaries	178,948	173,559	172,408	101,968	-41%
Total Personnel Services	1,409,181	1,496,734	1,494,683	1,413,370	-6%
<u>Insurance Benefits</u>	178,487	196,277	210,777	208,887	6%
<u>IRMA</u>	679,710	1,226,217	966,820	1,075,487	-12%
<u>Employee Support</u>	341,120	409,209	431,653	405,267	-1%
<u>Professional Services</u>	137,186	201,009	136,335	168,497	-16%
<u>Legal Services</u>	312,173	253,065	246,709	258,065	2%
<u>Operating Supplies</u>	98,594	272,670	116,066	128,816	-53%
<u>Maintenance</u>	98,919	114,689	114,689	117,028	2%
<u>Capital Outlays</u>	39,634	269,900	266,900	61,100	-77%
<u>Miscellaneous</u>	175,846	184,005	137,480	172,205	-6%
<u>Leases and Rentals</u>	9,486	9,676	9,676	9,870	2%
<u>Utilities</u>	84,580	87,000	87,000	94,000	8%
Subtotal	3,564,916	4,720,451	4,218,788	4,112,592	-13%
Transfer to Aqua Center	270,000	270,000	270,000	270,000	0%
Transfer to Tennis and Health Club	110,000	110,000	110,000	110,000	0%
Transfer to DownTown	155,036	155,036	155,036	155,036	0%
Transfer to Housing Authority	70,000	70,000	70,000	70,000	0%
Transfer to Library	10,000	10,000	10,000	10,000	0%
Transfer to Capital Projects	325,000	185,000	185,000	185,000	0%
Transfer to Pension Funds	0	400,000	400,000	0	-100%
Total Transfers	940,036	1,200,036	1,200,036	800,036	-33%
TOTAL	4,504,952	5,920,487	5,418,824	4,912,628	-17%

**Village of Park Forest
2019/2020
Budget**

**ADMINISTRATION
SALARY DETAIL**

	6/30/2019 Base	Increase Salary 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
<u>Manager's Office</u>										
Thomas Mick Village Manager***	171,961	175,400		175,400	20,171	13,418	20,463	1,244	126	35
Denyse Carreras Director of Human Resources / ATVM	112,053	114,294	22,7	115,620	13,296	8,845	7,895	399	126	25
Jason Miller Director of Communications / ATVM	104,198	106,282	19,9	106,282	12,222	8,131	13,226	399	126	25
Angela Thurston Exec. Asst / Deputy Village Clerk	63,880	65,158	13,3	65,914	7,580	5,042	0	1,244	126	10
Judith Lancaster Administrative Assistant II	65,869	67,186	9,9	67,186	7,726	5,140	7,671	399	126	25
Janet Brown Office Assistant	49,154	50,137	3,9	50,137	5,766	3,835	6,847	184	126	25
Overtime	1,000	1,000		1,000	115	77				
Part-time Help	1,500	1,500		1,500		115				
Retiree Health Insurance Stipend							3,500			
Subtotal Manager's Office	569,615	580,957		583,039	66,876	44,603	59,602	3,869	756	
<u>Board of Trustees / Elected Officials</u>										
Mayor***	20,000			20,000	2,300	1,530				
Trustees (6 @ \$7,500)	45,000			45,000	5,175	3,443				
Village Clerk (\$100 per week)	5,200			5,200		398				

* Gross includes 4 mths of a 3 5% step increase for employees eligible

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually

***Vehicle or Vehicle Allowance received

**Village of Park Forest
2019/2020
Budget**

**ADMINISTRATION
SALARY DETAIL**

	6/30/2019 Base	Increase Salary 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Part-Time - Board Mtg Minutes 12 @ \$75 per hour	900			900	104	69				
Subtotal Board of Trustees / Elected Officials	71,100			71,100	7,579	5,440				
<u>Boards / Commissions</u>										
Temp/Part-time(Recorder of Minutes)	4,300			4,300	495	329				
Subtotal Boards / Commissions	4,300			4,300	495	329				
<u>Finance Department</u>										
Mark Pries Deputy Village Manager/Finance Dir	138,951	141,730	25,9	141,730	16,299	10,842	22,926	0	126	20
Craig Kaufman IT Administrator	120,033	122,434	22,9	122,434	14,080	9,366	22,606	1,244	126	30
Sharon Floyd Assistant Finance Director	109,409	111,597	20,9	111,597	12,834	8,537	22,606	1,244	126	20
Theresa McAvoy Accounting Manager	89,505	91,295	18,6	92,354	10,621	7,065	7,671	776	126	20
Sandra Salmen Accountant	69,163	70,546	10,9	70,546	8,113	5,397	14,818	776	126	21
Jonathan Brown IT Technician	69,163	70,546	10,9	70,546	8,113	5,397	13,226	1,244	126	15

* Gross includes 4 mths of a 3 5% step increase for employees eligible

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually

***Vehicle or Vehicle Allowance received

**Village of Park Forest
2019/2020
Budget**

**ADMINISTRATION
SALARY DETAIL**

	6/30/2019 Base	Increase Salary 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Vickie Wassell Accounts Payable Technician	62,735	63,990	8,9	63,990	7,359	4,895	15,441	776	126	15
Rachel Trotman Payroll & Benefits Specialist	52,820	53,876	8,4	55,634	6,398	4,256	6,847	399	126	10
Elizabeth Garza Part-time Office Technician - 52.5%	24,576	25,068	2,9	25,068	2,883	1,918				
Overtime	1,000	1,020		1,032	119	79				
Retiree Health Insurance Stipend							1,458			
Subtotal Finance Department	737,355	752,102		754,931	86,819	57,752	127,599	6,459	1,008	
ADMINISTRATION TOTAL	1,382,370	1,408,459		1,413,370	161,769	108,124	187,201	10,328	1,764	
NOTE: Full-time employees who decline health insurance receive one extra day off annually.										

* Gross includes 4 mths of a 3 5% step increase for employees eligible

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually

***Vehicle or Vehicle Allowance received

**Village of Park Forest
2019/2020 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	580,539
500100	Overtime	1,000
500200	Temporary/Part-time	1,500

	Total Personnel Services	583,039

INSURANCE

510100	Health Insurance	56,102
	Dental Insurance	3,869
	Life Insurance	<u>756</u>
		60,727
510120	Health Insurance Stipend (M. Dees)	<u>3,500</u>
		3,500
510300	IRMA Premium Payment	
	(This includes the premium for all Village departments, excluding enterprise funds.)	550,706
	Volunteer Accident Coverage	531
	Other Insurance and Wellness Programs	<u>24,250</u>
	(Health Miles, Health Expos, etc.)	575,487
510400	IRMA Deductible	
	(This includes the maximum deductible payments @ \$100,000 per occurrence for all Village Departments, excluding enterprise funds.)	500,000
510500	Other Insurance	
	Employee Assistance Program	5,670
	BMI Music Use Insurance Coverage	349
	Dram Shop Insurance for the Tennis/Health Club, and Dining on the Green.	3,075
	Dram Shop for other Special Events (Art Fair, etc.)	<u>500</u>
		<u>9,594</u>

	Total Health, IRMA and Other Insurance	1,149,308

EMPLOYEE SUPPORT

520000	Travel Expenses (Expenses related to attendance at ICSC, ICMA, ILCMA & IPELRA conferences and remote training. Expenses include registration, transportation, meals, parking, lodging, etc.)		3,500
520100	Mileage Reimbursement		500
520200	Dues/Subscriptions		
	News Subscriptions	325	
	GFS or Other Bulk Store Purchase Membership	650	
	Notary Association (National & State)	40	
	ICMA (1)	1,200	
	ILCMA (2)	750	
	IL Public Employer Labor Relations Assoc. (IPELRA)	195	
	Personnel Journals	100	
	Miscellaneous Dues/Subscriptions	<u>1,805</u>	
			5,065
520300	Training Expenses (tuition reimbursement, ILCMA, IPELRA, NPELRA, in-service training, education reimbursement and seminars.)	2,300	
	Leadership Development Training - All Village Depts.	8,700	
	College Courses	4,500	
	Computer Training - All Village Departments	8,000	
	Employee Computer Purchase Loan Program*	40,000	
	Safety Training - All Village Departments	<u>3,500</u>	
			27,000
*-Not included in expense calculation, \$40,000 to be reserved for program			
520400	Books/Pamphlets (Includes Illinois Compiled Statutes.)		1,500
520500	Unemployment Benefits (Includes projected cost to cover all eligible employees who may file for unemployment insurance during the year. This fund represents a Village insurance pool.)		24,000
520600	Annual Annuity (Pierce)		2,700
520610	FICA		44,603

520620	IMRF	66,876

Total Employee Support	175,744

PROFESSIONAL SERVICES

530000	Other Professional Services (Hiring processes, polygraphs, psychological testing credit backgrounds, investigations, name plates and engraving.)	9,000
	Background Checks	5,000
	Civic Plus Annual Web Site and App Maintenance Fee	8,378
	Village Hall Lobby Overhaul	14,000
	Technical support for cable access channel broadcasts	4,000
	Marketing & Promotions	16,100
	Marketing of Village to New Residents	10,000
	Workforce Development Co-Sponsorships	15,000

81,478

531500	Physical Examinations (Ongoing and new hire physical exams and drug screenings for all required Village positions.)	25,000

532600	Credit Card Service Charge	<u>1,000</u>

Total Professional Services	107,478

OPERATING SUPPLIES

540000	Other Operating Supplies (Central purchasing of supplies for all Village departments which includes notary stamps, signature stamps, pens, pencils, legal pads, etc.)	50,000

540200	Printing/Copying Supplies Central supply purchasing for all Village departments	21,000

540300	Stationery/Envelopes/Forms	4,000

540350	Office Equipment/Furnishings	1,000

540400	Meeting Supplies	5,000

541100	Public Access Cable Purchases (Paid by PEG fees)		10,000
542100	Municipal Code Supplements (Adopted ordinances electronic codification.)		<u>2,000</u>
Total Operating Supplies			93,000

MAINTENANCE

550000	Contractual Equipment Leasing and Maintenance		
	Postage Machine/Scale/Software (Print Room)	4,320	
	Copier Machine Maintenance Contracts (Finance, Recreation & Parks, Building, Police, Fire)	10,000	
	Copier Maintenance & Repair	<u>25,000</u>	
Total Maintenance			39,320

CAPITAL OUTLAYS

560000	Capital Outlays		
	Printer Replacement	1,800	
	Security Door Keypads	<u>10,000</u>	
Total Capital Outlays			11,800

MISCELLANEOUS EXPENDITURES

590100	Postage (Centralized billing for all Village departments: Federal Express, messenger services, bulk mailings, water billing inserts, UPS, US mail, etc.)	45,000	
	Discover Magazine (2)	<u>4,000</u>	
			49,000
590800	Printing/Reproduction/Graphics Discover Magazine (2)		20,000

590900	Advertising		
	Help Wanted Advertising	8,500	
	Sponsorships of Village-wide Organizations (PF Baseball, PF Hurricanes, Tall Grass Events, Historical Society, etc.)	14,000	
	Live, Grow, Discover College Scholarship Program	2,000	
	2020 US Census Promo	5,000	
	Challenge Grant		
	Tall Grass	10,000	
	Historical Society	<u>5,000</u>	
			44,500
591000	Legal Notices		700
591200	Special Events		
	Flowers, cards, retirement recognition	4,025	
	Winter holiday party	12,500	
	Management Recognition	1,000	
	Employee service recognition portfolios/pen sets	1,900	
	Employee Appreciation Event - Summer	1,800	
	Art Fair Sponsorship	1,400	
	Safe Halloween	2,000	
	Other Events	5,000	
	Holiday Tree Lighting	<u>1,375</u>	
			<u>31,000</u>
	Total Miscellaneous Expenditures		145,200

LEASES AND RENTALS

600400	Vehicle Interfund Rentals		<u>9,870</u>
	Total Leases and Rentals		9,870

UTILITIES

610000	Telephone		
	Centralized billing for Village	62,000	
	Internet connection (T-1 & Broadband)	25,000	
	Cell phone charges	<u>3,500</u>	
	Total Utilities		<u>90,500</u>

TOTAL MANAGER'S OFFICE	2,405,259

**Village of Park Forest
2019/2020 Budget**

**ADMINISTRATIVE
BOARD OF TRUSTEES/ELECTED OFFICIALS
DETAIL
01-01-01**

PERSONNEL SERVICES

Salaries and Wages

500200	Temporary/Part-time	
	Mayor	20,000
	Trustees (6 @ \$7,500)	45,000
	Saturday Morning Rules Minutes (12x\$75)	900
	Village Clerk (\$100 per week)	<u>5,200</u>

Total Personnel Services	71,100

EMPLOYEE SUPPORT

520000	Travel Expenses (Expenses related for Village Clerk and Trustees to attend regional and national seminars. Expenses include transportation, meals, parking, lodging, etc.)	12,100
520100	Car Mileage Reimbursement/Allowance	1,500
520200	Dues/Subscriptions	
	SSMMA - Membership	9,412
	Will County Center for Economic Development	2,000
	SSMMA - Meeting Assessments	400
	Metropolitan Mayors Caucus	988
	Chicago Metropolitan Agency for Planning	2,300
	Chicago Southland Chamber of Commerce	700
	Municipal Clerks of Illinois (2)	50
	International Institute of Municipal Clerks (2)	165
	Munic. Clerks of South & Southwest Cook County (2)	50
	National Civic League	250
	Illinois Municipal League	1,481

	Chicago Southland Economic Development Corporation	2,500	
	National League of Cities	1,916	
	Miscellaneous	<u>650</u>	22,862
520300	Training Expense (IL Municipal League Conference, Municipal Clerks of Illinois Seminar, International Institute of Municipal Clerks Conference and miscellaneous other trainings)		5,700
520400	Books/Pamphlets		250
520610	FICA		5,440
520620	IMRF		<u>7,579</u>
	Total Employee Support		55,431

PROFESSIONAL SERVICES

530000	Other Professional Services	200	
	Strategic Planning	<u>7,200</u>	
	Total Professional Services		7,400

OPERATING SUPPLIES

540400	Special Events/Meetings at Village Hall (for Intergovernmental meetings, special Board meetings and strategic planning)		<u>6,000</u>
	Total Operating Supplies		6,000

CAPITAL OUTLAYS

560100	Trustee Laptops (3)	<u>3,000</u>

Total Capital Outlays	3,000

MISCELLANEOUS EXPENDITURES

591200	Other Special Events Expense Outside of Village Hall (Ex: School Board Meetings, New Business Grand Openings, NAACP Dinner Dance, Unity Day Dinner)	<u>2,875</u>

Total Miscellaneous Expenditures	<u>2,875</u>

TOTAL BOARD OF TRUSTEES/ELECTED OFFICIALS	145,806

**Village of Park Forest
2019/2020 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500200	Temporary/Part-time (Recorder of minutes)	<u>4,300</u>
Total Personnel Services		4,300

EMPLOYEE SUPPORT

520300	Training Expense (Human Relation Commission, Plan Commission and Board of Fire and Police Commissioners)	2,200
520610	FICA	329
520620	IMRF	<u>495</u>
Total Employee Support		3,024

PROFESSIONAL SERVICES

530000	Other Professional Services	<u>750</u>
Total Professional Services		750

OPERATING SUPPLIES

540000	Other Operating Supplies (Ex: Plan Commission Journal, Certificates, etc.)	<u>730</u>	730
540400	Special Events & Meetings	4,100	
	R & P Advisory Board	1,100	
	(Clean Up Day, Camp Out, Chili Cook Off, PFAC Event)		
	Environment Commission Events	1,100	
	(Example: Earth Day)		
	Senior Commission Initiatives	1,100	
	Veterans Commission Events	1,100	
	(Ex: Veterans Day, Memorial Day)		
	Youth Commission Events	<u>1,100</u>	
	(Example: Youth Day)		<u>9,600</u>
	Total Operating Supplies		<u>10,330</u>
	TOTAL BOARDS AND COMMISSIONS		18,404

**Village of Park Forest
2019/2020 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	1,440	
	(2 hearings/month @ \$20 hr. for 3 hours)		
	Administrative Hearing Program		
	Parking Ticket Court		
	Hearing Officer Fees	1,200	
	Municipal Adjudication Court & Vehicle Seizure Hearings		
	Hearing Fees (\$125/hr x 4 hrs x 24 hrs.)	<u>12,000</u>	22,065
530100	Legal Services - Other		
	(Litigation performed by consulting attorneys)		10,000
530110	Special Legal Services		
	(Prosecutorial services, traffic		
	and housing court - \$125/hour)		51,000
530130	Billable Services/Village Attorney		
	(Development of ordinances reflective of State &		
	Federal legislation, review revisions of code,		
	litigation, franchise renewal negotiations,		
	processing Fair Housing complaints @ \$175/hour)		165,000
530140	Billable Services/Personnel Attorney		
	(Litigation, contract negotiations		
	with Fire and Police Unions,		
	grievances arising from personnel		
	and labor contract)	<u>10,000</u>	
Total Professional Services			<u>258,065</u>
TOTAL LEGAL SERVICES			258,065

**Village of Park Forest
2019/2020 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	728,831
500100	Overtime Salaries	1,032
500200	Temporary/Part-time	<u>25,068</u>
Total Personnel Services		754,931

INSURANCE

510100	Health Insurance	126,141
	Dental Insurance	6,459
	Life Insurance	<u>1,008</u>
		133,608
510120	Health Insurance Stipend	<u>1,458</u>
Total Insurance		135,066

EMPLOYEE SUPPORT

520000	Travel Expenses	
	Local	500
	Out of Town	<u>3,050</u>
		3,550
520100	Car Mileage Reimbursement/Allowance	1,800
520200	Dues/Subscriptions	
	AICPA (2)	500
	GFOA - State (4) and National (2)	1,200
	IL CPA Society (2)	570
	APA	220
	Payroll Managers Newsletter	425

	Kiplinger Letter	110	
	GMIS	100	
	Other	<u>500</u>	3,625
520300	Training		
	Computer Network	5,000	
	GFOA State and National	8,000	
	AICPA Annual Conference	750	
	IL CPA Society	500	
	Payroll Training	500	
	Customer Service	450	
	Accounts Payable	250	
	Accounts Receivable	250	
	Other Training	<u>1,577</u>	17,277
520400	Books/Pamphlets		245
520610	FICA		57,752
520620	IMRF		<u>86,819</u>
Total Employee Support			171,068

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Audit Schedules (Statistical & GASB 45)	3,400	
	ADT-Front Counter Security	1,200	
	Bond Fees	955	
	Document Destruction	600	
	Secretary of State Registration (Vehicle Stickers)	500	
	Bank Fees	575	
	GFOA Certificate of Achievement	435	
	Distinguished Budget Presentation	<u>425</u>	8,090
530300	Audit Services		
	External	17,279	
	Internal	<u>3,000</u>	20,279
531400	Computer Programming Services		24,000

532600	Credit Card Fees - Epay Vehicle Stickers	<u>500</u>

Total Professional Services	52,869

OPERATING SUPPLIES

540000	Other Operating Supplies		
	Register Tape - Front Counter	1,000	
	Miscellaneous	<u>1,000</u>	
			2,000

540100	Computer Supplies		15,886

540350	Office Equipment/Furnishing	<u>1,600</u>	

Total Operating Supplies	19,486

MAINTENANCE

550000	Contractual Equipment Maintenance - Other	
	Computer Maintenance	20,799
	BS&A Contract	40,125
	Executime Contract	10,164
	Printer Maintenance	3,000
	Software Contracts (Vehicle Stickers/Animal License)	1,500
	Other Maintenance	<u>2,120</u>

Total Maintenance	77,708

CAPITAL OUTLAYS

560000	Capital Outlays	
	Computer Replacement	6,300
	Village Hall Security Camera System	10,000
	Back-up Appliance	10,000
	Servers	<u>20,000</u>

Total Capital Outlays	46,300

MISCELLANEOUS EXPENDITURES

590100	Postage (Vehicle Stickers notices (3))		9,500
590800	Printing/Reproduction/Graphics		
	Vehicle Stickers & Animal Licenses	5,500	
	Vehicle Sticker Notice Printing/Mailing	3,200	
	Vehicle Sticker Envelopes	1,500	
	Payroll and Accounts Payable Checks	1,200	
	W-2's, 1099's and 1099-R's	300	
	Preprinted Deposit Slips	500	
	Other	<u>250</u>	
			12,450
591000	Legal Notices		
	Treasurer's Report	1,700	
	Tax Levy Notice	430	
	Budget Public Hearing Notice	<u>50</u>	
			<u>2,180</u>
	Total Miscellaneous Expenditures		<u>24,130</u>

UTILITIES

610000	Telephone-Department Cell phones		<u>3,500</u>
	Total Utilities		3,500

TOTAL FINANCE DEPARTMENT	<u>1,285,058</u>

TOTAL ADMINISTRATION	4,112,592

Village of Park Forest 2019/2020 Budget

POLICE DEPARTMENT

DEPARTMENT MISSION AND FUNCTION

The mission of the Police Department is to protect life and property and enhance the quality of life for all citizens while enforcing the laws of the State of Illinois and the ordinances of the Village of Park Forest, in accordance with Constitutional rights. The men and women of the Police Department, working under the motto "*Proud to Serve*", take pride in providing professional police service to the community they have sworn to protect. The Police Department is committed to serving all citizens equally, in a manner that is both procedurally just and transparent.

The Police Department is budgeted for forty-two sworn officers and eight full-time civilian employees. Part time and seasonal employees are utilized to perform Records Division duties, Community Service Officer (CSO) functions, Crossing Guard duties and to staff the Police Athletic and Activity Center (PAAC) summer youth program.

The Police Department is divided into two divisions; Support Services and Field Operations. Both divisions are supervised by a Deputy Chief who reports directly to the Chief of Police.

SUPPORT SERVICES

The Support Services Division consists of a Deputy Chief who oversees a Commander, a Sergeant, the Records Supervisor and the entire records staff. One Police Facility Maintenance Worker, two part-time CSO's, the Crossing Guard Program, and PAAC staff are also part of the division.

The **Support Services Deputy Chief's** responsibilities include overseeing the functions of community policing, management of the lock-up facility and related processes, Crime Free Housing, managing the police department vehicle fleet and quartermaster system, overseeing evidence retention processes and the evidence room, overseeing the records functions, building maintenance, overseeing the debt collection process, the crossing guard program, and other functions and processes which support field operations. This position is also responsible for overseeing administration of both the Administrative Adjudication Program and the Vehicle Seizure Program.

The **Administrative Adjudication Program**, or M-Court, provides an alternative method for dealing with parking violations, municipal ordinance offenses and violations of the Village's vehicle seizure ordinance. An appointed local hearing officer, who is a licensed attorney, adjudicates parking tickets and/or municipal citations; however, his/her ruling can be appealed through the Circuit Court if desired. The program is intended to reinforce the Village's commitment to deal with minor breaches of public order as outlined by Village

Ordinance, along with illegal parking and vehicle sticker violations, without the need for referral to the formal criminal justice system.

The Vehicle Seizure Ordinance is intended to send a strong message to violators that the possession of illegal weapons and/or drugs or committing other crimes while using a vehicle is not tolerated in Park Forest and results in the impoundment of involved vehicles and a fine of up to \$500. At the direction of the Village Board, 20% of all vehicle seizure fines are directed to be used as additional funding for youth services, which results in over \$20,000 being spent on the youth of Park Forest through programs such as the Youth Violence Prevention Engagement (YVPE), the Police Athletic Activity Center (PAAC), Unity Day, Safe Halloween, and Teen Zone.

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 dissemination and retention, preparing court/bond transfers, maintaining police reports and related documentation, and maintaining 24-hour service at the front desk. The Records Section is staffed by five full-time and five part-time Records Clerks (when fully staffed) and one full-time and one part-time Administrative Assistant.

Understanding that positive community relations are vital to a Police Department being able to fulfill its mission, the Department's **Support Services Sergeant** serves as a Community Policing/Crime Free Housing Officer who works to form partnerships with citizens and organizations to address community issues.

FIELD OPERATIONS

The **Field Operations Deputy Chief** oversees a division that includes both the Patrol Division and Investigations Division. It is staffed with 5 Commanders, 5 Sergeants, and 27 personnel the rank of patrol officer.

The **Patrol Division** currently operates on a 12-hour shift format on three-month rotations between night and day shift. Officers proactively seek to prevent and interrupt crime and respond to calls for service to maintain order and preserve public peace. The Patrol Division is currently staffed by four squads each consisting, when fully staffed, with one Commander, one Sergeant and five Patrol Officers.

The Police Department increases functionality and efficiency by having members assigned to several **multi-jurisdictional task forces**. Two personnel are assigned to each team which includes the South Suburban Emergency Response Team (SSERT), a SWAT/Hostage negotiations team, the Suburban Major Accident Reconstruction Team (SMART), and the Illinois Emergency Alarm System (ILEAS) Mobile Field Force, a regional team responsible for responding to natural disasters, man-made disorders and other Homeland Security issues. Having personnel serve as part of multi-jurisdictional teams provides the dual benefits of the availability of those team's resources for use in Park Forest when needed and providing valuable experience, training, and networking opportunities to personnel assigned to those teams.

The **K9 Unit** consists of one multipurpose patrol dog used for narcotics detection, offender apprehension and search/rescue. After a pause in the program, the unit was reinstated in October of 2018 when Officer Charles Karl and K9 Tucker, a Dutch Shepherd, graduated from K9 school. The Police Department intends to add an additional K9 team to the program in the 2019/2020 fiscal year.

The **Investigations Division** consists of a Detective Commander, a Detective Sergeant and 7 Detectives and is responsible for more serious and complex criminal investigations, as well as conducting background checks and other duties. The unit is mandated by the Cook County State's Attorney's Office to handle investigation of all Part I type criminal investigations (Index Crimes), which include crimes against persons such as Homicides, Sexual Assaults, Armed Robberies, etc. It is also responsible for tracking and referring serious juvenile offenders to both Cook and Will County Juvenile Courts. Detectives are assigned to the South Suburban Major Crimes Task Force (SSMCTF), a multi-jurisdictional homicide unit.

One full time Police Officer is also assigned to a special federal drug task force operated by the Drug Enforcement Administration; the **High Intensity Drug Trafficking Area** or HIDTA unit. This task force assignment is open ended and reviewed yearly in partnership with the DEA.

COMMITMENT TO MEETING YOUTH NEEDS

The Police Department focus on providing youth services includes what was formerly the Saturday-morning Community Service program. Since 1998, the Village of Park Forest has used its M-Court to divert juvenile offenders from the Cook and Will County Juvenile Court systems when appropriate. In 2017 this program, which formerly assigned juveniles found liable in municipal hearings to partake in restorative-justice community service tasks, was transitioned to the **Youth Violence Prevention Engagement (YVPE)**. This new program, implemented in partnership with the Urban Youth Trauma Center (UYTC) of the University of Illinois, Chicago, provides curriculum-based, trauma-informed education and mentoring to juvenile offenders for 4 hours on Saturdays for a total of 16 hours. The goal of this program is to provide needed services to at-risk youth to reduce recidivism and to meet personal needs. A result of this program has been the implementation of a drop-in program for youth who have completed the YVPE. The **Law Enforcement Adolescent Development Drop-In (LEAD Drop-in)** arose organically after youth expressed a desire to remain connected with structured adult mentoring. A UYTC employee and police officer engage with youth on Wednesday evenings in this voluntary program which involves both structured and unstructured activities, mentoring, and continued education.

In early 2018, through partnership with the Urban Youth Trauma Center, the Police Department implemented a program whereby all juveniles taken into custody at the Police Department are screened for Adverse Childhood Experiences (ACEs) through the **Adverse Childhood Critical Events and Safety Screener (ACCESS)**. Juveniles who provide a positive response to any of the questions are linked with resource providers based on the need. Screening is conducted by officers who are certified juvenile officers and who have received trauma-informed training.

The **Police Athletic and Activity Center (PAAC)** program, which was started in June of 1997, provides positive youth activities for children from Park Forest and surrounding areas for 7 weeks in the summer. The program goal is to provide engaging recreational activities in a safe environment during summer evenings. Police Officers, educators and community volunteers supervise youth participants. Youth who become part of PAAC are also exposed to the principles of fairness, tolerance, teamwork, personal discipline, and self-improvement. There is a nominal fee and Park Forest youth are given priority.

The Police Department also implements **additional initiatives** aimed at meeting youth needs, including the B.I.C.Y.C.L.E. program (Better Involvement Concerning Young Children's Learning Experience) and Unity Day, and partakes in many other youth programs that are run by or in partnership with other Village departments such as Youth Day, Kids Back to Parks, Safe Halloween, and 4th of July activities. Police personnel also serve as police liaisons at Rich East High School and Michelle Obama School of Technology and the Arts and at the Library, and participate in school programs such as judging science and art fairs and partaking in career days.

PROBLEM ORIENTED POLICING

The Police Department continues its implementation of the **Problem Oriented Policing (POP)** program which pairs individual patrol officers with specific neighborhoods as liaisons between the community and the Police Department. While an on-duty officer is always dispatched to a call for service, the neighborhood's POP Officer may be tasked with addressing longer-term problems or quality of life issues that cannot be handled within one shift, and are the neighborhood's personal contact with the Police Department. POP officers also attend neighborhood meetings, block parties, and provide additional patrol to their assigned neighborhood.

When staffing levels are adequate, proactive tactical officers are assigned to the Department's **Community Action Team (CAT)**, which falls under the supervision of the Investigations Division. This team is tasked with a variety of assignments that can include narcotics intervention, violence reduction, or targeting specific quality of life issues, among other missions, as the needs of the community change. Due to staffing shortages, this unit has not been staffed for several consecutive years.

The **Village's Crime Free Housing Ordinance (CFH)**, enacted in March of 2008, compels landlords to obtain a Crime Free Housing license and take an active interest in the well-being of and actions of their tenants. All landlords are mandated to register for a license, attend a CFH seminar presented by the Police Department, provide minimum standards of home security on their properties, and take eviction action against tenants who violate lease agreements through criminal activity. The Police Department works with property owners to improve their properties and provides low-cost tenant screenings through the Department's membership in the Illinois Crime Prevention Association.

ACCOMPLISHMENT OF 2018/2019 IMPLEMENTATION OF THE BOARDS GOALS:

1. Generate Economic and Business sustainability for the Village.

The Police Department will continue to use the Directed Focus to maintain officer foot patrols in commercial and multi-family residential areas, including Downtown Park Forest and Village facilities such as the Library and Aqua Center, increasing the safety and well-being of area business owners, patrons, and residents, and increasing the perception of Park Forest as a welcoming and safe place to do business.

The Police Department continued concentration on officer foot-patrols in business areas. During these business checks officers interact with and get to know business owners, employees, and patrons in an effort to promote a safe environment in business districts. In 2018 officers reported conducting over 5,000 business checks of this type. The dual goal of business checks is both a crime prevention measure and also to create opportunities of positive interaction in a community-policing effort. Additionally, police personnel frequented numerous Downtown events, including Main Street Nights, 4th of July activities, and Safe Halloween, among other events throughout the Village business districts, such as hosting two “Coffee with a Cop” events at 7/Eleven in April and October.

The Police Department continued its partnership with the Library in which police personnel work as Library Liaison Officers on weeknights, with salary reimbursement provided by the Library. Officers provided safety and security during peak Library hours, but also interacted with patrons, especially youth, in an effort to continue to build relationships while providing a safe environment at a well-used public space.

2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.

The Police Department will continue to respond to problem areas and specific issues impacting Village infrastructure, specifically roadways, through Directed Focus initiatives via the Patrol Division.

Each patrol period the Patrol Division partook in a Directed Focus, which is a division-wide focus on a specific problem area during time not spent on calls for service. The Directed Focus was often centered on roadway initiatives, such as DUI enforcement (45 DUI arrests reported in 2018), speed enforcement, and distracted driving. As an example, one Directed Focus concentrated on illegal passing of stopped school buses, while another focused on speed enforcement in school zones. Speed signs were strategically placed in response to resident complaints of speeding as well.

The Patrol Division will continue to be utilized to keep Park Forest roadways safe for travel for motorists, cyclists, and pedestrians, enforcing traffic laws and Village ordinances.

The Police Department worked to keep the Village's roadways safe by partaking in strategic traffic and impaired driving enforcement. In the 2018 patrol period, police officers reported conducting over 3,500 traffic stops and handling over 3,300 illegal parking situations. Traffic stops led to over 350 vehicle seizures, which resulted from using a vehicle in offenses such as DUI, driving with an invalid driver's license, possession of drugs, and other misdemeanor and felony charges.

The Investigations Division will focus a portion of resources on obtaining and executing search warrants for locations narcotics are determined to be sold. The Special Assignment Team (renamed Community Action Team) will be re-implemented as staffing levels permit.

The Community Action Team was not implemented in 2018 due to staffing shortages, however the Investigations Division did serve 7 search warrants which resulted in the recovery of 7 illegally possessed firearms and over 500 grams of heroin, over 300 grams of cocaine, and over 2 pounds of cannabis.

3. Develop a renewed, contemporary youth program.

The Police Department will continue to implement the Youth Violence Prevention Engagement in partnership with the Urban Youth Trauma Center and seeks ways to improve and/or expand services.

The Police Department, in conjunction with the Urban Youth Trauma Center (UYTC), provided a juvenile court diversion program for juveniles found liable through the M-court system. The Youth Violence Prevention Engagement (YVPE) occurred on Saturday mornings. During the program a UYTC advocate provided mentoring and training through a curriculum-based violence prevention program with the assistance of a police officer. This program served to keep low-level offenders out of the formal juvenile justice system while providing needed mentoring and resources to reduce the likelihood of re-offending, especially through violent crime. The UYTC also provided trauma-informed training to all police officers, better equipping officers to interact with juveniles who have experienced trauma. Additionally, seeing a need for intervention in juveniles experiencing trauma, the Police Department, in partnership with the UYTC, implemented ACCESS- Adverse Childhood Critical Events and Safety Screener- a screening that is now completed with all juveniles taken into custody, with a goal of identifying at-risk factors in a juvenile's environment and directing them and their families to community resources.

In September of 2018 the Police Department was awarded a \$20,000 grant through the UYTC to assist with funding youth services.

Police personnel will build/maintain relationships with students at Rich East High School, the Michelle Obama School of Technology and the Arts and the eight Park Forest grammar schools through liaison programs and continue involvement in their activities and the BICYCLE program.

The Police Department collaborated with Recreation and Parks in financially supporting (through vehicle seizure funds) and bridging youth programs so that youth had many opportunities to remain engaged. Police personnel continued to build relationships with Rich East High School, Michelle Obama School, and the eight Park Forest grammar schools through liaison programs and continued involvement in their activities such as science fairs, PEER programs, Peace Summits, Outdoor Education, and others, and attended several “career days”, representing the profession of law enforcement to area students.

The Police Department continued giving away bicycles in the eight grammar schools across Park Forest. Bikes were raffled off for those students who attained goals dealing with positive behavior set out by the individual schools as part of the sixth year of the BICYCLE program. In 2018, the Police Department gave away 60 bicycles, helmets, and locks in the program, purchased with asset forfeiture funds. An additional 12 bicycles were given away at community events such as Unity Day and Youth Day.

The Police Department will continue to offer the Police Athletics and Activities Center (PAAC) program in the summer with a strong concentration on involvement from Park Forest youth.

The Police Department continued to run the Police Athletics and Activates Center (PAAC) program in the summer with a strong concentration on involvement from Park Forest children. The 2018 PAAC program served a total of 70 youth participants, 42 of whom were from Park Forest. The 2018 staff of 20 members, many of whom were former PAAC participants, carried out the day-to-day functions of the program. The part-time/seasonal staff members that operate the PAAC program were also instrumental with staffing needs for the 4th of July and Safe Halloween activities.

The Police Department will partner with Recreation & Parks in joint programming by providing funding from the vehicle seizure program and mentoring youth involved in those programs with Police Officer participation when resources allow.

In February 2018 the Police Department, in partnership with Recreation & Parks, convened a Youth Providers Summit which brought representatives from education, houses of worship, and public service organizations together to explore ways to collaborate on improving services to Park Forest youth. In addition, the UYTC conducted training on trauma awareness to all attendees in this full-day event.

\$12,000.00 of Vehicle Seizure funds were shared with Recreation & Parks to assist with funding of youth programs such as TEEN ZONE, which served over 100 area youth in the after-school program. Additional funds were expended for the Safe Halloween program, which provides a safe alternative to traditional trick-or-treating. The Police Department also hosted Unity Day on August 8, 2018, the last night of Main Street Nights. The Police Department continued to provide an officer at regularly scheduled Main Street Nights as well, to both provide safety but also engage in a community-policing effort.

The Police Department will continue to identify and develop opportunities to have positive, meaningful, interactions with the youth of Park Forest in a variety of non-traditional settings.

Below is in addition to other interactions with area youth already mentioned:

In April of 2018 the Police Department sponsored a Teen Zone night, which included a basketball tournament, free throw contest, a bike give-away and food, with nearly 100 teen participants who interacted directly with numerous police personnel.

In May of 2018 the Police Department awarded a \$1,500 Officer Timothy Jones Scholarship to a Rich East High School graduate attending Illinois State University.

In July of 2018 the Police Department held a Roll Call in the Park in Central Park, which was well attended by both PAAC participants and neighborhood youth.

During the holiday season of 2018, the Police Department hosted a food drive with a donut breakfast and police escorts to school for two different groups of area children.

In February of 2019 Police Officers volunteered their time to play in the 7th Annual Special Olympics and Police Officer Basketball Game, sponsored by the South Suburban Special Recreation Association, at the Matteson Community Center.

Police personnel routinely interacted with area youth while on patrol and during area events, many of such interactions which were subsequently highlighted on social media.

4. Improved Code Compliance based on existing studies and innovative solutions.

The Police Department will continue its activities with the Problem Oriented Policing (POP) program and community outreach with a focus on resolving issues with Code Compliance through communication, education, and enforcement, when necessary.

The POP program continued with police officers assigned to specific neighborhoods as liaisons between the police department and the community. Quality of life issues were addressed with emphasis on compliance, rather than issuing citations as a first resort. Officers attended the Village's Neighborhood Meetings, block parties and neighborhood events. Officers continued to engage citizens and have positive interactions while patrolling their assigned Problem Oriented Policing areas. An on-line interactive map was launched in April of 2016 which allowed residents to identify and contact their POP officer and was continued through fiscal year 2018/2019. Additionally, the Police Department actively utilized social media platforms to both educate and interact with the public regarding community concerns, many of which are directly connected to Code Compliance.

The Police Department will continue to partner with the Building Department and other Village departments to ensure properties are maintained to code and other ordinances are enforced.

The Police Department continued active enforcement of code and ordinance violations throughout 2018. As an example, 237 junk/abandoned vehicle issues were resolved. Additionally, partnership with the Building Department resulted in notification of homes that were found to be uninhabitable through response to calls for service, and the Police Department assisted the Building Department with inspections.

The Police Department will continue to assist and partner with the Building Department to ensure properties are maintained to identifying landlords who are not keeping their property up to code and continue to use the Crime Free Housing ordinance to warn, and when necessary, evict rental tenants who commit crimes in Park Forest.

The Police Department and Building Department continued to partner in identifying problem households and landlords who were not keeping properties up to code or who were engaging in criminal activity. The Crime Free Housing Ordinance addressed problem tenants that adversely impact quality of life in Park Forest. In 2018, the Police Department issued 764 Crime Free Housing licenses and 170 Municipal Ordinance Violation citations were issued to property owners for failure to obtain a Crime Free Housing license. As of early 2019, there were 4,557 properties/complexes registered through the Crime Free Housing program. In 2018, the Police Department issued 86 warning notices to landlords regarding minor criminal or quasi-criminal behavior on the part of their tenants or visitors at the rental property and the Police Department hosted one Crime Free Housing Seminar for landlords as a requirement to obtain their license with the Village. Six Notices of Eviction for serious criminal offenses were sent to landlords in 2018. In each case, the problem tenants moved out voluntarily with no action required by the Village, nor were there any court-ordered evictions. As a testament to the effectiveness of the Crime Free Housing Program, over 100 problem renters have been removed from properties since the program's inception in March of 2008, with less than 10 resulting in court-ordered evictions.

In 2017 the Police Department began partnering with the Water Department to gain compliance with the Vehicle Registration Ordinance. After analysis of registration data provided by the Illinois Secretary of State, in early 2019 over 1,200 tickets were issued to residents who failed to purchase their vehicle sticker.

The Police Department will continue to review Village ordinances it is tasked to enforce, to ensure the ordinances are relevant, clear, and in line with Village goals.

In March of 2018 the Police Department identified that the Village's Unattended Vehicle Ordinance had not been updated to reflect state law exemptions. These exemptions were amended into the Village code.

As part of the Mayor's Race Equity And Leadership (REAL) Initiative, the Police Department was directly involved in a continued review of Village Ordinances to determine their impartiality and equity to all residents.

In late 2018, the Police Department updated the Village Ordinance as it pertains to fines for parking violations, compliance violations, and village sticker violations. At the

fine amount of \$25 since the early 1990's, the ability to deter these types of violations had been eroded over 25 years of inflation. In January of 2019, the Village Board approved an increase to \$50 for initial violations of these types of violations.

5. Fiscal and Service sustainability based on the triple bottom line concept.

The Police Department will continue renovating the nearly 70-year old police facility, keeping it as an example of sustainability and the re-use of current resources. Goals for the 2018/2019 fiscal budget included the remodeling of the former administrative wing, including relocation of the Watch Commander Office and Report Writing Room and the addition of a Bunk Room and additional office space.

Through the 2018/2019 fiscal year, the Police Department continued renovation of the former administrative wing (last used for that purpose in the early 2000's), with much of the labor performed by the Police Facility Maintenance worker. The remodel of an area that had not been remodeled in decades provided for relocating the Patrol Division closer to access to the police vehicle parking area, and also bringing the Watch Commander Office in closer proximity to the Report Writing room. It also allowed for the addition of television monitors in the Watch Commander Office and Report Writing Room to allow for visual monitoring of calls for service and the police facility via surveillance video, including the holding cells, as ensuring the safety and security of the secured lock-up area is of high priority.

In the summer of 2018 the Police Department made use of the volunteers of AmeriCorps, supervised by the Police Facility Maintenance Worker, to paint 14,000 square feet of the police garage/fitness center, an area that had not been painted in well over a decade, at significant cost savings.

The Police Department will continue to seek federal and state grants to supplement equipment and training needs. The Police Department will efficiently use funds from the state and federal asset forfeiture funds to obtain resources and supplement the budget.

The Police Department did not apply for Illinois Department of Transportation Sustained Traffic Enforcement (STEP) grants to be implemented through 2018 due to staffing shortages and the resulting difficulty in staffing these details. The Police Department did apply for a STEP grant in late 2018 and was awarded \$7,800 to be applied towards distracted driving initiatives in April of 2019.

Through the Urban Youth Trauma Center, the Police Department was awarded a \$20,000 grant towards funding youth services in September of 2018.

The Police Department was awarded a Cook County JAG grant to purchase a Lidar, a laser-based speed gun, and a digital speed sign, with a total value of \$13,578 in November of 2018.

In January of 2019 the Police Department received \$17,921.04 from the Office of Will County State's Attorney Jim Glasgow to reimburse the purchase of a K9 and the outfitting of a K9 compartment in a police vehicle.

6. Sustain the Village's role as a catalyst for innovative change in the region.

The Police Department will continue its innovative training program, utilizing in-house, certified instructors, on-line training, membership in regional training groups, outside training courses and conferences, and use of Command Staff Leadership Workshops to ensure all personnel remain highly trained and at the forefront of modern policing concepts.

The Police Department remained at the forefront of providing up-to-date training to its officers, utilizing in-house instructors for most use-of-force curriculum, Mobile Training Units (North East Multi Regional Training and Tri-River) for other advanced topics, and monthly on-line training through the Police Law Institute, which satisfies state-mandated training requirements. The Police Department also continued working to have all qualifying Field Operations personnel certified in Crisis Intervention Team (CIT) Training, Rapid Medical Response, Juvenile Officer Certification, and advanced training in Interviews and Interrogation.

The Police Department held its 3rd annual "Command Staff Leadership Workshop" (CSLW) in November of 2018. The CSLW for Sergeants was a 1-day event that included a Table Top Exercise (TTX) on responding to a complex officer-involved shooting, understanding organizational behavior, discipline, and other leadership topics. The CSLW for Commanders was also a 1-day event that began with the same TTX involving an active shooter scenario as well as advanced management and leadership topics.

The Police Department will continue to work towards the goal of having all sworn personnel certified as Juvenile Officers and certified in Crisis Intervention Training and Interview and Interrogation as new officers are hired.

New legislation in 2018 required police officers to have 2 years of service prior to receiving Crisis Intervention Team certification. The Police Department had all Field Operations personnel except one certified in that advanced training as of early 2019. Until new Officers are eligible to become Crisis intervention Team certified, they receive crisis and mental health-related training. All sworn personnel were certified Juvenile Officers, and all but one had attended Interview and Interrogation training as of early 2019.

The Police Department will focus on procedural justice and fair and impartial policing in both training and in practice and will continue its focus on juvenile justice issues and continue to seek ways to expand services for Park Forest Youth.

In March of 2018 the National Association for the Advancement of Colored People (NAACP) and the Illinois Association of Chiefs of Police (ILACP) signed a historic agreement on 10 Shared Principles of Policing. The Police Department command staff

endorsed this agreement which was shared with the department. In September of 2018 the agreement was formally signed by Chief Christopher Mannino and displayed in the Police Department lobby and in the Field Operations wing.

The Chief of Police utilized social media and internal communications to highlight procedural justice and fair and impartial policing concepts and to reinforce the Police Department's commitment to these issues. Additionally, the Chief served on the Mayor's Race Equity and Leadership Steering Committee and chaired a sub-committee.

Annual in-house training included a review of the 2017 Illinois Traffic Stop Study and the Pedestrian Stop Study as well as related procedural justice issues.

The Police Department will be a leader in law enforcement transparency.

With the 2018/2019 budget, the Police Department began to report annual data on citizen complaints and their resolutions and is continued in the 2019/2020 budget.

The Police Department continued to use social media throughout 2018 to inform the public about serious events taking place within in the Village.

In January of 2019 the Police Department implemented the use of body-worn cameras. While serving multiple purposes, one of the intents of body-worn camera use is to increase transparency of Police Department responses.

The Police Department will continue its presence on social media and interacting with the community in an on-line format, and will continue to facilitate opportunities for police officers and the public to interact in positive settings in person.

The Police Department is at the forefront of law enforcement interacting with the community through social media and is known regionally for efforts in building community relations through this format, being repeatedly featured in Chicago news market programming. In early 2018, the Police Department created a social media team to expand its social media initiatives and bring variety of perspectives to content.

The Police Department's extensive community policing efforts included hosting 2 Coffee with a Cop events, promoting and attending National Night Out block parties, hosting a second annual Unity Day, holding the first Outdoor Roll Call in two decades, participation in numerous Village and community events, and many more person-to-person interactions in non-formal settings through the community.

POLICE DEPARTMENT IMPLEMENTATION OF THE BOARDS GOALS FOR FISCAL 2019/2020:

1. Generate Economic and Business sustainability for the Village.

The Police Department will continue to use the Directed Focus to maintain officer foot

patrols in commercial and multi-family residential areas, including Downtown Park Forest and Village facilities such as the Library and Aqua Center, increasing the safety and well-being of area business owners, patrons, and residents, and increasing the perception of Park Forest as a welcoming and safe place to do business.

2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.

The Police Department will continue to respond to problem areas and specific issues impacting Village infrastructure, specifically roadways, through Directed Focus initiatives via the Patrol Division.

The Patrol Division will continue to be utilized to keep Park Forest roadways safe for travel for motorists, cyclists, and pedestrians, enforcing traffic laws and Village ordinances.

The Investigations Division will focus a portion of resources on obtaining and executing search warrants of locations narcotics are determined to be sold. A Community Action Team will be re-implemented as staffing levels permit.

3. Develop a renewed, contemporary youth program.

The Police Department will continue to implement the Youth Violence Prevention Engagement, the LEAD Drop-In, and the ACCESS screening of juveniles taken into custody in partnership with the Urban Youth Trauma Center and seek ways to improve and/or expand services.

The Police Department will continue to offer the Police Athletics and Activities Center (PAAC) program in the summer with a strong concentration on involvement from Park Forest youth.

Police personnel will build/maintain relationships with students at Rich East High School, the Michelle Obama School of Technology and the Arts and with the eight Park Forest grammar schools through liaison programs and continued involvement in their activities and the BICYCLE program.

The Police Department will partner with Recreations & Parks in joint programming by providing funding from the vehicle seizure program and mentoring youth involved in those programs with Police Officer participation when staffing allows.

The Police Department will continue to identify and develop opportunities to have positive, meaningful, interactions with the youth of Park Forest in a variety of non-traditional settings.

4. Improved Code Compliance based on existing studies and innovative solutions.

The Police Department will continue its activities with the Problem Oriented Policing (POP) program and community outreach with a focus on resolving issues with Code Compliance through communication, education, and enforcement, where necessary.

The Police Department will continue to partner with the Building Department and other Village departments to ensure properties are maintained to code and other ordinances are enforced.

The Police Department will continue to assist and partner with the Building Department in identifying landlords who are not keeping their property up to code and continue to use the Crime Free Housing ordinance to warn, and when necessary, evict rental tenants who commit crimes in Park Forest.

The Police Department will continue to review Village ordinances it is tasked to enforce, to ensure the ordinances are relevant, clear, and in line with Village goals.

5. Fiscal and Service sustainability based on the triple bottom line concept.

The Police Department will continue renovating the nearly 70 year-old facility, keeping it as an example of sustainability and the re-use of current resources.

The Police Department will continue to seek federal and state grants and private donations to supplement equipment and training needs. The Police Department will seek to efficiently use the state and federal narcotics asset forfeiture funds to obtain resources and supplement the budget.

6. Sustain the Village's role as a catalyst for innovative change in the region.

The Police Department will continue its innovative training program, utilizing in-house, certified instructors, on-line training, membership in regional training groups, outside training courses and conferences, and use of Command Staff Leadership Workshops to ensure all personnel remain highly trained and at the forefront of modern policing concepts.

The Police Department will continue to work towards the goal of having all sworn personnel certified as Juvenile Officers and certified in Crisis Intervention Training and Interviews and Interrogations as new officers are hired.

The Police Department will continue to focus on procedural justice and fair and impartial policing in both training and in practice, will continue its focus on juvenile justice issues and continue to seek ways to expand services for Park Forest youth.

The Police Department will be a leader in law enforcement transparency.

The Police Department will continue its presence on social media and interacting with the community in an on-line format, and will continue to facilitate opportunities for police officers and the public to interact in positive settings in person.

PERFORMANCE MEASURES:

The ultimate performance measures of a police department are the crime that it prevented and the relationships it created within the community, both of which are difficult to measure. That said, data reflecting incidents that occurred in a community, crimes solved, and enforcement action taken are relevant indicators of what a police department encountered and accomplished within a year.

Police Calls for Service

SouthCom Dispatch Center was established in 2000 and began dispatching calls for service in 2002. In 2003 they began utilizing Sungard HTE for Computer Aided Dispatch (CAD) and Records Management System (RMS). In May 2011, a new CAD and RMS system, FREQUENTIS, was implemented, and in July of 2016, that system was replaced with Spillman. As each of these systems utilized different criteria for identifying and tallying calls for service, a comparison of total calls for service between those years provides an unreliable performance measure. Additionally, different police administrations have chosen to set different criteria for generating an official number for a call for service. Such differences make it difficult to compare calls for service between time periods when different CAD and RMS systems were in use and when such administrative changes were implemented. As it is anticipated that SouthCom will continue to use Spillman into the foreseeable future, year to year comparisons will become more reliable from 2016 and beyond. The following chart represents call totals by year.

2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
16,440	16,236	16,504	18,052	15,644	17,126	17,529	19,509	19,113	17,251

It should be noted that calls for service do not reflect police activity for which no call number was generated or for traffic stops which did not result in arrests.

Criminal Incidents

In 1930, Uniform Crime Reporting (UCR) was implemented nationwide as a way to record information on crime statistics. UCR statistics are collected, published, and archived by the FBI. However, as UCR reporting criteria has changed throughout the years and the analyzation of police reports for UCR statistics cannot be automated and requires human judgement, using UCR data alone as a performance measure is unreliable, especially for year-to-year comparisons.

UCR data the Police Department recorded for Index Crimes for the preceding 6 years is presented in the following chart. Index Crimes are the 8 crimes the FBI combines to produce its annual crime index and include criminal homicide, forcible rape, robbery, burglary, aggravated assault, theft, motor vehicle theft, and arson. For years prior to 2014, "Clearance" indicates the number of crimes cleared by arrest *and* exceptionally cleared. "Exceptionally cleared" cases are where a perpetrator was not charged with that particular incident for reasons outside the control of the Police Department. Starting in 2014, only clearances in which the offender was charged with the crime (and not "Exceptional

Clearances”) are listed in order to mirror the data supplied to the State of Illinois for Uniform Crime Reporting.

	2013	**	2014	**	2015	##	2016	##	2017	##	2018	##
Criminal Homicide	2	2	0	0	1	0	2	1	1	1	1	1
Rape	12	9	7	1	14	6	2	0	6	4	4	4
Robbery	47	30	30	8	26	6	35	10	26	20	24	12
Aggravated Battery	13	11	31	28	29	17	32	24	25	14	32	19
Burglary	122	51	110	10	95	12	112	20	70	7	74	8
Theft	320	63	254	74	279	75	210	43	217	36	219	27
Vehicle Theft	20	3	20	9	21	3	33	11	41	3	51	2
Arson	4	1	1	0	3	0	5	0	3	0	7	0
Total Index Crime	540	170	453	130	468	119	431	109	389	85	412	73

** Clearances by arrest *and* exceptionally cleared

Clearances by arrest only

As stated, clearance data after 2014 does not include all cases cleared, but only those cleared by arrest. Additionally, under UCR reporting a single event can have more than one clearance. For example, the Police Department cleared one criminal homicide in 2017 with the arrest of two persons, resulting in data for one incident but two clearances.

The Investigations Division is assigned most Index Crimes as well as other serious crimes as determined by the Investigations Division Commander. The following chart presents data on the total number of assigned cases by year as well as clearance rates of all cases closed within the year, and is a function of all cases closed through a clearance divided by total number of cases closed.

Clearance rates include all cases cleared by the arrest of the offender (CBA) and cases which are exceptionally cleared, which includes cases in which the victim chooses not to assist in the investigation or no longer wishes to prosecute, the alleged crime is determined through investigation to be unfounded, or the case is otherwise solved but does not result in criminal charges, such as when a suspect is not charged in the particular case but his/her involvement is used in aggravation by the prosecuting attorney in the prosecution of similar offenses. Cases that are closed “Inactive” are considered to have all possible investigative leads exhausted and are not expected to be cleared without additional and unexpected information being received.

Investigation Unit Assigned Cases & Clearance Rate of All Closed Cases		
Year	Total # Cases Assigned	Clearance Rate
2018	297	89%
2017	225	78%
2016	223	72%
2015	286	85%
2014	273	93%
2013	263	89%
2012	333	87%
2011	260	87%
2010	218	94%

Cases which are actively being investigated are not factored into the clearance rate. It should also be noted that many cases are cleared or placed in inactive status in years subsequent to their assignment, so clearance rate totals reflect the total number of cases closed within the calendar year, rather than all of those assigned.

Traffic, Parking, and Municipal Ordinance Enforcement- Citations

Traffic and parking enforcement is conducted to ensure roadways are safe and free from obstructions. In 2015, Illinois law eliminated the use of traffic citation data to compare officer performance, and as such, the tracking of traffic citations through self-reporting was eliminated. Total traffic stop data for 2015 to 2018 is provided below. Traffic stops may be resolved through moving citations, compliance citations, or with a warning.

	2015	2016	2017	2018
Traffic Stops	4,042	3,668	4,576	3,579

Parking citation data for 2009 through 2018 is reflected in the below chart.

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Parking	4,414	3,210	3,415	3,161	3,093	3,132	3,012	3,271	5,241*	4,470*

* In 2017, the Police Department, in partnership with the Water Department, began issuing parking citations to registered owners of all vehicles registered to Park Forest who were not in compliance with Village Sticker purchase. These numbers are reflected in the parking ticket totals. Additionally, 2017 parking citation data has been revised upward from what was published in the 2018/2019 budget due to additional data received after publishing of the budget.

Unlike the traffic stop data, the parking citation data reflects numbers of citations written and not the number of incidents handled, as many incidents are resolved informally through warnings and/or compliance.

For less serious offenses, the enforcement of municipal ordinance violations allows law enforcement to address criminal and quasi-criminal activity without referral to the formal criminal justice system. The following is a breakdown of the municipal citations issued by year from 2011 to 2018:

	2011	2012	2013	2014	2015	2016	2017	2018
Alarms	167	140	357	7	383	149	318	421
Alcohol	28	12	12	26	11	18	11	21
Animal	62	75	42	50	54	59	95	108
Assault	4	2	0	4	7	4	2	2
Battery	24	28	10	21	24	21	12	7
Cell Phone Use While Driving			14	91	88	27	174	57
Curfew	10	16	13	4	14	18	23	6
Crime Free Housing			27	54	241	180	294	170
Criminal Damage	2	5	7	6	1	4	5	5
Discharge Air Gun	3	1	2	1	0	2	1	2
Disorderly Conduct	29	32	39	23	60	34	23	31
Disorderly House	3	6	1	4	3	3	0	3
License, Registration	335	195	166	304	304	104	353	88
Junk Vehicles	13	4	1	6	4	3	6	7
Obstruct/Resist Police	23	6	13	5	6	9	10	13
Possession of Cannabis	55	60	46	86	113	128	170	148
Possession of Drug Paraphernalia	6	9	3	11	12	24	36	37
Possession of Tobacco	5	9	2	3	4	2	1	5
Theft	12	8	6	13	30	9	13	5
Trespass	61	12	20	9	12	12	25	5
Truancy	6	29	11	2	8	8	8	7
Miscellaneous*	20	142	41	33	2	118	69	130
Total	868	791	833	763	1381	936	1649	1278

* Miscellaneous- noise violations, fireworks, violation of park rules, etc.

Traffic Crashes

A goal of the Police Department is to reduce traffic crashes through traffic enforcement. While a variety of factors contribute to the number of traffic crashes reported each year, the combined efforts of public education and enforcement are expected to impact this number.

Year	Total Collisions	# Fatality Collisions	# Injury Collisions	# Killed	# Injured
2018	403	0	89	0	125
2017	416	0	98	0	143
2016	348	1	79	1	113
2015	335	1	61	2	77

Community Relations

In 2016, the Police Department began systematically tracking citizen complaints. Citizen complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law. Inquiries about conduct or performance that, if true, would not violate any of the above may be handled informally by a supervisor and are not considered a citizen complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Police Department. Citizen complaints are investigated by a supervisor and each case is closed with one of the four following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

The below chart provides citizen complaint data regarding police officer conduct by year.

Year	Total Citizen Complaints	Unfounded	Exonerated	Not Sustained	Sustained
2018	13	7	3	1	2
2017	7	2	5	0	0
2016	4	3	1	0	0

In many cases, exonerated complaints are found to have originated due to a citizen's misunderstanding of police authority by law or basic law enforcement procedures. Complaints which are sustained result in discipline and/or additional training. Additionally, citizen complaints may be found to be unsubstantiated but their investigation still result in the discovery of performance-improving steps that can be taken. All citizen complaints are taken seriously.

The Police Department has engaged in community outreach via social media since 2011 when the Park Forest Police Facebook page was created. While on-line interactions will never replace face-to-face interaction between a law enforcement agency and the community it serves, social media allows for exponential reach, which becomes vital for public education, crime prevention, community notifications and crime alerts, obtaining public assistance in identifying offenders, and general public relations. The following chart shows the Police Department's continued increasing reach via social media.

	Facebook	Twitter	Instagram
	Number of followers		
March 2019	12,300	2,600	3,600
March 2018	10,700	1,800	3,300
March 2017	8,500	750	2,300
March 2016	3500	300	100
March 2015	2000		

The Police Department also has footprints on NextDoor, LinkedIn, and YouTube, and is continually evaluating its social media strategies. In spring of 2018 the Police Department transitioned from one personnel managing all Department social media accounts to a social media team being formed to handle social media outreach.

Training

The Police Department is committed to having a highly trained police force and accomplishes this through several strategies. First, the Police Department utilizes personnel to serve as in-house instructors after having successfully completed instructor courses. Instructors have been selected to teach a variety of core topics required by state mandate or which are essential to basic police functions. The Police Department currently retains instructors certified in firearms instruction, control devices, Taser, emergency vehicle operation, use of force, and various other topics.

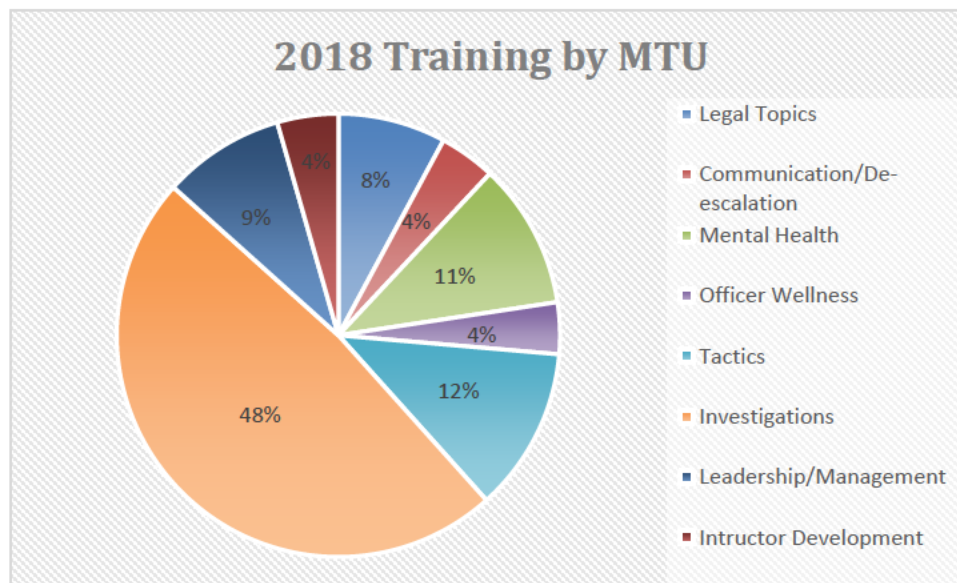
In-house instructors generally teach curriculum during in-service training days. The Police Department held five 8-hour in-service training days in 2018 for all sworn personnel covering officer wellness, Hazmat responses, sexual assault investigations, juvenile justice topics, control device use (OC, Taser, baton), officer safety topics, domestic violence response, CAD/RMS use, and Use of Force topics. An outdoor range day for rifle training and Use of Force decision-making was also held. Additionally, as the Police Department introduced body-worn cameras in January of 2019, training on use of that technology was also provided in late 2018.

Command Staff also regularly conduct “roll call training”, shorter training segments conducted on-duty on a variety of topics where videos, handouts, discussion, demonstration, and debriefing are all used to instruct personnel on a consistent basis. The Department also subscribes to the Police Law Institute, an on-line training service which provides monthly training for police personnel on legal and procedural updates. This training fulfills the requirements of state mandated training. All sworn personnel are required to complete this monthly training.

Select personnel attend a variety of training conferences relevant to their special assignments or position, both in and out of state. Additionally, newly promoted Sergeants attend a 1-week first line supervisor training course and in-house training program, and newly promoted Commanders attend a multi-week law enforcement leadership executive training program. In 2018 Commander James Varga graduated from Northwestern University’s School of Police Staff and Command. The Police Department also holds a

yearly Command Staff Leadership Workshop separately for Commanders and Sergeants where advanced leadership topics are address.

Personnel also receive advanced training through outside Mobile Training Units (MTU) such as the North East Multi-Regional Training Group and the Tri-River Training Group. In 2018, police personnel received over 2,300 hours of training through MTU's. The following is a representation of training hours through MTU's by general topic:



It should be noted that some topics invariably overlap and this graph is an approximation. Also, the above graph does not demonstrate all of the training received by Police Department personnel; solely that received through Mobile Training Units. It does not reflect in-house training, on-line training, outside conferences, staff and command training, police academy training, or training personnel receive as members of specialty units through their respective teams.

In 2018, a higher than normal percentage of MTU training focused on Investigative Skills, in part due to required training for newer members of the Investigations Division as well as legal mandates that require investigators to have training in criminal sexual assault and homicide investigations. Additionally, Investigative Skills comprise a high percentage as the category covers a wide variety of topics of an investigative nature, from DUI investigation to interview and interrogation techniques to specialty topics within the Investigations Division.

The Police Department continues to seek ways to implement and improve training, and adds curriculum as deemed necessary and as resources allow.

STAFFING:

<u>Positions</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Chief of Police	1	1	1	1	1
Deputy Chief	2	2	2	2	2
Police Commander	6	6	6	6	6
Police Sergeant ¹	6	6	6	6	6
Police Officer	26	26	26	27	27
Transitional Officer ²	0	1	1	0	0
Records Supervisor	1	1	1	1	1
Records Clerk (FT)	5	5	5	5	5
Records Clerk (PT) (FTE)	1.9	1.9	1.9	1.9	1.9
Admin. Assistant/Housing Analyst	1	1	1	1	1
Community Service Officer (PT) (FTE)	1	1	1	1	1
Crossing Guard (PT) (FTE)	2.2	2.2	2.2	2.2	2.2
Facility Maintenance Worker	0.5	0.5	1	1	1
Total Positions	53.6	54.6	55.1	55.1	55.1

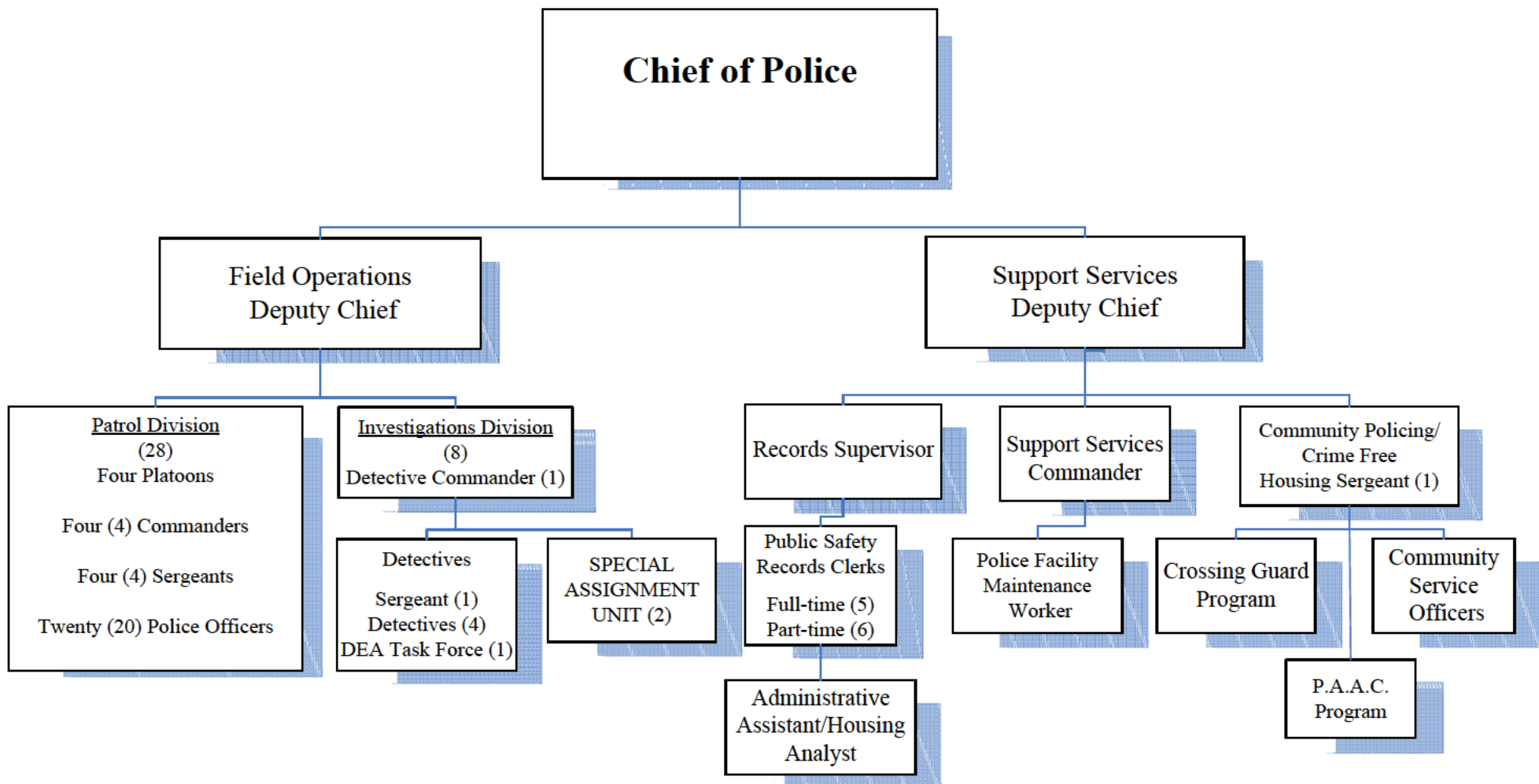
¹The rank of Corporal was administratively converted to Sergeant in July of 2017.

²Transitional Officer was a temporary replacement for an injured officer. It became a permanent position in 2017.

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

Village of Park Forest Police Department

Organizational Chart



**Village of Park Forest
2019/2020 Budget**

**POLICE DEPARTMENT
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	4,133,832	4,327,315	4,327,315	4,458,548	3%
Overtime Salaries	528,111	510,099	590,800	477,293	-6%
IRMA Workers Comp Reimb	(22,334)	0	0	0	0%
Temporary/Part-time Salaries	<u>237,640</u>	<u>255,494</u>	<u>245,000</u>	<u>259,735</u>	2%
Total Personnel Services	4,877,249	5,092,908	5,163,115	5,195,576	2%
<u>Insurance</u>	704,096	761,712	761,712	796,246	5%
<u>Employee Support</u>	2,013,668	2,318,387	2,318,387	2,358,402	2%
<u>Professional Services</u>	579,546	606,402	605,765	485,221	-20%
<u>Operating Supplies</u>	160,589	154,208	133,352	122,730	-20%
<u>Maintenance</u>	23,416	39,300	33,000	39,300	0%
<u>Capital Outlays</u>	77,123	184,163	129,500	102,500	-44%
<u>Miscellaneous</u>	7,959	9,460	9,460	9,460	0%
<u>Leases and Rentals</u>	283,543	289,214	289,214	297,891	3%
<u>Utilities</u>	<u>9,041</u>	<u>7,500</u>	<u>15,060</u>	<u>15,060</u>	101%
TOTAL	<u>8,736,230</u>	<u>9,463,254</u>	<u>9,458,565</u>	<u>9,422,386</u>	0%

**Village of Park Forest
2019/2020
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2019	Increase	7/1/2019 Grade &		IMRF	FICA				Vacation/ Personal
	Base	2.00% Non-Union	Step	Gross*	11.50%	7.65% ^A	Health	Dental	Life	Days**
<u>NON UNION</u>										
Christopher Mannino Chief of Police*** ¹	138,951	141,730	25,9	141,730		2,055	20,463	1,244	126	35
Paul Winfrey (Gross incl \$4,100 CST pay) Deputy Chief of Police*** ¹	126,036	128,557	23,9	132,657		1,924	20,463	1,244	126	35
Brian Rzycki (Gross incl \$4,100 CST pay) Deputy Chief of Police*** ¹	126,036	128,557	23,9	132,657		1,924	20,463	1,244	126	30
Michael Baugh (Gross incl \$4,100 CST pay) Commander***	114,880	117,178	21,9	121,278		1,759	20,463	1,244	126	30
Devin R. Strahla (Gross incl \$4,100 CST pay) Commander***	114,880	117,178	21,9	121,278		1,759	0	1,244	126	30
Lloyd E Elliot (Gross incl \$4,100 CST pay) Commander***	114,880	117,178	21,9	121,278		1,759	20,463	1,244	126	30
James Varga (Gross incl \$4,100 CST pay) Commander***	114,880	117,178	21,9	121,278		1,759	13,226	1,244	126	30
John Sweitzer (Gross incl \$2,050 CST pay) Commander***	114,880	117,178	21,9	119,228		1,729	13,783	358	126	25
Todd Beilke (Gross incl \$2,050 CST pay) Commander***	110,996	113,216	21,8	118,009		1,711	22,926	1,244	126	30

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

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A, ** and ***

**Village of Park Forest
2019/2020
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2019	Increase	7/1/2019							Vacation/ Personal
	Base	2.00% Non-Union	Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%^A	Health	Dental	Life	Days**
Amanda J Casey Records Supervisor	78,524	80,094	13,9	80,094	9,211	6,127	20,463	1,244	126	15
Brittani Barnett Records Clerk	56,582	57,714	8,6	58,383	6,714	4,466	7,671	399	126	15
Yolanda Martinez Records Clerk	62,735	63,990	8,9	63,990	7,359	4,895	6,847	399	126	20
Natasha Robertson Admin Assistant I	62,735	63,990	8,9	63,990	7,359	4,895	13,226	1,244	126	17
Christy Coyle Records Clerk	62,735	63,990	8,9	63,990	7,359	4,895	13,226	1,244	126	15
Barbara Muir Records Clerk	56,582	57,714	8,6	58,383	6,714	4,466	20,463	1,244	126	10
Katherine Worley Records Clerk	54,668	55,761	8,5	56,408	6,487	4,315	6,847	399	126	10
Lazaro Diaz Sr Facility Maintenance	46,959	47,898	7,2	48,767	5,608	3,731	13,783	0	123	10
Subtotal Non-Union	1,557,939	1,589,101		1,623,398	56,811	54,169	254,776	16,483	2,139	

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

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A, ** and ***

**Village of Park Forest
2019/2020
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2019 Base	Increase 2.00% Non-Union	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days**
<u>UNION***</u>										
Jonathan Mannino Sergeant	98,495	101,973	Step B+	101,973		1,479	6,847	184	257	20
Darin Studer Sergeant	98,495	101,973	Step B+	101,973		1,479	20,463	1,244	257	25
Julius Moore Sergeant	98,495	101,973	Step B+	101,973		1,479	1,500	1,244	257	20
John Deceault Sergeant - Step B+ 10/2/19	98,495	100,465	Step B	101,509		1,472	20,463	1,244	257	20
Kristopher Vallow Sergeant	98,495	100,465	Step B	100,465		1,457	20,463	1,244	252	17
Paul Morache Sergeant - Step B 10/7/19	94,706	96,601	Step A	99,127		1,437	1,500	776	249	20
Thomas J. Naughton Police Officer	92,598	94,450	Step I	94,450		1,370	7,671	0	237	25

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

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A, ** and ***

**Village of Park Forest
2019/2020
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2019	Increase	7/1/2019							Vacation/ Personal
	Base	2.00% Non-Union	Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%^A	Health	Dental	Life	Days**
Mitchell G. Greer Police Officer	91,251	93,076	Step H	93,076		1,350	1,500	0	234	25
Craig Taylor Police Officer	91,251	93,076	Step H	93,076		1,350	20,463	1,244	234	24
James W. Kessler Police Officer	91,251	93,076	Step H	93,076		1,350	1,500	0	234	21
David Habecker II Police Officer	91,251	93,076	Step H	93,076		1,350	22,926	1,244	234	20
Justin Rimovsky Police Officer	91,251	93,076	Step H	93,076		1,350	20,463	1,244	234	20
Kristopher Kush Police Officer	91,251	93,076	Step H	93,076		1,350	22,606	1,244	234	20
Timothy Hoskins Police Officer	91,251	93,076	Step H	93,076		1,350	20,463	1,244	234	20
Alex M Bregin Police Officer - Step G 12/26/19	86,448	88,177	Step F	89,803		1,302	20,463	776	227	15

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

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A, ** and ***

**Village of Park Forest
2019/2020
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2019	Increase	7/1/2019 Grade &		IMRF	FICA				Vacation/ Personal
	Base	2.00% Non-Union	Step	Gross*	11.50%	7.65%^A	Health	Dental	Life	Days**
Evelyn A Piszczor Police Officer	86,448	88,177	Step F	88,177		1,279	22,926	776	222	15
Jonathan P Garrity Police Officer	86,448	88,177	Step F	88,177		1,279	15,441	776	222	15
James M Jachymiak Police Officer	86,448	88,177	Step F	88,177		1,279	20,463	0	222	15
Meghan J Vold Police Officer	86,448	88,177	Step F	88,177		1,279	7,671	399	222	15
Justin J Malachowski Police Officer - Step F 7/7/19	81,447	83,076	Step E	87,785		1,273	20,463	776	222	15
Brian A Harrison Police Officer - Step F 12/29/19	81,447	83,076	Step E	85,430		1,239	6,847	399	214	10
Haytham N Elyyan Police Officer - Step E 6/29/19	75,849	77,366	Step D	82,856		1,201	6,847	399	209	12
Ryan F Purdy Police Officer - Step E 3/7/20	75,849	77,366	Step D	78,903		1,144	13,783	776	199	10
Charles A Karl Police Officer - Step E 3/14/20	75,849	77,366	Step D	78,903		1,144	6,847	399	199	10

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

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A, ** and ***

**Village of Park Forest
2019/2020
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2019 Base	Increase 2.00% Non-Union	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%^A	Health	Dental	Life	Vacation/ Personal Days**
Karolis Sitkauskas Police Officer - Step D 7/5/19	71,581	73,013	Step C	77,199		1,119	7,895	399	194	10
Stuart L Walden Police Officer - Step C 9/13/19	65,982	67,302	Step B	71,695		1,040	20,463	1,244	181	10
Garrick A Enns Police Officer - Step C 9/13/19	65,982	67,302	Step B	71,695		1,040	1,500	0	181	10
Brian A King Police Officer - Step C 10/16/19	65,982	67,302	Step B	71,036		1,030	6,847	399	179	10
Vanessa A Gauna Police Officer - Step C 11/6/19	65,982	67,302	Step B	70,816		1,027	6,847	399	179	10
James Johnson Police Officer - Step B 7/6/19 & Step C 3/26/20	61,044	62,265	Step A	68,426		992	7,671	399	171	10
Jennifer Keith Police Officer - Step B 7/6/19 & Step C 3/26/20	61,044	62,265	Step A	68,426		992	13,226	776	171	10
Regis Bowers Police Officer - Step B 3/17/20	61,044	62,265	Step A	63,427		920	7,671	399	159	10
Kristopher Dlugopolski Police Officer	61,044	62,265	Step A	63,040		914	22,926	1,244	159	10

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

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A, ** and ***

**Village of Park Forest
2019/2020
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2019	Increase	7/1/2019		IMRF	FICA				Vacation/ Personal
	Base	2.00% Non-Union	Grade & Step	Gross*	11.50%	7.65% ^A	Health	Dental	Life	Days**
Subtotal Union	2,720,902	2,779,848		2,835,150	0	41,116	425,625	22,891	7,136	
Total Non-Union and Union	4,278,841	4,368,949		4,458,548	56,811	95,285	680,401	39,374	9,275	
Part-Time										
Record Clerks	124,979	127,477		128,984	10,389	9,867				
Community Service Officers	40,009	40,809		41,592	4,783	3,182				
Crossing Guards	52,910	52,910		52,910		4,048				
Police Athletic Activities Center	36,249	36,249		36,249		2,773				
Subtotal Part-Time	254,147	257,445		259,735	15,172	19,870				
Overtime										
Administration/Records	54,028	55,109		55,109	6,338	4,216				
Field Operations	340,376	347,184		422,184		6,122				
Subtotal Overtime	394,404	402,293		477,293	6,338	10,338				
Disability Pension Health Insurance							42,696			
Retiree Health Insurance Stipend							24,500			
POLICE DEPT. TOTAL	4,927,392	5,028,687		5,195,576	78,321	125,493	747,597	39,374	9,275	

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

Full-time employees who decline health insurance receive one extra day off annually.

^A Police personnel covered by the Police Pension Fund do not contribute 6.2% to Social Security, but do contribute 1.45% to Medicare if hired after 1986.

** Employees receive 12 sick days, 12 holidays annually, (For Union Employees - holidays are included in their base).

*** The actual Police Pension employer contribution rate from the 6/30/18 actuarial report is 48.63%.

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

¹Vehicle

See Note on last page of Salary Detail for explanation of ^A, ** and ***

**Village of Park Forest
2019/2020 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

Regular Salaries			
500010	Administration/Records	1,623,398	
500020	Field Operations	<u>2,835,150</u>	4,458,548
Overtime Salaries			
500110	Administration/Records	55,109	
500120	Field Operations	<u>422,184</u>	477,293
Part-time Salaries			
500210	Record Clerks	128,984	
	Community Service Officers	41,592	
	Crossing Guards	52,910	
	Police Athletic Activities Center	<u>36,249</u>	259,735
Total Personnel Services			5,195,576

INSURANCE

510100	Health Insurance	680,401	
	Dental Insurance	39,374	
	Life Insurance	<u>9,275</u>	729,050
510110	Health Insurance - Disability		42,696
510120	Health Insurance - Stipend		<u>24,500</u>
Total Insurance			796,246

EMPLOYEE SUPPORT

520000	Travel Expenses Airfare, hotel, mileage, and tolls for training, Chief's Conferences, Officer of the Year Exchange Program, out of town investigative operations			4,180
520200	Dues/Subscriptions			
	IL Assoc. of Chiefs of Police - Chief/Deputy Chiefs		300	
	North American Police Work Dog Assoc. (NAPWDA)		120	
	International Association of Chiefs of Police		300	
	FBI National Academy Assoc. Dues		300	
	So. Sub. Assoc. of Chiefs of Police-Chief/Deputy Chiefs		150	
	Suburban Major Accident Reconstr. Team (SMART)		500	
	Illinois Law Enforcement Alarm System (ILEAS)		240	
	South Suburban Major Crimes Task Force - (SSMCTF)		1,000	
	South Suburban Emergency Response Team - (SSERT)		1,500	
	Miscellaneous Dues		<u>200</u>	
				4,610
520300	Training			
	<u>Administration</u>			
	International Chief Conference	1,000		
	Executive Development Conf-Chief/Deputy Chiefs	1,000		
	Monthly FBI Retrainers	400		
	Miscellaneous Conferences- Command Staff	3,000		
	Lynwood Police Dept. Outdoor Range Use Fee	1,000		
	Misc Training Conferences for Staff	<u>1,707</u>		
			8,107	
	<u>Crime Prevention and Control</u>			
	NEMRT fee - (45 Employees @ \$95)	4,275		
	TRI-River fee	2,870		
	Police Supervisor School	4,400		
	Misc. Outside Training Course Fees	5,000		
	Educational Assistance/ Career Development	<u>18,000</u>		
			34,545	
	<u>Crime Investigations/ Tactics</u>			
	Homicide Investigators Conference	600		
	ITOA Conference (2 attendees @ \$100)	200		
	ILEAS Conference (2 attendees @ \$100)	200		
	Specialized Investigation Training	500		
			<u>1,500</u>	
				44,152
520400	Books and Pamphlets			
	Honors Ceremony	2,000		

	Miscellaneous books/pamphlets	<u>1,270</u>	3,270
520610	FICA		125,493
520620	IMRF		78,321
520621	Police Pension Contributions (Levy x 1.03 + \$14,000 PPRT)		<u>2,098,376</u>
Total Employee Support			2,358,402

PROFESSIONAL SERVICES

530500	Strays/Impounding Fees		8,637
532600	Credit Card Service Charge		2,010
535700	SouthCom contribution - Police share (85%) x (\$558,322)		<u>474,574</u>
Total Professional Services			485,221

OPERATING SUPPLIES

540000	Other Operating Supplies		
	<u>Administration</u>		
	Miscellaneous Office Supplies	4,780	
	<u>Patrol Operations</u>		
	Ammunition: practice/duty- handgun, rifle	8,000	
	Miscellaneous: Drug test kit refills, evidence bags, property bags, latex gloves, range targets, batteries, etc.	3,924	
	Simunition Rounds	1,000	
	Taser practice/duty cartridges	1,680	
	Less lethal practice rounds	1,700	
	Range Maintenance	2,000	
	<u>Crime Investigation</u>		
	Line-Up Fees/Informant Fees	1,000	
	Miscellaneous: Fingerprint supplies, camera supplies, etc.	2,500	
	CLEAR Database (Thomas Reuters)	2,370	
	Other Investigative Equipment	1,000	
	<u>Community Service Officer</u>		
	Miscellaneous: Tranquilizer darts, Animal cages, etc.	1,000	

<u>Crime Free Housing/Municipal/Vehicle Seizure Hearings</u>		
	Miscellaneous office supplies, envelopes, tapes for hearings, suspension fees, recording fees	<u>2,418</u>
		33,372
540100	Computer Software/Supplies <u>Administration</u> LEXIPOL fee Misc. Supplies, fees & software LEADS On-Line fee MSI "MOVE" & "MOS" M-Ticket database fee Ink cartridges, DVD's, CD's, computer paper, Software	2,850 3,000 1,428 4,050 <u>8,650</u>
		19,978
540250	Police K9 Program	2,500
540300	Stationery/Forms P tickets @ \$850/10,000 M tickets @ \$800/2,000 Miscellaneous Forms	1,050 850 <u>2,200</u>
		4,100
540350	Office Equipment/Furnishings Miscellaneous office furniture for Building reconfiguration	
		4,100
540400	Food Expense Training meals, other meetings, etc. Prisoner meals @ approx. \$150/ month	6,300 <u>1,800</u>
		8,100
540900	Uniforms 42 Regular Officers @ approx. \$600 each 10 Clerical Employees @ approx. \$343 each Detective Clothing Allowance Community Service Officer Uniforms Basic Training Recruit Uniform Crossing Guard Uniforms	25,200 3,430 4,550 700 7,000 <u>200</u>
		41,080
541100	Youth Services - Crime Prevention Miscellaneous supplies: Youth Services/PAAC Equipment and Programs	 3,500
	<u>Community Policing Events</u> Community Service Program, B.I.C.Y.C.L.E. Program Safe Halloween Show, TEEN ZONE, etc.	 <u>6,000</u>

9,500

Total Operating Supplies

122,730

MAINTENANCE

550200 Equipment Maintenance and Repair - Other

Evidence Management BEAST system	3,600
Watchguard video system	2,400
T-1 line for Live Scan	3,300
Building Security cameras	2,400
Building Maintenance	<u>27,600</u>

Total Maintenance

39,300

CAPITAL OUTLAYS

560000 Other Capital Outlays
Computer System Upgrades
Taser Replacement
Radios

62,500
10,000
30,000

Total Capital Outlays

102,500

MISCELLANEOUS EXPENDITURES

590100 Postage
Administration
Daily department mail

2,460

Administrative/Municipal Hearings
Cost of sending violation notices

3,400

Vehicle Seizure Program
Cost of sending notices - certified

300

Community Policing/Crime Free Housing
Letters and miscellaneous mailings

1,000

7,160

590200 Radio/Telephone Communications Expense
Non Contract Parts Maintenance

2,300

Total Miscellaneous Expenditures

9,460

LEASES AND RENTALS

600400	Vehicle Interfund Rentals	<u>297,891</u>

Total Leases and Rentals	<u>297,891</u>

UTILITIES

610000	Telephone	

MetTel	3,060

Verizon Cellular	<u>12,000</u>

Total Utilities	<u>15,060</u>

TOTAL POLICE DEPARTMENT	9,422,386

Village of Park Forest 2019/2020 Budget

FIRE DEPARTMENT

DEPARTMENT FUNCTION:

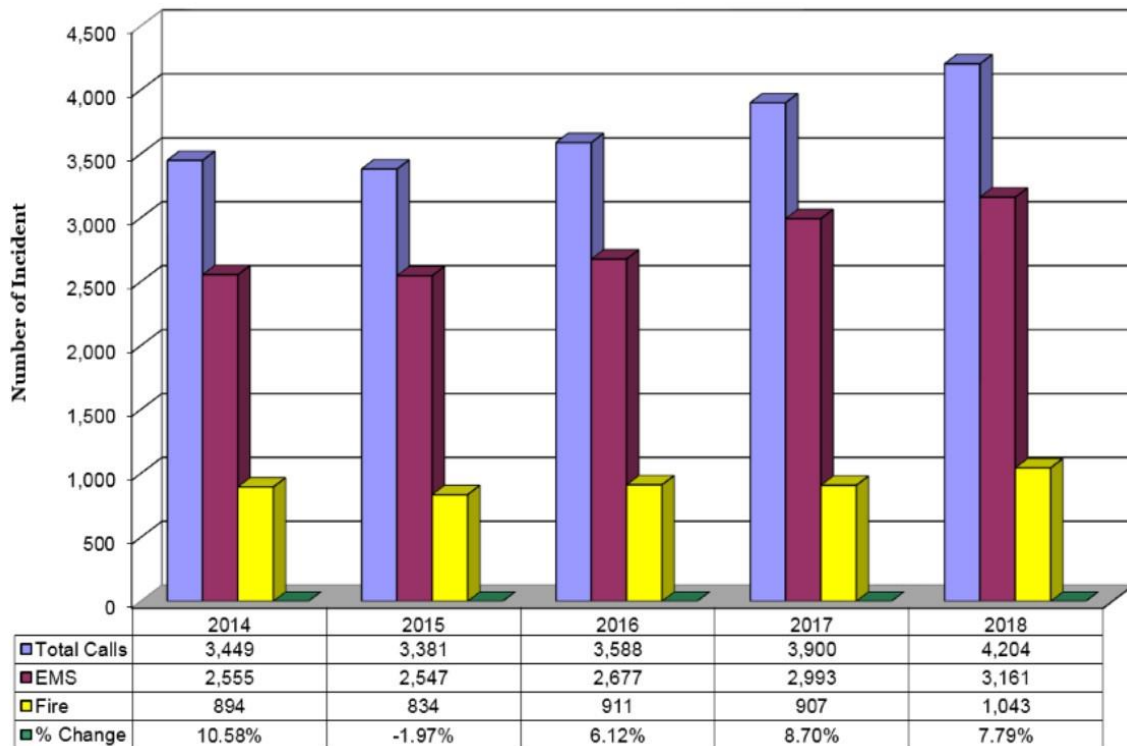
The primary mission of the Park Forest Fire Department is to protect the lives and property of those residing in, conducting business in, or visiting the areas the department is charged to protect. The area the department protects is the Village itself and a limited range of unincorporated areas adjacent to the Village. The department strives to deliver the highest level of emergency response, with the greatest margin of safety for staff and citizens, in the most fiscally responsible manner.

The Park Forest Fire Department is a full-service, combination organization consisting of career, paid-on-call and volunteer personnel providing fire suppression, emergency medical, technical rescue, hazardous materials, surface water rescue, public education, fire prevention, fire/arson investigation, and disaster management services. Emergency medical services are provided at the paramedic level by the department's two advanced life support (ALS) ambulances with a shared reserve back-up unit.

The internal structure of the department 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 accomplish mission specific objectives as established by the Village Board, Village Administration and the department.

The emergency operations division includes both fire and emergency medical operations. This division is comprised of, and organized under, a three platoon system. Each of the three platoons works twenty-four hours on-duty followed by forty-eight hours off-duty covering 365 days each year. Each platoon consists of a Shift Lieutenant with six firefighter/paramedics all working under the general direction of the Deputy Fire Chief. Each shift is supplemented by the single, 50-hours per week Lieutenant /Paramedic position from 0700 to 1700. The emergency operations division responds to more than four thousand emergent and non-emergent incidents each year.

Alarm Activity by Calendar Year



The primary focus of the Fire Prevention Bureau is the elimination of those conditions which may potentially result in a fire. These activities include annual fire inspections coupled with a positive public education campaign to reduce the human elements which annually contribute to numerous fires. Public education efforts are particularly important for the Village's at-risk populations which include children and senior citizens. Using aids such as the fire safety education trailer, fire extinguisher training prop, and similar aids, the department reaches out to individuals, families and groups both young and old alike.

With the cost of ambulances over \$275,000, and most fire engines exceeding \$700,000, the vehicle maintenance division plays a critical role in maintaining the department's fleet and equipment. The work of this division saves the Village thousands of dollars each year by performing preventative maintenance designed within manufacturers' specifications. This program also reduces fleet down-time which is critical as there is limited reserve equipment to cover a lengthy absence of a primary response vehicle.

The Fire Department continues to operate out of one centrally located fire station at 156 Indianwood Boulevard. The budget, as presented, is designed to provide a minimum of five firefighter/paramedics on-duty around-the-clock each day of the year. The system also relies on paid-on-call/volunteer members to assist the career department staffing during high call volume times.

ACCOMPLISHMENTS OF 2018/2019 BUDGET OBJECTIVES:

The following objectives were established to work in concert with Board Goals in 2018/2019:

1. **Generate Economic and Business sustainability for the Village.**

- Continue to support Community Development with timely technical support and plan reviews for prospective businesses and development.
The Fire Department continues to meet the goal of timely technical plan review, turning around most plan reviews in less than 5 business days and most technical support issues in 1-2 business days.
- Develop preliminary plans for expanded response requirements at Hidden Meadows and South Western Ave. annexation areas.
The Fire Department continues the planning process associated with potential Village expansion. This includes working with neighboring departments to create response plans and auto-aid agreements.
- Research advances in construction materials and techniques related to home and business construction and their potential impact on fire safety and building codes.
*The Fire Department continues ongoing research into the impact of modern construction materials and techniques. Staff continues to monitor scientific research being conducted by Underwriter's Laboratory and the National Institute for Science and Technology (NIST) under federal grants and their impact on firefighting operations and safety. <http://ulfirefightersafety.com/training/>
<http://www.nist.gov/fire/>.*

2. **Create an Infrastructure capital plan that is flexible in dealing with trouble spots.**

- Work with the Department of Public Works and Water on their development of infrastructure improvement plans from the perspective of public and life safety.
The Fire Department works closely with the Department of Public Works on infra-structure improvement activities to assure firefighting capabilities and access for emergency vehicles.
- Coordinate efforts with the Department of Public Works for roadway improvement projects to enhance or maintain emergency accessibility.
The Fire Department continues to work with the Department of Public Works on road improvements to insure accessibility for citizens and emergency vehicles. Accessibility during improvements is a key concern as it relates to emergency response. Interdepartmental coordination assures the best solutions are applied to address accessibility concerns.
- Consult with Recreation and Parks as they work through plans for parks and open spaces insuring accessibility and appropriate urban/wildland interfacing.
Staff continues to monitor proposals to modify or eliminate park lands and the impact this may have on the urban-wildland interface and potential increased issues related to private/developed property. The department also looks at accessibility when park improvements and modifications are suggested, trying to assure as much access as possible for emergency operations.

3. Develop a renewed, contemporary youth program.

- Explore the development of a youth based firefighting related program as community outreach and potential member development.
The department has continued to develop a relationship with Governors State University and has taken an active role in their science, technology, art and mathematics (STEAM) Camp.
- Review school public education and babysitter programs for their suitability and content related to changing youth interests and focus.
The Fire Department presented educational programs to kindergarten through third grade at Blackhawk, Mohawk, Talala, 21st Century and Illinois Schools. At Indiana School, staff conducted a structured 6-week program on fire safety to 4th grade classes. The Fire Department also participated in the “Meet a Hero” program at Algonquin pre-school. The babysitter class has been revamped and brought up to date teaching from the American Red Cross guidelines. Dropped the latchkey wording from the title as it is no longer relevant. The Operation Head Start and babysitters classes were taught in conjunction with the Recreation and Parks Department.
- Participate wherever practical in support of youth related activities across the Village spectrum.
The Fire Department continues to participate in as many youth/family oriented activities as staffing and responses allow. In 2018 this included Camping in the Park, Main Street Nights, block parties and picnics, Youth Day, Career Days and Fall Fest in Somonauk Park. The Fire Department also partnered with all three Rich Township High Schools and provided a burn cell demonstration to the forensic science classes.
- Continue support of current youth outreach programs such as the Prairie State high school firefighting day, youth day and career day.
Fire Department staff plays a pivotal role in educating new firefighters and exposing high school students to careers in firefighting through continued association with Prairie State College’s firefighter training academy and high school firefighting day. Furthermore, the department sent representatives to career days at various schools within the community, emphasizing careers in the fire and EMS service.

4. Improved Code Compliance based on existing studies and innovative solutions.

- Continue to work with the local school districts in facilitating their state required inspections and in support of life safety initiatives.
Fire Prevention Bureau inspectors worked with school districts #162, #163, #227 and #201U to facilitate annual and state required inspections and continue to consult on life safety improvement projects. Staff will continue to work with school districts on improvement plans, fire safety issues, and accessibility problems/issues.
- Engage new and continuing businesses providing them with an understanding of code concerns and issues as they apply to their respective business.
Fire inspectors, plan reviewers and fire personnel work throughout the year to provide understanding of department related code and response issues. This is achieved via fire inspection visits, requested consultations, and customary pre-

planning visits by fire prevention and firefighting personnel. Each of these interactions provides an opportunity for the business operator to gain insight into codes, regulations and fire service needs while simultaneously sharing the business' needs and concerns with Fire Department members. In February the fire department updated the adopted fire code to the 2018 version of the International Fire Code. At that time we reworded the locally adopted sprinkler ordinance as it related to retrofitting in current structures to be based on any improvements greater than 50% of the square footage. Previously it was based on any improvements exceeding 50% of the value of the structure.

- Continue to work towards a 75% compliance on all fire code violations including annually conducting one inspection on all occupancies and a second inspection on high hazard occupancies.

Fire Department staff continues to perform inspections and re-inspections with a 95% clearance rate on all code violations. Inspection figures for 2018 show a total of 262 inspections completed to 268 different occupancies. This represents a 97% completion of all occupancies. The Fire Prevention Bureau conducts one original inspection for all commercial properties, and two on high-hazard and assembly uses.

- Work with the Building Department and Economic Development to overcome home based sprinkler bias and issues.

The Fire Department continues to promote home based sprinklers through public education and code related activities. The Fire Department conducted multiple fire safety and residential sprinkler demonstrations with the new fire safety trailer at youth day, Main Street nights, the Indiana school program, Open House, a Village Board meeting, and the Village's civic leadership class. In the last year the Village added an additional 4 residential sprinkler homes with pending plan reviews for 2 additional homes. In an effort to make the Village's sprinkler requirement more universally applied without deterring the prospect of investors from buying investment properties staff updated the ordinance. Now threshold for retrofitting fire sprinkler systems is based on any improvements greater than 50% of the square footage. Previously it was based on any improvements exceeding 50% of the value of the structure. This allowed the requirement to be unfairly applied due to varying home values in the Village. The new wording will allow the code to be applied evenly across the Village, but will not negatively affect someone purchasing a home and doing minor upgrades.

5. Fiscal and Service sustainability based on the triple bottom line concept.

- Research the possibility of shared services and activities with other local fire departments to reduce duplication of services.

The Fire Department continues a program of shared services ranging from response based activities in HazMat and technical rescue, to fire investigation assistance with the MABAS 27 Investigation Team and the Will, Grundy, Cook County Fire Investigation Task Force. The Department also maintains a reserve ambulance program with 5 other departments, preventing duplication while providing for continued service levels. The department has also completed a Memorandum of Understanding on a shared reserve pumper concept with the Village of Flossmoor, which could save each village almost one million dollars

over the next 30 years.

- Review fees for service from a cost/value and service sustainability perspective. *The Fire Department started an internal review of ambulance transport fees during 2017. Staff met with representatives from Andres Medical Billing who recommended the department consider some changes to the current fee schedule. The Fire Department will continue to monitor fee schedules in relation to response costs and the fee schedules of surrounding communities. The goal is to recover whatever costs possible without overburdening the individual citizen.*
- Identify core vs. non-core services within the Fire Department. *The Fire Department continues to explore core versus non-core services; trying to strike a balance between the public's expectation of services and services as provided by the department. The department has expanded the hire-back position in an attempt to meet non-emergency services that are provided.*
- Evaluate non-emergency services and activities on a cost value basis. *While many non-emergency services are not cost neutral, their perceived value to the community is difficult to quantify. The Fire Department has begun to research potential changes to the POC division to ensure resources are being used to their best and fullest capabilities.*

6. Sustain the Village's role as a catalyst for innovative change in the region.

- Research the potential for changing the basic delivery structure for fire and EMS services on a local and regional basis. *Research continues to indicate there are a number of roadblocks to changing the delivery model for fire and EMS services. Fire Department staff continues to closely monitor the situation in DuPage County where legislation was enacted to facilitate consolidation in a more timely fashion and around some of these existing roadblocks. Unfortunately, despite the favorable legislation, little movement in this area has been seen in DuPage County to date. The most successful consolidation legislation to date in the State of Illinois is the 9-1-1 dispatch consolidation process. While movement in this area has been significant, resultant improvements or savings have yet to be seen and may never be realized. The department will continue to monitor the state of affairs on a regional and statewide basis, as well as continue research on the subject at hand.*
- Continue participation in regional, state and national organizations acting as a catalyst for change in the fire and EMS community. (MABAS, CART, IFCA, IAFC, Will County Fire Chiefs, Cook County Fire Chiefs). Maintain this presence and continue input at the local, regional, state and national level. *The Fire Department continues activity with local/State/Federal organizations in an effort to network and monitor issues as they relate to the fire service. Additionally, the Department works to inspire change on behalf of the Village, local fire departments, and the average citizen.*
- Investigate the concept of community paramedicine and its potential impact on department and community. *The Fire Department continues to investigate the concept of community paramedicine and sees the potential for positive components as a result of this concept. Unfortunately, the State of Illinois has not yet issued firm rules or guidelines in this area which could facilitate movement within the concepts of*

Mobile Integrated Healthcare/Community Paramedicine. Without some concrete information in this area staff will continue to monitor the issue.

- Continue to improve the department's green initiatives, i.e. paperless activities, energy conservation aspects and carbon footprint reduction.

The Fire Department continues to move forward with its sustainability efforts.

Staff has already converted the pre-planning process to a paperless activity and went to an electronic patient care report. The Village's new information and financial management system will add another layer of progress. The Fire Department has implemented an anti-idling policy and has added solar panels to two significant vehicle purchases to reduce the carbon footprint. In 2017, the inspection division began using iPads to complete inspections and save information to the department's web based records management system. Also in 2017, members participated in a solar panel training program on plan review for installations and safety education. In 2018 the fire department received grant funds to purchase a gear extractor and dryer. This equipment is more energy efficient and uses less water. The extractor also uses a detergent dispenser which helps cleaning and minimizing the amount of wastewater.

2018/2019 THROUGH 2019/2020 FIRE DEPARTMENT SHORT AND LONG RANGE OBJECTIVES:

1. Generate Economic and Business sustainability for the Village.

SHORT TERM IMPLEMENTATION STRATEGIES – (within next 12 months)

- Continue to support Community Development with timely technical support and plan reviews for prospective businesses and development.
- Continue to develop preliminary plans for expanded response requirements at Hidden Meadows and South Western Avenue annexation areas.
- Research advances in construction materials and techniques related to home and business construction and their potential impact on fire safety and building codes.

LONG TERM IMPLEMENTATION STRATEGIES – (13 – 60 months)

- Work with Economic Development and the Building Department on strategies to assist development/redevelopment from a fire and life safety perspective.
- Continue development of long range plans for expanded response area requirements at Hidden Meadows and South Western Avenue annexation.
- Research creative ways to adapt to new business proposals while maintaining a focus on positive public safety (new techniques, materials, processes, etc.).

2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.

SHORT TERM IMPLEMENTATION STRATEGIES – (within next 12 months)

- Work with the Department of Public Works and Water on their development of

- infrastructure improvement plans from the perspective of public and life safety.
- Coordinate efforts with the Department of Public Works for roadway improvement projects to enhance or maintain emergency accessibility.
- Consult with Recreation and Parks as they work through plans for parks and open spaces insuring accessibility and appropriate urban/wildland interfacing.

LONG TERM IMPLEMENTATION STRATEGIES – (13 – 60 months)

- Provide the Department of Public Works and Water the necessary support in the development and implementation of infrastructure improvement plans as it pertains to fire flow and life safety requirements.
- Research new methodologies and products that might assist in providing necessary infrastructure improvements at reduced cost, while maintaining or improving fire flow and other life safety requirements.
- Monitor the redevelopment of parks related to urban/wildland interface and accessibility in emergencies.

3. **Develop a renewed, contemporary youth program.**

SHORT TERM IMPLEMENTATION STRATEGIES – (within next 12 months)

- Further explore the development of a youth based firefighting related program as community outreach and potential future member development.
- Review school public education and babysitter/latchkey programs for their suitability and content related to changing youth interests and focus.
- Participate, wherever practical, in support of youth related activities across the Village spectrum.
- Continue support of current youth outreach programs such as the Prairie State high school firefighting day, youth day and career day.
- Work with the local high school as they transition to a technical base on the potential development of a high school based career development program in fire/EMS.

LONG TERM IMPLEMENTATION STRATEGIES – (13 – 60 months)

- Consult with Recreation and Parks on fire and life safety requirements for proposed new or retasked facilities for use as a community center.
- Foster ongoing relationships with educational institutions to support firefighter and EMS based preparation programs and curriculum.
- Research the possibility and ramifications of explorer or intern type youth/young adult programs for fire and EMS.
- Look at developing short and long duration adolescent/teenager programs such as Operation Prom Night, Career Camps, etc.

4. **Improved Code Compliance based on existing studies and innovative solutions.**

SHORT TERM IMPLEMENTATION STRATEGIES – (within next 12 months)

- Continue to work with the local school districts in facilitating their state required inspections and in support of life safety initiatives.
- Engage new and continuing businesses providing them with an understanding of code concerns and issues as they apply to their respective business.
- Continue to work towards a 75% compliance on all fire code violations including annually conducting one inspection on all occupancies and a second inspection on high hazard occupancies.
- Work with the Building Department and Economic Development to overcome home based sprinkler bias and issues.

LONG TERM IMPLEMENTATION STRATEGIES – (13 – 60 months)

- Develop a long term strategy for the effective and efficient adoption of changes and updates to the Village's building and fire prevention codes.
- Work in conjunction with Economic Development and the Building Department on planning and development issues to maximize fire protection planning and implementation in developments of all sizes.
- Work with the varying Village departments on residential rehab programs to facilitate fire safe code compliant occupancies.

5. **Fiscal and Service sustainability based on the triple bottom line concept.**

SHORT TERM IMPLEMENTATION STRATEGIES – (within next 12 months)

- Research the possibility of shared services and activities with other local fire departments to reduce duplication of services.
- Review fees for service from a cost/value and service sustainability perspective.
- Identify core vs. non-core services within the Fire Department.
- Evaluate non-emergency services and activities on a cost value basis.

LONG TERM IMPLEMENTATION STRATEGIES – (13 – 60 months)

- Continue cooperative programs with surrounding fire departments to limit duplication of services and capabilities (shared ambulance; special response teams; reserve capacities).
- Research the possibilities and implications of combining/providing services with/for neighboring communities and fire districts.
- Seek out ways to assist in funding both core and non-core fire department services for the continuing benefit of the community and its citizens.
- Continue to examine current trends in service delivery and compensation as it relates to fire, EMS, fire prevention, public education and other non-core services.
- Explore new potential revenue paths such as HazMat transportation fees, spiller pays fees and out of district response income.

6. Sustain the Village's role as a catalyst for innovative change in the region.

SHORT TERM IMPLEMENTATION STRATEGIES – (within next 12 months)

- Research the potential for changing the basic delivery structure for fire and EMS services on a local and regional basis.
- Continue participation in regional, state and national organizations acting as a catalyst for change in the fire and EMS community (MABAS, CART, IFCA, IAFC, Will County Fire Chiefs). Maintain this presence and continue input at the local, regional, state and national level.
- Investigate the concept of community paramedicine and its potential impact on the department and community.
- Continue to improve the Department's green initiatives, i.e. paperless activities, energy conservation aspects, and carbon footprint reduction.

LONG TERM IMPLEMENTATION STRATEGIES – (13 – 60 months)

- Seek out agencies and potential partners presenting innovative solutions to local fire, EMS and code problems.
- Create flexibility within CBA, policies, procedures and Village ordinances to maximize the ability to act in an innovative manner and as a catalyst for change.
- Continue to lobby on a local, state and national basis to allow the flexibility to implement change in a positive manner.
- Research technology to maintain, expand and improve the service abilities of the department.

PERFORMANCE MEASURES:

Benchmarks are used to measure performance using a specific indicator (per unit, productivity or cycle time per unit of measure) resulting in a metric of performance that is then compared to others. The Fire Department's performance measures, or benchmarks, are generally derived from nationally recognized statistics, standards in the industry or in comparison to documented past performance.

Turnout Time: Turnout times as they are related to EMS responses still have not reached our established compliance percentage. The main reason for this appears to be the number of multiple responses received and the personnel jumping from the engine to the ambulance or the engine responding to the third ambulance call in multiple call situations. The department had 1154 concurrent calls in 2018 (one or more call occurring at one time). Also, 2018 was the busiest year to date for EMS responses, this has an impact on our ability to meet this benchmark.

Turnout times for fire calls met our goal. The goal is to meet the standard of 80-seconds, 95% of the time. This compliance benchmark is set by the NFPA in their recommended standard #1710 (see additional information under staffing).

Emergency Medical Service: The benchmarks for Basic Life Support and Advanced Life Support response times (time from notification to arrival on scene) are 4-minutes and 8-minutes respectively for 90% of the actual responses. In 2018, ALS responses once again exceeded this benchmark (98%), while BLS responses missed the benchmark at 50% compliance. Overall, the average response time for an ambulance call is 00:04:45. A portion of this issue is the presence of multiple/concurrent responses and the need for personnel to shift apparatus to accommodate the necessary response; this added time creates difficulty in meeting the very tight BLS 4-minute time frame.

Fire Prevention: Fire prevention continues to reach the benchmarks established within their program areas. Inspectors met the basic requirement of at least one inspection per occupancy per year and two inspections for target hazard or high hazard occupancies (some of these numbers span more than one calendar year). Internal plan reviews (those not requiring special evaluation) are being completed in under 10-working days on a consistent basis within the Fire Prevention Bureau. The Department continues to train additional inspection personnel on the process of plan reviews to help speed this task along and as part of the succession plan for the Fire Prevention Bureau.

Public Education: Public education is continuing to meet their benchmarks; at least those within the control of the Department and programs. The Fire Department presented educational programs to kindergarten through third grade at Blackhawk, Mohawk, Talala, 21st Century and Illinois Schools. At Indiana School, the fire department conducted a structured 6 week program on fire safety to 4th grade classes.

Fire Suppression: The Department tracks benchmarks that uses a comparison of the ability of the Fire Department to reduce property loss through both fire prevention and fire suppression skills. For comparison, data from the United States Fire Administration supplied by the National Fire Incident Reporting System is used for the most current year available (Midwest averages where available, most current otherwise). Progress within this area is measured in the amount of property loss recorded in all fire incidents within a calendar year and then against national averages for structure fires only. As can be seen in the chart below, the Fire Department was over in three of the benchmarked categories. This is somewhat of an anomaly due to one large valued property. While this is not an exact science, every effort is made to provide the most accurate estimate of damage possible for each and every fire incident.

NFPA 1710: The National Fire Protection Association (NFPA) Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Departments (specifically NFPA 1710), defines an acceptable benchmark for staffing scenarios within a specific set of time limits for predominantly career fire departments. These include turnout time, initial company response time, and minimum staffing complement assembly time. These numbers, as presented, represent actual structure fire incidents and do not include incidents dispatched as structure fires where a full group of responders was not assembled due to the scope of the incident. In each of these incidents in 2018, the Fire Department met the standard of a 60-second turnout or less 71% of the time. In 12 of 17 incidents, the Fire Department met the initial company response standard of 240-seconds or less and in 7 of 17 occasions all companies met the minimum full staffing requirement

in 480-seconds or less. A variety of factors impacted these final two statistics, including, but not limited to, weather, time of day, concurrent responses, availability of automatic aid companies, timeliness of the auto aid response and number of personnel responding on specific apparatus.

Survey Responses: The Fire Department sends out customer satisfaction surveys to randomly selected recipients of services to determine their overall satisfaction (these are computer generated random numbers correlated to call numbers). While only a limited number of these voluntary surveys are returned (17.6% in 2018, down from 19.5% returned in 2017, and 23% returned in 2016), those returned indicate 80% of the citizens rated services as “exceeding expectations”, while 100% of the responses rated the services as having met or exceeded their expectations overall (all 40 returned).

Collection: The Village uses Andres Medical Billing to administer the invoicing and collection of all response related fees for service. The Department works to meet or exceed the generally accepted industry benchmark of collecting 65% or more of the service fees invoiced. One obstruction to this goal is the number of fees written down or written off due to Medicaid or Medicare programs and less so due to the patient’s inability to pay. This figure is part of the overall unrefined data and is not removed from the final calculation. The percentage of service fees collected for 2018 was 64.3% down slightly from 69% in 2017.

Performance Measure	Benchmark	16/17	17/18	18/19
<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	79%	69%	74%
<u>Turnout time:</u> Personnel once dispatched to a fire call will be on-board the response vehicle and place the vehicle en-route within 80 seconds 95% of the time.	80 Seconds	✓	✓	✓
<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	59%	50%	50%
<u>Fire Prevention:</u> Maintain fire prevention inspectional activities to include minimally one original inspection for all businesses each year, with high hazard & assembly properties inspected a minimum of twice each year, to safeguard current businesses from the threat of fire.	Conduct 258 Original Inspections.	243	✓	✓
<u>Fire Prevention:</u> Assist Community	Internal Plan	✓	✓	✓

Development activities by providing timely technical support and plan review of prospective businesses.	Reviews completed within 10 working days.			
<u>Public Education</u> : Maintain the school educational programs reinstituted last year.	Conduct all-risk program for 4th 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 $\geq$ 3,000 contacts a year.	✓	✓	✓
<u>Fire Suppression</u> : Keep the number of fires at or below the average for communities between 10,000 and 24,999 in the Midwest Region.	85 fires or 3.3 fires per 1,000 population	✓	✓	✓
<u>Fire Suppression</u> : Keep civilian fire injuries at or below the average for communities between 10,000 and 24,999 in the Midwest Region.	.61 civilian fire injuries per 1,000 population	✓	✓	✓
<u>Fire Suppression</u> : Have no civilian or firefighter fire fatalities.	0 fire fatalities.	✓	1	✓
<u>Fire Suppression</u> : Property loss per capita lower than average	\$46.40 per capita	✓	\$69.74	✓
<u>Fire Suppression</u> : Property loss per 1000 population served below Midwest average	\$19,633 per 1000 population	✓	\$34,759	✓
<u>Fire Suppression</u> : Average property loss per incident over all types of fires compared nationally	\$21,414 for 2015	✓	\$37,266	✓
<u>NFPA 1710</u> : Met standard for turnout time on all actual structure fires.	60-seconds	✓	✓	12/17
<u>NFPA 1710</u> : Met standard for initial company response time on all actual structure fires.	240-seconds	6/15	4/19	12/17
<u>NFPA 1710</u> : Met standard for total minimum staffing on all actual structure fires.	480-seconds	3/15	8/19	7/17
<u>Survey Responses</u> : Respondents to the survey rate the services above average.	90% of respondents.	77%	79%	80%
<u>Collection</u> : Exceed the industry average for ambulance billing collection.	> 65% collection	✓	✓	56.7%

*Met standard within control of department.

¹Data not available from the Computer Aided Dispatch system

STAFFING:

The issue of adequate staffing is very challenging one; balancing the need for staffing against tough economic realities in today's society. There is no definitive requirement on appropriate staffing levels with the notable exception of the federally imposed 2-in 2-out mandate. The national consensus standard is the National Fire Protection Association (NFPA) Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Department (specifically NFPA 1710 in our case). Many departments now use this standard as an acceptable benchmark for staffing scenarios in today's modern fire service.

We have used this standard as a guideline in the development and deployment of our Auto-Aid Agreements and response guidelines. It's important to fully appreciate the Department's internal capacity to immediately intervene in emergency situations, as it plays the largest factor in the determination of the outcome and the safety of firefighters. Ultimately, the determination of "appropriate" staffing is based upon defining what the on-duty members are expected to place in operation and what critical tasks they are expected to perform when they arrive at the scene.

The current minimum staffing level is five Firefighter/Paramedics on-duty each day. Five-person staffing occurs the majority of the time and, given the nature of the community's risk, frequency of multiple requests for assistance, and the size and complexity of our mid-rise residential properties, certainly places limitations on our operational capabilities.

The Village has and continues to be supportive of the Department's needs and appreciates the need to move forward with more optimal staffing on first responding units as funding becomes available.

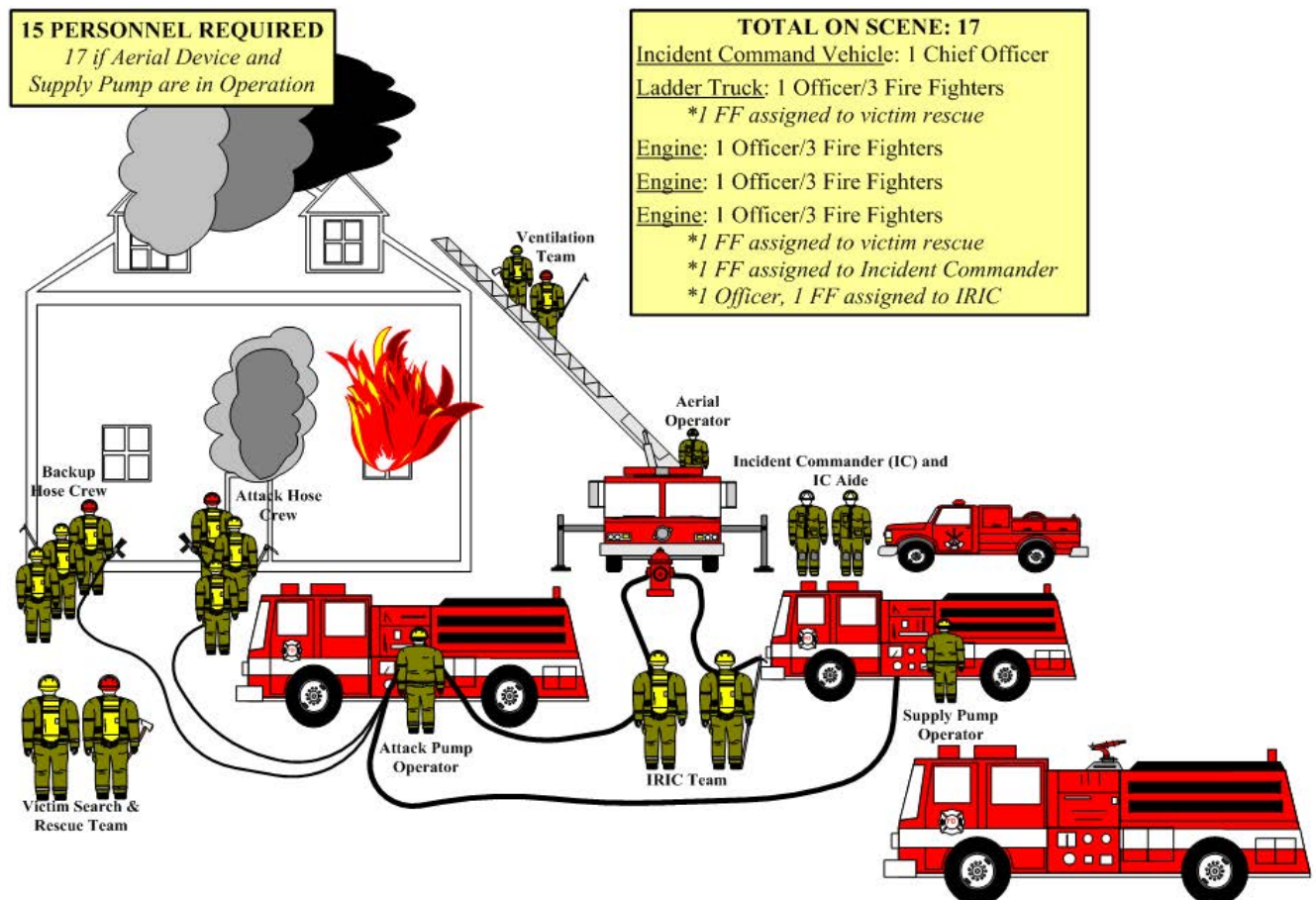
The current staffing complement is depicted below:

<u>Position</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Fire 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	4	4
Firefighter/Paramedic	19	19	19	18	18
Administrative Assistant II	1	1	1	1	1
Office Technician-Part Time	<u>.4</u>	<u>.4</u>	<u>.4</u>	<u>.4</u>	<u>.4</u>
Total	26.4	26.4	26.4	26.4	26.4

Initial Full-Alarm assignment capability deployed within 8 minutes (NFPA 1710):

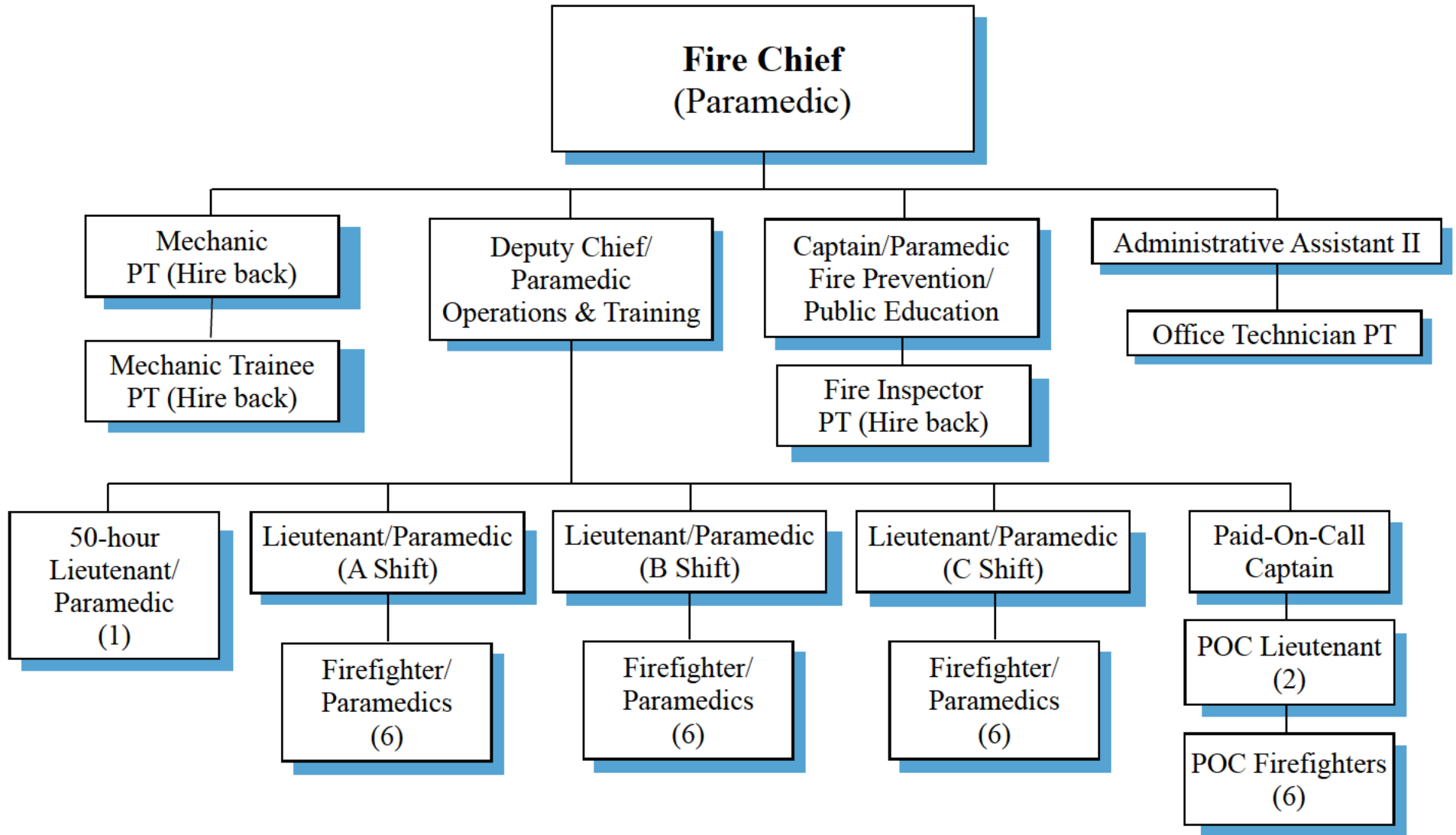
Initial Full-Alarm Assignment		
<i>Recommended</i>		<i>Current Allocation On-Duty</i>
1	incident commander	1 incident commander (IC)*
4	firefighters for fire attack lines	2
2	firefighters for back-up of the fire attack lines	
1	pump operator	1
2	firefighters for search and rescue	
2	firefighters for ventilation	
2	firefighters for the rapid intervention team	1- firefighter + (IC)*
14	Total	5

* = Single member filling multiple roles during minimum staffing situations.



Village of Park Forest Fire Department

Organizational Chart



**Village of Park Forest
2019/2020 Budget**

**FIRE DEPARTMENT
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	2,298,624	2,346,616	2,311,361	2,457,722	5%
Overtime Salaries	208,681	248,415	208,000	253,383	2%
Temporary/Part time Salaries	48,378	100,776	45,000	102,791	2%
IRMA Workers Comp Reimb.	<u>(63,494)</u>	<u>0</u>	<u>(3,839)</u>	<u>0</u>	0%
Total Personnel Services	2,492,189	2,695,807	2,560,522	2,813,896	4%
<u>Insurance</u>	358,807	385,427	380,157	413,829	7%
<u>Employee Support</u>	1,235,462	1,457,267	1,453,267	1,463,858	0%
<u>Professional Services</u>	101,872	105,135	105,135	83,748	-20%
<u>Operating Supplies</u>	51,206	58,600	58,600	62,157	6%
<u>Maintenance</u>	23,076	24,346	24,346	24,400	0%
<u>Capital Outlays</u>	115,003	102,000	102,000	77,600	-24%
<u>Miscellaneous</u>	222	2,000	2,000	2,000	0%
<u>Leases and Rentals</u>	273,579	287,258	287,258	344,709	20%
<u>Utilities</u>	<u>4,511</u>	<u>5,000</u>	<u>5,000</u>	<u>8,760</u>	75%
TOTAL	<u>4,655,927</u>	<u>5,122,840</u>	<u>4,978,285</u>	<u>5,294,957</u>	3%

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED
<u>Foreign Fire Insurance Fund</u>				
Revenue	17,318	16,000	16,000	16,000
Expenditures	<u>18,393</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
Change in Fund Balance	(1,075)	0	0	0
Ending Fund Balance	<u>10,324</u>	<u>10,324</u>	<u>10,324</u>	<u>10,324</u>

**Village of Park Forest
2019/2020
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2019 Base	Increase 2.00%	7/1/2019 Grade & Step	Gross	IMRF 11.50%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days*
<u>NON UNION*</u>										
Tracy Natyshok Fire Chief** ¹	138,951	141,730	25,9	141,730		2,055	0	1,244	126	35
Ryan Roberts (Gross incl \$3,238 paramedic) Deputy Fire Chief** ¹	121,772	124,207	23,8	128,886		1,869	22,926	1,244	126	35
Phillip L Myers (Gross incl \$3,238 paramedic) Fire Captain**	114,880	117,178	21,9	120,416		1,746	13,226	1,244	126	30
Traci Apt Administrative Assistant II	65,869	67,186	9,9	67,186	7,726	5,140	13,783	1,244	126	25
Subtotal Non-Union	441,472	450,301		458,218	7,726	10,810	49,935	4,976	504	
<u>UNION**</u>										
William C. Brei Lieutenant/Paramedic	107,394		039,C			1,588	20,463	1,244	126	15
Mark N Cotrano Lieutenant/Paramedic	107,394		039,C			1,588	0	0	126	10
Patrick Hisel Lieutenant/Paramedic 039,C 10/22/19	103,470		039,B			1,568	22,926	1,244	126	15

¹ Vehicle assigned

See Note on last page of Salary Detail for explanation of ^A, * and **

**Village of Park Forest
2019/2020
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2019	Increase	7/1/2019		IMRF	FICA			Personal
	Base	2.00%	Grade & Step	Gross	11.50%	7.65% ^A	Health	Dental	Days*
Neil Grove (50 hour work week) Lieutenant/Paramedic 039,B 7/29/19	99,687		039,A			1,524	22,926	1,244	21
Edward A Wright Firefighter/Paramedic	90,132		040,F			1,333	6,847	184	11
Carolyn Gray Firefighter/Paramedic	90,132		040,F			1,333	0	1,244	9
Cory Murdoch Firefighter/Paramedic	90,132		040,F			1,333	20,463	491	9
Taylor J Bordewyk Firefighter/Paramedic	90,132		040,F			1,333	22,926	1,244	9
Robert Pillman Firefighter/Paramedic	90,132		040,F			1,333	22,926	1,244	9
Nathan Marconi Firefighter/Paramedic	90,132		040,F			1,333	6,847	399	9
Kevin L Grove Firefighter/Paramedic 040,F 07/05/19	85,995		040,E			1,331	22,926	1,244	8
Tyler J Triemstra Firefighter/Paramedic 040,F 09/06/19	85,995		040,E			1,319	0	0	8

¹ Vehicle assigned

See Note on last page of Salary Detail for explanation of ^A, * and **

**Village of Park Forest
2019/2020
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2019	Increase	7/1/2019		IMRF	FICA				Personal
	Base	2.00%	Grade & Step	Gross	11.50%	7.65% ^A	Health	Dental	Life	Days*
Drew R Sparks Firefighter/Paramedic	85,995		040,E			1,272	13,226	776	126	8
Michelle L Paradise Firefighter/Paramedic	85,995		040,E			1,272	15,441	776	126	8
James R Baum Firefighter/Paramedic	85,995		040,E			1,272	15,441	776	126	8
Kevin Meredith Firefighter/Paramedic	85,995		040,E			1,272	13,226	399	126	8
Thomas W Marconi Firefighter/Paramedic 040,E 08/17/19	80,258		040,D			1,259	6,847	399	126	5
Joseph P Spanier Firefighter/Paramedic 040,E 09/14/19	80,258		040,D			1,252	22,926	1,244	126	5
Michael J Wolski Firefighter/Paramedic 040,D 08/22/19	74,478		040,C			1,171	6,847	399	126	5
Elizabeth k Vlahakis Firefighter/Paramedic 040,D 09/6/19	74,478		040,C			1,167	0	0	126	5
Kyle Zelhart Firefighter/Paramedic 040,C 11/6/19	68,898		040,B			1,070	22,926	0	126	5
Steven Dees Firefighter/Paramedic 040,C 11/6/19	68,898		040,B			1,070	14,818	776	126	5

¹ Vehicle assigned

See Note on last page of Salary Detail for explanation of ^A, * and **

**Village of Park Forest
2019/2020
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2019	Increase	7/1/2019 Grade & Step	Gross	IMRF 11.50%	FICA 7.65% ^A	Health	Dental	Life	Personal Days*
Total Union	1,921,975	1,960,418		1,999,504		28,993	300,948	15,327	2,772	
Total Non-Union and Union	2,363,447	2,410,719		2,457,722	7,726	39,803	350,883	20,303	3,276	
Paid On Call	83,222	84,886		84,886		6,494				
Paid On Call - SAFER Grant (to be determined)				0		0				
Part-time Help	17,554	17,905	2,9	17,905		1,370				
Hire Back Mechanic				14,000		203				
Hire Back Mechanic - Training				6,500		94				
Overtime	248,415	253,383		253,383		3,674				
Disability Pension Health Insurance							17,117			
Retiree Health Insurance Stipend							22,250			
FIRE DEPT. TOTAL	2,712,638	2,766,893		2,834,396	7,726	51,638	390,250	20,303	3,276	
ALLOCATIONS:										
Vehicle Services				-20,500		-297				
FIRE DEPARTMENT TOTAL	2,712,638	2,766,893		2,813,896	7,726	51,341	390,250	20,303	3,276	

NOTE: All career uniform personnel receive an annual \$500 clothing allowance.

Full-time employees who decline health insurance receive one extra day off annually.

^A Fire personnel covered by the Firefighters' Pension Fund do not contribute 6.2% to Social Security, but do contribute 1.45% to Medicare if hired after 1986.

* Non union employees receive 12 sick days and 12 holidays annually. Union Employees receive 144 sick hours and holidays are included in their base.

** The actual Fire Pension employer contribution rate from the 6/30/18 actuarial report is 50.88%.

¹ Vehicle assigned

See Note on last page of Salary Detail for explanation of ^A, * and **

**Village of Park Forest
2019/2020 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	2,457,722
500100	Overtime Salaries	241,383
500170	Overtime Salaries - Prevention	12,000
500200	Temporary/Part-time	<u>102,791</u>

Total Personnel Services	2,813,896

INSURANCE

510100	Health Insurance	350,883
	Dental Insurance	20,303
	Life Insurance	<u>3,276</u>
		374,462

510110	Health Insurance - Disability	17,117

510120	Health Insurance - Stipend	<u>22,250</u>

Total Insurance	413,829

EMPLOYEE SUPPORT

520000	Travel Expenses	
	National Conferences	2,250
	Outside Training Classes	2,500
	State/Local Conferences	<u>2,250</u>
		7,000

520200	Dues/Subscriptions	
	Trade Publications/Newsletters/Bulletins	250
	MABAS Division	3,500
	NFPA National Codes Subscription	1,300
	Combined Area Response Team Dues	900

	IAFC, IFSAP, NFPA, ISFSI, FDSOA, NAFI	900	
	State/Local Associations		
	(IFCA, Metro-Chiefs, IAFF, 4th Dist., 3rd Dist.)	<u>150</u>	7,000
520300	Training		
	National Conferences (IAFC, ISFSI)	5,000	
	State/Local Conferences and Seminars		
	(IFCA, Univ. of Illinois, Metro-Chiefs, IFIA, IFSAP)	3,000	
	College Tuition	1,750	
	Fire Prevention Bureau	2,000	
	Paramedic/EMT/EMS Training	4,850	
	Firefighter II Academy	8,000	
	Outside Training Programs (firefighting related)		
	(FAE, HazMat, Confined Space)	<u>5,000</u>	29,600
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		51,341
520620	IMRF		7,726
520622	Fire Pension Contributions (Levy x 1.03 + \$8,000 PPRT)	<u>1,360,191</u>	
Total Employee Support			1,463,858

PROFESSIONAL SERVICES

535700	SouthCom contribution - Fire share	<u>83,748</u>	
Total Professional Services			83,748

OPERATING SUPPLIES

540000	Other Operating Supplies		
	<u>Administration</u>		
	(Computer Supplies, Legal Ads, Lexipol)	8,957	
	<u>Firefighting</u>		
	(Safety Goggles, adapters, polish,	6,400	
	Confined Space/ Technical Rescue Equipment)	5,000	
	<u>Fire Prevention</u>		
	(Jr. FF Helmets, Halloween Bags,		
	Flags, Twilight Parade, Open House)	3,000	
	<u>EMS</u>		
	Stretcher, miscellaneous medical equipment	<u>3,500</u>	
			26,857
540300	Stationery/Forms		
	<u>Fire Prevention</u>		
	CO Forms, Smoke Detector Forms	<u>250</u>	
			250
540350	Office Equipment/Furnishings		
	Replacement of chairs, file cabinets		1,500
540400	Meeting Expense		
	Wilco Chiefs Association Meetings/Officer Meeting	450	
	Firefighter Training/Safety Stand Down	<u>450</u>	
			900
540800	Cleaning/Disinfecting Supplies		
	<u>Firefighting</u>		
	Detergents, Towels, Cleaners	<u>800</u>	
			800
540900	Uniforms/Protective Clothing		
	<u>Administration</u>		
	Uniform Allowance/Expense	15,000	
	<u>Firefighting/Protective Clothing</u>		
	New Hires/Replacements	<u>4,000</u>	
			19,000

541100	Public Information/Education <u>Fire Prevention</u> Jr. Fire Marshall Hats, Fire Prevention Week, Keep Wreath Red, Baby-sitter Classes		1,750
541400	Paint/Hardware/Small Tools Repair of tools, jacks, etc. Replacement/Upgrade Tools Equipment Related Station Related	500 1,000 900 <u>900</u>	3,300
541900	Audio/Visual Materials Fire Related Public Education/Fire Safety	300 <u>300</u>	600
542400	Medical Supplies <u>EMS</u> Oxygen, Exam Gloves, Trauma Gloves, Batteries, Jump Bags, Chemstrips, B/P Cuffs		<u>7,200</u>
Total Operating Supplies			62,157

MAINTENANCE

550000	Contractual/Equipment Maintenance <u>EMS</u> Defibrillators Miscellaneous Equipment Maintenance	500 <u>1,000</u>	1,500
550200	Equipment Maintenance and Repair Maintenance Contract - Radios/Pagers Maintenance Contract - Weather Sirens Radio Replacement/Reprogramming Extinguisher Recharging Air Quality Testing AED Maintenance Station Equipment Repairs Hydrostatic Testing Cellular Repairs	5,000 2,800 3,200 1,000 2,500 2,000 5,000 590 <u>810</u>	<u>22,900</u>
Total Maintenance			24,400

CAPITAL OUTLAYS

560000	Capital Outlays	
	Protective Clothing	16,800
	Fire Station Maintenance	6,500
	Fire Station Furnishings	6,000
	Firefighting Equipment	8,000
	Special Teams Equipment	6,000
	EMS Equipment	5,000
	Computer System Upgrades	<u>29,300</u>
Total Capital Outlays		77,600

MISCELLANEOUS EXPENDITURES

590200	Radio/Communications	
	Radio Batteries	500
	Knox Box Program	1,000
	Opticom/Repairs	<u>500</u>
Total Miscellaneous Expenditures		2,000

LEASES AND RENTALS

600400	Vehicle Interfund Rentals	<u>344,709</u>
Total Leases and Rentals		344,709

UTILITIES

610000	Telephone	
	<u>Administration/EMS</u>	
	MetTel	3,060
	Verizon Cellular	4,500
	Wireless Internet Connection Charges	<u>1,200</u>
Total Utilities		<u>8,760</u>
TOTAL FIRE DEPARTMENT		5,294,957

Village of Park Forest 2019/2020 Budget

RECREATION and PARKS

DEPARTMENT FUNCTION:

The Recreation & Parks Department operates under a comprehensive Recreation & Parks Plan reviewed annually by the Recreation & Parks Advisory Board and Village staff. Each season, in fulfillment of this plan, over 120 recreational activities and instructional programs are offered under the sponsorship and supervision of the Recreation & Parks Department. In accord with the Board's goal of sustaining the Village's role as a catalyst for change, staff continues to plan and advertise programs cooperatively with the neighboring communities and park districts of Olympia Fields, Richton Park, Matteson and University Park. Additionally, Recreation & Parks continues to partner with area faith based communities to provide hot meals for Teen Zone and the summer camp program.

Staff has made it a priority to concentrate its programing efforts on the *Three Pillars* of the National Recreation and Parks Agency (NRPA), which work in concert with the Boards Five Year Goals. The NRPA pillars of service are Health & Wellness, Conservation and Social Equity. In 2018 Recreation & Parks expanded its role into community health, taking on some of the services and programs once provided by the Health Department. The Community Health Coordinator continues weekly visits to the five senior housing centers in the area, conferring with residents on their health concerns, monitoring ongoing health needs and referring residents to the proper health care professionals when necessary. In 2019, more of the responsibilities for the Park Forest Farmers Market will fall to Recreation & Parks as support monies previously allocated in various budget accounts have been consolidated into the Recreation & Parks, Community Health budget account. Other responsibilities of the community Health Coordinator include sanitation inspection of restaurants and food vendors. Program additions in 2018 under Community Health include a workshop entitled *Take Charge of Your Health* and topics such as alcohol awareness and health aging. Additionally, flu shots were given in September and October.

Park Forest Summer Camps have been operating for over two decades in various formats within the village. Over the past seven years, attendance has increased annually, from the low 100's to a mean average of 177 participants each year. Campers, ages 5 – 14, learn valuable life skills such as teambuilding, socialization and conflict resolution. Personal growth skills include swimming and exploring their creativity through art classes; discovering abilities and traits they may never have known they possessed and exploring who they are as individuals. The counselors are integral to this program, serving as role models and mentors, providing reinforcement of positive behaviors while redirecting them from negative ones. The Park Forest Summer camps are a long running fixture in the community with a significant percentage of returning campers each year. The ultimate fruit of the summer camp program are the many campers who return as staff counselors, demonstrating the many ways the camps positively impact the lives of our youth.

Teen Zone meets Tuesday – Thursday afterschool to 6:30pm and Friday’s to 9pm. Average attendance is 100 per night. Program highlights include Teen Job Connection, Graphic Design training, job readiness, a Basketball Tournament and the Spring College Tour. The Recreation Supervisor also continues to strengthen the relationship with Rich East High School in her role as Vice President of Activities for the Rich East Booster Club. This appointment allows for more access to Rich East as well as affording more opportunities to build relationships with teens and parents outside of Teen Zone.

Community Trips offered by Recreation & Parks, continues to broaden its reach throughout the community and South Suburban region. New partnerships have been created with new transportation services to decrease the amount of cancelled trips due to low enrollment. Revenue from trips continues to offset costs for community programming.

Youth sports continues to be one of the Departments’ flagship programs, with Basketball and Soccer being the most popular. Outside of Youth Sports, the Department continues to partner with small business owners in offering programs to the community. Highlights of these programs include: Ballet, Hip Hop Dance, Taekwondo, Harmonica and Line Dancing. Staff is also working with new partners to offer cooperative programs for fitness, gymnastics and preschool programming for 2018.

While the Village has not had a stand-alone “recreation center”, it does have four separate recreation facilities to meet the recreation and program needs of the residents of Park Forest. First, is the Park Forest Aqua Center, an award winning four-pool outdoor aquatics complex which serves the residents of Park Forest. The Aqua Center is operated out of a separate fund (Aqua Center Fund). Since its acquisition from the previous non-profit owner in 1983, the facility has had two major renovations. The first in 1990, when two new pools with both grass and wood decked sunbathing areas and a waterslide were added. The second in 2010, when a major renovation of the bathhouse building was completed. This renovation incorporated numerous “green initiatives” such as solar water heating, skylights, a rain garden, and water saving plumbing fixtures. This renovation also included a new environmental classroom named the “Wetland Discovery Center” which supports environmental education activities and classes at nearby Central Park Wetlands serving as many as 2,500 children annually.

Second, the Park Forest Tennis and Health Club, a six-court, indoor tennis facility with exercise equipment and full range of instructional programs. This facility was acquired in 1984 from a private operator. In addition to indoor tennis and newly added pickle ball, an extensive outdoor tennis instructional program is operated under the auspices of the Club during the summer months. This facility also operates out of a separate fund (Tennis & Health Club Fund).

Third, the Recreation & Parks Department operates Freedom Hall, a cultural arts facility with a 280-seat theater and community meeting rooms. Built in 1976, Freedom Hall has the distinction of being 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 resulting in increasing competition

to rent these rooms, the theater and ticket sales. Grants and sponsorships provide key financial support for the adult, matinee and children's series offered at Freedom Hall. In the last few years several major improvements have been completed through the Capital Improvement Plan. These include lobby renovations, energy efficient lighting throughout, ADA emergency exit ramp from the theater, accessible washrooms on the main level, replacement of the stage floor and curtains and replacement of the 34-year-old theater seats.

Lastly, the department operates two general purpose recreation areas at the Recreation Center and in the lower level of Village Hall. The "Rec Center", adjacent *Michelle Obama School of Technology and the Arts* is owned by the Village and had been operated through a cooperative arrangement with School District #163 since 1958. With the completion of the major addition to the school, District #163 administration informed the Village that it no longer has a need for the Rec Center facilities and the Village and School District #163 are currently negotiating an agreement in which the Village assumes full responsibility of the Rec Center. This change allows Recreation & Parks full and complete access to the Rec Center and freedom to program the facility anytime of the day or night. It also requires consideration regarding accessibility to the facility and interior changes to completely separate the Rec Center from the school facility and yet allows for compliance with building and ADA codes. Program options include special interest and exercise classes as well as increased support of Teen Services. Changes envisioned for the lower level include class and special event space, areas for teens, a "computer lab" and a space to teach and practice "life skills" such as cooking and light home repairs. Recreation & Parks programs hosted at the Rec Center include Teen Zone, basketball instruction and games, adult basketball and summer camp programs. Staff has begun to view the space for its long-term potential and has implemented plans to keep up with the increased maintenance. Capital Plans include a new ADA entrance on the Northeast side of the building, as well as a heating system overhaul and security camera system. The Rec Center as well as the two rooms in the lower level of Village Hall can also be rented for private parties and events.

Park Forest owns or manages 1,688 acres of parks, woods and open land, affording an impressive 76.5 acres per 1,000 residents; more acres of parks and open space per capita than most communities of its size in Illinois. The Recreation & Parks Department is responsible for more than 380 acres of park and open lands with 17 dedicated parks, 7 active tennis courts, 10 ball fields, 12 playgrounds, four major picnic pavilions, two skate parks, a Rail Fan Park, a dog park and more.

With retirements and promotions, there have been four new individuals added to the parks maintenance and building maintenance crews in the past 18 months. Through all of these staffing changes, they have maintained the Village's parks, facilities and buildings with a high degree of professionalism and skill. Staff continues to train and maintain various certifications as Certified HVAC Technician, electrician, Journeyman Carpenter and Roofer, Playground Safety Inspector and Technician, Mechanic, Master Gardener, welder, urban forestry and landscape management.

Maintenance of the parks and facilities is accomplished through the budget process and replacements and upgrades to equipment are scheduled through the Five-Year Capital Improvements Plan. The population and recreational needs in Park Forest, and nationally,

change from year to year and some facilities installed in the 1960's and 70's are now under-utilized. The Village has responded to these needs with the addition of Skate Parks, Basketball Courts, In-line Skating facilities, trails and some unique environmental education opportunities. At the same time hard decisions have been made regarding certain neighborhood playgrounds, baseball fields, tennis courts and other facilities. Sustainable funding for upkeep of the Village's recreational infrastructure is reflected by both facility improvements and some facility removals from the system. It is most important though, that residents recognize that the land set aside by the Board and the original developers of the Village is the most important resource and will always be there for future users. The mature urban forest in parks and parkways is one of the Village's most valued assets. Benefit calculators from the NRPA can be used to assess the specific value of the Village's urban forest to its residents. A conservative value for air pollution offsets is more than \$36,000 and for water quality and reduced storm water treatment are just over \$54,000 annually. For over 20 years the Village has made a concerted effort to proactively manage this valuable resource.

Significant progress continues to be made in implementing the urban forestry goal of improving the quality of the urban forest, thanks to the Board's commitment to the capital planning process. Tangible results of these efforts include recognition as a "Tree City USA", storm damage to street trees has been minimal for the last several years and the backlog of potentially hazardous trees has been reduced. In 2009 the Village began battling the Emerald Ash Borer (EAB) infestation. Fortunately, the EAB crisis has passed through Park Forest. Thoughtful planning from the Board allowed staff to stay ahead of the problem and distribute the costs of removal over several years. Staff has now returned to routine maintenance and pruning which had been delayed while dealing with EAB. Staff has been replanting trees lost to EAB with assistance from grants received from The Morton Arboretum; 2018 marks the third cycle of grants received for this project for a total of almost \$24,000.

SEVEN YEAR URBAN FORESTRY SUMMARY

Year	2012	2013	2014	2015	2016	2017	2018
Trees Pruned	15	10	20	729	932	715	85
Ash Treated	134	28	11	11	0	0	0
Ash Removed	210	262	269	0	1	4	0
Storm or Vehicle Accident Damaged	N/A	N/A	20	0	0	0	2
Storm Damaged - Pruned*	N/A	N/A	20	0	0	0	0
Trees Removed*	N/A	N/A	56	63	38	61	233
Trees Planted*	10	11	14	20	61	27	70
Memorial	N/A	N/A	N/A	N/A	N/A	N/A	3
Grant Funded	N/A	N/A	N/A	N/A	N/A	N/A	21
Cost Share	N/A	N/A	N/A	N/A	N/A	N/A	1
For DPW	N/A	N/A	N/A	N/A	N/A	N/A	4

Year	2012	2013	2014	2015	2016	2017	2018
Park Projects	N/A	N/A	N/A	N/A	N/A	N/A	39
Due to vehicle accident	N/A	N/A	N/A	N/A	N/A	N/A	2
Resident Contacts	N/A	N/A	30	25	52	84	54

* Includes new data tracked for 2018

Unique to the Village's Department of Recreation & Parks is the responsibility for maintenance and upkeep of all municipal buildings and facilities. These include Village Hall, the Municipal Garage facility at 75 Park Street, Freedom Hall, Park Forest Tennis & Health Club, Park Forest Aqua Center, Public Safety Building, Park Forest Library, Fire Station and the Fire Training site. Responsibilities include grounds and landscaping maintenance, as well as interior building maintenance of structures and mechanical systems. Parks staff includes individuals licensed in several building trades as well as technical certifications. These skilled individuals 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 routine service to maintain 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 has resulted in significant progress towards keeping and maintaining its strategic goal of a flexible capital plan and its goal of fiscal and service sustainability throughout the Village's facilities.

Additionally, the Recreation & Parks Department provides information and consultation services in the areas of landscaping, horticulture, urban forestry and tree care. Staff members also 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 2018/2019 Recreation & Parks OBJECTIVES:

To address the Boards strategic vision Recreation & Parks adopted the following goals and objectives for the 2018/2019 fiscal year.

1. Continue with Lifecycle Plan projects, coordinating with the Recreation & Parks Advisory Board.

Staff continues to review Lifecycle Plan projects and implement them as funding allows. Detailed design plans are being developed for Somonauk Park.

2. Continue to expand Teen Services and youth programming.

Program highlights for the year include, Teen Job Connection, Job Readiness Workshops and a basketball tournament with the Park Forest Police Department.

The Recreation Supervisor continues the relationship with Rich East High School in her role as Vice President of Activities for the Rich East Booster Club.

3. Expand on the initiatives begun at the Park Forest Youth Providers Summit.

Connections made with area providers have strengthened the meals program for Teen Zone and increased awareness of the program in the community. Cooperation with PFPD continues and new programs included a basketball tournament with Teen zone.

4. Expand Community Health Programming and Initiatives.

The Community Health Coordinator makes weekly visits to each of the senior living facilities in the Village. Programs and workshops included “Take Charge of Your Health” and topics such as alcohol awareness and health aging. Additionally, flu shots were given in September and October. The Community Health Coordinator also managed the “Double Bucks” coupon program for the Farmers Market.

5. Continue pricing plan for programs and services

Pricing templates developed over the past several years are used to evaluate program pricing. Program pricing is under constant review to balance affordability to residents and yet minimize impact to the general fund.

6. Maintain a flexible infrastructure plan for long-term upkeep of municipal buildings and facilities.

Buildings and facilities are routinely inspected and repairs and upgrades are managed through the Capital Plan. Major projects in FY 18/19 include installation of energy efficient windows in Village Hall as well as completion of Phase II renovations in the lobby. Staff maintains its certifications and trade licenses to assure they are up to date with maintenance and repair standards.

2019/2020 Recreation & Parks OBJECTIVES:

To address the Boards strategic vision Recreation & Parks is adopting the following goals and objectives for the 2018/2019 fiscal year.

1. Continue with Lifecycle Plan projects, coordinating with the Recreation & Parks Advisory Board.
2. Continue to expand Teen Services and youth programming.
3. Expand Community Health Programming and Initiatives.

4. Continue to expand participation in the Farmers Market of both vendors and shoppers.
5. Continue pricing plan for programs and services.
6. Maintain a flexible infrastructure plan for long-term upkeep of municipal buildings and facilities.

PERFORMANCE MEASURES:

The Recreation & 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 Recreation & Parks Department programs. Note that there are new measures included for which there is little historical data. These will be tracked going forward.

PROGRAM ENROLLMENTS BY CALANDER YEAR

Activity/ Category	2012	2013	2014	2015	2016	2017	2018
Youth Basketball	245	272	215	254	369	299	213
Soccer	44	36	63	102	116	71	56
Volleyball	N/A	N/A	N/A	N/A	83	19	0
Cheer Camp	62	30	25	25	33	11	9
Summer Camps	170	174	180	237	182	182	185
Dance/Performing Arts	N/A	N/A	283	185	460	246	189
Mind & Body (Fitness)	N/A	N/A	123	95	135	36	112
Special Interests	N/A	N/A	107	96	146	128	83
First Aid/Safety/CPR/ Babysitter by Fire Dept.	N/A	N/A	N/A	N/A	N/A	N/A	39
Men's Softball (Teams)	N/A	N/A	N/A	N/A	16	16	15
Individual Sports	N/A	N/A	463	528	76	42	56
Teen Zone Weekly Average	N/A	N/A	280	250	360	400	400
Pavilion Rentals/ Equipment	173	163	159	172	186	192	129
Pool Rentals (Day/Private Party)	N/A	N/A	23/5	2/1	17/1	26/3	
Swim Lessons	N/A	358	335	381	335	N/A	N/A
Lifeguard Saves	N/A	N/A	N/A	121	105	N/A	N/A
Youth Tennis Lessons	N/A	N/A	40	24	33	25	30
Private Tennis Lessons	N/A	N/A	N/A	N/A	N/A	N/A	20hrs./wk
Trip Participants /# of Trips	N/A	500/N/A	877/22	255/13	356/14	699/37	327/25
Wetlands & Discovery Center Activities	2,874	2,505	642	807	465	225	150
Total Participants*	N/A	N/A	3,259	3,239	3,090	2,089	1,803

* Does not include Teen Zone

Newly tracked data for this year includes estimations of the number of participants at various community events and volunteer work days and is tabulated below.

ESTIMATED ATTENDANCE: COMMUNITY EVENTS

Resident Event	Date	Attendance/ Volunteers
First Day in Nature	1/1/2018	Cancelled due to weather
MSN/ Resident Appreciation	6/13/2018	500/25
MSN	6/20/2018	500
MSN	6/27/2018	500
Village Green/ concert & fireworks	7/4/2018	500 (storms)
Central Park/ fireworks	7/4/2018	600 (storms)
MSN	7/11/2018	500
MSN	7/18/2018	400
MSN	7/27/2018	500
MSN/ Movie Night	8/1/2018	350
MSN/ Unity Day	8/8/2018	800/ 25
Easter Eggstravaganza	3/25/2018	250/ 8
Central Park Campout	7/13-14/2018	25
Stepping Stone Art Project	8/1/2018	80/ 8
Youth Day	8/18/2018	300/25
Fall Fest	10/27/2018	800/25
Jam Sessions	3rd Sunday of each month	Average 15-20 musicians & 40-50 in audience

ESTIMATED ATTENDANCE: VOLUNTEER EVENTS

Volunteer Event	Date	# Volunteers	Total Hours
Clean-Up Our Parks	5/19/2018	7	21
OPRT Clean-up	5/19/2018	25	100
Eastgate Clean-up	6/9/2018	5	50
Volunteer Coaches	13 weeks	14	728
Painting Backstops/ Central Park	multiple weekends	1	85

FREEDOM HALL SERIES ATTENDANCE

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Main	1,012 (6)	1,361 (6)	914 (6)	1,327 (6)	1,592(7)	1,096 (6)	
Matinee **	1,301 (6)	943 (4)	1,469 (6)	1,167 (6)	1,316(6)	1,249 (6)	
Family	644 (4)	551 (2)	713 (4)	546 (3)	328(2)	481 (3)	

* The number of performance is in parentheses.

** Formerly the Senior Series.

STAFFING:

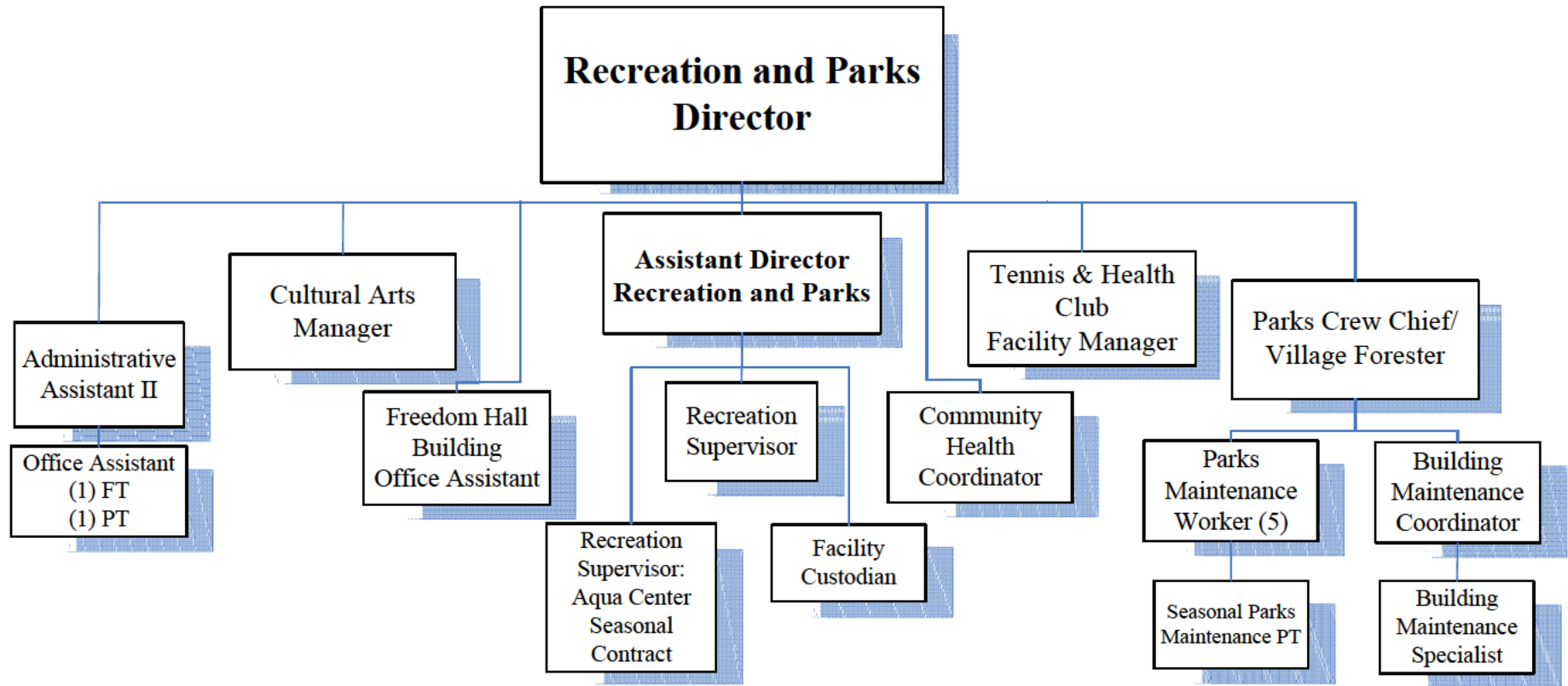
<u>Position</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Director of Recreation & Parks	1	1	1	1	1
Assistant Director	0	0	1	1	1
Recreation Manager	1	1	0	0	0
Tennis and Health Club Manager	1	1	1	1	1
Head Tennis Pro (Part-time)	1	1	1	1	1
Cultural Arts Manager	1	1	1	1	1
Recreation Supervisor I	1	1	1	1	1
Community Health Coordinator ¹	0	0	0	1	1
Administrative Assistant	1	1	1	1	1
Office Assistant ¹	1	1	1	2	2
Crew Chief/ Village Forester	1	1	1	1	1
Building Maintenance	1	1	1	1	1
Building Maintenance Specialists	1	1	1	1	1
Park Maintenance Worker	5	5	5	5	5
Facility Custodian	1	1	1	1	1
Office Assistant (PT-FTE) ¹	1.6	1.6	1.6	.8	.8
Thorn Creek Naturalist*(PT-Farmer's Market Manager)	1	1	1	1	1
					.2
Total Positions	19.6	19.6	19.6	20.8	21.0

* Reimbursed by Thorn Creek

¹ FY 18/19 Community Health Coordinator was added to staffing due to closing of the Health Department and a PT Office Assistant went to FT to assist this position.

Village of Park Forest Recreation and Parks Department

Organizational Chart



**Village of Park Forest
2019/2020 Budget**

**RECREATION and PARKS
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	1,000,391	1,096,224	1,132,765	1,109,780	1%
Overtime Salaries	28,718	16,875	25,230	17,336	3%
IRMA WC Reimb	0	0	0	0	0%
Temporary/Part-time Salaries	<u>284,749</u>	<u>268,363</u>	<u>245,697</u>	<u>269,671</u>	0%
Total Personnel Services	1,313,858	1,381,462	1,403,692	1,396,787	1%
<u>Insurance</u>	179,308	249,843	226,983	258,665	4%
<u>Employee Support</u>	239,101	258,126	235,444	260,806	1%
<u>Professional Services</u>	371,651	344,921	315,489	354,192	3%
<u>Operating Supplies</u>	172,992	159,010	157,325	149,546	-6%
<u>Maintenance</u>	119,472	138,770	158,978	142,214	2%
<u>Capital Outlays</u>	103,100	572,906	296,430	207,700	-64%
<u>Miscellaneous</u>	102,732	107,260	104,142	113,040	5%
<u>Leases and Rentals</u>	81,311	85,477	85,477	89,762	5%
<u>Utilities</u>	<u>69,352</u>	<u>66,920</u>	<u>67,437</u>	<u>77,107</u>	15%
TOTAL	<u>2,752,877</u>	<u>3,364,695</u>	<u>3,051,397</u>	<u>3,049,819</u>	-9%

**Village of Park Forest
2019/2020
Budget**

**RECREATION and PARKS
SALARY DETAIL**

	6/30/2019 Base	Salary Increase 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Robert Gunther Director of Recreation & Parks	132,335	134,982	24,9	134,982	15,523	10,326	13,783	776	126	35
Kevin Adams Asst Dir of Recreation & Parks	83,555	85,226	18,4	86,215	9,915	6,595	20,463	1,244	126	25
Todd Cann Parks Crew Chief/Village Forester	82,451	84,100	14,9	84,100	9,672	6,434	20,463	1,244	126	30
Lee Irvin Tennis & Health Club Manager	82,451	84,100	14,9	97,100	11,167	7,428	0	0	126	30
Charles Sabey Cultural Arts Manager	82,451	84,100	14,9	84,100	9,672	6,434	20,463	1,244	126	30
Daniel Dessecker Building Maintenance Coordinator	69,420	70,808	14,4	71,629	8,237	5,480	6,847	399	126	13
Craig J Yohn Building Maintenance Specialist	53,586	54,658	9,3	56,957	6,550	4,357	20,463	1,244	126	10
Carolyn Hoff Administrative Assistant II	65,869	67,186	9,9	67,186	7,726	5,140	13,783	776	126	25
Adina McCollough Recreation Supervisor	59,410	60,598	9,6	61,301	7,050	4,690	15,319	1,244	126	15

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

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Post 2015 Comp Study (Salary reflects the 7,9).

**Village of Park Forest
2019/2020
Budget**

**RECREATION and PARKS
SALARY DETAIL**

	6/30/2019 Base	Salary Increase 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Elizabeth Schell Parks Maintenance Worker	59,746	60,941	7,9	60,941	7,008	4,662	20,463	1,244	126	25
Kevin D Rogge II Parks Maintenance Worker	55,772	56,887	7,7	57,547	6,618	4,402	13,783	776	126	10
Fidel Morales Parks Maintenance Worker	55,772	56,887	7,7	57,547	6,618	4,402	22,606	1,244	126	10
Leonard Porter Parks Maintenance Worker	52,065	53,106	7,5	53,722	6,178	4,110	13,226	399	126	15
Jake K Resnick Parks Maintenance Worker	46,959	47,898	7,2	49,591	5,703	3,794	7,671	399	126	10
Naomi Fell Freedom Hall Bldg Office Asst	55,480	55,480	3,9***	55,480	6,380	4,244	6,847	0	126	25
David A Brown Facility Custodian	44,332	45,219	3,6	45,744	5,261	3,499	13,226	776	116	10
Margaret Lewis Community Health Coordinator	78,524	80,094	13,9	80,094	9,211	6,127	0	0	126	20
Teresa Lucas Office Assistant	44,332	45,219	3,6	45,744	5,261	3,499	13,226	776	116	10
Sub-Total	1,204,510	1,227,489		1,249,980	143,750	95,623	242,632	13,785	2,248	

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

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Post 2015 Comp Study (Salary reflects the 7,9).

**Village of Park Forest
2019/2020
Budget**

**RECREATION and PARKS
SALARY DETAIL**

	6/30/2019	Salary Increase	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
	Base	2.00%								
Part-time Help	371,192	378,616		378,616	20,154	28,964				
Part-time Help - Farmers Market	7,800	7,800		7,800		597				
Overtime	21,041	21,462		21,462	2,468	1,642				
Sub-Total	1,604,543	1,635,367		1,657,858	166,372	126,826	242,632	13,785	2,248	
ALLOCATIONS										
Tennis				-193,224	-18,383	-14,782				
Aqua Center				-36,045	-1,451	-2,757				
Library				-9,411	-1,021	-720				
Vehicle Services				-18,325	-2,013	-1,402				
Downtown P. F.				<u>-4,066</u>	<u>-353</u>	<u>-311</u>				
Subtotal				-261,071	-23,221	-19,972				
RECREATION/PARKS TOTAL	1,343,472	1,374,296		1,396,787	143,151	106,854	242,632	13,785	2,248	

***Allocations reflect regular, overtime and part-time salaries

NOTE: Full-time employees who decline health insurance receive one extra day off annually.

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

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Post 2015 Comp Study (Salary reflects the 7,9).

**Village of Park Forest
2019/2020 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries		
	Full-time administrative and supervisory staff	417,765	
	Parks Department staff	<u>88,867</u>	
			506,632
500100	Overtime Salaries		409
500200	Temporary/Part-time		<u>30,025</u>
Total Personnel Services			537,066

INSURANCE

510100	Health Insurance	242,632	
	Dental Insurance	13,785	
	Life Insurance	<u>2,248</u>	
Total Insurance			258,665

EMPLOYEE SUPPORT

520000	Travel Expenses (Personal vehicle usage reimbursements)		2,300
520200	Dues/Subscriptions		1,000
520300	Training Expenses		4,000
520610	FICA		41,086
520620	IMRF		<u>65,175</u>
Total Employee Support			113,561

PROFESSIONAL SERVICES

530000	Professional Services		
	Computer support & other professional services	3,000	
	ActiveNet Service Fees	<u>9,000</u>	12,000
531600	Community Event Support for Fireworks	15,000	
	Thorn Creek Woods/OPRT Management Commissions	18,000	
	SSSRA Contribution (moved from Program Services)	32,400	
	July 4th Event Support	<u>9,600</u>	
	(Stage & equipment, entertainment, transportation for Parade Grand Marshall, etc.)		75,000
532600	Credit Card Service Charges		<u>6,120</u>
	Total Professional Services		93,120

OPERATING SUPPLIES

540000	Other Operating Supplies		9,380
	Volunteer Activities		<u>10,000</u>
	Total Operating Supplies		19,380

CAPITAL OUTLAYS

560000	Capital Outlays		
	Copier Replacement	10,000	
	Computer Upgrades	<u>3,800</u>	
	Total Capital Outlays		13,800

MISCELLANEOUS EXPENDITURES

590100	Postage for Recreation and Parks Brochure		5,200
590900	Advertising and Marketing (Print three brochures)		24,000
591200	Other Special Events		
	Concert Series Village Green (8 events)	29,000	
	Other Events	<u>9,000</u>	
			<u>38,000</u>
	Total Miscellaneous Expenditures		67,200

UTILITIES

610000	Telephone	<u>6,170</u>

Total Utilities	<u>6,170</u>

TOTAL RECREATION and PARKS GENERAL SUPPORT	1,108,962

**Village of Park Forest
2019/2020 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	120,834
500100	Overtime Salaries	2,592
500200	Temporary/Part-time	<u>9,058</u>

Total Personnel Services **132,484**

EMPLOYEE SUPPORT

520610	FICA	10,135
520620	IMRF	<u>14,194</u>

Total Employee Support **24,329**

PROFESSIONAL SERVICES

530000	Other Professional Services (Piano tuning, sound tech and other miscellaneous services)	20,000
531800	Freedom Hall Events Artists Contracts	88,000
532600	Credit Card Service Charge	<u>1,300</u>

Total Professional Services **109,300**

OPERATING SUPPLIES

540000	Other Operating Supplies	<u>6,000</u>
Total Operating Supplies		6,000

MAINTENANCE

550200	Equipment Repairs (HVAC, plumbing and electrical)	3,000
550400	Contractual Maintenance (trash disposal, security system, etc.)	<u>8,772</u>
Total Maintenance		11,772

CAPITAL OUTLAYS

560000	Capital Outlays	
	Tuck-pointing	<u>8,000</u>
Total Capital Outlays		8,000

MISCELLANEOUS EXPENDITURES

590100	Postage for series brochures	1,500
590900	Advertising and Marketing	28,000
591100	Freedom Hall events expenses	<u>8,840</u>
Total Miscellaneous Expenditures		38,340

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Park maintenance equipment charges)	<u>3,056</u>

Total Leases and Rentals	<u>3,056</u>

UTILITIES

610600	Public Utilities	
	Cell Phone Charges	900
	(Electric, gas and water)	<u>23,929</u>

Total Utilities	<u>24,829</u>

TOTAL RECREATION and PARKS - FREEDOM HALL	358,110

**Village of Park Forest
2019/2020 Budget**

**RECREATION and PARKS - COMMUNITY HEALTH
DETAIL
01-11-09**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	86,937
500200	Farmers Market Manager	7,800
Total Personnel Services		94,737

EMPLOYEE SUPPORT

520610	FICA	7,248
520620	IMRF	<u>9,998</u>
Total Employee Support		17,246

PROFESSIONAL SERVICES

530000	Other Professional Services	<u>1,000</u>
Total Professional Services		1,000

OPERATING SUPPLIES

540000	Other Operating Supplies	<u>3,500</u>
Total Operating Supplies		3,500

MISCELLANEOUS EXPENDITURES

590900	Advertising and Marketing		2,500
591200	Other Special Events		
	Double Bucks Coupon Program	3,000	
	Farmers Market	<u>2,000</u>	
			5,000
	Total Miscellaneous Expenditures		7,500

TOTAL RECREATION and PARKS - COMMUNITY HEALTH	123,983

**Village of Park Forest
2019/2020 Budget**

**RECREATION and PARKS - FACILITIES MAINTENANCE
DETAIL
01-11-22**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	244,302
500100	Overtime Salaries	6,331
500200	Temporary/Part-time	<u>48,863</u>

Total Personnel Services		299,496

EMPLOYEE SUPPORT

520300	Training Expenses	3,500
520610	FICA	22,911
520620	IMRF	<u>32,385</u>

Total Employee Support		58,796

OPERATING SUPPLIES

540000	Other Operating Supplies (Paints, hardware, small tools, horticultural supplies and repair parts for park maintenance)	<u>45,050</u>

Total Operating Supplies		45,050

MAINTENANCE

550500	Contractual Grounds Maintenance	
	Wetlands Management	2,000
	Contract Mowing	28,242
	Urban Forestry Operations	<u>80,000</u>
Total Maintenance		110,242

CAPITAL OUTLAYS

560000	Capital Outlays	
	Municipal Garage - Replace South fence	25,000
	Playground Safety Surfacing	7,000
	Various Parks - Play Equipment Upgrades	8,000
	Central Park Score Board	6,000
	Walk Resurfacing/ Crack Fill	11,000
	Village Green Furnishings	<u>22,000</u>
Total Capital Outlays		79,000

LEASES and RENTALS

600400	Vehicle Interfund Rentals	
	Park maintenance equipment charges	<u>64,178</u>
Total Leases and Rentals		64,178

UTILITIES

610600	Public Utilities	
	Cell Phone Charges	5,300
	(Electric, natural gas and telephone)	<u>20,808</u>
Total Utilities		<u>26,108</u>

TOTAL RECREATION and PARKS - FACILITIES MAINT.		682,870

**Village of Park Forest
2019/2020 Budget**

**RECREATION and PARKS - PROGRAM SERVICES
DETAIL
01-11-25**

PERSONNEL SERVICES

Salaries and Wages

500100	Overtime Salaries		3,473
500200	Temporary/Part-time		
	Seasonal Program Staff (fee supported)	82,791	
	Teen Zone Coordinator & Support Staff	45,907	
	P.T. Naturalist (reimbursed)	<u>39,935</u>	
			<u>168,633</u>
Total Personnel Services			172,106

EMPLOYEE SUPPORT

520610	FICA		13,166
520620	IMRF		<u>3,504</u>
Total Employee Support			16,670

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Misc. Professional Services	9,486	
	Softball umpire fees	6,120	
	Summer Camp Expenses	28,000	
	Trip related expenses	<u>73,207</u>	
			116,813
530800	Instructional Services - Contractual		<u>33,959</u>
Total Professional Services			150,772

OPERATING SUPPLIES

540000	Other Operating Supplies	
	Program equipment, T-shirts, and supplies	27,800
	Summer Softball supplies	3,000
	Miscellaneous	<u>3,200</u>
Total Operating Supplies		34,000

CAPITAL OUTLAYS

560000	Facility Rental Equipment/ Rec Center Upgrades	<u>5,000</u>
Total Capital Outlays		<u>5,000</u>

TOTAL RECREATION and PARKS - PROGRAM SERVICES **378,548**

**Village of Park Forest
2019/2020 Budget**

**BUILDINGS and GROUNDS
DETAIL
01-11-07**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	151,075
500100	Overtime Salaries	4,531
500200	Temporary/Part-time	<u>5,292</u>

Total Personnel Services	160,898

EMPLOYEE SUPPORT

520610	FICA	12,309
520620	IMRF	<u>17,895</u>

Total Employee Support	30,204

OPERATING SUPPLIES

540000	Other Operating Supplies (Paints, hardware, small tools, cleaning supplies and chemicals and paper products/towels)	<u>41,616</u>

Total Operating Supplies	41,616

MAINTENANCE

550200	Equipment Repairs (HVAC, plumbing and electrical upkeep of buildings and equipment)	10,200

550400	Contractual Maintenance (Custodial service and other contractual repairs)	<u>10,000</u>

Total Maintenance	20,200

CAPITAL OUTLAYS

560000	Capital Outlays	
	Police Station - HVAC	12,000
	Police Station - Plumbing	8,000
	Village Hall - R&P Office Space Upgrades	20,000
	Village Hall - Storm sump	12,000
	Municipal Garage - Tuck-pointing	8,000
	R&P Garage - Storage Shed Floor	20,000
	Emergency Repairs	10,000
	R&P Garage-Security Cameras	<u>11,900</u>
		<u>101,900</u>
	Total Capital Outlays	101,900

LEASES and RENTALS

600400	Vehicle Interfund Rentals	<u>22,528</u>
	Total Leases and Rentals	22,528

UTILITIES

610600	Public Utilities (Electric, gas and telephone)	<u>20,000</u>
	Total Utilities	<u>20,000</u>

TOTAL BUILDINGS and GROUNDS **397,346**

TOTAL RECREATION AND PARKS **3,049,819**

Village of Park Forest 2019/2020 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 infrastructure. In particular, the roadway system, sanitary sewer system, storm sewer system, street lighting, and water supply, purification and distribution system. In addition, the department manages two Metra commuter parking lots, oversees its vehicle replacement program, manages the Jolly Trolley bus service in conjunction with Rich Township, and manages the refuse collection program for single-family residences.

The Public Works portion of the General Fund supports, road, street light, and sidewalk maintenance, salaries and equipment costs for street maintenance operations, Global Information System (GIS) initiatives, computer replacement, the Jolly Trolley transit program and miscellaneous department operating expenses.

The water, 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.

Vehicle Services is operated through an Internal Service Fund.

In Fiscal 2016, the Village started allocating dollars for roadway repairs on local roads in the General Fund. However, the majority of street operations and maintenance continues to be funded by Motor Fuel Tax (MFT) revenues which is a government fund. MFT accomplishments, objectives and performance measures are discussed along with the MFT budget detail in a separate section of this document. The MFT street maintenance salaries and MFT vehicle inter-fund rental are supported by the Public Works General Fund to allow more of MFT allotments to be used for larger MFT maintenance projects and cost participation commitments.

ACCOMPLISHMENT OF 2018/2019 BUDGET OBJECTIVES:

Based on the Village Board's adopted strategic visions and priorities for fiscal years 2015-2019; DPW has set the following Goals and Objectives:

1. Provide supervisory and engineering support for Day Labor street maintenance operations and General Fund projects.

DPW staff provided supervisory and/or engineering support for the bidding, letting, and construction of the Village's annual concrete sidewalk replacement project done by Davis Concrete Construction Co., a pavement patching project done by M&J Asphalt Co., local road improvements to Wilshire St (Westwood Dr to Wilson St), Birch St (26th St to 150 feet south of Bender Rd), Sycamore Dr (Western Ave to S. Arbor Trail) and 325 feet along N. Arbor Trail done by Iroquois Paving, and the 50/50 sidewalk/concrete replacement project program.

2. Provide Village residents with options/modes of local public transit.

DPW sought approval of a Paratransit Service Provider Agreement between the Village and PACE for Dial-A-Ride Bus Service known as the Jolly Trolley for calendar year 2019. The service area for this agreement is the Village of Park Forest and select destinations outside of the Village boundaries. This service agreement expires December 31, 2019.

In 2005, DPW entered into an interagency agreement with Rich Township as a third party vendor to operate the Jolly Trolley service for the Village. Agreements have expired and been renewed. In November 2018, the Village re-entered into another 3 year agreement to provide the same service from January 1, 2019 to December 31, 2021.

3. Provide safety trainings and/or workshops to stress safety in the workplace.

The importance of safety was stressed through work group safety meetings, Village safety meetings and/or participation in safety training programs provided through South Suburban Mayors and Managers Association (SSMMA), the Illinois Department of Transportation (IDOT) and the Intergovernmental Risk Management Agency (IRMA). Staff attended CPR Class, Utility Trailer Towing, Electrical Safety, and Lock Out Tag Out training. DPW budgeted a \$100 safety shoe allowance for employees to purchase steel toe boots.

4. Provide engineering support to other Village departments.

DPW supported the Economic Development and Planning Department with engineering assistance with development of revised Storm Water Management Codes to be incorporated in the new Unified Development Ordinance (UDO).

DPW worked with the Park Forest Police Department to address traffic sign issues throughout the Community.

5. Maintain and/or improve Village infrastructure while incorporating any applicable new technologies.

The Public Works section of the budget supports street maintenance salaries and supplies, engineering support for contractual street maintenance, and street construction projects. This section also provided funds to replace sidewalk and street

light poles that were knocked down by motorists. DPW utilized General funds to complete resurfacing work in conjunction with the 2018 Water and Sewer Improvements project. Wilshire St (Westwood Dr to Wilson St), Birch St (26th St to 150 feet south of Bender Rd), Sycamore Dr (Western Ave to S. Arbor Trail) and 325 feet along N. Arbor Trail were all completely resurfaced.

DPW continued to upgrade existing street lighting and other fixtures to LED. In 2018, North and South Street street lights were upgraded along with fixtures at the Village Maintenance Yard, Matteson Metra Parking Lot, Village Hall Parking Lot, and Freedom Hall.

6. Find additional sources of funding to assist with improving Village infrastructure.

DPW continues to budget \$4,000 for a 50/50 sidewalk replacement program for residents who wish to replace public sidewalk across their property. DPW received \$55,813 in ComEd funding for the upgrading of lighting and street lighting fixtures to LED. DPW was awarded \$252,000 in 2018 Invest in Cook Funds for design engineering services for roadway improvements to Forest Blvd/Norwood Blvd (Indianwood Blvd to Western Ave).

7. Provide continued education trainings and/or workshops for professional development.

No professional development training was attend this past year by this fund.

8. Complete Capital Outlay projects.

IT replaced computers for those DPW employees who are eligible.

9. Maintain sidewalks and improve sidewalk ramps for ADA accessibility.

DPW contracted with Davis Concrete Contractors for sidewalk replacement and ADA improvements.

10. Evaluate rates as needed.

No rates were evaluated at this time.

2019/2020 PUBLIC WORKS OBJECTIVES:

Based on the Village Board's adopted strategic visions and priorities for fiscal years 2015-2019; DPW has set the following Goals and Objectives:

1. Provide supervisory and engineering support for Day Labor street maintenance operations and General Fund projects.
2. Provide Village residents with options/modes of local public transit.

3. Provide safety trainings and/or workshops to stress safety in the workplace.
4. Provide engineering support to other Village departments.
5. Maintain and/or improve Village infrastructure while incorporating any applicable new technologies.
6. Find additional sources of funding to assist with improving Village infrastructure.
7. Provide continued education trainings and/or workshops for professional development.
8. Complete Capital Outlay projects.
9. Maintain sidewalks and improve sidewalk ramps for ADA accessibility.
10. Evaluate rates as needed.

PERFORMANCE MEASURES:

The following quantities of work were accomplished in previous calendar years:

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Jolly Trolley Passengers	17,436	15,487	12,815	12,444	11,331

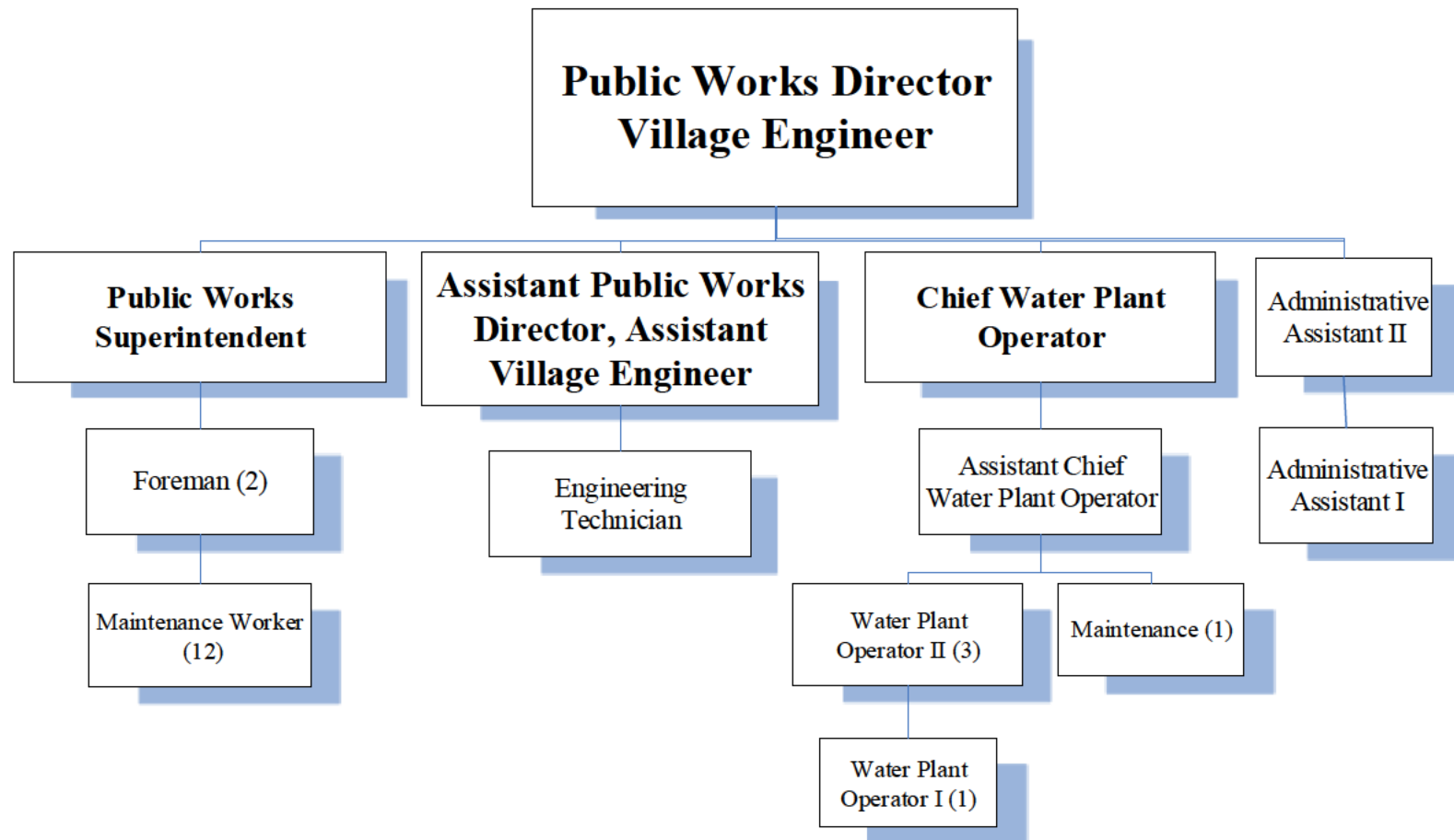
Performance measures for street maintenance and street construction are identified in the Motor Fuel Tax Fund. Performance measures for the Public Works Enterprise Funds are identified in the Enterprise Fund sections of the Budget.

STAFFING:

<u>Position</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Director of Public Works	1	1	1	1	1
Assistant Dir. of Public Works	1	1	1	1	1
Administrative Assistant I	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1
Engineering Technician	1	1	1	1	1
Public Works Superintendent	1	1	1	1	1
Public Works Foreman	2	2	2	2	2
Maintenance Worker	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>
Sub-Total Positions – DPW	20	20	20	20	20
Sub-Total Positions – Water	<u>10.7</u>	<u>10.7</u>	<u>10.7</u>	<u>10.7</u>	<u>11.27</u>
TOTAL DPW/Water	30.7	30.7	30.7	30.7	31.27

Village of Park Forest Public Works Department

Organizational Chart



**Village of Park Forest
2019/2020 Budget**

**PUBLIC WORKS DEPARTMENT
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	316,496	418,692	371,072	432,565	3%
Overtime Salaries	55,742	59,499	58,198	60,686	2%
IRMA WC	<u>-35,964</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Personnel Services	336,274	478,191	429,270	493,251	3%
<u>Insurance</u>	101,228	118,798	115,206	132,610	12%
<u>Employee Support</u>	74,339	98,687	79,194	100,234	2%
<u>Professional Services</u>	135,675	174,833	137,709	151,975	-13%
<u>Operating Supplies</u>	15,774	18,000	16,824	16,200	-10%
<u>Maintenance</u>	359,996	1,121,001	468,100	968,800	-14%
<u>Capital Outlays</u>	484,323	415,038	415,038	609,700	47%
<u>Miscellaneous</u>	306	650	650	650	0%
<u>Leases and Rentals</u>	157,030	166,592	167,192	208,239	25%
<u>Utilities</u>	<u>8,530</u>	<u>9,100</u>	<u>8,400</u>	<u>8,400</u>	-8%
TOTAL	<u>1,673,475</u>	<u>2,600,890</u>	<u>1,837,583</u>	<u>2,690,059</u>	3%

**Village of Park Forest
2019/2020
Budget**

**PUBLIC WORKS DEPARTMENT
SALARY DETAIL**

	6/30/2019 Base	Salary Increase 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Roderick Ysaguirre Director of Public Works***	138,951	141,730	25,9	141,730	16,299	10,842	15,441	776	126	30
Nicholas Christie Asst Dir of Public Works/VE***	114,880	117,178	21,9	117,178	13,475	8,964	0	1,244	126	25
Andrew Guardi Engineering Technician	71,850	73,287	14,5	74,137	8,526	5,671	20,463	1,244	126	15
Erin A Brogan Administrative Assistant II	61,491	62,721	9,7	63,449	7,297	4,854	7,671	776	126	10
Vacant Administrative Assistant I	51,034	52,055	8,3	52,659	6,056	4,028	22,926	1,244	126	10
Brett Millsap Superintendent	92,640	94,493	18,7	95,589	10,993	7,313	20,463	1,244	126	20
Larry Davis Foreman	82,451	84,100	14,9	84,100	9,672	6,434	0	0	126	25
Marcel Lanier Foreman	82,451	84,100	14,9	84,100	9,672	6,434	6,847	399	126	20
Kennety Hall Maintenance Worker	65,869	67,186	9,9	67,186	7,726	5,140	13,783	776	126	25

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

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Vehicle assigned.

**Village of Park Forest
2019/2020
Budget**

**PUBLIC WORKS DEPARTMENT
SALARY DETAIL**

	6/30/2019 Base	Salary Increase 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Larry Stilts Maintenance Worker	65,869	67,186	9,9	67,186	7,726	5,140	13,783	776	126	20
Gerritt Van Der Bilt Maintenance Worker	65,869	67,186	9,9	67,186	7,726	5,140	15,441	776	126	15
Lance Krout Maintenance Worker	65,869	67,186	9,9	67,186	7,726	5,140	20,463	1,244	126	15
Robert Bruns Maintenance Worker	65,869	67,186	9,9	67,186	7,726	5,140	13,226	1,244	126	15
Donald Kloss Maintenance Worker	65,869	67,186	9,9	67,186	7,726	5,140	20,463	1,244	126	15
Glenn Towry Maintenance Worker	65,869	67,186	9,9	67,186	7,726	5,140	20,463	1,244	126	15
Kevin Lisowski Maintenance Worker	63,644	64,917	9,8	65,670	7,552	5,024	13,226	1,244	126	15
Ronald Emery Maintenance Worker	65,869	67,186	9,9	67,186	7,726	5,140	20,463	1,244	126	13
Patrick Benson Maintenance Worker	59,410	60,598	9,6	61,301	7,050	4,690	20,463	1,244	126	14
Brandon D McAlister Maintenance Worker	55,463	56,572	9,4	57,228	6,581	4,378	7,671	399	126	10

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

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Vehicle assigned.

**Village of Park Forest
2019/2020
Budget**

**PUBLIC WORKS DEPARTMENT
SALARY DETAIL**

	6/30/2019 Base	Salary Increase 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Ramon Florez Maintenance Worker	55,463	56,572	9,4	57,228	6,581	4,378	22,606	1,244	126	10
Part-time Help	12,754	13,009		13,009	1,496	995				
Overtime	195,772	199,687		199,687	22,964	15,276				
Retiree Health Insurance Stipend							6,500			
Subtotal	1,665,206	1,698,507		1,704,553	196,022	130,401	302,362	19,606	2,520	
ALLOCATIONS										
Public Works Vehicle Service				-66,183	-7,611	-5,063	0	0	0	
Refuse Collection				-28,346	-3,260	-2,168	-3,088	-155	-25	
Water General				-359,729	-41,369	-27,519	-114,506	-7,652	-1010	
Water Supply and Purification				-8,654	-995	-662	0	0	0	
Water Distribution				-367,993	-42,319	-28,151	0	0	0	
Sanitary Sewer				-363,445	-41,796	-27,804	-60,503	-4,395	-544	
Downtown Park Forest				<u>-16,953</u>	<u>-1,950</u>	<u>-1,297</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Subtotal				-1,211,302	-139,300	-92,664	-178,097	-12,202	-1,579	
PUBLIC WORKS TOTAL	453,904	487,205		493,251	56,722	37,737	124,265	7,404	941	

NOTE: Employees (*except for Administrative Assistants*) receive an annual \$100 safety shoe allowance.
Full-time employees who decline health insurance receive one extra day off annually.

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

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

***Vehicle assigned.

**Village of Park Forest
2019/2020 Budget**

**PUBLIC WORKS DEPARTMENT
DETAIL
01-17-00**

PERSONNEL SERVICES

Salaries and Wages

Regular Salaries			
500000	Regular Salaries	297,738	
500040	Regular Salaries - MFT Eligible	<u>134,827</u>	
			432,565
Overtime Salaries			
500100	Overtime Salaries	9,983	
500140	Overtime Salaries - MFT Eligible	<u>50,703</u>	
			<u>60,686</u>
Total Personnel Services			493,251

INSURANCE

510100	Health Insurance	117,765	
	Dental Insurance	7,404	
	Life Insurance	<u>941</u>	
			126,110
510120	Health Insurance Stipend		<u>6,500</u>
Total Insurance			132,610

EMPLOYEE SUPPORT

520000	Travel Expenses (Reimbursement for lodging and travel expenses for conferences and seminars)		1,000
520100	Car/Mileage (Mileage and Toll reimbursement for business travel)		200
520200	Dues/Subscriptions (American Public Works Assoc.,		

	Il Society of Professional Engrs, American Society of Civil Engrs, South Suburban Dir. Assoc., Notary)		1,325
520300	Training (Seminars, workshops, tuition / luncheon meeting / CDL reimbursement, Professional development, Applicator Renewal, PE Renewal)		3,000
520400	Books/Pamphlets (Design Standards, reference/code books)		250
520610	FICA		37,737
520620	IMRF		<u>56,722</u>
Total Employee Support			100,234

PROFESSIONAL SERVICES

530000	Other Professional Services (JULIE charges,(1/2 in Water), concrete and asphalt testing, Murray & Trettel)		8,000
530200	Architectural/Engineering Services Mosquito Evaluation Study (Will Co. Only) Cell Tower/Antenna Review Other Architectural/Engineering	5,145 9,000 <u>18,212</u>	32,357
531400	Computer/Programming Services (SSMMA - GIS ConsortiumTier 2 Services)		8,400
532000	Contractual Bus Service - Jolly Trolley Contract Intergovernmental Agreement w/Rich Township PACE Grant subsidy (Based on Ridership) Saturday Service (Rich Township Discontinued) Fare Box Revenue (Jolley Trolley)	51,000 37,332 0 <u>14,886</u>	103,218
Total Professional Services			151,975

OPERATING SUPPLIES

540000	Other Operating Supplies (Drafting, office, and first aid supplies, Xmas/Pool Party Small Menards purchases)	4,000
540200	Printing/Copying Supplies (Village maps, CAD printer paper/ink)	500
540350	Office Equipment/Furnishings	500
540800	Cleaning Supplies/Paper Products (Cleaning supplies, paper towels, shop towel rental)	500
540900	Uniforms/Protective Clothing (Uniform rental (1/2 in Water Dist), safety supplies)	4,700
541100	Public Info/Education Supplies	500
541200	Plant Mtrls/Fertilzr/Chem/Soil (General Lawn Restoration)	500
541400	Paint/Hardware/Small Tools (Tools, hardware, marking paint, lath/hubs, welding supplies, fieldbooks/diaries)	<u>5,000</u>
Total Operating Supplies		16,200

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Contractual traffic signal and streetlight knockdown repairs and replacement, equipment repairs)	31,600
550200	Equipment Maintenance and Repair - Other (Parts for tool maintenance and repairs)	1,000
550400	Contractual Building and Facility Maintenance	2,000
550500	Contractual Grounds Maintenance (Tree removal, Storm Clean up, Fly dump pick up)	9,500
550600	Contractual Street Maintenance	800,000

	Miscellaneous Street Patching	<u>45,000</u>	845,000
550700	Street Maintenance Supplies (Asphalt, cones, barricades, sand bags, street light supplies)		10,000
550800	Contractual Sidewalk Maintenance (Contractual sidewalk replacement)* (50% billed to homeowners program)	60,000 <u>4,000</u>	64,000
	<i>* previously \$60,000 in MFT Fund</i>		
552300	Street Name Sign Maintenance Supply		2,500
552400	Traffic Signs Maintenance Supplies		<u>3,200</u>
Total Maintenance			968,800

CAPITAL OUTLAYS

560000	Other Capital Outlays		
	Computer System Upgrades	11,700	
	Forest Blvd Complete Streets Design*	360,000	
	RT 30 Sidewalk Extension - Design **	24,000	
	RT 30 Sidewalk Extension - Construction**	185,000	
	RT 30 Sidewalk Extension - Const. Egr**	24,000	
	DPW Common Space	<u>5,000</u>	
Total Capital Outlays			609,700

* 70% will be reimbursed by Invest in Cook Program

** Contingent on receipt of RTA funds in Fall 2019

MISCELLANEOUS EXPENDITURES

590800	Printing Reproduction and Graphics (Project Plans)		250
591000	Legal Notices (5 Notice to Bidders)		<u>400</u>
Total Miscellaneous Expenditures			650

LEASES and RENTALS

600400	Vehicle Interfund Rentals - General (Internal vehicle rental rate charges)	85,914
600440	Vehicle Interfund Rentals - MFT (Internal vehicle rental rate charges)	119,325
600500	Other Equipment Rental (Oxygen, argon/CO2, acetylene, cylinder rental charges, miscellaneous equipment rental)	<u>3,000</u>
Total Leases and Rentals		208,239

UTILITIES

610000	Telephone (Sprint Cell Phones (1/2 in Water))	7,800
610700	Public Utility Service - Security Lighting (Apache St - resident utility bill , CN Fence land lease)	<u>600</u>
Total Utilities		<u>8,400</u>
TOTAL PUBLIC WORKS		2,690,059

Village of Park Forest 2019/2020 Budget

ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT

DEPARTMENT FUNCTION:

The Economic Development and Planning Department has five key functions, including Economic Development, Planning, Community Relations, Sustainability, and DownTown Property Management. The first three functions are described in more detail below. The Sustainability function, which became part of the Department in Fiscal 2018, is described in the Capital Projects Fund section of the budget. The DownTown Park Forest budget became part of the Department at the beginning of Fiscal 2019, and it is described in its own section of the budget.

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 includes providing information about changes in the Codes and Ordinances and new initiatives offered by the Village or other entities, and assisting with approvals for new signage or business expansions. Communication with existing businesses is also accomplished through the highly successful quarterly Business Connection events, which include speakers and networking opportunities. A quarterly newsletter is sent to all businesses following the Business Connection events. 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, Illinois Street Shopping Center, Orchard Park Plaza, Western Avenue businesses, the shopping centers and businesses along Sauk Trail, the former Hidden Meadows golf course property, former Norwood Square property, and the proposed 211th Street Metra Station Transit Oriented Development (TOD) along Lincoln Highway/US30. 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 and/or leasing of property, construction, permitting, registration, 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 Assistant Director is liaison to the Economic Development Advisory Group (EDAG), which 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, variations, and special uses, and acts as the project manager to obtain full staff review and Planning and Zoning Commission and Board consideration of each application. The Director staffs the Planning and Zoning Commission and assists with comprehensive planning and plan review for new developments. Among the major long range planning projects that have been undertaken in the past ten years are the *211th Street Metra Station Transit-Oriented Development (TOD) Plan*, and the *Strategic Plan for Land Use and Economic Development (Strategic Plan)*. The TOD Plan was adopted by the Board in January 2008. The Strategic Plan was adopted in November 2008. Three new major planning initiatives were initiated in Fiscal 2011 and completed in Fiscal 2012. These include the 211th Street Metra Station TOD Implementation Study, the *Homes for a Changing Region* housing policy plan, and the *Growing Green: Park Forest Sustainability Plan*. In 2014, the Board adopted the *Bicycle and Pedestrian Plan*. In 2016, the Board adopted the *Hidden Meadows Concept Plan*, which was developed by the Planning and Zoning Commission and Board, with assistance from Village Staff, a consultant, and community input. In 2018, the Board adopted the *Comprehensive Housing Plan*, which is an update to the *Homes for a Changing Region* plan. In early 2019, the *Climate Action and Resilience Plan* was adopted by the Village Board. Each of these plans was adopted by the Board of Trustees as part of the Village's Comprehensive Plan, and many of the goals and objectives in this budget reflect implementation measures for these plan elements. The Department is also responsible for ensuring that the Village's land development ordinances are consistent with the adopted comprehensive plan. To that end, in December 2017, the Village Board adopted the Unified Development Ordinance (UDO) to combine the zoning and subdivision regulations into one unified and updated ordinance and incorporate sustainability measures. The stormwater management element of the UDO is expected to be adopted in 2019.

The Community Relations function includes a wide range of activities focused on broadening 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, and conducts many programs to show appreciation to the Village's current residents and introduce them to assets of the community. The Community Relations Coordinator staffs the Commission on Human Relations, the Park Forest Mediation Task Force, the Equal Employment Opportunity Review Board, and the Fair Housing Review Board.

ACCOMPLISHMENT OF 2018/2019 BUDGET OBJECTIVES:

The Economic Development and Planning Department has had primary responsibility for implementing the following goals of the Board of Trustees.

Board Goals:

1. Generate Economic and Business sustainability for the Village.

The Assistant Director is a Board member of the Will/Cook Enterprise Zone. The community participants in this Enterprise Zone include the Villages of Park Forest, Matteson, Richton Park, University Park, and Monee, and the Counties of Cook and Will. Since its inception, 14 projects resulted in 2,514 new jobs and 189 retained jobs. More than \$379,000,000 has been invested in new construction and renovation of industrial and commercial properties, including Homewood Disposal's new vehicle maintenance facility in Park Forest.

The following new commercial businesses opened in Fiscal 2019: Theater 47, Stacy's Automotive Repair, Vanguard Fitness, Artistic Flow, and Poppin' Plates.

Lilydale Baptist Church, which purchased the vacant house of worship at 424 Indianwood Boulevard, has begun the rehabilitation process that will enable them to occupy the property.

In November 2019, Homewood Disposal completed construction of its new vehicle/dumpster maintenance facility at 57 South Street. The business was able to take advantage of over \$40,000 in sales tax incentive through the Will-Cook Enterprise Zone.

The developer of the Steak N Shake restaurant, proposed for 3200 Lincoln Highway, has signed the land purchase agreement with the Village.

The Village continues to own and maintain Central Court Plaza, acquired through the tax scavenger process in November 2017. Property taxes have been successfully appealed and a significant decrease in taxes is expected. This will help with marketing the property for sale.

In December 2018, the South Suburban Land Bank and Development Authority (SSLBDA) sold the commercial property at 381 Blackhawk Drive. The new buyer proposes to operate a motor vehicle repair and sales business.

Village Staff, as part of the Will Cook Enterprise Zone, participated in SelectChicago in June 2018. SelectChicago seeks to attract foreign direct investment to the Chicago area. The 2018 event included a bus tour, a booth at the two day conference, and Jason Wan, ForeBio Properties, LLC, participated in a panel discussion where he engaged with international investors to promote the Southland.

2. Improved code compliance based on existing studies and innovative solutions.

The Village continues to be an active member of the SSLBDA. The SSLBDA currently owns five single family houses and 25 vacant single family lots. Eight single family houses have been sold, rehabilitated, and re-occupied. Four of the houses were sold to owner occupants. The SSLBDA now has 23 municipal members.

The Village entered into an Intergovernmental Agreement with the SSLBDA to enable the land bank to pursue abandonment proceedings on 12 vacant, blighted properties. The judicial deed has been obtained on three properties, and seven more are expected before the end of the fiscal year. The SSLBDA will be able to sell these properties to qualified buyers who will rehab and occupy them. All properties are two years tax delinquent and/or two years in arrears on the water bill, and are in a blighted condition. Department Staff, the Community Development Department, and the SSLBDA will continue this process to address as many vacant, blighted properties as possible.

In February 2017, the Village was granted a second IHDA Abandoned Property Program (APP) grant in the amount of \$118,200. Two vacant, blighted homes were demolished in spring 2018. During Fiscal 2019, the home at 305 Sauganash Street has been in the process of rehabilitation. This project is being undertaken by a cooperative effort of the Village, Prairie State College, South Suburban College, Plumbers' Local #130, and Painters' Local #147. Approximately 33 students/apprentices have been involved in this project, branded as the South Suburban Trades Initiative. The IHDA APP grant has reimbursed \$22,000 for exterior rehab and the Village is matching the grant for the interior rehab and to hire a construction project manager.

3. Fiscal and service sustainability based on the triple bottom line concept.

Staff makes every effort to obtain sponsorships to offset expenses related to meetings and events, to make use of Village vehicles, carpool, and use mass transit whenever possible, to recycle supplies, and to buy from Park Forest retailers or retailers within the Park Forest school boundaries. In 2019, the Department has begun to purchase compostable serving ware and will encourage other departments to do the same.

Staff is instrumental in diverse marketing activities. These activities are continually evaluated for effectiveness, and if found to be ineffective they are discontinued or changed.

4. Sustain the Village's role as a catalyst for innovative change in the region.

Department Staff is part of an inter-departmental team that has created and launched a Civic Leadership Development Academy. The Academy introduces residents and business owners with a vested interest in the Village to the roles and responsibilities of municipal government, the roles and responsibilities of citizens, and the importance of civic engagement.

The Commission on Human Relations continues to participate in the annual conference of the Illinois Municipal Human Relations Association, and attends regular meetings, workshops, and conferences of the Chicago Area Fair Housing Alliance, the South Suburban Housing Center, and the Illinois Municipal Human Rights Association.

The Village learned that two major economic development areas of the Village are included in the federally designated Opportunity Zones. These areas include DownTown Park Forest and the property that was formerly occupied by the Norwood Square

Shopping Center. Staff has participated in webinars and several workshops to learn more about Opportunity Zones and to network with potential investors.

The Assistant Director made a presentation to the Chicago Southland Economic Development Corporation (CSEDC) Investor's group in March 2019 about House Bill 43, the Tax Reactivation Incentive modeled after the Keystone Property Tax Law.

Economic Development and Planning Objectives

1. Create new residential and business opportunities in the Village.

Staff has developed a new residential side lot purchase program to dispose of Village-owned vacant residential parcels. At this time, 16 vacant parcels will be offered for sale at a nominal cost to the adjacent property owners. This will eliminate the need for the Village to maintain the parcels, and will return them to the property tax rolls.

A developer has been identified to purchase and rehabilitate the vacant, blighted houses at 203 and 209 Indianwood Boulevard. The developer supports the Village's goal for sale of these houses to owner occupants.

Staff broadcasts to more than 2,460 individual e-mails to promote a variety of Park Forest real estate purchase and lease opportunities.

Staff regularly reviews and responds to requests from brokers, Property Send, DealMakers, Property Campaign, LoopNet, City Feet, Opp Sites, the Illinois Department of Commerce and Economic Opportunity (ILDCEO), the Will Economic Network (WEN), Intersect Illinois, and other referral sources to promote real estate development opportunities and sales/leasing transactions.

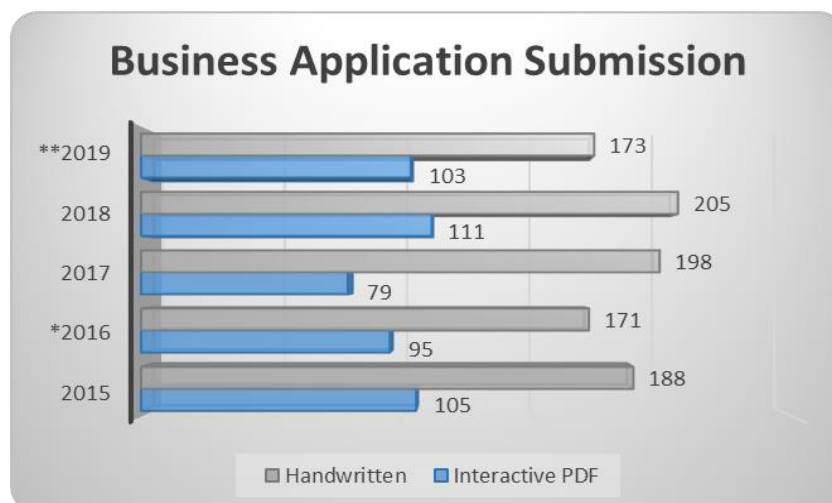
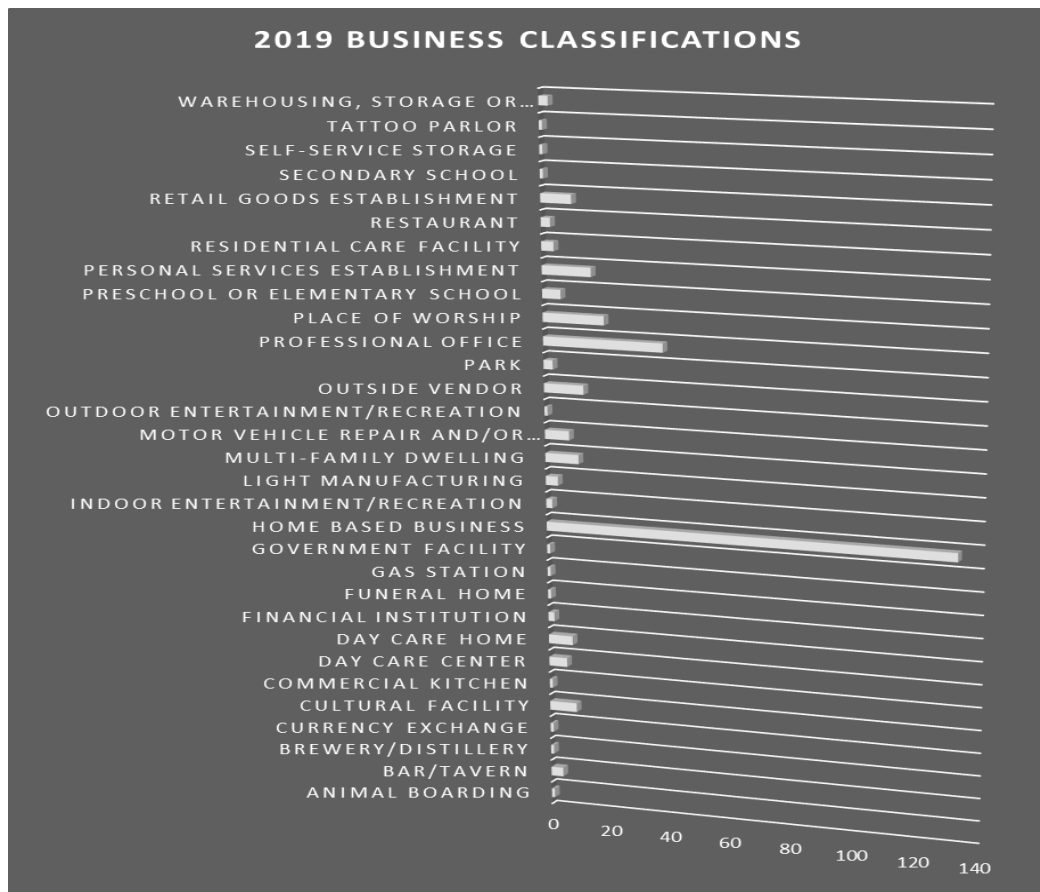
Staff actively participates in economic development organizations and networks, such as the CSEDC and WEN, and is working to organize a south suburban network of Economic Development professionals.

80 North Street was sold to ForeBio Nutrition in October 2017. This company will produce a nutritional supplement that will be sold in the United States and internationally. Plumbing and electrical plans for the building renovation were submitted for permit review in February 2019.

68 North Street was sold to Enes Ceric, owner and operator of Road Runner Truck Driving School. The school has used this property for the past five years for their training, and this use will continue.

During FY2019, the following commercial and industrial businesses have opened: Direct Cremation Service of Illinois, LLC (220 Forest Boulevard, 2nd floor), Just for Us Hair LLC (301 Main Street), M & M Buckley Management, Inc. (new owners of Majestic Luxury Townhomes located at 227-237 Somonauk Street & 402-410 Huron Street), Maya's Beauty Supply, Inc. (change of ownership from Chatham Beauty Supply, 114

Orchard Drive), SB Tax & Business Solutions, Inc.(286 Main Street), Stacy’s Automotive Repair Co.(84 Orchard Drive), Theater 47 LLC (371 Artists Walk), and Vanguard Exercise Management, Inc. (295 Main Street), along with 11 home based businesses.



*Incomplete data for 2016 per data conversion.

**Business certificate collection in calendar year; still compiling data for 2019.

The following new businesses plan to open before the end of FY2019: Artistic Flow (200 Main Street; paint & sip BYOB), Poppin’ Plates LLC (64 Lester Road; combination

catering/training/incubator commercial kitchen), Thom's Turkey LLC (corporate location; 338 Forest Boulevard), Little Sprouts Indoor Playroom & Party Venue (261 Cunningham), and Lacey's Place (301 Liberty Drive; video gaming).

2. Support existing businesses with educational and marketing opportunities.

EDAG selected April May Washington, M.Ed., owner of April's Safe Haven Childcare and Preschool, as the 2018 Sam Montella Park Forest Business Person of the Year. Ms. Washington was recognized with a reception and presentation of the award at a December 2018 Village Board Meeting.

The Park Forest bi-weekly Business e-Bulletin continues to support local businesses and organizations by offering a free marketing venue that goes out to 1,000+ subscribers. These bulletins also support Village sponsored events, highlight local events within the region, and feature area college events.

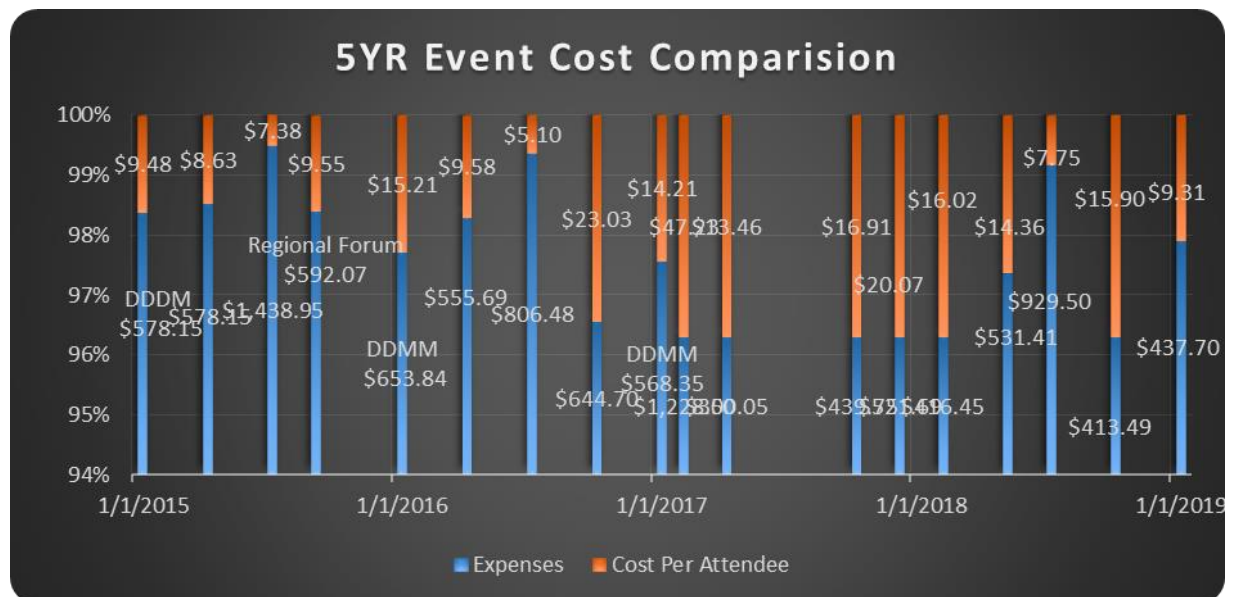


The 2018/2019 Shopping and Services Guide was mailed to all Park Forest addresses in June 2018 to promote Park Forest businesses and provide an additional opportunity for businesses to market their services via special ads within the directory. The Guide is also available on-line via a quick link icon on the homepage. The Guide continues to give businesses valuable exposure. It currently contains 45 ads - the most to date. The businesses have mentioned they receive numerous calls from residents that see their listing in the Guide.

Staff continues to publish and distribute the Park Forest Business News to all licensed businesses. Typical topics covered in the newsletter include a focus on the annual Business Person of the Year, recaps of the Business Breakfast topics, articles suggested and written by EDAG members, and updates on new businesses and other topics of interest to local businesses. Issues are distributed electronically and posted on the Village website.

The Park Forest Business Connection program serves important educational and networking purposes for local businesses. Business breakfasts in FY2018/2019 have

included “Cyber Security: How to Protect Your Company from Cyber Threats” (October 2018), “MicroFinance 101” (January 2019). Another networking session will be held on May 15, 2019.



The 2018 shop local program, Park Forest Water Bill Buck Buster, held three drawings and ended in December 2018. Residents and businesses were encouraged to spend at least \$150 at Park Forest businesses in each of the second through fourth quarters of the year. Prizes included Park Forest “swag” and a \$100 credit on the household/business water bill. The program had over 80 participants, which means that a minimum of \$12,000 was spent in Park Forest businesses. A new shop local program will be implemented in 2019.

Staff assisted the Rich East High School with arranging speakers for an Entrepreneurship Class at the school. Speakers included Lamont Foster (Foster’s Kennel), Rick Nesbitt (Vintrendi Wines), and Stephanie Luster (Essations).

Chicago Regional Growth and Illinois Manufacturing Excellence Center (IMEC) hosted ExporTech in November 2018 at Freedom Hall. The training was provided to increase exports from small and medium-sized companies and to support regional job growth.

3. Implement the Comprehensive Plan as adopted by the Board of Trustees.

Department Staff continues to work with the Assistant Village Engineer, Director of Recreation and Parks, and the consultant to finalize the stormwater management element of the Unified Development Ordinance. A final stormwater management ordinance is expected to be presented to the Planning and Zoning Commission and Board of Trustees for approval in 2019.

The new water line along South Western Avenue, to serve the Agrati Group, is now completed with water flowing to the business in mid-February 2019. This project will allow for new development and annexation along its ¼ mile length. It is the first, major

step to implement the Board's goals for South Western Avenue as established in the Strategic Plan for Land Use and Economic Development.

Letters of introduction have been sent to all property owners along the length of the new water line on South Western Avenue. Property owners are invited to consider new development to take advantage of the availability of Park Forest water service.

The Climate Action and Resilience Plan was adopted by the Board in February 2019.

Community Relations Objectives

1. Promote a thriving and stable housing market that is open to people of all races, ages, ethnicities and abilities.

Staff continues to create events to assist with filling revitalized homes by engaging the realtor community. Information sharing sessions are periodically held so realtors can be made aware of all amenities which come with home ownership in Park Forest. This includes awareness of financial assistance programs available through governmental programs. During Fiscal 2019, a realtor engagement event took place in February 2019.

The Director of Economic Development and Planning is a member of Board of the South Suburban Diversity Dinners (now a 501C3 organization). Diversity Dinners bring people of different races, ethnicities, religions, lifestyles, and ages together to share a meal, discuss their common goals, understand their differences, address misperceptions, and offer solutions to strengthen the South Suburban communities.

Staff is working on an interactive housing page for the Village website to attract a diverse community and showcase citizens and activities in the area. The page will help current and potential new residents stay up-to-date with businesses and new housing trends.

The Community Relations Coordinator attends regular meetings, workshops, and conferences of the Chicago Area Fair Housing Alliance, South Suburban Housing Center, and Illinois Municipal Human Rights Association.

All commercial property owners, contractors, and residential builders are encouraged to utilize a diverse workforce, especially when they have applied for and received Village development incentives.

The Director is a member of the Village's REAL Council Steering Committee.

In 2018, the Commission on Human Relations launched a lecture series to address the reality of racial divisiveness. The three events held in 2018 included a general discussion on racial divisiveness and how the community can address it, racial discrimination in housing and how it is being tackled, and racial implications in the health care system. The lecture scheduled for April 2019 will address how people from different backgrounds and races communicate with one another.

In spring 2019, the Community Relations Coordinator will host two workshops on credit repair and two workshops on retirement investing.

2. Generate a positive residential experience for increased resident retention and to promote the Village as an option to new residents.

Resident Appreciation events during Fiscal 2019 included a drawing for water bill money, candle making, Jazz N'Tizers, hot chocolate bar at Village Hall, a night of dance, a family/neighbor dinner at Dining on the Green, stress-free Saturday, and two bus tours.

The 2019 Black History Month event featured the talents of Rich East High School students drama team, band, and choir, and Lights of Zion youth ministry, with the theme of Celebrate, Educate, Elevate.

The Community Relations Division continues the Welcome Wagon Committee by way of a community bus tour during Resident Appreciation Month (November 2018 and June 2019). The bus tour allows new and long-time residents to learn more about the history, public facilities, commercial centers, and neighborhoods in Park Forest.

The second annual Community Oscars Awards were presented in January 2019. This program recognizes Park Forest residents and businesses who have gone above and beyond to make the community a special place.

Staff and the Commission on Human Relations continue to manage the poster program to highlight cultural awareness each month. These have included posters for Hispanic Heritage Month, LGBT Support, Black History Month, and Women's History Month.

The 2018/2019 Fall/Winter Community Calendar was printed and distributed in August 2018. The Spring/Summer Calendar will be published and distributed in April 2019. The calendar is mailed to all addresses in Park Forest. The calendar is given to new residents and participants of all events throughout the year, and it is available on the Village's web site.

This year's Good Egg Award reception was hosted in October 2018 by the Commission on Human Relations. This year's recipients included Park Forest Police Chief Chris Mannino and Park Forest resident Victor Blackful.

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 Chicago Southland Convention & Visitors Bureau, Daily Southtown, and the Chicago Tribune. Each event received prior/post media coverage from the Daily Southtown and eNews Park Forest.

**2019/2020 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 2019/2020.

Board Goals:

1. Generate economic and business sustainability for the Village.

SHORT TERM IMPLEMENTATION STRATEGIES

Work with local homeowners to sell Village-owned vacant residential properties in a side lot purchase program.

Work with identified investors/home buyers to sell Village-owned vacant homes for rehabilitation and occupancy.

Identify a new owner/developer for the Central Court Plaza to rehabilitate this commercial center and market it for full occupancy.

Identify a new owner/developer for the Blackhawk Plaza to allow this neighborhood commercial center to serve the community again.

Market the Hidden Meadows property based on the adopted market analysis and concept plan.

Identify banks, lending institutions, and other sources of financing willing to assist Park Forest businesses with start-up and expansion funds.

Sell the remaining 2.23 acres of vacant land along Main Street in DownTown Park Forest for development consistent with the DownTown Master Plan and the *Strategic Plan for Land Use and Economic Development*.

Sell the 4.8 acre former Marshall Fields parking lot and the lot at the northwest corner of Cunningham Drive and Main Street for multi-family residential development consistent with the DownTown Master Plan.

Initiate residential and commercial development at the 211th Street Metra TOD area.

Assist all commercial and industrial property owners to lease their properties by promoting available space and offering incentives where and when necessary.

Maintain strong relationships with local real estate brokers and agents who will positively promote the Village to new residents.

Promote the various housing programs that enable prospective residents to purchase a home in Park Forest.

Work with Illinois Manufacturing Excellence Center and Metro Chicago Exports to provide export and trade assistance programs to Park Forest based manufacturers.

LONG TERM IMPLEMENTATION STRATEGIES

Identify developers and/or new businesses to initiate development of the concept plan approved for the Hidden Meadows property.

Work with new developers/businesses along S. Western Avenue to increase commercial and industrial business development.

2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.

SHORT TERM IMPLEMENTATION STRATEGIES

Promote land along South Western Avenue for new industrial development and for annexation.

Assist the Public Works Department to apply for grant funding for infrastructure improvements that support neighborhood stabilization efforts.

LONG TERM IMPLEMENTATION STRATEGIES

Work with new businesses through the land development and annexation process.

3. Improved code compliance based on existing studies and innovative solutions.

SHORT TERM IMPLEMENTATION STRATEGIES

Continue to identify problem properties throughout the Village for demolition and rehabilitation to further neighborhood stabilization and redevelopment goals. This work can be carried out by Village operations, the SSLBDA and/or the Cook County Land Bank Authority.

Continue to work with non-profit and for-profit organizations to rehabilitate vacant, foreclosed residential structures. This work will include the pursuit of grant funding to aid in such endeavors.

Continue to build relationships with outside agencies for funding programs to offer down payment assistance programming and to continue outreach to find viable purchasers to live in rehabilitated housing.

Seek grant funding to continue to demolish vacant, blighted homes in the Eastgate neighborhood.

Generate resident interest in community gardening and other community-based activities in the Eastgate neighborhood.

Initiate the lien foreclosure or No Cash Bid process on all vacant lots where vacant, blighted homes have been demolished.

Create new applications and other materials needed to fully implement the Unified Development Ordinance.

LONG TERM IMPLEMENTATION STRATEGIES

Facilitate a planning workshop to review the concept plan for redevelopment of the Eastgate Neighborhood.

Research and identify development partners to assist the Village in implementing its vision for the Eastgate neighborhood.

Coordinate redevelopment of the Eastgate neighborhood with implementation of the Cook County Forest Preserve District's master plan for improvements to the Sauk Woods Forest Preserve so access to each area is enhanced and recreational opportunities in the Forest Preserve are consistent with the redevelopment goals for Eastgate.

4. Fiscal and service sustainability based on the triple bottom line concept.

SHORT TERM IMPLEMENTATION STRATEGIES

Continue to facilitate economic development, planning, and community relations policies and activities consistent with the *Growing Green Sustainability Plan* and the *Climate Action and Resilience Plan*.

Apply for and utilize technical assistance from regional advisory groups and grants that will allow Staff to implement the comprehensive plan.

LONG TERM IMPLEMENTATION STRATEGIES

Implement actions to achieve long term greenhouse gas reduction goals consistent with the *Climate Action and Resilience Plan*.

5. Sustain the Village's role as a catalyst for innovative change in the region.

SHORT TERM IMPLEMENTATION STRATEGIES

Work with Cook County, OAI, Inc., community colleges, and other partners to implement workforce development programs that benefit Park Forest residents and the employees of interested Park Forest businesses.

Continue the South Suburban Trades Initiative housing rehabilitation program with proceeds from the sale of houses and grant funding.

Work with Park Forest manufacturers to assist them in identifying qualified new employees, with a particular emphasis on Park Forest residents.

Continue to be an active member of the South Suburban Land Bank and Development Authority.

Educate residents about the economic impact of targeted industry sectors in the community.

Continue active involvement with Select Chicago and Select USA to promote industrial development in Park Forest and the Will Cook Enterprise Zone.

Continue to work with a diverse group of Cook County and South Suburban representatives to seek legislative solutions to the burden of high property taxes on all property owners.

Provide an array of programs to celebrate the rich diversity among Park Forest residents.

Continue to support the Civic Leadership Development Academy to encourage new generations of leaders to support the Village, Park Forest schools, Park Forest non-profit organizations, and other activities.

LONG TERM IMPLEMENTATION STRATEGIES

Work with the Chicago Southland Housing and Development Collaborative to identify or develop a community development corporation that can facilitate implementation of long term housing and economic development goals in the South Suburbs.

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. Maintain an environment that encourages new residential and business opportunities within the Village.
2. Support existing businesses with educational and marketing opportunities.
3. Implement the Comprehensive Plan as adopted by the Board of Trustees.

Economic Development and Planning Performance Measures

1. The creation of an environment that encourages new residential and business opportunities will be measured by:
 - a. Five new businesses open in Park Forest.
 - b. At least one commercial property sold.
 - c. Facilitation of the purchase and rehabilitation of five single family residential homes.
 - d. Two new developers working with the Village to create new residential and/or commercial developments.
2. The support of existing businesses will be measured by:
 - a. EDAG recognition of at least one Park Forest business that has excelled in community service initiatives.
 - b. A minimum of four Business Connection events.
 - c. The publication of at least three Business Connection newsletters.
 - d. A minimum of 35 one-on-one meetings with Park Forest business owners/ commercial property owners.
 - e. At least two training opportunities for potential entrepreneurs and existing/ potential business owners.
3. Implementation of the Comprehensive Plan will be measured by:
 - a. Promotion of new development on South Western Avenue.
 - b. Updated applications and other materials to implement the Unified Development Ordinance.
 - c. Sale and rehab of five additional residential properties in the Village.

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 that is open to people of all races, ages, ethnicities and abilities.
2. Generate a positive residential experience for increased resident retention and residential growth.
3. Implement marketing programs and outlets to increase awareness of the variety of housing opportunities.

Community Relations Performance Measures

1. The promotion of a thriving and stable housing market will be measured by:

- a. At least five educational opportunities for housing providers, realtors, and home-seekers to learn about fair housing issues, home ownership assistance, and other housing-related issues.
- b. At least five opportunities for cultural exchange among residents.
- c. Interested Village staff, Board/Commission members, mediators, and multi-family housing representatives are equipped with the tools necessary to serve a diverse constituency.
- d. Host event with local housing outlets to build relationships and determine how we can increase outlets for residents to buy and/or rent in the Village.

2. A positive residential experience will be measured by:

- a. At least five opportunities for residents and potential new residents to experience enriching workshops and social networking events.
- b. Each month celebrate a different culture or highlight a significant social issue through a variety of means.
- c. A block club initiative to increase awareness, community values and unity in the community.
- d. Continue programs for residents to be highlighted for their talents, hobbies or interest.
- e. Provide a new resident welcoming event and tour.
- f. Publication and distribution of a semi-annual community calendar of events to highlight the arts, leisure activities, and natural scenery of Park Forest.

3. Implementation of marketing programs will be measured by:

- a. A webpage linked to and highlighted on the Village website specifically geared to courting prospective and new residents, capable of requesting a new resident packet instantly by email.

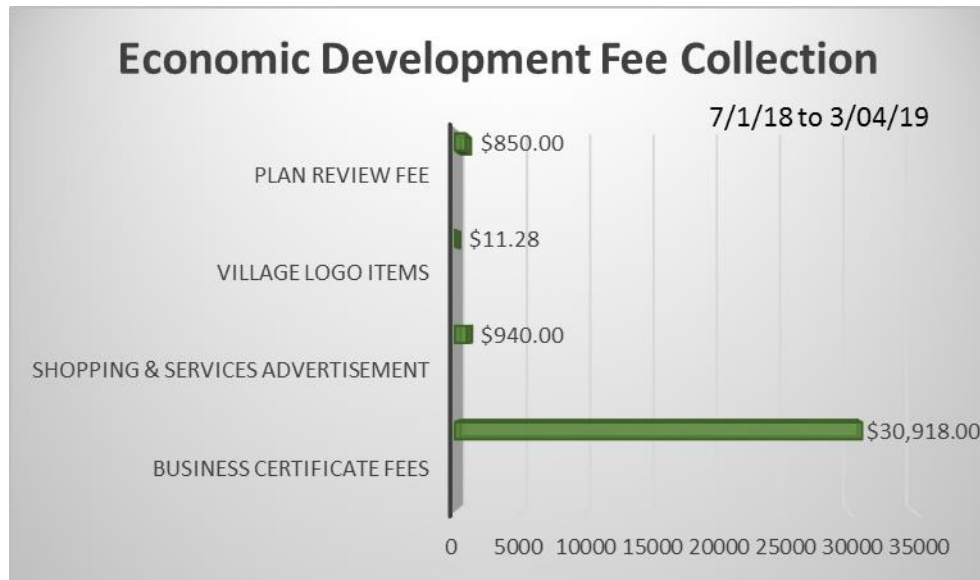
PERFORMANCE MEASURES:

	2015	2016	2017	2018	*2019
Quarterly Business Meeting Attendance # of meetings	376 (4)	287 (4)	186 (5)	**221 (4)	47 (1)
July DownTown District MidSummer Madness	195	158	0	0	0
Business License Renewal Packages Sent					
Mailed	256	248	258	260	246
Emailed	<u>68</u>	<u>69</u>	<u>62</u>	<u>67</u>	<u>70</u>
Total	324	317	320	327	316
Business License Renewal Application Submission					
Interactive PDF	105	95	97	111	103
Handwritten	<u>188</u>	<u>171</u>	<u>230</u>	<u>205</u>	<u>173</u>
Total	293	***266	327	316	276

* Data as of 3/5/19; still gathering data for calendar year.

** Count includes July's CSEDC Quarterly Economic Forum at Freedom Hall; 262 attended.

***Inconclusive data due to software conversion.



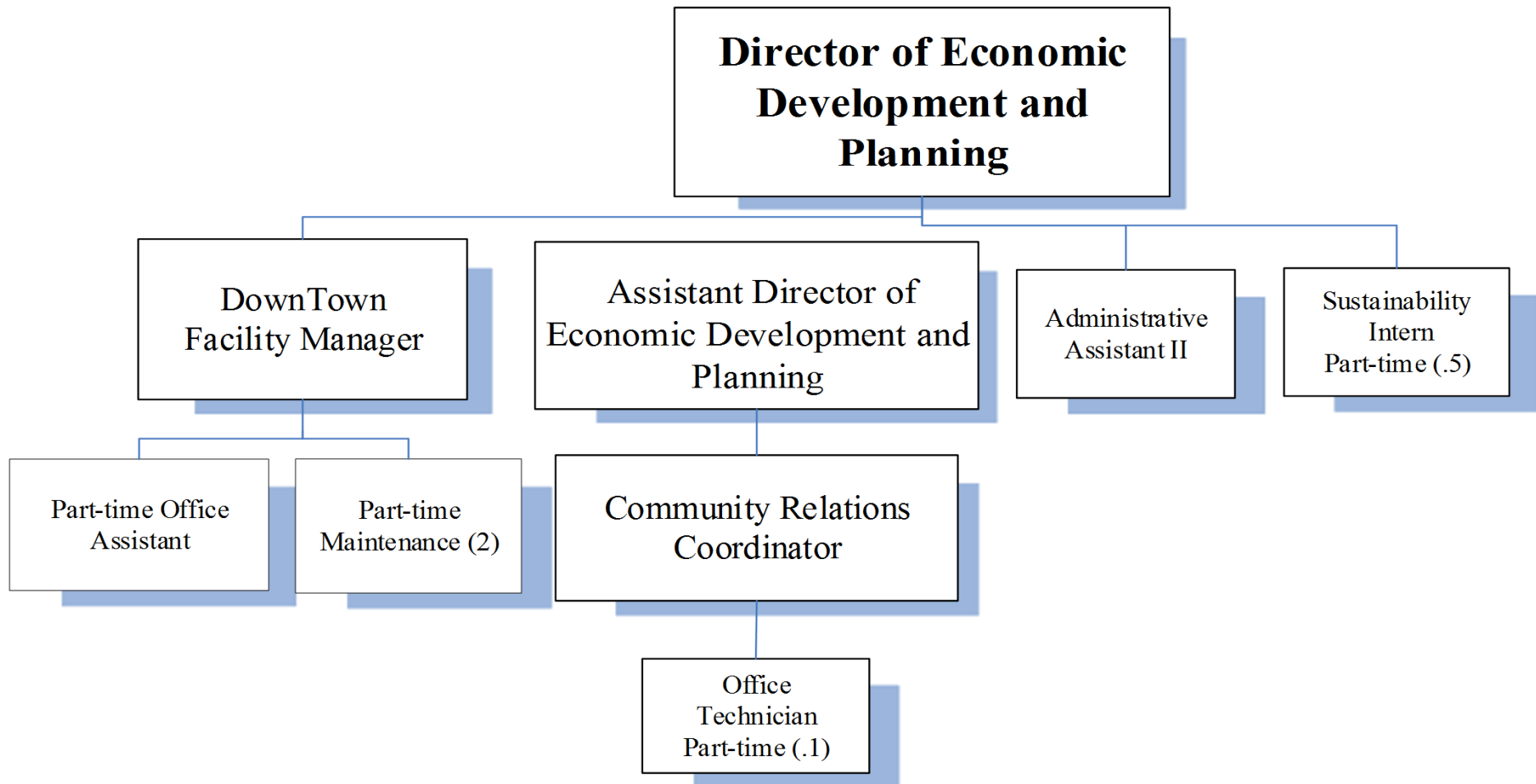
STAFFING:

<u>Position</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Director of Economic Development & Planning	1	1	1	1	1
Assistant Director of Economic Development & Planning	1	1	1	1	1
Community Relations Coordinator	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1
Office Technician (part-time)	.1	.1	.1	.1	.1
Sustainability Intern (part-time)*	<u>0</u>	<u>0</u>	<u>.5</u>	<u>.5</u>	<u>.5</u>
Total	4.1	4.1	4.6	4.6	4.6

* Oversight of the Sustainability Intern moved from Administration to Economic Development.

Village of Park Forest Economic Development Department

Organizational Chart



**Village of Park Forest
2019/2020 Budget**

**ECONOMIC DEVELOPMENT
and PLANNING SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	366,794	375,964	375,964	390,231	4%
Overtime Salaries	6	724	0	720	-1%
Part-time Salaries	<u>9,636</u>	<u>25,759</u>	<u>23,000</u>	<u>26,392</u>	<u>2%</u>
Total Personnel Services	376,436	402,447	398,964	417,343	4%
<u>Insurance</u>	41,434	43,513	43,513	53,336	23%
<u>Employee Support</u>	81,720	98,737	93,517	101,969	3%
<u>Professional Services</u>	8,328	37,600	23,000	33,200	-12%
<u>Operating Supplies</u>	13,623	19,318	15,300	19,135	-1%
<u>Capital Outlays</u>	0	2,500	2,500	2,500	0%
<u>Miscellaneous</u>	58,234	124,500	76,450	122,450	-2%
<u>Utilities</u>	<u>1,666</u>	<u>2,900</u>	<u>2,200</u>	<u>1,800</u>	<u>-38%</u>
TOTAL	<u>581,441</u>	<u>731,515</u>	<u>655,444</u>	<u>751,733</u>	3%

**Village of Park Forest
2019/2020
Budget**

**ECONOMIC DEVELOPMENT AND PLANNING
SALARY DETAIL**

	6/30/2019 Base	Increase Salary 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Hildy Kingma Director of Economic Development & Planning	138,951	141,730	25,9	141,730	16,299	10,842	13,226	1,244	126	25
Sandra Zoellner Assistant Dir of Economic Development	99,236	101,221	18,9	101,221	11,640	7,743	0	0	126	25
Evelyn Randle Community Relations Coordinator	78,524	80,094	13,9	80,094	9,211	6,127	20,463	1,244	126	20
Monica DeLord Administrative Assistant II	65,869	67,186	9,9	67,186	7,726	5,140	15,879	776	126	15
Sustainability Intern	15,759	16,074		16,074	1,849	1,230				
Office Technician (Part-time)	10,000	10,200	2,3	10,318	0	789				
Overtime	706	720		720	83	55				
ECONOMIC DEVELOPMENT & PLANNING TOTAL	409,045	417,225		417,343	46,808	31,926	49,568	3,264	504	

NOTE: Full-time employees who decline health insurance receive one extra day off annually.

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

**Employees with vacation/personal days also receive 12 sick days, 10 holidays, and 2 floating holidays annually.

**Village of Park Forest
2019/2020 Budget**

**ECONOMIC DEVELOPMENT & PLANNING
DETAIL
01-19-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	390,231
500100	Overtime Salaries	720
500200	Part-time Salaries	<u>26,392</u>
Total Personnel Services		417,343

INSURANCE

510100	Health Insurance	49,568
	Dental Insurance	3,264
	Life Insurance	<u>504</u>
Total Insurance		53,336

EMPLOYEE SUPPORT

520000	Other Travel Expense (Commuter train, other transportation, parking, meals, accommodations for attendance at meetings of Will County Econ. Network, Southland Chamber, Illinois Municipal Human Relations Assoc, Chicago Area Fair Housing Alliance, 3CMA, economic development marketing, American Planning Assn, International Economic Development Corp, FDI, and others)	5,000
520100	Car/Mileage Reimbursement	2,500
520200	Membership Dues/Subscriptions	
	South Suburban Housing Center	500
	Chicago Area Fair Housing Alliance	200
	Illinois Municipal Human Rights Association	50

	American Planning Association (PZC)	700	
	American Planning Association - Plan Commission	850	
	International Council of Shopping Centers (3)	150	
	Illinois Economic Development Assoc (2)	500	
	International Economic Development Council (2)	650	
	3CMA - Associate Membership	400	
	Illinois Real Estate Journal	30	
	Downtown Promotion Reporter	250	
	South Suburban Small Business Association	315	
	LoopNet-commercial brokerage/marketing	2,400	
	STDB Online-retailer marketing	1,300	
	Mid America Economic Development Council	150	
	Additional subscriptions	<u>140</u>	
			8,585
520300	Training Staff Development		
	Registration for workshops and conferences		6,500
520400	Books/Pamphlets		650
520610	FICA		31,926
520620	IMRF		<u>46,808</u>
	Total Employee Support		101,969

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Sanitarian Fees	8,800	
	Business Marketing Support	7,600	
	Design of Community Calendar (2)	3,100	
	South Suburban Housing Center	4,500	
	Constant Contact (2)	1,200	
	Housing & Economic Development Website Development	3,000	
	MakerLab Programming	<u>5,000</u>	
			<u>33,200</u>
	Total Professional Services		33,200

OPERATING SUPPLIES

540000	Other Operating Supplies		
	Office Supplies	1,535	
	Miscellaneous Copies	<u>300</u>	
			1,835
540400	Department Sponsored Meetings		
	(Business Connection events, Realtor/Broker/Econ Dev events,		
	housing plan/climate action plan implementation)	7,300	
	Civic Leadership Development Program	<u>10,000</u>	
			<u>17,300</u>
	Total Operating Supplies		19,135

CAPITAL OUTLAYS

560000	Capital Outlays		
	Computer Replacement		<u>2,500</u>
	Total Capital Outlays		2,500

MISCELLANEOUS EXPENDITURES

590100	Postage		
	Shopping & Services Guide	1,800	
	Community Calendar (2)	3,500	
	Special events	<u>1,500</u>	
			6,800
590800	Printing/Reproduction/Graphics		
	Economic Development Material	4,000	
	Shopping & Services Guide	10,000	
	Utility Bill Inserts	2,500	
	Special Events	1,500	
	Community Calendar	<u>11,000</u>	
			29,000
590900	Advertising		
	Ads for Special and Cultural Events	3,000	
	Business/Industry attraction and retention	5,500	
	Visitor/New Resident attraction and retention	5,500	
	Sign Grant Program (outside DownTown Park Forest)	<u>5,000</u>	
			19,000

591000	Public Notices	
	Zoning Variances, Appeals, Ordinance Revisions	1,000
591200	Other Special Events Expense	
	Special Events for Youth/Young Professionals	3,000
	Cultural and Diversity Celebrations (Hispanic History Month, Wine & Chocolate, Family Nights, Ice Cream Social, Women's History Month)	16,300
	Black History Month	2,500
	Multi-Cultural Event	2,500
	Shop Local Event	1,500
	Block Clubs/Community Initiatives	1,000
	Freedom Hall Speaker Series	2,500
	Diversity Dinners	1,000
	South Suburban Housing Center Annual Meeting	600
	EDAG Business Person of the Year Award	300
	New Business Open and Business Retention Events	950
	Resident Appreciation Events (2 months, multiple events)	11,000
	Response to Current Events (e.g., homebuyer and job fairs)	3,000
	Promotional items (logo and sustainability promotion)	10,000
	Support for EDAG Initiatives	2,500
	Comprehensive Housing Plan Implementation	4,000
	Attendance at trade shows/job fairs (Business Expos, Career Fairs, ICSC, SelectChicago)	<u>4,000</u>
		<u>66,650</u>

Total Miscellaneous Expenditures	<u>122,450</u>

UTILITIES

610000	Telephone	<u>1,800</u>

Total Utilities	<u>1,800</u>

TOTAL ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT	751,733

Village of Park Forest 2019/2020 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 with inspections of food and health establishments. One Code Enforcement Manager and two Housing Inspectors are ICC certified in the Property Maintenance Code. The Community Development Department has professional electrical and plumbing inspectors at its disposal on a contractual basis. The electrical inspector is a county-certified electrician and the plumbing inspector is a State of Illinois licensed plumber. These inspectors are utilized to perform inspections on all new residential and commercial construction.

The department provides guidance to property owners, developers, citizens and other units of government on zoning issues. The Community Development Director 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 2018/2019 BUDGET OBJECTIVES:

The Community Development Department is involved with implementing several of the goals of the Board of Trustees. They are as follows:

1. Generate economic and business sustainability for 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 continued 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 Housing Collaborative will continue to seek housing funds to address the foreclosure problem in Park Forest and other south suburban communities.

2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.

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.

Staff continued to seek grants through the Grants Seeking Task Force. In 2018 the Grants Seeking Task Force saw approval of 17 grants for \$896,532 bringing the total figure to \$37.4 million approved including prior years. In 2017 the Grants Seeking Task Force saw approval of 10 grants for \$1,874,875. In 2016 the Grants Seeking Task Force saw approval of 27 grants for \$9,327,548. In 2015 the Grants Seeking Task Force saw approval of 10 grants for \$1,088,195. In 2014 the Grants Seeking Task Force saw approval of 20 grants for \$2,859,250 bringing the total figure to \$29.5 million approved including prior years. In 2013 the Grants Seeking Task Force saw approval of 10 grants for \$920,000. In 2012 the Grants Seeking Task Force saw approval of 11 grants totaling just over \$6.2 million dollars. In 2011, 19 grants were approved totaling just over \$2.6 million. In addition, staff provided a grant lead to the Park Foresters and other local agencies. As part of its on-going inter-governmental 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:

*North Street Resurfacing - \$252,000**

*Salt Dome Grant (ILDCEO) - \$150,000**

*Smart Growth Assessment of Development Regulations (USEPA) - \$20,000**

*Revision of Zoning and Subdivision Regulations (CMAP) - \$100,000**

211th Street Bike/Ped Access Plan (RTA) - \$10,000*
 IL Building Blocks Housing Rehab (IHDA) - \$861,054*
 Abandoned Property Program Housing Demolition (Round 1) (IHDA) - \$185,000*
 Two Maker Space Grant (SBA) - \$100,000*
 Morton Arboretum Grant - \$12,781*
 Bicycle Sharrows (IDOT) - \$60,000*
 Farmer's market Grant - \$8,000*
 Bicycle & Pedestrian Plan (CMAP) - \$116,379*
 CNG Fuel Farm/Fleet for Star Disposal - \$3,171,000*
 DOT-Traffic Safety Grant – 17,916*
 Revitalization of mid-block cut throughs (CDBG) - \$274,000*
 Resurfacing Illinois Street from North Orchard to Western Avenue - \$1,340,000**
 Blight Reduction Program Housing demolition (Round 2) (IHDA) - \$805,000*
 Blight Reduction Program Housing demolition (Round 1) (IHDA) - \$350,000*
 Abandon Property Program Demolition Rehab (Round 2) (IHDA) - \$118,200*
 Abandon Property Program Demolition Rehab (Round 3) (IHDA/SSLBDA) - \$250,000**
 (SCBA) Operations and Safety Grant (FEMA.DHS) - \$218,960**
 (SCBA) Operations and Safety Grant – Trailer (FEMA.DHS) - \$106,166**
 Replace Breathing Air Compressor - \$45,000*
 Reconstruction Forest Blvd., Indianwood to Western Ave. Design Plan - \$380,000***
 Storm Water Sewer Replacement (Will Co.) - \$23,200*
 Sanitary Sewer System Lining N & O Streets (CDBG) - \$200,000 **
 Invest in Grant Fund-Design Forest Blvd. Resurfacing - \$200,000 **
 Greenest Region Ameri-Corp Member - \$18,000 *
 Urban Water Grant – Rain Garden - - \$30,000 **
 Small Equipment Grant (OSFM) - \$26,000 *

* Completed

** Grants Approved and in the works

*** Applied for

3. Continue to improve code compliance based on existing studies and innovative solutions.

Staff works interdepartmentally to enhance the viability of commercial development and residential quality of life through a number of different ordinances and programs.

In 2018, 137 new vacant properties registered. Also in 2018 a total of 141 citations have been written on properties through the adjudication process to resolve outstanding property code violation matter of enforcement. In 2017 a total of 149 citations were written. Since 2007, 206 properties have been brought to the civil court process. A total of 76 properties were ultimately pursued to demolition with 29 more properties in the process.

In 2014, it was noted that the six year trend in the rising number of vacant properties dropped to a yearly average of 587, down from 665 in 2013. In 2015, that figure dropped to 554 and down to 501 in 2016. In 2017, that average was 487. In 2018, that average is 526.

A similar trend has been seen in yearly average number of foreclosed properties. In 2015, the yearly average was 638 compared to 732 in 2014 and 766 in 2013. In 2016, it was 568 and in 2017 it was 526. In 2018 that average was 490.

Besides being involved with implementing several of the Board's goals, the Community Development Department had additional departmental goals. They are as follows:

Building

1. Continue the administration of the annual licensing of building contractors.

This program is ongoing and operating very smoothly.

2. Administer and enforce the Vacant Building Registration Program.

The department will continue to monitor vacant buildings and aggressively enforce this ordinance.

3. Implementation of the BS&A Software System for the administration of the annual licensing of building contractors.

The new BS&A Software System is operational and department personnel utilizing it for licensing and inspectional services.

4. Oversee the commercial development and expansion in DownTown Park Forest.

During the past year, the Community Development Department approved building plans and inspected construction for a number of new businesses.

5. Oversee the commercial development and expansion in Business Park.

Staff provided assistance in discussions with potential new businesses interested in locating within Park Forest. In 2018, the Building Permit for the new Truck Repair Facility & Maintenance Building for Homewood Disposal was issued.

6. As part of the Troubled Building and Property Task Force, continue aggressive property maintenance code enforcement throughout the year to expedite the process for code compliance.

The Troubled Building and Property Task Force, which is a multi-department operation, continued to make concerted efforts to identify and comprehensively

address problem properties, owners and occupants. As a result of these efforts, a Crime Free Housing Ordinance was implemented. Also, staff has actively pursued initiation of civil court proceedings seeking code compliance and in extreme cases, a demolition order. A joint software project is underway with the Police department whereby new software will streamline the issuance and clerking of administrative adjudication citations. The table below summarizes the court proceedings and demolitions over the past few years.

	Civil Court Proceedings	Demolitions
2007	43	5
2008	9	3
2009	23	2
2010	15	3
2011	27	11
2012	39	21
2013	8	6
2014	5	0
2015	6	0
2016	8	0
2017	0	0
2018	0	0

Community Development:

1. Continue to expand technology in computerization with the new BS&S Software System 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 BS&A Software System is up and operational with department personnel utilizing it for licensing and inspectional services.

2. The Grants Seeking Task Force will investigate a Grants Search Support Group in identifying new grant opportunities.

Numerous grants were applied for in 2018/2019. The bulk of the grants sought are related to infrastructure improvements. Applications and/or project awards can be found on pages 9-2 and 9-3.

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. Finally, the build-out for a studio in the lower level of the Village Hall is now complete.

4. Continue to work with the Department of Economic Development & Planning in the area of commercial and residential revitalization throughout the Village.

Results of these efforts are found on page 9-2 under Board Goals # 1. Continue efforts to increase commercial, business and residential development in the Village.

Housing – Housing Choice Voucher Program:

1. Continue to conduct outreach programs to property owners, marketing the Housing Choice Voucher Program with a new, updated landlord brochure and informational packet.

The Housing Authority continued to promote its programs to potential homebuyers.

2. Update the Rent Reasonableness Handbook.

This effort is ongoing.

3. Explore the possibility of the Housing Authority obtaining HUD funds to purchase longstanding foreclosed/vacant houses.

The Housing Authority has investigated and will continue to identify potential avenues for acquisition and redevelopment.

2019/2020 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 2019/2020.

Board Goals:

1. Generate economic and business sustainability for the Village.
2. Create an infrastructure capital plan that is flexible in dealing with trouble spots.
3. Improve code compliance based on existing studies and innovative solutions.

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. Full implementation of the BS&A Software System for the administration of inspection services operations.
4. Oversee the commercial development and expansion in DownTown Park Forest.
5. Oversee the commercial development and expansion in Business Park.
6. As part of the Troubled Building and Property Task Force, continue aggressive property maintenance code enforcement throughout the year to expedite the process for code compliance.

BUILDING DEPARTMENT PERFORMANCE MEASURES:

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Number of Building Permits Issued	634	651	735	739
Amount Collected in Permit Fees	\$84,845	\$133,339	\$162,581	\$99,865
Total Valuation of Work	\$4,960,073	\$10,645,030	\$11,873,309	\$7,329,965
Contractor's License Fees	\$30,150	\$31,850	\$35,680	\$35,800
Residential Inspection Fees	\$84,950	\$76,150	\$81,950	\$80,450
Real Estate Transfer Tax Stamps	\$156,524	\$340,399	\$125,391	\$150,415
Housing Court/Adjudication Fines	\$94,831	\$16,602	\$26,626	\$40,302
Civil Court/Liens	\$36,428	\$45,000	\$10,485	\$9,799
Buildings & Grounds Maintenance Income	\$120,115	\$91,537	\$119,834	\$110,236
Buildings & Grounds Maintenance Expense	\$57,626	\$40,573	\$75,653	\$84,775
Elevator/Escalator Inspection Fees	\$3,450	\$3,450	\$3,900	\$3,900
Number of Houses Vacant *	554	500	487	526
Number of Houses in Foreclosure *	638	568	526	490
Number in Foreclosure and Occupied *	373	371	370	346
Vacant Building Registration Program	\$60,800	\$45,800	\$33,700	\$27,400
New Vacant Building Registration Units	304	229	168	137
* Annual Average				

<u>Inspections</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
No Access	17	13	21	29
Inspector Initiated	1,285	1,091	1,298	1,855
Call-in/Referral Complaints	462	300	474	536
Single Family Inspections	554	603	658	651
Multifamily Inspections	425	437	345	382
New Construction	1,243	1,338	1,494	1,666
Violations	4,826	4,648	5,270	6,095
<u>Abatement</u>				
No Access	0	6	3	3
Inspector Initiated	748	584	837	999
Call-in/Referral Complaints	250	220	384	392
Single Family Inspections	398	478	414	420
Multi-family Inspections	75	59	53	58
Violations	4,240	3,975	4,238	4,700
<u>Overall Inspection Totals</u>	<u>5,457</u>	<u>5,129</u>	<u>5,981</u>	<u>6,991</u>
Certificates of Occupancy Issued	1,059	977	1,067	912
Number of Citations Issued	141	98	149	195
Days Representing Citations	6,039	12,051	4,799	10,728
Average Days Per Citation	42	123	33	76

Explanation of Performance Measures:

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. Continue to expand technology in computerization with the new BS&A Software System enabling the department to create the Village's database system. In addition, enable the department to specialize and enhance building and code enforcement operations in the field as well as in the office.
2. The Grants Seeking Task Force will investigate a Grants Search Support Group in identifying new grant opportunities.
3. Provide staff liaison assistance to the Cable Communications Commission and aid in their establishment of local origination programming in Park Forest.
4. Continue to work with the Department of Economic Development & Planning in the area of commercial and residential revitalization throughout the Village.

5. Assist in the coordination for the annual strategic planning, including recommendation of a facilitator.

COMMUNITY DEVELOPMENT PERFORMANCE MEASURES:

Objective 1 will be measured by acquisition of the equipment and implementation. Objective 2 will be measured by successful application submittals and, where possible, awarding of funds. Objective 3 will be measured by the outcome of the creation of the program. Objective 4 will be measured by the issuance of building permits for such revitalization. Objective 5 is measured by the outcome of the Board creating their goals.

HOUSING - HOUSING CHOICE VOUCHER PROGRAM OBJECTIVES

1. Continue to conduct outreach programs to property owners, marketing the Housing Choice Voucher Program with a new, updated landlord brochure and informational packet.
2. Update the Rent Reasonableness Handbook.
3. Explore the possibility of the Housing Authority obtaining HUD funds to purchase longstanding foreclosed/vacant houses.

HOUSING - HOUSING CHOICE VOUCHER PROGRAM PERFORMANCE MEASURES:

Objectives 1 and 2 will be measured by the completion of a landlord brochure, an informational packet and an updated Rent Reasonableness Handbook.

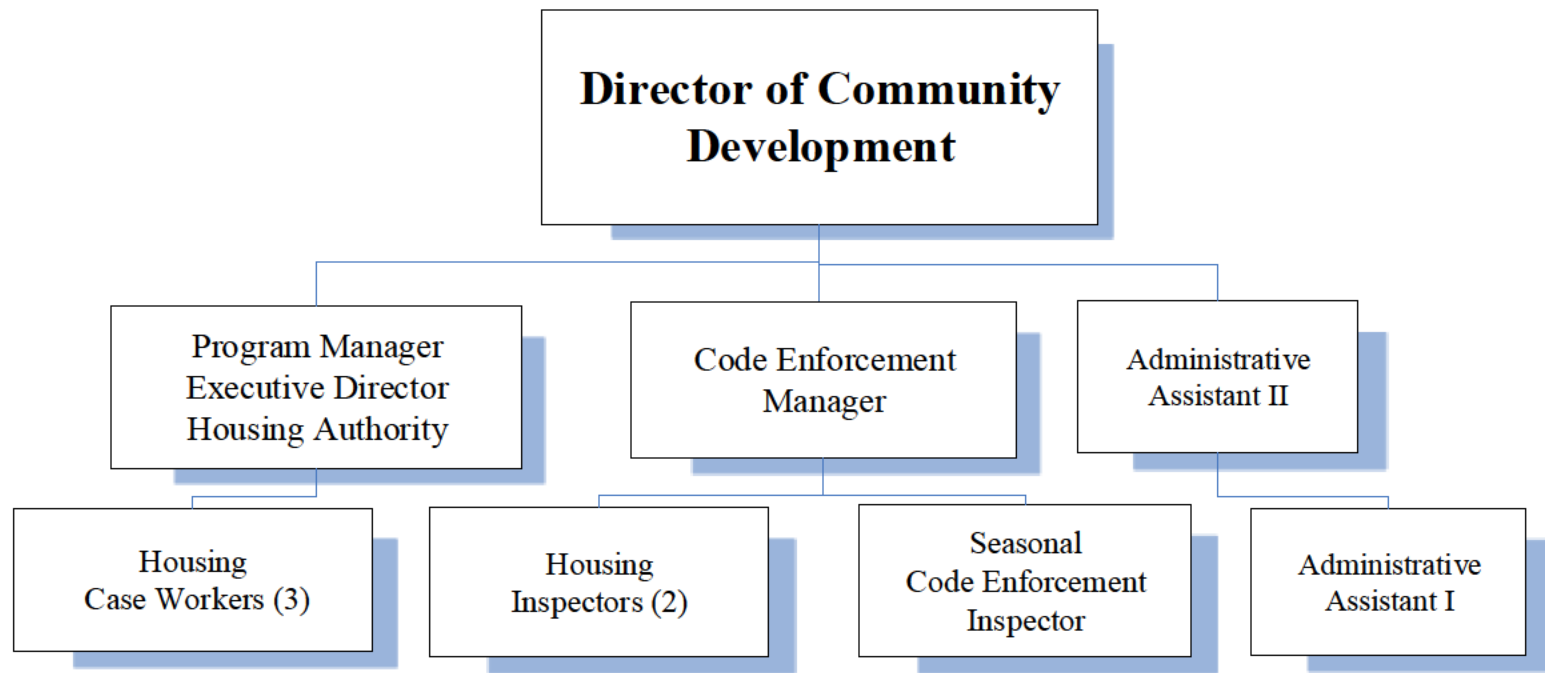
STAFFING:

The Community Development Department budget has decreased by .5 in staffing.

<u>Position</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Director	1	1	1	1	1
Code Enforcement Officer	1	0	0	0	0
Code Enforcement Manager	0	1	1	1	1
Housing Inspector	2	2	2	2	2
Seasonal Code Enforcement Inspector	0	0	.5	.5	.5
Program Manager	1	1	1	1	1
Housing Case Worker	2	3	3	3	3
Administrative Assistant II	0	0	1	1	1
Administrative Assistant I	1	1	1	1	1
Office Technician (part-time)(FTE)	<u>.9</u>	<u>.9</u>	<u>.5</u>	<u>0</u>	<u>0</u>
Total	8.9	9.9	11.0	10.5	10.5

Village of Park Forest Community Development Department

Organizational Chart



**Village of Park Forest
2019/2020 Budget**

**COMMUNITY DEVELOPMENT
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	416,278	433,349	441,784	444,132	2%
Overtime	565	2,000	220	0	-100%
Temporary/Part-time Salaries	<u>8,665</u>	<u>15,000</u>	<u>20,000</u>	<u>20,000</u>	33%
Total Personnel Services	425,508	450,349	462,004	464,132	3%
<u>Insurance</u>	59,641	72,983	69,929	77,012	6%
<u>Employee Support</u>	89,784	100,881	91,346	102,259	1%
<u>Professional Services</u>	4,693	15,400	4,724	15,400	0%
<u>Operating Supplies</u>	7,037	6,600	5,630	6,600	0%
<u>Maintenance</u>	86,403	78,500	89,958	85,000	8%
<u>Capital Outlays</u>	2,421	3,000	1,592	3,800	27%
<u>Miscellaneous</u>	13	200	0	200	0%
<u>Leases and Rentals</u>	12,898	13,419	13,419	13,822	3%
<u>Utilities</u>	<u>4,541</u>	<u>3,000</u>	<u>4,006</u>	<u>4,000</u>	<u>33%</u>
TOTAL	<u>692,939</u>	<u>744,332</u>	<u>742,608</u>	<u>772,225</u>	4%

**Village of Park Forest
2019/2020
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT
SALARY DETAIL**

	6/30/2019 Base	Salary Increase 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Lawrence Kerestes Director of Community Development	132,335	134,982	24,9	134,982	15,523	10,326	13,783	776	126	35
Geraldine V. Dupaty Program Mgr/Exec Dir HA	82,451	84,100	14,9	84,100	9,672	6,434	7,895	399	126	16
Jerry C. Martin Code Enforcement Manager	82,451	84,100	14,9	84,100	9,672	6,434	15,441	776	126	30
Dolores Dubois Admin. Assistant II	65,869	67,186	9,9	67,186	7,726	5,140	13,783	776	126	15
Kathleen E. Fisher Housing Inspector	62,735	63,990	8,9	63,990	7,359	4,895	13,783	776	126	25
Eshe McGee Housing Inspector	62,735	63,990	8,9	63,990	7,359	4,895	13,226	1,244	126	15
Mattie Tyson Housing Case Worker	62,735	63,990	8,9	63,990	7,359	4,895	6,847	399	126	24
Tiffany Perry Housing Case Worker	58,562	59,733	8,7	60,426	6,949	4,623	0	0	126	10
Karla Dixon Housing Case Worker	54,668	55,761	8,5	56,408	6,487	4,315	7,895	399	126	10

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

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

**Village of Park Forest
2019/2020
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT
SALARY DETAIL**

	6/30/2019 Base	Salary Increase 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Anne H Lindeman Admin. Assistant I	51,034	52,055	8,3	52,659	6,056	4,028	7,671	399	126	10
Inspector - Seasonal Part-time	15,000	15,300	2,4	20,000	2,300	1,530				
Subtotal	730,575	745,187		751,831	86,462	57,515	100,324	5,944	1,260	
ALLOCATIONS										
Housing (Housing Case Worker @ 100%)				-60,426	-6,949	-4,623	0	0	-126	
Housing (Code Enforcement Officer @ 5%)				-4,205	-484	-322	-772	-39	-6	
Housing (Housing Inspector @ 5%)				-3,199	-368	-245	-689	-39	-6	
Housing (Housing Inspector @ 40%)				-25,596	-2,944	-1,958	-5,290	-498	-50	
Housing (Program Manager @ 95%)				-79,895	-9,188	-6,112	-7,500	-379	-120	
Housing (Housing Case Workers @ 95%)				-114,378	-13,153	-8,750	-14,005	-758	-239	
Subtotal				-287,699	-33,086	-22,010	-28,256	-1,713	-547	
COMMUNITY DEVELOPMENT										
DEPARTMENT TOTAL	730,575	745,187		464,132	53,376	35,505	72,068	4,231	713	

NOTE: Code Enforcement Officer & Housing Inspectors receive an annual \$75 safety shoe allowance.
Full-time employees who decline health insurance receive one extra day off annually.

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

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

**Village of Park Forest
2019/2020 Budget**

**COMMUNITY DEVELOPMENT
DETAIL
01-20-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	444,132
500200	Temporary/Part-time	<u>20,000</u>
Total Personnel Services		464,132

INSURANCE

510100	Health Insurance	72,068
	Dental Insurance	4,231
	Life Insurance	<u>713</u>
		<u>77,012</u>
Total Insurance		77,012

EMPLOYEE SUPPORT

520000	Other Travel Expense (Commuter train downtown, meetings, transportation, parking, meals, tools, attendance at meetings)	4,600
520100	Car/Mileage Reimbursement	500

520200	Membership Dues/Subscriptions		
	International City/County Management Assoc.	200	
	International Code Council	135	
	International Council of Shopping Centers	100	
	Illinois City/County Management Assoc.	140	
	Illinois Municipal League	30	
	Urban Land Institute	200	
	Crain's Chicago Business	155	
	Chicago Law Bulletin	<u>548</u>	
			1,508
520300	Training Staff Development (BOCA Certification Program)		
	Inspection Staff	3,000	
	(Prairie State College - all department staff)	950	
	Attendance at workshops and conferences	<u>2,500</u>	
			6,450
520400	Books/Pamphlets		
	ICC Code updates, college course material		320
520610	FICA		35,505
520620	IMRF		<u>53,376</u>
	Total Employee Support		102,259

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Electrical & Plumbing Inspectors *	2,500	
	Thompson Elevator Inspection Services **	2,300	
	Title Searches, Paralegal Costs, etc.	600	
	Technical Inspection Services	<u>10,000</u>	
			<u>15,400</u>
	Total Professional Services		15,400

* Electrical & Plumbing inspection fees are recovered in fee structure under building permit application. \$300 per residential/new house and \$500 per commercial new construction.

** Elevator/escalator revenues cover expenses on a calendar year basis.

OPERATING SUPPLIES

540000	Other Operating Supplies	
	Building Permit Applications	400
	Electrical & Plumbing Inspection Forms	200
	House File Address Folders	250
	Real Estate Transfer Tax Forms	400
	Employee Recognition Program	500
	Office Supplies	800
	Adjudication Software	<u>4,050</u>
Total Operating Supplies		6,600

MAINTENANCE

550500	Contractual Grounds Maintenance (Lawn Maintenance and Upkeep. Funds are provided to abate violations related to long grass or noxious weeds at vacant/abandoned properties. These funds are recoverable through liens and other collections.)	
	House Demolition	<u>85,000</u>
Total Maintenance		85,000

CAPITAL OUTLAYS

560000	Capital Outlays	
	Computer Replacement	<u>3,800</u>
Total Capital Outlays		3,800

MISCELLANEOUS EXPENDITURES

591000	Public Notices	<u>200</u>
Total Miscellaneous Expenditures		200

LEASES AND RENTALS

600400	Vehicle Interfund Rentals	<u>13,822</u>
	Total Leases and Rentals	13,822

UTILITIES

610000	Telephone	
	Cell Phone Charges (5)	<u>4,000</u>
	Total Utilities	<u>4,000</u>

TOTAL COMMUNITY DEVELOPMENT DEPARTMENT	772,225

**Village of Park Forest
2019/2020 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
2019/2020 Budget**

**RECREATION AND PARKS
COMBINED ENTERPRISE FUNDS
(Aqua Center and Tennis and Health Club)**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 BUDGET	PERCENT CHANGE
REVENUE					
Property Taxes	30,251	0	0	0	0%
Services	353,575	367,900	323,400	355,900	-3%
Sales	26,273	29,000	25,085	25,000	-14%
Interest	6,718	2,500	6,803	0	100%
Contributions/Donations	0	0	0	0	0%
Misc Income	0		0	0	0%
Transfer from General Fund	<u>380,000</u>	<u>380,000</u>	<u>380,000</u>	<u>380,000</u>	0%
TOTAL REVENUE	<u>796,817</u>	<u>779,400</u>	<u>735,288</u>	<u>760,900</u>	-2%
 <u>Net Income(Loss)</u>	 18,811	 (49,958)	 (22,747)	 (89,239)	 79%
Debt Principal Repayment	(39,257)	-	-	-	
Depreciation	<u>64,600</u>	<u>62,960</u>	<u>62,960</u>	<u>66,237</u>	
Cash Flow	44,154	13,002	40,213	(23,002)	
 <u>Beginning Net Cash</u>			543,602	583,815	
<u>Ending Net Cash</u>			583,815	560,813	

**Village of Park Forest
2019/2020 Budget**

**RECREATION AND PARKS
COMBINED ENTERPRISE FUNDS
(Aqua Center and Tennis and Health Club)**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	91,325	110,162	94,278	111,618	1%
Overtime Salaries	344	3,288	475	3,258	-1%
Temporary/Part-time Salaries	<u>100,802</u>	<u>111,523</u>	<u>92,693</u>	<u>114,393</u>	3%
Total Personnel Services	192,471	224,973	187,446	229,269	2%
<u>IRMA</u>	4,083	7,661	7,661	9,005	18%
<u>Employee Support</u>	33,934	39,907	34,096	40,373	1%
<u>Professional Services</u>	195,940	198,377	195,247	197,286	-1%
<u>Operating Supplies</u>	78,849	67,420	60,900	65,770	-2%
<u>Maintenance</u>	-3,793	22,240	20,525	23,085	4%
<u>Capital Outlays</u>	70,486	45,900	33,000	100,000	118%
<u>Depreciation</u>	64,600	62,960	62,960	66,237	5%
<u>Interest Expense</u>	1,992	0	0	0	0%
<u>Transfers to Other Funds</u>	37,640	37,640	37,640	37,640	0%
<u>Miscellaneous</u>	10,390	7,900	7,900	7,900	0%
<u>Leases and Rentals</u>	3,696	3,880	3,880	4,074	5%
<u>Utilities</u>	<u>87,718</u>	<u>110,500</u>	<u>106,780</u>	<u>69,500</u>	-37%
TOTAL EXPENSES	<u>778,006</u>	<u>829,358</u>	<u>758,035</u>	<u>850,139</u>	3%

**Village of Park Forest
2019/2020 Budget**

**PUBLIC WORKS
COMBINED ENTERPRISE FUNDS
(Municipal Parking, Refuse Collection, Water and Sewer)**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Parking Lot Fees	91,449	89,452	70,405	64,779	-28%
Charges for Service	1,415,124	1,385,408	1,447,410	1,496,401	8%
Water Sales					
Residential	5,598,571	4,950,537	5,422,827	5,777,537	17%
Commercial	1,115,482	1,343,912	1,260,686	1,306,121	-3%
Infrastructure Fee	278,538	304,065	303,130	303,130	0%
Sanitary District Fees	186,071	186,000	185,988	186,000	0%
Sewer User Fees					
Residential	941,675	950,000	925,130	970,416	2%
Commercial	197,102	191,596	234,327	245,798	28%
Sewer Tap Fees	3,820	3,500	2,860	3,500	0%
Interest	29,284	6,389	190,045	106,936	1574%
Local Grants	23,200	0	0	0	-100%
Merchandising & Jobbing	4,440	4,440	3,500	4,000	100%
Utility Warranty	2,800	2,799	2,344	2,572	-8%
Transfer from Other Funds	0	0	0	200,000	0%
Miscellaneous Income	<u>408,134</u>	<u>390,850</u>	<u>362,873</u>	<u>5,040</u>	-99%
TOTAL REVENUE	<u>10,295,690</u>	<u>9,808,948</u>	<u>10,411,525</u>	<u>10,672,230</u>	9%
<u>Net Income(Loss)</u>	<u>1,826,703</u>	<u>(39,875)</u>	<u>1,321,109</u>	<u>305,910</u>	-867%
Major Capital Outlays	(2,285,453)	(2,924,300)	(1,627,449)	(1,296,300)	-56%
Debt Principal Repayment	(1,241,640)	(1,212,632)	(1,212,632)	(1,259,491)	4%
Loan Proceeds	795,431	0	0	0	0%
Depreciation	<u>1,062,757</u>	<u>1,124,330</u>	<u>1,124,330</u>	<u>1,078,657</u>	-4%
Cash Flow	157,798	(3,052,477)	(394,642)	(1,171,224)	
<u>Beginning Net Cash</u>			<u>6,436,480</u>	<u>6,041,838</u>	
<u>Ending Net Cash</u>			<u>6,041,838</u>	<u>4,870,614</u>	

**Village of Park Forest
2019/2020 Budget**

**PUBLIC WORKS
COMBINED ENTERPRISE FUNDS
(Municipal Parking, Refuse Collection, Water and Sewer)**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	1,607,897	1,642,352	1,612,069	1,684,154	3%
Overtime Salaries	145,375	183,466	127,920	187,137	2%
Temporary/Part-time Salaries	<u>84,196</u>	<u>95,765</u>	<u>87,492</u>	<u>120,308</u>	26%
Total Personnel Services	1,837,468	1,921,583	1,827,481	1,991,599	4%
<u>Insurance</u>	237,648	260,079	253,687	300,400	16%
<u>IRMA</u>	104,733	262,384	211,504	303,246	16%
<u>Employee Support</u>	571,085	373,146	336,208	381,513	2%
<u>Professional Services</u>	1,302,732	1,388,757	1,348,730	1,439,960	4%
<u>Operating Supplies</u>	611,302	705,750	589,320	801,302	14%
<u>Maintenance</u>	911,443	1,376,577	1,097,868	1,412,177	3%
<u>Capital Outlays</u>	66,436	466,700	543,000	774,900	66%
<u>Depreciation</u>	1,062,757	1,124,330	1,124,330	1,078,657	-4%
<u>Interest Expense</u>	323,634	377,504	273,045	275,911	-27%
<u>Transfer to Other Funds</u>	955,491	1,029,039	1,029,039	1,080,773	5%
<u>Miscellaneous</u>	52,824	56,360	54,663	59,090	5%
<u>Leases & Rentals</u>	191,890	206,266	205,166	257,008	25%
<u>Utilities</u>	<u>239,544</u>	<u>300,348</u>	<u>196,375</u>	<u>209,784</u>	-30%
TOTAL EXPENSES	<u>8,468,987</u>	<u>9,848,823</u>	<u>9,090,416</u>	<u>10,366,320</u>	5%

Village of Park Forest 2019/2020 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 reopened in the summer of 1983. The four pools provide residents with a wide variety of choices for family and individual swimming as well as an extensive exercise and swim instruction program. The facility also hosts several private parties each season.

Two major renovations have taken place since the Village purchase. In 1989 and 1990 two new mechanical buildings and related equipment were constructed and a Zero Depth Pool and Water Slide with Splash Pool added at the site. The Village received a \$400,000 Open Space Land Acquisition and Development Grant (OSLAD) from the State of Illinois to help with a major remodeling of the bathhouse in 2009. The project totaled almost \$1.1M and was completed for Opening Day 2010. Projects included a complete renovation of the bathhouse, including plumbing, electrical, finishes, moving the concession function into the main building and adding a classroom “The Wetland Discovery Center” utilized by children and adults visiting the Central Park Wetlands. The original concession stand was demolished. Several sustainable initiatives were incorporated in this project including solar hot water heating, ten skylights, energy efficient lighting and plumbing fixtures, a rain garden and more. Projects like this continue as part of the Village’s sustainability plan.

In 2017, the Board approved a management agreement with Jeff Ellis Associates (JEM) to manage the facility. The 2018 season served as Year 2 of the partnership. This partnership brings management expertise gathered from JEM’s nationwide experience in managing public facilities and combines it with the Village’s ability to provide affordable summer swimming to its residents. While the Village maintains ownership and control of the facility such as setting fees and operational policy, the day to day management and maintenance will continue to be the responsibility of JEM.

ACCOMPLISHMENT OF 2018/2019 BUDGET OBJECTIVES:

1. Maximize opportunities presented by the JEM partnership to enhance member experience and services offered.

Four special events were offered to both members and non-members along with increased swim lesson offerings.

2. Update the marketing plan to increase memberships and attendance.

The winter special returned non-residents to the pool after the rate increase of 2016. The special will be discontinued after the 2019 season and senior and veteran memberships are being explored.

3. Create new revenue streams centered on day camps.

An increased partnership with a local area camp brought in additional revenue to the facility.

4. Implement new programming and offerings to veterans and seniors

JEM is exploring additional programs through the season and staff is exploring 2020 senior and veteran memberships.

5. Continue to evaluate pool operations with regard to the cost study report.

The continued partnership with JEM to manage pool operations allows for a known management cost and staff has entered discussions to renew for another three-year contract.

2019/2020 AQUA CENTER OBJECTIVES:

1. Continue to maximize opportunities presented by the JEM partnership to enhance member experience and services offered.
2. Add additional amenities and features to upgrade the facility.
3. Continue to expand revenue streams centered on day camps.
4. Implement new programming and offerings to veterans and seniors
5. Continue to evaluate pool operations with regard to the cost study report.

PERFORMANCE MEASURES:

The 2018 Aqua Center season served as year two of our partnership with Jeff Ellis and Associates. The 2018 season was seen as a success and featured a much smoother start to the season. Highlights for the season include:

- A 6% rise in membership passes for the season. A 4-year high.
- A huge upswing in non-resident membership accounted for non-resident memberships accounting for 60% of total memberships sold.
- A 21% rise in Daily Fee Revenue over 2017.
- Total Fee Based Revenue stayed consistent with 2017

In 2016 the Board was apprised of planned fee increases for season passes that would take place in 2016 as well as the decision to sell to residents at a discounted rate over nonresident rates. Marketing for the 2017 and 2018 included a Mid-Winter special to residents, non-residents and families. 2019 will serve as the 3rd and final year for the Mid-Winter special program as it is currently offered.

Park Forest Aqua Center season passes issued by year:

Season	Passes Issued	% Passes Sold to Park Forest Residents
2018	1,727	40.0%
2017	1,631	52.0%
2016	1,295	65.0%
2015	1,378	49.0%
2014	1,795	46.8%
2013	2,200	50.4%
2012	2,614	61.4%
2011	2,018	62.0%
2010	1,891	61.0%
2009	1,491	61.0%
2008	1,837	54.6%
2007	1,975	57.8%

**Village of Park Forest
2019/2020 Budget**

**AQUA CENTER
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Property Taxes	30,251	0	0	0	0%
Services	145,159	145,500	113,000	140,500	-3%
Sales	34	0	85	0	0%
Interest	5,576	2,500	5,699	0	-100%
Transfer from General Fund	<u>270,000</u>	<u>270,000</u>	<u>270,000</u>	<u>270,000</u>	0%
TOTAL REVENUE	<u>451,020</u>	<u>418,000</u>	<u>388,784</u>	<u>410,500</u>	-2%
<u>Net Income(Loss)</u>	6,617	(36,272)	(50,462)	(50,698)	40%
Debt Principal Repayment	(39,257)	0	0	0	
Depreciation	<u>59,971</u>	<u>59,970</u>	<u>59,970</u>	<u>59,970</u>	
Cash Flow	27,331	23,698	9,508	9,272	
<u>Beginning Net Cash</u>			472,031	481,539	
<u>Ending Net Cash*</u>			481,539	490,811	

* Ending net cash reserved for the following year operations and capital items.

**Village of Park Forest
2019/2020 Budget**

**AQUA CENTER
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	3,072	10,114	3,809	9,981	-1%
Overtime Salaries	84	2,658	100	2,636	-1%
Temporary/Part-time Salaries	<u>21,584</u>	<u>21,768</u>	<u>21,700</u>	<u>23,428</u>	8%
Total Personnel Services	24,740	34,540	25,609	36,045	4%
<u>Insurance(IRMA)</u>	1,601	3,133	3,133	3,442	10%
<u>Employee Support</u>	-8,876	3,833	2,833	4,208	10%
<u>Professional Services</u>	190,133	190,736	189,536	190,686	0%
<u>Operating Supplies</u>	40,574	29,480	29,000	30,070	2%
<u>Maintenance</u>	7,108	7,000	5,305	7,100	1%
<u>Capital Outlays</u>	36,722	22,000	22,000	50,000	127%
<u>Depreciation</u>	59,971	59,970	59,970	59,970	0%
<u>Interest Expense</u>	1,992	0	0	0	0%
<u>Transfers to Other Funds</u>	17,640	17,640	17,640	17,640	0%
<u>Miscellaneous</u>	9,590	7,000	7,000	7,000	0%
<u>Leases and Rentals</u>	1,848	1,940	1,940	2,037	5%
<u>Utilities</u>	<u>61,360</u>	<u>77,000</u>	<u>75,280</u>	<u>53,000</u>	-31%
TOTAL EXPENSES	<u>444,403</u>	<u>454,272</u>	<u>439,246</u>	<u>461,198</u>	2%

**Village of Park Forest
2019/2020 Budget**

**AQUA CENTER
DETAIL
53-11-33**

PERSONNEL SALARIES

Salaries and Wages

500000	Regular Salaries	9,981
500100	Overtime Salaries	2,636
500200	Temporary/Part-time	<u>23,428</u>

Total Salaries		36,045

INSURANCE

510300	IRMA Premium	<u>3,442</u>

Total Insurance		3,442

EMPLOYEE SUPPORT

520610	FICA	2,757

520620	IMRF	<u>1,451</u>

Total Employee Support		4,208

PROFESSIONAL SERVICES

530000	Other Professional Services (ActiveNet Fees, Jeff Ellis Management Contract)	187,500

530300	Audit Services (annual)	186
532600	Credit Card Service Charge	<u>3,000</u>
Total Professional Services		190,686

OPERATING SUPPLIES

540000	Other Operating Supplies (Paints and hardware, small tools, cleaning supplies, paper products, towels and office supplies)	24,970
541600	Chemicals	<u>5,100</u>
Total Operating Supplies		30,070

MAINTENANCE

550200	Equipment Repairs (Mechanical systems, plumbing, electrical, upkeep of building and equipment)	3,500
550500	Contractual Grounds Maintenance	<u>3,600</u>
Total Maintenance		7,100

CAPITAL OUTLAYS

560000	Capital Outlay		
	Replace Pool Filter Medium	23,000	
	Security Upgrades	20,000	
	Pool Bottom Maintenance	5,000	
	Deck Chairs	<u>2,000</u>	
			50,000
560700	Depreciation		<u>59,970</u>
Total Capital Outlays			109,970

TRANSFER TO OTHER FUNDS

581000	Indirect Transfer to General Fund	<u>17,640</u>

Total Transfer to Other Funds	17,640

MISCELLANEOUS EXPENDITURES

590900	Advertising and Marketing Expense	<u>7,000</u>

Total Miscellaneous Expenditures	7,000

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Charges for maintenance activities performed by Parks staff)	<u>2,037</u>

Total Leases and Rentals	2,037

UTILITIES

610000	Telephone	2,000

610600	Public Utilities (Electric, natural gas and telephone)	<u>51,000</u>

Total Utilities	<u>53,000</u>

TOTAL AQUA CENTER	461,198

Village of Park Forest 2019/2020 Budget

TENNIS and HEALTH CLUB

DEPARTMENT FUNCTION:

The Department of Recreation and Parks operates the Park Forest Tennis and Health Club, a six court facility with health and exercise equipment, a pro shop and full service lounge. The club was built and operated by the private sector from 1974 to 1983 when, through foreclosure, it reverted to the Federal Deposit Insurance Corporation (FDIC). The FDIC closed the facility in the summer of 1983. With the encouragement of many club members, the Village purchased the property in December of 1983 and opened for business in January of 1984. Since that time, the Village has completely refurbished the facility with new ceilings, new energy efficient lighting, gas heating, and the addition of exercise equipment and refurbished locker room facilities. The debt service for acquisition of the facility was paid off in 1998. The club offers an extensive instructional program, both indoors and out, serving preschoolers to senior citizens. The main operating season is September to mid-May with a more limited schedule during the summer months.

Tennis is somewhat of a specialty activity. As a result, membership at the club has remained steady at about 83% non-residents and 17% residents. "Membership" at the Tennis Club is on a rolling schedule meaning memberships come due on the anniversary of members joining. The club is open 12 months a year but the prime season is September through May. Summer hours are abbreviated. In following with recent changes at the Park Forest Aqua Center, the staff is in the process of evaluating the membership and service fee structure to maximize revenue and yet be competitive in the market.

SEASON HIGHLIGHTS:

Team tennis has always been a strength of the Park Forest club. The club is involved in two different adult traveling team tennis leagues. Nine men's and women's teams, at all ability levels, travel to such clubs as Five Seasons (Burr Ridge), Midtown (Chicago), Naperville, Oak Brook, Hinsdale and many others. This is many more teams than other, much larger clubs in the area. Most teams practice at least once a week, with half of the teams playing home matches each weekend. The team tennis program contributes greatly to court time sales.

The Park Forest Tennis and Health Club continues to draw groups and schools from across the south Chicago region. These include *Builders T*, which uses three courts for two hours as well as patronizing the Courtside Lounge, Southland Charter School and a group of home-school children, ages 5 – 12. The Southland Charter School continues its voucher program with its students for tennis lessons. The school purchased \$2,250.00 worth of vouchers which students can redeem for tennis instruction. In addition to the credit from the voucher, there will still be

court time fees the students must cover. Staff coordinated with Rich Township Schools to host a Tennis Camp this summer and most of the area high schools hold practice at the tennis club. These include Rich East, Rich Central, Crete/Monee, all of the Lincoln-Way schools and Munster High School. Wiz-Kids continues to average 30 to 35 hours of court time per week and Special Olympics of Illinois (SOIL) has moved from the Homewood facility to the Park Forest Tennis & Health Club for their practice. Olivet College has chosen the Park Forest Tennis and Health Club as its home court, paying \$4,000.00 this season for use of the facility during non-peak times. The collage holds its practices and intercollegiate matches at the Tennis Club. Additionally, the club is now host for Purdue Northwestern University matches and plans are the they will also make the Park Forest Tennis and Health Club their home Court next season.

As demand for court time decreased several years ago, hours of operation were reduced to compensate. This season, weekend hours of operation have been increased in response to demand for additional court time and staff is contemplating the need to expand Friday evening hours as well.

ACCOMPLISHMENTS OF 2018/2019 BUDGET OBJECTIVES:

1. Continue to upgrade the facility as needed to increase membership and lesson base.

Tuck-pointing was completed on a section of the south east corner.

2. Continue implementation of the new marketing and pricing strategy.

Staff continues to maintain a social media presence. Staff continues to successfully market to members of area clubs that have closed. Regular contact is maintained with area schools and colleges to use the facility for their team practice and tournaments.

3. Staff will continue to explore additional programing options to maximize use of the club.

Staff worked with area high schools to promote the facility and to host a summer tennis camp. The Park Forest Tennis and Health Club is also the home court for two college teams and multiple tournaments through the season.

2019/2020 TENNIS and HEALTH CLUB OBJECTIVES:

1. Continue to upgrade the facility as needed to increase membership and lesson base.
2. Continue marketing and evaluate the pricing strategy.
3. Staff will continue to explore additional programing options to maximize use of the club and to promote tennis as a life sport to residents.

PERFORMANCE MEASURES:

Park Forest Tennis and Health Club membership sales at March 1st, 2018:

Season	Resident	Non- Resident	Total Sales	New Members
2018	44 (17%)	216 (83%)	260	30
2017	44 (18%)	207 (82)	251	64
2016	43(17%)	207(83%)	250	41
2015	40 (17%)	202 (83%)	242	60
2014	100 (31%)	222 (69%)	322	99
2013	69 (22%)	243 (78%)	312	107
2012	81 (25%)	248 (75%)	329	78
2011	81 (25%)	308 (77.6%)	397	n/a
2010	93 (24%)	302 (76%)	395	n/a
2009	93 (24%)	302 (76%)	393	n/a
2008	110 (24%)	347 (76%)	457	n/a

**Village of Park Forest
2019/2020 Budget**

**TENNIS and HEALTH CLUB
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Services	208,416	222,400	210,400	215,400	-3%
Sales	26,239	29,000	25,000	25,000	-14%
Interest	1,142	0	1,104	0	0%
Transfer from General Fund	<u>110,000</u>	<u>110,000</u>	<u>110,000</u>	<u>110,000</u>	0%
TOTAL REVENUE	<u>345,797</u>	<u>361,400</u>	<u>346,504</u>	<u>350,400</u>	-3%
 <u>Net Income (Loss)</u>	 12,194	 (13,686)	 27,715	 (38,541)	
Depreciation	<u>4,629</u>	<u>2,990</u>	<u>2,990</u>	<u>6,267</u>	
Cash Flow	16,823	(10,696)	30,705	(32,274)	
 <u>Beginning Net Cash</u>			 71,571	 102,276	
<u>Ending Net Cash</u>			102,276	70,002	

**Village of Park Forest
2019/2020 Budget**

**TENNIS and HEALTH CLUB
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	88,253	100,048	90,469	101,637	2%
Overtime Salaries	260	630	375	622	-1%
Temporary/Part-time Salaries	<u>79,218</u>	<u>89,755</u>	<u>70,993</u>	<u>90,965</u>	1%
Total Personnel Services	167,731	190,433	161,837	193,224	1%
<u>Insurance(IRMA)</u>	2,482	4,528	4,528	5,563	23%
<u>Employee Support</u>	42,810	36,074	31,263	36,165	0%
<u>Professional Services</u>	5,807	7,641	5,711	6,600	-14%
<u>Operating Supplies</u>	38,275	37,940	31,900	35,700	-6%
<u>Maintenance</u>	-10,901	15,240	15,220	15,985	5%
<u>Capital Outlays</u>	33,764	23,900	11,000	50,000	109%
<u>Depreciation</u>	4,629	2,990	2,990	6,267	110%
<u>Transfer to Other Funds</u>	20,000	20,000	20,000	20,000	0%
<u>Miscellaneous</u>	800	900	900	900	0%
<u>Leases and Rentals</u>	1,848	1,940	1,940	2,037	5%
<u>Utilities</u>	<u>26,358</u>	<u>33,500</u>	<u>31,500</u>	<u>16,500</u>	-51%
TOTAL EXPENSES	<u>333,603</u>	<u>375,086</u>	<u>318,789</u>	<u>388,941</u>	4%

**Village of Park Forest
2019/2020 Budget**

**TENNIS and HEALTH CLUB
DETAIL
54-11-59**

PERSONNEL SALARIES

Salaries and Wages

500000	Regular Salaries	101,637
500100	Overtime Salaries	622
500200	Temporary/Part-time	<u>90,965</u>
Total Salaries		193,224

INSURANCE

510300	IRMA Premium	<u>5,563</u>
Total Insurance		5,563

EMPLOYEE SUPPORT

520200	Dues/Subscriptions (Tennis team entry fees)	3,000
520610	FICA	14,782
520620	IMRF	<u>18,383</u>
Total Employee Support		36,165

PROFESSIONAL SERVICES

530000	Other Professional Services (ActiveNet Service Fees, Exterminator, equipment servicing)	2,000
530300	Audit Services (annual)	300
532600	Credit Card Service Charge	<u>4,300</u>
Total Professional Services		6,600

OPERATING SUPPLIES

540000	Operating Supplies (Paints and hardware, small tools, cleaning supplies, paper products, towels and office supplies)	10,000
540450	Food purchases for resale	1,700
540500	Beverage purchases for resale	12,000
540600	Accessories purchases for resale (Pro Shop)	<u>12,000</u>
Total Operating Supplies		35,700

MAINTENANCE

550200	Equipment Repairs (HVAC, plumbing, electrical, upkeep of building and equipment)	1,500
550400	Contractual Maintenance (Custodial Maintenance, Security system, etc.)	12,485
550500	Contractual Grounds Maintenance	<u>2,000</u>
Total Maintenance		15,985

CAPITAL OUTLAYS

560000	Capital Outlays Exercise Equipment Replacement Retrofit Court Lights	5,000 <u>45,000</u>	50,000
560700	Depreciation	<u>6,267</u>	
Total Capital Outlays			56,267

TRANSFER TO OTHER FUNDS

581000	Indirect Cost Transfer to General Fund	<u>20,000</u>

Total Transfer to Other Funds	20,000

MISCELLANEOUS EXPENDITURES

590900	Advertising and Marketing Expense	<u>900</u>

Total Miscellaneous Expenditures	900

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Maintenance activities performed by Parks staff)	<u>2,037</u>

Total Leases and Rentals	2,037

UTILITIES

610000	Telephone	1,500

610600	Public Utilities (Electric, gas and telephone)	<u>15,000</u>

Total Utilities	<u>16,500</u>

TOTAL TENNIS and HEALTH CLUB	388,941

**Village of Park Forest
2019/2020 Budget**

MUNICIPAL PARKING FUND

DEPARTMENT FUNCTION:

The Village owns and maintains two commuter parking lots. Lot #1 is located at the 211th Street (Lincoln Highway) Metra Station and Lot #2 is located at the Matteson Metra Station.

Lot #1 consists of 440 parking spaces and 10 handicap parking spaces. Commuters pay daily in the form of bills or coins into coin boxes that are associated with specific parking stall numbers.

- Beginning September 1, 2018, this lot was closed due to low usage, declining revenues, and continued/increasing maintenance needs. This budget will reflect the decrease in revenues and expenses related to this lot and due to lot closure.

Lot #2 consists of 555 parking spaces, 14 handicap parking spaces, 10 bike lockers, and 3 bike racks. Commuters also pay daily in the form of bills, coins, or credit card. Payment is made when commuters leave the lot.

- This lot remains in service. This budget consists of revenues generated and expenses related for this lot only.

Parking fees are collected that are then used to maintain and improve these lots. In Fiscal 2015, the parking rate was increased from \$1.00 per day, to \$1.25 per day.

The Fiscal Year 2019/2020 budget will no longer contain personnel costs for the Parking Lot Fund in order to maintain the long-term financial stability of the fund. All personnel costs that were formerly charged to this fund will be redistributed across all Public Works areas.

RECENT UPDATES:

Lot#1 – 211th Street (Lincoln Highway) Metra Station

The Strategic Plan for Land Use and Economic Development approved by the Village Board in November 2008, includes a top priority of implementing a Transit Oriented Development (TOD) in and around the 211th Street (Lincoln Highway) Metra Station. An Implementation Study for the TOD Plan was completed in August 2012 that outlines recommended marketing strategies, revisions to the Zoning Ordinance to allow multi-use development by right in the TOD area, and public streetscape improvements to enhance the TOD area. The TOD Plan was developed jointly with the Villages of Matteson and Olympia Fields. Therefore, any implementation of public improvements is intended to be undertaken as a joint effort. The TOD Plan and Implementation Study were both developed with grant funding, and the Villages will continue to seek grant funding to implement the public improvement elements of the plan.

Over the last few months of 2011 and first three months of 2012, Lot #1 was closed so that Metra could complete station improvements. During that time, Public Works replaced deteriorated storm sewers and structures and evaluated the parking lot pavement for necessary future maintenance. Once the Metra station improvements were completed, the lot was re-opened but commuter parking usage has not recovered. Usage dropped to approximately one-third of previous levels. The Department of Public Works (DPW) made efforts to promote the lots and revamp usage by offering a “1 Month Free Parking/Customer

Appreciation” campaign in August 2013 to promote awareness and appreciation to potential and current customers. This effort was advertised in the Star Newspaper, Village Website, signs were placed at the lots, and directional signs were placed throughout the Village. This campaign was not as successful as hoped. Lot usage increased by approximately 30 vehicles in each lot. Lot usage continues to be approximately 1/3 of capacity and continues to decline.

Beginning September 1, 2018, this lot was closed due to low usage, declining revenues, and continued/increasing maintenance needs.

Lot#2 – Matteson Metra Station

In 2009, a portion of Lot #2 was sold to Canadian National (CN) Railroad to facilitate the construction of a connection from the old Illinois Central Railroad line to the EJ&E Railroad line. This work was completed by CN and inclusive to the connection work agreement, the Matteson Metra Station parking lot was overhauled. These improvements included:

1. New stairway and access ramp to Metra Station entrance.
2. A new commuter drop off configuration known as the “Kiss and Ride.” Motorists enter the drive from Homan Street, drop off commuter(s) at the station stairway and ramp, and then exit onto North Street.
3. New LED street lighting illuminates the Kiss and Ride drive through/drop off.
4. The parking lot was resurfaced and restriped.
5. A train observation tower was constructed for train enthusiasts.
6. Bike lockers were provided for cyclists.

DPW installed new payment boxes at all 4 exits, which accept bills, coins, and credit card forms of payment. The Village eliminated the monthly pass card payment option at the end of November 2012.

ACCOMPLISHMENT OF 2018/2019 BUDGET OBJECTIVES:

Based on the Village Board’s adopted strategic visions and priorities for fiscal years 2015-2019, DPW has set the following Goals and Objectives:

1. Provide the following services at commuter parking Lots #1 and #2.
 - Maintain and repair pavement, sidewalk, fare boxes, gates, grounds, pavement markings, parking lot lights and any miscellaneous items.

DPW repaired lights, gates, and filled potholes as needed, provided website links to Metra on Village Website, and provided funds for grounds and equipment maintenance.

- Snow and ice removal operations.

DPW removed snow and ice as conditions required. Funds were provided to purchase calcium chloride pellets and fund staff time.

- Grounds upkeep and debris removal.

Village contractor provided mowing services during the budget year. Village owned parking lot sweepings are included in the Village Street Sweeping Contract. These lots are scheduled to be swept twice per year. Village staff cleared vegetation and brush as needed.

2. Increase parking lot usage.

Lot 1 benchmark average – 170/day in Fiscal 2014.

Usage increased to 179 in Fiscal 2015.

Usage decreased to 136 in Fiscal 2016.

Usage decreased to 122 in Fiscal 2017.

Usage increased to 125 in Fiscal 2018.

Lot 2 benchmark average – 265/day in Fiscal 2014.

Usage decreased to 229 in Fiscal 2015.

Usage decreased to 194 in Fiscal 2016.

Usage decreased to 185 in Fiscal 2017.

Usage decreased to 182 in Fiscal 2018.

3. Evaluate rates as needed.

Rates were increased from \$1/day to \$1.25/day starting in Fiscal 2015. Rates remained the same for Fiscal 2019.

4. Research and/or incorporate any applicable new technologies for infrastructure improvements.

In calendar year 2018, 36 Matteson Metra Station parking lot lights were upgraded to LED fixtures.

2019/2020 MUNICIPAL PARKING FUND OBJECTIVES:

Based on the Village Board's adopted strategic visions and priorities for fiscal years 2015-2019, DPW has set the following Goals and Objectives:

Services may be altered in 2018/2019 pending any further work on the 211th Street Transit-Oriented Development.

1. Provide the following services at commuter parking Lots #1 and #2.
 - Maintain and repair pavement, sidewalk, fare boxes, gates, grounds, pavement markings, parking lot lights and any miscellaneous items.
 - Snow and ice removal operations.
 - Grounds upkeep and debris removal.
2. Increase parking lot revenues.
3. Evaluate rates as needed.
4. Research and/or incorporate any applicable new technologies for infrastructure improvements.

PERFORMANCE MEASURES:

The following table reflects the number of commuters served at both lots for the last five calendar years:

	2014	2015	2016	2017	2018
Commuters served at 211 th St. Station	43,182	37,517	36,837	32,099	22,566*
Commuters served at Matteson Station	63,992	55,678	52,876	46,117	48,295

Customer calculation is based on revenue received.

* On September 1, 2018, this lot was closed.

**Village of Park Forest
2019/2020 Budget**

**MUNICIPAL PARKING FUND
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Parking Lot Fees	<u>91,449</u>	<u>89,452</u>	<u>70,405</u>	<u>64,779</u>	-28%
TOTAL REVENUE	<u>91,449</u>	<u>89,452</u>	<u>70,405</u>	<u>64,779</u>	-28%
<u>Net Income(Loss)</u>	(51,920)	(55,784)	(71,098)	(35,752)	-36%
Depreciation	<u>31,095</u>	<u>30,587</u>	<u>30,587</u>	<u>30,587</u>	
Cash Flow	(20,825)	(25,197)	(40,511)	(5,165)	
<u>Beginning Net Cash</u>			69,287	28,776	
<u>Ending Net Cash</u>			28,776	23,611	

**Village of Park Forest
2019/2020 Budget**

**MUNICIPAL PARKING FUND
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries*	25,559	22,591	20,521	0	-100%
Overtime Salaries*	9,140	6,432	8,965	0	-100%
Temporary/Part-time Salaries*	<u>11,814</u>	<u>12,754</u>	<u>12,754</u>	<u>0</u>	-100%
Total Personnel Services	46,513	41,777	42,240	0	-100%
<u>Insurance*</u>	6,058	6,107	6,638	0	-100%
<u>IRMA</u>	1,107	2,164	1,250	2,168	0%
<u>Employee Support*</u>	11,617	8,117	6,669	0	-100%
<u>Professional Services</u>	7,869	7,663	8,681	9,117	19%
<u>Operating Supplies</u>	2,233	3,100	2,816	3,100	0%
<u>Maintenance</u>	12,614	19,300	18,900	18,900	-2%
<u>Capital Outlays</u>	0	0	0	8,000	100%
<u>Depreciation</u>	31,095	30,587	30,587	30,587	0%
<u>Leases & Rentals</u>	14,479	15,421	15,421	19,275	25%
<u>Utilities</u>	<u>9,784</u>	<u>11,000</u>	<u>8,301</u>	<u>9,384</u>	-15%
TOTAL EXPENSES	<u>143,369</u>	<u>145,236</u>	<u>141,503</u>	<u>100,531</u>	-31%

**Village of Park Forest
2019/2020 Budget**

**MUNICIPAL PARKING FUND
DETAIL
51-17-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries*	0
500100	Overtime Salaries*	0
500200	Temporary/Part-time*	<u>0</u>
Total Personnel Services		0

INSURANCE

510100	Health Insurance*	0
	Dental Insurance*	0
	Life Insurance*	<u>0</u>
		0
510300	IRMA Premium	<u>2,168</u>
Total Insurance		2,168

EMPLOYEE SUPPORT

520610	FICA*	0
520620	IMRF*	<u>0</u>
Total Employee Support		0

** - Public Works salaries, personnel insurances and retirement costs will no longer be charged to the Municipal Parking Lot Fund in order to maintain financial stability in the Fund.*

PROFESSIONAL SERVICES

530300	Audit Services	117
532600	Credit Card Service Charges	<u>9,000</u>
Total Professional Services		9,117

OPERATING SUPPLIES

540000	Other Operating Supplies (Spare keys, snow and ice materials, paper rolls, signage bank bags)	2,500
540200	Printing/Copying Supplies (Notices, public information, etc.)	100
541400	Paint/Hardware/Small tools	<u>500</u>
Total Operating Supplies		3,100

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Repair of fare boxes, gates, WebOffice CMS monitoring, Quarterly preventive maintenance)	10,000
550500	Contractual Grounds Maintenance (Mowing/grounds services)	3,900
551000	Parking Lot Maintenance (Various repair/replacement parts for gates and lighting)	2,000
551300	Parking Lot Maintenance-Surface (Patching, striping, etc)	<u>3,000</u>
Total Maintenance		18,900

CAPITAL OUTLAYS

560000	Other Capital Outlays		
	Fare Box Height Adjustment	2,000	
	1 New Gate Arm Assembly	<u>6,000</u>	
			8,000
560700	Depreciation		<u>30,587</u>
	Total Capital Outlays		38,587

LEASES and RENTALS

600400	Vehicle Interfund Rentals		<u>19,275</u>
	Total Leases and Rentals		19,275

UTILITIES

610600	Public Utilities		
	(Electricity for parking lot lighting)		<u>9,384</u>
	Total Utilities		<u>9,384</u>

TOTAL MUNICIPAL PARKING FUND	100,531

Village of Park Forest 2019/2020 Budget

REFUSE COLLECTION FUND

DEPARTMENT FUNCTION:

Garbage, recycling, and yard waste collection in single-family residential areas are funded through the Refuse Collection Fund. The Multi-family residential areas of the Village contract privately for refuse pickup services. Refuse collection services are secured and accomplished through a contract with a refuse collection company. The Village's current contract is with Homewood Disposal Co. Inc. located in Homewood, IL. Homewood Disposal Co. is the parent company of Nu-Way Disposal and Star Disposal companies. At the end of 2013, the Village entered into a 10 year contract with Homewood Disposal Co. Inc. commencing on January 1, 2014 through December 31, 2023.

The program in place for this agreement allows single-family residences to place refuse every week, recyclables every other week, and lawn waste every week during the summer season, (April 1st to November 30th). Collection is Tuesday of each week between the hours of 7 A.M. and 7 P.M., carts and collection services will be provided by Star Disposal. Residents are allowed to place one bulk item per week, these items consist of kitchen appliances, washers, dryers, or furniture. No hazardous, special waste, car parts, tires, or electronic waste will be collected. Small amounts of dirt, sod, bricks, and concrete will be collected, as well as, two cans of remodeling debris.

When a legal holiday such as Christmas, New Year's Day, July 4th, Memorial Day, Labor Day and Thanksgiving falls on a Sunday, Monday, or Tuesday, Star will provide collection service on Wednesday for that week only.

The current Yard Waste Program begins April 1st to November 30th. Residents may use 30 gallon biodegradable paper bags purchased from Star Disposal or at Village Hall. If a bag is purchased from a local store, residents will need to purchase a sticker from Star Disposal or at Village Hall and place the stickers on those yard waste bags purchased elsewhere. As another option, residents can rent a 95 gallon wheeled yard waste cart from Star Disposal. Residents can rent additional containers if necessary. Christmas tree pick up service in January will be provided each year and 3 to 4 bundles of branches per week will also be picked up. Branches must be tied together, cut into 5 foot lengths and no branch should be greater than 4 inches in diameter.

The current recycling program consists of the following: Star Disposal will provide single-family residences with a 64-gallon wheeled cart for recyclable materials to be collected on every other week. Smaller (32-gallon), larger (96-gallon), or additional carts 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 through # 7 plastic containers, with the exception of #6 plastic containers, check label on container
- Telephone books
- Chipboard and corrugated cardboard

In addition, the Village will receive an annual franchise fee of \$5,000 from Star Disposal for the sale of all residential recyclable materials collected in Park Forest.

Recent Updates

As of January 1, 2012, the Illinois Electronic Products Recycling and Reuse Act went into effect. This law bans all electronics from going into landfills, therefore, residents are no longer able to discard E-waste (Electronic waste) as part of the curbside program. Residents had to find alternative options for E-waste and sources of information for E-waste disposal were made available at Illinois Environmental Protection Agency (IEPA), Star Disposal, Village Hall, local electronic stores, local County offices and the Village website. In 2013 the Village began partnering with a Veterans non-profit organization called Vet-Tech for the placement of an electronics waste drop off bin in the lobby of Village Hall. This organization then went defunct.

At the end of 2017, Star Disposal proposed to begin an electronic curbside pickup program for single family homes that would coincide with the weekly Tuesday collection. The current 10 year contract includes an annual 3.5% rate increase schedule for years 1-5. There is a provision in year 6 (2019) that if the average Consumer Price Index (CPI) comparisons for years 1-5 averages less than 3.5%, there will be no rate increase in year 6 (2019). In comparing the CPI for the first 5 years, a 0% increase for year 6 (2019) was not warranted, but if the village would agree with a 3.5% increase in year 6, Star Disposal would begin this electronic curbside pickup program immediately upon Board approval. The Village Board approved this proposal and amended the original contract. The new service includes the following:

- Electronic pick up coincides with the normal Tuesday collection day.
- Residents need to call Star Disposal to schedule an electronics pick up.
- Unlimited items could be placed curbside except for televisions and computers monitors, which are limited to 2 items per year per home.

Effective January 1, 2014, an ordinance passed by the Village Board that established refuse rates through December 31, 2018. These rates were as follows:

\$19.85 per month for January 1, 2014 – December 31, 2014
\$20.52 per month for January 1, 2015 – December 31, 2015
\$21.21 per month for January 1, 2016 – December 31, 2016
\$21.93 per month for January 1, 2017 – December 31, 2017
\$22.66 per month for January 1, 2018 – December 31, 2018

Effective January 1, 2019, an ordinance passed by the Village Board that established refuse rates through December 31, 2023. These rate are as follows:

\$23.43 per month for January 1, 2019 – December 31, 2019
\$24.22 per month for January 1, 2020 – December 31, 2020
\$25.03 per month for January 1, 2021 – December 31, 2021
\$25.87 per month for January 1, 2022 – December 31, 2022
\$26.75 per month for January 1, 2023 – December 31, 2023

ACCOMPLISHMENT OF 2018/2019 BUDGET OBJECTIVES:

Based on the Village Board's adopted strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and Objectives:

1. Promote recycling through Village media.

In 2018, the Village Sustainability Coordinator organized and promoted a Recycle Fest where 3000 lbs of paper was shredded, 13,000 lbs of electronics collected, 208 TVs collected, 240 eye glasses collected, 1316 lbs of shoes and clothes collected, 15 lbs of plastic bags collected, 36 lbs of unused medications collected, and 2655 books collected.

2. Evaluate rates necessary to fully cover costs.

At the end of 2013, Village staff negotiated a new 10-year contract for refuse collection. 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, 2018. Beginning January 2014 the rates set and outlined above shall serve as the yearly evaluation needed to support this fund's operations.

In 2017, the Village agreed to the 3.5% rate increase in year 6 (2019) even though a rate increase was not warranted based on the average CPI for years 1-5 of the current contract. In exchange, Star agreed to amend the current contract to provide electronics waste pick up for residents.

In November 2018, the Village Board approved an Ordinance establishing refuse rates for 2019 through 2023 as outlined above.

2019/2020 REFUSE COLLECTION FUND OBJECTIVES:

Based on the Village Board's adopted strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and Objectives:

1. Promote recycling through Village media.
2. Evaluate rates necessary to fully cover costs.

PERFORMANCE MEASURES:

Quantities of refuse collected in the previous five calendar years are as follows:

	2014	2015	2016	2017	2018
Garbage (tons)	6,182	5,920	6,222	6,134	5,933
Recyclables (tons)	1,059	972	1,014	1,006	965
Yard waste (tons)	665	653	530	406	549
Total (tons)	7,906	7,545	7,776	7,546	7,447
Electronic Waste (each)					*
TV/Monitor					332
Computer					9
Other					67
Revenue from sale of recyclables	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000

Revenue from sale of recyclables will be used to fund Village Green Initiatives and Sustainability projects in the Capital Projects Fund.

* Electronic Waste collection started in 2018. "Other" is any other electronic device that is not a TV or computer.

**Village of Park Forest
2019/2020 Budget**

**REFUSE COLLECTION FUND
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Charges for Service	1,415,124	1,385,408	1,447,410	1,496,401	8%
Interest	<u>4,015</u>	<u>3,375</u>	<u>6,941</u>	<u>6,941</u>	<u>106%</u>
TOTAL REVENUE	<u>1,419,139</u>	<u>1,388,783</u>	<u>1,454,351</u>	<u>1,503,342</u>	8%
EXPENSES					
<u>Personnel Services</u>	25,617	27,162	27,162	28,346	4%
<u>Insurance</u>	2,925	3,076	2,970	3,268	6%
<u>IRMA</u>	14,475	26,411	26,411	33,551	27%
<u>Employee Support</u>	8,068	5,278	5,278	5,428	3%
<u>Professional Services</u>	1,160,347	1,200,757	1,199,757	1,242,680	3%
<u>Transfer to Other Funds</u>	106,154	106,154	106,154	131,278	24%
<u>Miscellaneous</u>	<u>12,711</u>	<u>14,090</u>	<u>14,090</u>	<u>14,090</u>	<u>0%</u>
TOTAL EXPENSES	<u>1,330,297</u>	<u>1,382,928</u>	<u>1,381,822</u>	<u>1,458,641</u>	5%
<u>Net Income (Loss)</u>	88,842	5,855	72,529	44,701	
<u>Beginning Net Cash</u>			374,842	447,371	
<u>Ending Net Cash</u>			447,371	492,072	

**Village of Park Forest
2019/2020 Budget**

**REFUSE COLLECTION FUND
DETAIL
56-17-53**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	<u>28,346</u>
Total Personnel Services		28,346

INSURANCE

510100	Health Insurance	3,088	
	Dental Insurance	155	
	Life Insurance	<u>25</u>	
			3,268
510300	IRMA Premium	<u>33,551</u>	
Total Insurance			36,819

EMPLOYEE SUPPORT

520610	FICA	2,168
520620	IMRF	<u>3,260</u>
Total Employee Support		5,428

PROFESSIONAL SERVICES

530000	Other Professional Services (Contractual garbage collection) (Street Sweeping Debris Overage)	1,239,869 <u>1,000</u>
		1,240,869
530300	Audit Services	<u>1,811</u>
	Total Professional Services	1,242,680

TRANSFER TO OTHER FUNDS

581000	Indirect Cost to General Fund (Excludes \$30,000 for municipal bldg. pick-up)	<u>131,278</u>
	Total Transfer To Other Funds	131,278

MISCELLANEOUS EXPENDITURES

590100	Postage (Refuse portion of Utility Bill)	<u>14,090</u>
	Total Miscellaneous Expenditures	<u>14,090</u>

TOTAL REFUSE COLLECTION FUND	1,458,641

Village of Park Forest 2019/2020 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 consists of approximately 72 miles of water mains and five million gallons of water storage. Water supply, water purification and water distribution are funded through user fees. In addition to daily operations and routine maintenance, user fees fund capital improvement projects and debt service.

Since the early 1980s, the old water softening plant needed major repair and replacement. By the late 1990s, the Village began to analyze the water plant and propose solutions for its upgrade. During Fiscal Year 2002/2003, the Board of Trustees approved the hiring of Baxter and Woodman Consulting Engineers 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. In 2011, the Village received a \$3,300,000 low interest loan to replace water mains and address fire flow issues. This budget includes funding through the use of the established Water Main Infrastructure Replacement Fee to pay back the IEPA loan. This fee of \$3 per month is in addition to regular usage charges already in place. In 2017, the Village received a \$5,000,000 low interest loan to replace 4 miles of mains and address fire flow issues. This budget includes funding through the use of the established Water Main Infrastructure fee. The Village Board also approved a five year water rate increase plan to pay back this debt service with the last increase in Fiscal Year 2018 at \$15.64 per 1000 gallons of water used. In May of 2018 the Village Board approved another 5 year water rate increase as outlined below.

<u>Fiscal Year</u>	<u>Rate (\$) per 1,000 gallons used</u>
17/18	15.64
18/19	15.64
19/20	16.42
20/21	17.27
21/22	18.11
22/23	19.01

There was no expected rate increase for 2019. In Fiscal 2012, the budget provided for a unidirectional flushing program to reduce the potential for discolored water to Village residents. In 2015, DPW began feeding a blended phosphate to the water treatment process

to reduce corrosion and potential for discolored water. With this budget the Village will continue in its efforts to improve the distribution system.

ACCOMPLISHMENT OF 2018/2019 BUDGET OBJECTIVES:

Based on the Village Board's adopted strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and Objectives:

1. Continue to work on reducing fire flow deficiencies within the Village.

In connection with the 2018 Water and Sewer Improvements Project, DPW upsized the 6 inch water main along Winona St. to 8 inch. This project also replaced 2 fire hydrants. DPW installed a new Booster Station and 12 inch water main from the Autumn Ridge area, south along Western Ave to the south property line of Agrati Inc. (formerly Continental Midland) to supply water for domestic use and fire suppression.

2. Continue to provide water service at the same high level of quality.

The Water Department's mission is to provide high quality, safe drinking water that meets or surpasses every federal and state standard. As mandated by the Illinois Environment Protection Agency's (IEPA) Safe Drinking Water Act, the Village distributes an annual Water Quality Report. This report is distributed by June 30th of every year and reports the findings of the previous calendar year. The 2018 Water Quality Report was accessible online for viewing and printed for any resident who wanted a hard copy. No reports were directly mailed to customers. This report covered the Village's water operations from January 1 thru December 31, 2017. This is an ongoing effort. Additionally, the lead contamination in Flint Michigan has initiated action by the State Legislature and IEPA. DPW continues to monitor changing legislation.

In 2012 the Village won "Best Tasting Water" in the South Suburbs and the State. In 2014, 2018, and 2019, the Village won "Best Tasting Water" in the South Suburbs.

3. Maintain wells, pumps, water plant, mains, hydrants, storage, and meters.

MJ Underground replaced the water main along Wilshire St. MJ Underground and Metropolitan Industries constructed and installed the Autumn Ridge Booster Station and 12 inch water main along Western Ave. to Norfolk Rd. Water Well Solutions completed maintenance to Well #1 and it's control cabinet. DPW repaired numerous water main breaks, replaced numerous residential water meters with Iperl meters, and contracted with Calumet City Plumbing to replace residential water shut-off valves upon demand.

4. Repair water main breaks quickly and efficiently.

DPW repaired 120 water main breaks throughout the 2018 calendar year. Sunset Sewer and Water and MJ Underground were also contracted and used when needed. Main breaks were repaired quickly and efficiently to limit customer service interruption.

5. Restore properties following water main repairs.

DPW contracted out concrete and asphalt restoration contracts with Davis Concrete Construction and M&J Asphalt Paving Co. DPW staff completed the parkway grass restoration work. Restoration work for those repairs that took place in the winter are completed in the spring. Restoration work for those repairs that take place in the spring, are completed during the summer.

6. Provide water service turn-ons and turn-offs and JULIE locates.

DPW water staff completed various turn-ons and turn-offs as well as responded to JULIE locating requests throughout the year. This is an ongoing service and completed when required or requested.

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/or participation in safety training programs provided through the South Suburban Mayors and Managers Association (SSMMA), the Illinois Department of Transportation (IDOT) and the Intergovernmental Risk Management Agency (IRMA). Staff attended trench and excavation competent person training, Trench Collapse Refresher Training.

8. Continue to improve the water distribution system researching and/or incorporating any applicable new technologies for infrastructure improvements.

With the design of the Autumn Ridge Booster Station, the pumps, electronics, motors, SCADA systems, dosing equipment, analyzing equipment, security equipment, and other appurtenances are current equipment on the market.

9. Evaluate rates as needed.

In May 2018, the Village Board approved another 5 year rate increase as outlined above.

10. Provide/attend continuing education training.

In correlation with the Illinois Section American Section Water Works Association, DPW hosted continuing education classes at the Village Hall Board Room. These training sessions were also open to other communities to attend. Topics Include, Water Service Hands On locating, SCADA 201,202,203,204, and Curb Stop Demo.

2019/2020 WATER FUND OBJECTIVES:

Based on the Village Board's adopted strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and 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, water 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 researching and/or incorporating any applicable new technologies for infrastructure improvements.
9. Evaluate rates as needed.
10. Provide/attend continuing education training.

PERFORMANCE MEASURES:

The following quantities of work were completed in previous calendar years:

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Water main breaks repaired	99	117	165	154	120
Water valves replaced/added	1	5	58	0	7
Water service valves replaced	56	65	141	150	148
Multi-Family Looped service requests (New category for 2009)	91	22	0**	0	0
Hydrants replaced	6	2	42	2	15
Water main replaced (Ft)	1,358	54	15,000	10,000	1,157

Water main installed (Ft)	0	0	1,850 (Michelle Obama School)	0	4,590 (Autumn Ridge to Agrati Inc.)
Water pumped (gallons)	407,073,000*	444,087,000	476,784,000	460,653,000	544,697,000
Water billed (gallons)	414,614,360	399,076,629	406,410,240	389,029,436	379,323,060

* Three months (July, August, September) of pumping data was missing due to water plant SCADA system not functioning. This number represents nine months of operation.

**In 2016, the Village stopped maintenance of multi-family water lines.

STAFFING:

Water Fund staffing includes Public Works Department staffing at both the Water Plants and Finance Department staffing of the Water Office (front counter at Village Hall).

<u>Position</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Chief Water Plant Operator	1	1	1	1	1
Assistant Chief Water Plant Operator	1	1	1	1	1
Water Plant Operators II	2	2	3	3	3
Water Plant Operator I	2	2	1	1	1
Utility Billing Supervisor	1	1	1	1	1
Accounting Technician I	1	1	1	1	1
Utility Billing Technician	1	1	1	1	1
Full Time Maintenance Worker	1	1	1	1	1
Office Technician - Part-time	<u>0.7</u>	<u>0.7</u>	<u>0.7</u>	<u>0.7</u>	<u>1.27</u>
Total Positions – Water Fund	10.7	10.7	10.7	10.7	11.27

Note: Staffing schedule does not include three Meter Readers whom are paid on a per-read basis.

**Village of Park Forest
2019/2020 Budget**

**WATER FUND
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Water Sales					
Residential	5,598,571	4,950,537	5,422,827	5,777,537	17%
Commercial	1,115,482	1,343,912	1,260,686	1,306,121	-3%
Infrastructure Fee	278,538	304,065	303,130	303,130	0%
Sanitary District Fees	186,071	186,000	185,988	186,000	0%
Utility Warranty	1,400	1,399	1,172	1,172	-16%
Merchandising & Jobbing	4,440	4,440	3,500	4,000	-10%
Interest Income	15,939	2,014	118,441	67,607	3257%
Miscellaneous Income	<u>406,571</u>	<u>390,350</u>	<u>361,773</u>	<u>3,940</u>	-99%
TOTAL REVENUE	<u>7,607,012</u>	<u>7,182,717</u>	<u>7,657,517</u>	<u>7,649,507</u>	6%
<u>Net Income(Loss)</u>	1,746,886	526,641	1,607,957	784,772	49%
Debt Principal Repayment	(1,195,609)	(1,166,023)	(1,166,023)	(1,212,298)	4%
Major Capital Outlays	(863,038)	(2,444,300)	(1,464,411)	(896,300)	-63%
Loan Proceeds	795,431	0	0	0	
Depreciation	<u>869,577</u>	<u>876,426</u>	<u>876,426</u>	<u>861,757</u>	-2%
Cash Flow	1,353,247	(2,207,256)	(146,051)	(462,069)	
<u>Beginning Net Cash</u>			3,394,118	3,248,067	
<u>Ending Net Cash</u>			3,248,067	2,785,998	

**Village of Park Forest
2019/2020 Budget**

**WATER FUND
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	1,194,374	1,240,512	1,197,910	1,283,917	3%
Overtime Salaries	119,468	165,509	107,659	172,101	4%
Temporary/Part-time Salaries	<u>61,525</u>	<u>70,559</u>	<u>63,527</u>	<u>97,709</u>	38%
Total Personnel Services	1,375,367	1,476,580	1,369,096	1,553,727	5%
<u>Insurance</u>	182,618	200,758	193,941	227,291	13%
<u>IRMA</u>	77,361	191,146	148,211	220,404	15%
<u>Employee Support</u>	417,184	286,682	253,022	297,661	4%
<u>Professional Services</u>	104,391	111,127	109,695	131,699	19%
<u>Operating Supplies</u>	607,015	698,950	584,055	794,502	14%
<u>Maintenance</u>	746,065	987,277	827,130	1,023,277	4%
<u>Capital Outlays</u>	66,436	206,700	283,000	266,900	29%
<u>Depreciation</u>	869,577	876,426	876,426	861,757	-2%
<u>Interest Expense</u>	314,000	368,448	263,989	267,439	-27%
<u>Transfer to Other Funds</u>	720,518	794,066	794,066	819,116	3%
<u>Miscellaneous</u>	33,413	35,750	32,526	35,750	0%
<u>Leases & Rentals</u>	144,005	155,068	153,968	193,062	25%
<u>Utilities</u>	<u>202,176</u>	<u>267,098</u>	<u>160,435</u>	<u>172,150</u>	-36%
TOTAL EXPENSES	<u>5,860,126</u>	<u>6,656,076</u>	<u>6,049,560</u>	<u>6,864,735</u>	3%

**Village of Park Forest
2019/2020
Budget**

**WATER DEPARTMENT
SALARY DETAIL**

	6/30/2019 Base	Salary Increase 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
David A Vavrek Chief Water Plant Operator	99,236	101,221	18,9	101,221	11,640	7,743	15,441	776	126	20
Wendy M Schafer Assistant Chief Water Plant Opr	82,451	84,100	14,9	84,100	9,672	6,434	7,671	399	126	16
Matthew Fuhri Water Plant Operator II	69,163	70,546	10,9	70,546	8,113	5,397	13,783	776	126	15
Richard A Carr Water Plant Operator II	69,163	70,546	10,9	70,546	8,113	5,397	14,818	776	126	11
Edward J Ginnan Water Plant Operator I	51,773	52,808	9,2	54,604	6,279	4,177	13,226	1,244	126	10
Marcy Gott Utility Billing Supervisor	79,663	81,256	14,8	82,199	9,453	6,288	20,463	1,244	126	30
William Gott Water Plant Operator I	63,644	64,917	9,8	65,670	7,552	5,024	0	0	126	10
Lorri Bailey Utility Billing Technician	62,735	63,990	8,9	63,990	7,359	4,895	0	0	126	15
Anthony Kindle Maintenance Worker	56,582	57,714	8,6	58,383	6,714	4,466	0	399	126	15

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

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

**Village of Park Forest
2019/2020
Budget**

**WATER DEPARTMENT
SALARY DETAIL**

	6/30/2019 Base	Salary Increase 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Laura O'Connor Accounting Technician	52,065	53,106	7,5	53,722	6,178	4,110	6,847	399	126	10
Michelle Davis Part-time Office Technician -70%	32,768	33,423	2,9	33,423	3,844	2,557				
Olivia Hopson Part-time Office Technician -57%	22,466	22,915	2,4	23,633	2,718	1,808				
Meter Readers (3)	50,244	50,244		50,244	0	3,844				
Overtime	50,149	51,152		51,152	5,882	3,913				
Retiree Health Insurance Stipend							9,000			
Subtotal	842,102	857,938		863,433	93,517	66,053	101,249	6,013	1,260	
ALLOCATIONS										
Sanitary Sewer				-46,081	-5,299	-3,525	-4,096	-247	-56	
Water General				359,729	41,369	27,519	114,506	7,652	1010	
Water Supply and Purification				8,654	995	662	0	0	0	
Water Distribution				<u>367,993</u>	<u>42,319</u>	<u>28,151</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Subtotal				690,295	79,384	52,807	110,410	7,405	954	
WATER DEPT. TOTAL				1,553,727	172,901	118,860	211,659	13,418	2,214	

NOTE: Water Plant Operators & Maintenance Worker receive an annual \$100 safety shoe allowance.

Full-time employees who decline health insurance receive one extra day off annually.

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

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

**Village of Park Forest
2019/2020 Budget**

**WATER FUND - GENERAL SUPPORT
DETAIL
60-19-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	529,654
500100	Overtime Salaries	4,943
500200	Temporary/Part-time	<u>91,204</u>
Total Personnel Services		625,801

INSURANCE

510100	Health Insurance	202,659	
	Dental Insurance	13,418	
	Life Insurance	<u>2,214</u>	
			218,291
510120	Health Insurance Stipend		9,000
510300	IRMA Premium		170,404
510400	IRMA Deductible Payments		<u>50,000</u>
Total Insurance			447,695

EMPLOYEE SUPPORT

520000	Travel Expenses (Reimbursement for lodging, travel expenses for conferences and seminars)	1,300
520100	Car/Mileage (Tolls & Mileage reimbursement for business travel)	400
520200	Dues/Subscriptions (American Water Works Association, Backflow Prevention Association, South Suburban Water	

	Works Association, etc.)	2,400
520300	Training (Seminars, tuition reimbursement, workshops, professional development, License renewal)	1,500
520400	Books and Pamphlets (Design standards, reference/code books)	300
520610	FICA	47,874
520620	IMRF	<u>66,190</u>
Total Employee Support		119,964

PROFESSIONAL SERVICES

530000	Other Professional Services (JULIE charges,(1/2 in General), material testing, bank fees, meter testing, Sebis Direct, Water Model P1)	47,000
530300	Audit Services	9,199
532600	Credit Card Service Charges	<u>55,000</u>
Total Professional Service		111,199

OPERATING SUPPLIES

540000	Other Operating Supplies (Office Supplies, Xmas/Pool Party)	400
540300	Stationery/Forms (Water bill forms, Door Hangers)	850
540350	Office Equipment/Furnishings	500
540900	Uniform and Protective Clothing (Safety vests, crew safety shoe allowance \$100 ea)	<u>2,000</u>
Total Operating Supplies		3,750

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Meter interrogator repairs and software support, other equipment repairs, Software Maintenance (\$6,000))	10,000
550200	Equip Maint & Repair-Other (Hydrant Meters)	<u>2,400</u>
Total Maintenance		12,400

CAPITAL OUTLAYS

560000	Other Capital Outlay Computer Replacement	<u>26,900</u>
		26,900
560700	Depreciation	<u>861,757</u>
Total Capital Outlays		888,657

DEBT SERVICE

570000	Debt Service*	
	IEPA Loan (Water Plant) - L17-18600	871,280
	IEPA Loan 2011 Wtr Mn Repl - L17-3142	160,517
	IEPA Loan 2016/2017 Wtr Mn Repl - L17-5288	<u>180,501</u>
		1,212,298
	*Not included in income calculation	0
570100	Interest Expense	<u>267,439</u>
Total Debt Service		267,439

TRANSFER TO OTHER FUNDS

581000	Indirect Cost to General Fund	<u>819,116</u>
Total Transfer to Other Funds		819,116

MISCELLANEOUS EXPENDITURES

590100	Postage (Water bill mailing, CCR mailing, Sebis Direct)	34,000
590800	Printing Reproduction and Graphics (Plans and specs, Consumer Confidence Report/CCR)	1,000
591000	Legal Notices (Notices to bidders)	<u>750</u>
Total Miscellaneous Expenditures		35,750

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Internal vehicle and equipment rental charges)	<u>3,212</u>
Total Leases and Rentals		3,212

UTILITIES

610000	Telephone (Sprint cell phones, Johnson Controls)	1,650
610600	Public Utility Services (Damage to Utilities)	<u>10,000</u>
Total Utilities		<u>11,650</u>

TOTAL WATER FUND - GENERAL SUPPORT **3,346,633**

**Village of Park Forest
2019/2020 Budget**

**WATER FUND - SUPPLY AND PURIFICATION
DETAIL
60-19-51**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	512,188
500100	Overtime Salaries	<u>47,745</u>
Total Personnel Services		559,933

EMPLOYEE SUPPORT

520610	FICA	42,835
520620	IMRF	<u>64,392</u>
Total Employee Support		107,227

PROFESSIONAL SERVICES

530000	Other Professional Services Laboratory/water testing/BSI Online	15,000
530200	Engineering/Architectural Services (Soils testing, Permit Assistance)	5,000
530700	Environmental Permit Fees (Lime Sludge Portion)	<u>500</u>
Total Professional Services		20,500

OPERATING SUPPLIES

540000	Other Operating Supplies (Repair parts, WP supplies, lab equipment, first aid supplies Hydrochloric acid for press, Red B Gone)	31,000

540800	Cleaning Supplies/Paper Products (Cleaning supplies, towel rental)	4,500
540900	Uniform and Protective Clothing (Uniform rental WP, safety supplies, safety shoe allowance (\$100 ea))	4,800
541400	Paint/Hardware/Small Tools	2,500
541500	Salt (Water softening salt (Menards) and sodium hypochloride)	25,000
541600	Lime/Water Chemicals (Lime, carbon dioxide, soda ash, phosphates, hydrofluosilicic acid, and lagoon acid)	<u>654,452</u>
Total Operating Supplies		722,252

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Contractual repairs of pumps, motors, meters, vehicles, valves,) clean filtrate tank, SCADA - Work done by Contractor)	143,000
550200	Equipment Maintenance and Repair - Other (Equipment repair parts - Work done by staff)	55,000
550400	Contractual Building/Facility Maintenance (WP/Tower maint. - Contractual or Day Labor, mowing)	31,000
551500	Lime Residuals Disposal (Lime sludge removal WP & Lagoon)	225,000
551800	Well Maintenance Supplies (Parts for well repairs - Work done by staff)	4,000
551900	Contractual Well Maintenance (Contractual well repairs, mowing, Motor rebuilding, valve and meter replacement)	<u>31,877</u>
Total Maintenance		489,877

CAPITAL OUTLAYS

560000	<u>Other Capital Outlay</u>	
	Interim Remediation (Lime Lagoon 2), #ILG640194	70,000
	Well Maintenance Well #3 - Water Plant	170,000
	(*) WM Lining - Well 2 RW Line	<u>146,300</u>
	<i>*not included in income calculation - will be capitalized</i>	
		<u>240,000</u>
	Total Capital Outlays	240,000

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Internal vehicle and equipment rental charges)	9,637
600500	Other Equipment Rental (Rental of pumps, generators, cylinder (oxygen, propane, acetylene) rentals, tools, etc.)	<u>1,500</u>
	Total Leases and Rentals	11,137

UTILITIES

610000	Telephone (Cell Phones (Verizon), Call ONE, SCADA Communications)	11,300
610600	Public Utilities (Electricity and natural gas for WP and Remote Sites)	<u>148,000</u>
	Total Utilities	<u>159,300</u>

TOTAL WATER FUND - SUPPLY AND PURIFICATION **2,310,226**

**Village of Park Forest
2019/2020 Budget**

**WATER FUND - DISTRIBUTION
DETAIL
60-19-52**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	242,075
500100	Overtime Salaries	119,413
500200	Part-time Salaries	<u>6,505</u>

Total Personnel Services	367,993

EMPLOYEE SUPPORT

520610	FICA	28,151
520620	IMRF	<u>42,319</u>

Total Employee Support	70,470

OPERATING SUPPLIES

540000	Other Operating Supplies (Ball valve lock outs, tapping sleeves, corp stops, copper pipe, curb stops, b boxes, couplings, touch pads and wire)	45,500
540900	Uniform and Protective Clothing (Uniform rental (1/2 in General)	5,000
541200	Plants, Chemicals and Fertilizers (Materials for main break lawn restoration)	11,000
541400	Paint/Hardware/Small Tools	<u>7,000</u>

Total Operating Supplies	68,500

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Equipment & tool maintenance, main break locating services)	1,000
550200	Equipment Maintenance and Repair - Other (Equipment repair parts, water meters 80%)	40,000
552000	Main Maintenance Supplies (Watermain repair clamps, pipe, fittings, hydrants, restraining collars, valves, valve boxes, vaults, stone, asphalt)	160,000
552100	Main Maintenance - Contractual (Contract watermain repair, conc/asphalt restoration, hauling, disposal from spoils stockpile, Bbox replacement)	<u>320,000</u>
Total Maintenance		521,000

CAPITAL OUTLAYS

560000	Other Capital Outlay	
	Water Main Replacement Design - (IEPA Loan)*	350,000
	Water Main Replacement (Water Fund Portion)*	<u>400,000</u>
		750,000

**not included in income calculation - will be capitalized*

Total Capital Outlays	0

LEASES and RENTALS

600100	Ground Lease (Autumn Ridge Water Tower - Yr 5 of 5)	1,103
600400	Vehicle Interfund Rentals (Internal vehicle and equipment rental charges)	177,110

600500	Other Equipment Rental (Rental of pumps, generators, tools, etc.)	<u>500</u>

Total Leases and Rentals	<u>178,713</u>

UTILITIES

610600	Public Utility Services	<u>1,200</u>

Total Utilities	<u>1,200</u>

TOTAL WATER FUND - DISTRIBUTION	<u>1,207,876</u>

TOTAL WATER DEPARTMENT	6,864,735

**DEPARTMENT OF PUBLIC WORKS
WATER FUND PROPOSED BUDGET BY DEPARTMENT**

<u>Account Number and Name</u>		<u>Water General (601900)</u>	<u>Water Supply and Purification (601951)</u>	<u>Water Distribution (601952)</u>	<u>Combined Water Fund Total</u>
<u>SALARIES:</u>					
500000	Regular	529,654	512,188	242,075	1,283,917
500100	Overtime	4,943	47,745	119,413	172,101
500200	Temporary/Part-time	<u>91,204</u>	<u>0</u>	<u>6,505</u>	<u>97,709</u>
Total Salaries		625,801	559,933	367,993	1,553,727
<u>INSURANCE:</u>					
510100	Insurance Premium	218,291	0	0	218,291
510120	Insurance Stipend	9,000	0	0	9,000
510300	IRMA Premium	170,404	0	0	170,404
510400	IRMA Deductible	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>50,000</u>
Total Insurance		447,695	0	0	447,695
<u>EMPLOYEE SUPPORT:</u>					
520000	Other Travel	1,300	0	0	1,300
520100	Car/Mileage	400	0	0	400
520200	Dues/Subscriptions	2,400	0	0	2,400
520300	Training	1,500	0	0	1,500
520400	Books and Pamphlets	300	0	0	300
520610	FICA	47,874	42,835	28,151	118,860
520620	IMRF	<u>66,190</u>	<u>64,392</u>	<u>42,319</u>	<u>172,901</u>
Total Employee Support		119,964	107,227	70,470	297,661
<u>PROFESSIONAL SERVICES:</u>					
530000	Other Professional Services	47,000	15,000	0	62,000
530200	Engineering/Architectural Services	0	5,000	0	5,000
530300	Audit Services	9,199	0	0	9,199
530700	Permit Fees	0	500	0	500
532600	Credit Card Service Charges	<u>55,000</u>	<u>0</u>	<u>0</u>	<u>55,000</u>
Total Professional Services		111,199	20,500	0	131,699
<u>OPERATING SUPPLIES:</u>					
540000	Other Operating Supplies	400	31,000	45,500	76,900
540300	Stationery/Forms	850	0	0	850
540350	Office Equipment/Furnishings	500	0	0	500
540800	Cleaning Supplies/Paper Products	0	4,500	0	4,500
540900	Uniforms and Protective Clothing	2,000	4,800	5,000	11,800
541200	Plants, Chemicals and Fertilizers	0	0	11,000	11,000
541400	Paint/Hardware	0	2,500	7,000	9,500
541500	Salt	0	25,000	0	25,000
541600	Lime/Chemicals	<u>0</u>	<u>654,452</u>	<u>0</u>	<u>654,452</u>
Total Operating Supplies		3,750	722,252	68,500	794,502

**DEPARTMENT OF PUBLIC WORKS
WATER FUND PROPOSED BUDGET BY DEPARTMENT**

<u>Account Number and Name</u>	<u>Water General (601900)</u>	<u>Water Supply and Purification (601951)</u>	<u>Water Distribution (601952)</u>	<u>Combined Water Fund Total</u>
<u>MAINTENANCE:</u>				
550000 Contractual Equip. Maint. - Other	10,000	143,000	1,000	154,000
550200 Equip. Maint. and Repair - Other	2,400	55,000	40,000	97,400
550400 Contractual Bldg./Facility Maint.	0	31,000	0	31,000
551500 Sludge Disposal	0	225,000	0	225,000
551800 Well Maintenance Supplies	0	4,000	0	4,000
551900 Contractual Well Maintenance	0	31,877	0	31,877
552000 Main Maintenance Supplies	0	0	160,000	160,000
552100 Main Maintenance - Contractual	<u>0</u>	<u>0</u>	<u>320,000</u>	<u>320,000</u>
Total Maintenance	12,400	489,877	521,000	1,023,277
<u>CAPITAL OUTLAYS:</u>				
560000 Other Capital Outlay	26,900	240,000	0	266,900
560700 Depreciation	<u>861,757</u>	<u>0</u>	<u>0</u>	<u>861,757</u>
Total Capital Outlays	888,657	240,000	0	1,128,657
<u>DEBT SERVICE:</u>				
570100 Interest Expense	<u>267,439</u>	<u>0</u>	<u>0</u>	<u>267,439</u>
Total Debt Service	267,439	0	0	267,439
<u>TRANSFER TO OTHER FUNDS:</u>				
581000 Indirect Cost to General Fund	<u>819,116</u>	<u>0</u>	<u>0</u>	<u>819,116</u>
Total Transfers to Other Funds	819,116	0	0	819,116
<u>MISCELLANEOUS:</u>				
590100 Postage	34,000	0	0	34,000
590800 Printing Reproduction and Graphics	1,000	0	0	1,000
591000 Legal Notices	<u>750</u>	<u>0</u>	<u>0</u>	<u>750</u>
Total Miscellaneous	35,750	0	0	35,750
<u>LEASES AND RENTALS:</u>				
600100 Ground Lease	0	0	1,103	1,103
600400 Vehicle Interfund Rentals	3,212	9,637	177,110	189,959
600500 Other Equipment Rental	<u>0</u>	<u>1,500</u>	<u>500</u>	<u>2,000</u>
Total Leases and Rentals	3,212	11,137	178,713	193,062
<u>UTILITIES:</u>				
610000 Telephone/Telegraph	1,650	11,300	0	12,950
610600 Public Utilities	<u>10,000</u>	<u>148,000</u>	<u>1,200</u>	<u>159,200</u>
Total Utilities	11,650	159,300	1,200	172,150
<u>FUND TOTAL</u>	3,346,633	2,310,226	1,207,876	6,864,735

Village of Park Forest 2019/2020 Budget

SEWER FUND

DEPARTMENT FUNCTION:

The Department of Public Works (DPW) operates and maintains approximately 68 miles of sanitary sewers along with four lift stations and an Excess Flow Facility. These facilities are the integral parts of the Village's overall sanitary sewer system and operation/maintenance responsibilities. Sanitary flows are collected and transported through the Village's system to one of the three trunk sewers located at the village limits which transports sewage to Thorn Creek Basin Sanitary District (TCBSD) in Chicago Heights, where it is treated.

Beginning in the 2014/2015 budget year, the Village Board approved the inclusion of the Village's Storm Sewer System into this fund, from the Public Works General Fund. DPW operates and maintains a Village wide storm sewer system consisting of inlets, catch basins, manholes, pipes, ditches, and culverts. The storm sewer system collects rain water from impervious areas and conveys it through the system and back to the environment.

Fees fund routine operation and maintenance of the Village's sewer system which is performed by Village staff (Day Labor) and/or hired contractors in addition to capital improvement projects such as sewer line and manhole repair and replacement, maintenance and repair of the excess flow facility, and lift station repair and replacement. Fees also fund engineering services associated with such projects, as well as debt service. Fees are reviewed and evaluated on an annual basis.

Past updates

In 2005, Thorn Creek Basin Sanitary District implemented a plan to address district wide wet-weather related issues. One component of the plan was to amend their Inflow and Infiltration (I & I) Ordinance to revise allowable limits onto communities which deliver sanitary flows to the District for treatment. Inflow and infiltration are two conditions that exist which contribute to excessive storm and ground water entering the sanitary sewer system. This additional water results in excessive flows that require treatment, and in some cases, are bypassed and untreated. This TCBSD amended ordinance required communities that had sewer flows that are out of compliance to submit a Compliance Plan to the Sanitary District for approval. This ordinance also set a minimum required funding amount devoted to finding and eliminating I & I. This funding was set at \$30 per capita. The 2005/2006 budgeted sanitary sewer rate of \$0.77 per one thousand gallons of water used, did not meet this objective. Therefore, the Village Board passed a graduated rate increase that began on

July 1, 2006 with a new rate of \$1.85 per one thousand gallons used with the last increase beginning July 1, 2010 with a rate of \$2.86 per one thousand gallons used.

In July 2013, the Village was notified by Thorn Creek Basin Sanitary District of its immediate dismissal of its Inflow and Infiltration Compliance Ordinance and the Village's requirement to meet this ordinance. The District stated that USEPA had begun to implement active, direct oversight and enforcement of municipal sewer system owners, therefore, eliminating District involvement. To date the EPA has not begun to oversee I & I operations of the communities that were under the District's I & I ordinance, though DPW will continue to monitor pending legislation.

In July 2015, with the shift in storm water management to the sewer fund, DPW started to manage National Pollution Elimination Discharge System (NPDES) compliance out of the fund. DPW will continue, with its I & I and storm water quality investigations, to comply with any applicable regulations and/or requirements of the IEPA, IDNR, FEMA, MWRD, Thorn Creek Sanitary District, and the Army Corps of Engineers.

In May of 2018, a Village Board approved a 5 year sewer rate increase outlined below.

Fiscal Year 17/18	\$ 2.86
Fiscal Year 18/19	\$ 2.86
Fiscal Year 19/20	\$ 3.00
Fiscal Year 20/21	\$ 3.15
Fiscal Year 21/22	\$ 3.31
Fiscal Year 22/23	\$ 3.48

Sewer rates are based on per 1000 gallons of water used.

ACCOMPLISHMENT OF 2018/2019 SEWER FUND OBJECTIVES:

Based on the Village Board's adopted strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and Objectives:

1. Provide existing services at a high level of quality. These services include:

- Routine maintenance of public sewer mains, lift stations, Excess Flow Facility, inlets, catch basins and other components of the sewer system.

DPW cleaned and televised approximately 8.5 miles of sanitary sewers as general maintenance and in preparation for a future lining and replacement capital project; Gasvoda & Associates performed routine maintenance on the sanitary lift stations; and repaired or replaced 77 storm and sanitary sewer structures.

- Timely response to investigate calls of a potential sewer back up in the public sanitary mains.

DPW responded to approximately 109 calls regarding sewer backups.

- Timely response to street flooding.

Prior to and during rain events, DPW clears debris from sewer inlets to alleviate street flooding.

- Inspection services for sanitary sewer lateral/building drain repairs and outdoor cleanout installations.

In calendar year 2018, DPW inspected 46 permits for sewer cleanouts.

2. Provide safety trainings and/or workshops to stress safety in the workplace.

The importance of safety was stressed through work group safety meetings, Village safety meetings and/or participation in safety training programs provided through the South Suburban Mayors and Managers Association (SSMMA), the Illinois Department of Transportation (IDOT) and the Intergovernmental Risk Management Agency (IRMA). Staff attended Trenching and Competent Person Training and Trench Collapse Refresher Training.

3. Improve sewer infrastructure by reconstructing and/or replacing sewers and appurtenances as necessary; researching and/or incorporating any applicable new technologies.

DPW lined the major storm sewer pipes conveying Thorn Creek Tributary D through the Village and replaced the Sangamon Street Lift Station. Approximately 500 feet of storm sewer was replaced of Wilshire and Birch Streets. DPW staff advanced the development of the proposed storm water ordinance. It is currently being received by the Park Forest Environment Commission, Plan Commission, and Illinois Department of Natural Resources.

4. Find additional sources of funding to assist with improving Village infrastructure.

DPW obtained a Grant from the Cook County Community Development Block Grant (CDBG) for \$200,000 for sanitary sewer lining in the south east Cook section of the Village.

5. Provide continued education trainings and/or workshops for professional development.

DPW staff held in-house training regarding National Pollution Discharge Elimination System (NPDES) training. Additionally, staff continues to hold certifications in flood plain and storm water management, NASSCO inspections, and regularly attends continuing education to stay up to date of modern storm and sanitary water practices. Advances in Pipeline Renewal Spray in Place Pipeline Training, and MS4 Compliance Training.

6. Complete Capital Outlay projects.

DPW lined the major storm sewer pipes conveying Thorn Creek Tributary D through the Village and replaced the Sangamon Street Lift Station.

7. Evaluate rates as needed.

In May of 2018, the Village Board approved a 5 year sewer rate increase as outlined above.

2019/2020 BUDGET OBJECTIVES:

Based on the Village Board's adopted strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and Objectives:

1. Provide existing services at a high level of quality. These services include:
 - Routine maintenance of public sewer mains, lift stations, Excess Flow Facility, inlets, catch basins and other components of the sewer system.
 - Timely response to investigate calls of a potential sewer back up in the public sanitary mains.
 - Timely response to street flooding.
 - Inspection services for sanitary sewer lateral/building drain repairs and outdoor cleanout installations.
2. Provide safety trainings and/or workshops to stress safety in the workplace.
3. Improve sewer infrastructure by reconstructing and/or replacing sewers and appurtenances as necessary; researching and/or incorporating any applicable new technologies.
4. Find additional sources of funding to assist with improving Village infrastructure.
5. Provide continued education trainings and/or workshops for professional development.
6. Complete Capital Outlay projects.
7. Evaluate rates as needed.

PERFORMANCE MEASURES:

The following specific quantities of work were completed in previous fiscal/budget years:

Work completed by Day Labor and/or Contractors:	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Sanitary sewer replaced (linear feet)	NA*	0	763	0	0
Sanitary sewer televised (linear feet)	NA*	4,137	15,485	12,018	1,220
Sanitary sewer cleaned (linear feet)	8,987	15,696	15,485	54,225	46,412
Sanitary sewer lined (linear feet)	NA*	6,138	0	0	0
Storm sewer replaced (linear feet)	NA*	60	1,390	195	591

*No work was completed in 2014 due to work to be completed in 2015 for USEPA Phase II Sanitary Sewer Improvements Project.

**Village of Park Forest
2019/2020 Budget**

**SEWER FUND
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Sewer User Fees					
Residential	941,675	950,000	925,130	970,416	2%
Commercial	197,102	191,596	234,327	245,798	28%
Local Grants	23,200	0	0	0	0%
Utility Warranty	1,400	1,400	1,172	1,400	0%
Transfers from Other Funds	0	0	0	200,000	100%
Sewer Tap Fees	3,820	3,500	2,860	3,500	0%
Misc. Income	1,563	500	1,100	1,100	120%
Interest Income	<u>9,330</u>	<u>1,000</u>	<u>64,663</u>	<u>32,388</u>	3139%
TOTAL REVENUE	<u>1,178,090</u>	<u>1,147,996</u>	<u>1,229,252</u>	<u>1,454,602</u>	27%
<u>Net Income(Loss)</u>	42,895	(519,317)	(288,279)	(487,811)	-6%
Debt Principal Repayment	(46,031)	(46,609)	(46,609)	(47,193)	1%
Major Capital Outlay	(1,422,415)	(480,000)	(163,037)	(400,000)	-17%
Depreciation	<u>162,085</u>	<u>217,317</u>	<u>217,317</u>	<u>186,313</u>	-14%
Cash Flow	(1,263,466)	(828,609)	(280,608)	(748,691)	
<u>Beginning Net Cash</u>			2,598,233	2,317,625	
<u>Ending Net Cash</u>			2,317,625	1,568,934	

**Village of Park Forest
2019/2020 Budget**

**SEWER FUND
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	362,347	352,087	366,476	371,891	6%
Overtime Salaries	16,767	11,525	11,296	15,036	30%
Temporary/Part-time Salaries	<u>10,857</u>	<u>12,452</u>	<u>11,211</u>	<u>22,599</u>	81%
Total Personnel Services	389,971	376,064	388,983	409,526	9%
<u>Insurance</u>	46,047	50,138	50,138	69,841	39%
<u>IRMA</u>	11,790	42,663	35,632	47,123	10%
<u>Employee Support</u>	134,216	73,069	71,239	78,424	7%
<u>Professional Services</u>	30,125	69,210	30,597	56,464	-18%
<u>Operating Supplies</u>	2,054	3,700	2,449	3,700	0%
<u>Maintenance</u>	152,764	370,000	251,838	370,000	0%
<u>Capital Outlays</u>	0	260,000	260,000	500,000	92%
<u>Depreciation</u>	162,085	217,317	217,317	186,313	-14%
<u>Interest Expense</u>	9,634	9,056	9,056	8,472	-6%
<u>Transfer to Other Funds</u>	128,819	128,819	128,819	130,379	1%
<u>Miscellaneous</u>	6,700	9,250	8,047	9,250	0%
<u>Leases & Rentals</u>	33,406	35,777	35,777	44,671	25%
<u>Utilities</u>	<u>27,584</u>	<u>22,250</u>	<u>27,639</u>	<u>28,250</u>	27%
TOTAL EXPENSES	<u>1,135,195</u>	<u>1,667,313</u>	<u>1,517,531</u>	<u>1,942,413</u>	16%

**Village of Park Forest
2019/2020 Budget**

**SEWER FUND
DETAIL
70-19-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	371,891
500100	Overtime Salaries	15,036
500200	Temporary/Part-time wages	<u>22,599</u>

Total Personnel Services **409,526**

INSURANCE

510100	Health Insurance Premium	64,599
	Dental Insurance	4,642
	Life Insurance	<u>600</u>
		69,841

510300	IRMA Premium	27,123

510400	IRMA Deductible Payments	<u>20,000</u>

Total Insurance **116,964**

EMPLOYEE SUPPORT

520610	FICA	31,329

520620	IMRF	<u>47,095</u>

Total Employee Support **78,424**

PROFESSIONAL SERVICES

530000	Other Professional Services (Arro Lab (EFF) Tests, Sebis Direct, Decanting disposal)	15,000

530200	Engineering/Architectural Services (EFF Oversight, NPDES Compliance Plan, and Misc. Engineering)	25,000
530300	Audit Services	1,464
530700	Environmental Permit Fees (Stormwater and EFF Portion)	1,500
532600	Credit Card Service Charges	<u>13,500</u>
Total Professional Services		56,464

OPERATING SUPPLIES

540000	Other Operating Supplies (office supplies, small tools)	2,500
541400	Paint/Hardware/Small tools	<u>1,200</u>
Total Operating Supplies		3,700

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Maint/repairs done by contractors to Lift stations, EFF, SCADA integration)	130,000
550200	Equipment Maintenance and Repair - Other (Parts purchased & repairs done by DPW to Lift stations, EFF, 20% cost of water meter purchases)	15,000
551600	Sewer Maintenance Supplies (Pipe,castings,stone,asphalt,rings,frames,couplings, mastic, lids float solvent, grates, inlets, CB's, MH's, chimney seals, liners)	75,000
551700	Contractual Sewer Maintenance (Various repairs, cleaning & TV, correct cross connects, tree removal pavement restoration, disposal of spoils stockpile)	<u>150,000</u>
Total Maintenance		370,000

CAPITAL OUTLAYS

560000	Capital Outlays		
	Storm Sewer Improvements	400,000	
	Sanitary Sewer Improvements	100,000	
	Sanitary Sewer Improvements (CDBG Lining)*	<u>400,000</u>	500,000
560700	Depreciation		<u>186,313</u>
	Total Capital Outlays		686,313

* Not included in income calculation - will be capitalized.

DEBT SERVICE

570000	Debt Service*		
	IEPA Loan (Sewer Rehab)	<u>47,193</u>	0
570100	Interest Expense		<u>8,472</u>
	Total Debt Service		8,472

* Not included in income calculation. IEPA Loan amount is estimated.

TRANSFERS TO OTHER FUNDS

581000	Indirect Cost to General Fund	<u>130,379</u>	
	Total Transfer to Other Funds		130,379

MISCELLANEOUS EXPENDITURES

590100	Postage (Mailing of bills, shut off notices, and miscellaneous)		8,500
590800	Printing/Reproduction/Graphics (Project Plans)		250
591000	Legal Notices (Notice to Bidders)		<u>500</u>
	Total Miscellaneous Expenditures		9,250

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Internal vehicle rental charges)	44,471
600500	Other Equipment Rental (Pump and generator rental, miscellaneous)	<u>200</u>
Total Leases and Rentals		44,671

UTILITIES

610000	Telephone (EFF Wireless subscription)	250
610600	Public Utilities (Electricity for lift stations & excess flow facility)	<u>28,000</u>
Total Utilities		<u>28,250</u>

TOTAL SANITARY SEWER FUND	1,942,413

Village of Park Forest 2019/2020 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 both 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 including Fannie May Candies.

A number of planning professionals had 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 approved plans to begin the implementation of the transition to DownTown Park Forest in March, 1996. Phase I of the project included dissolving the then-existing plats of subdivision, which had no logical basis for 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. 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 included 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 asbestos removal and demolition of Goldblatts, the dry cleaners, and the Millionaire's Club, and demolition of the Western Avenue sign. Forest Boulevard was constructed, north/south, through the former Sears site. The new east/west road was constructed from Forest Boulevard to Cunningham Drive, and Cunningham Drive 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 was 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 (CDBG) funding to demolish 331 and 327 Main Street. Engineering of Main Street from Cunningham Drive to South Orchard Drive 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 95 unit independent living senior apartment building and a 79 unit assisted care facility. One quarter was sold to American Stores for development of an Osco Drug Store, now CVS Drug Store.

Also during this year, 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 former Illinois Theatre Center (now known as Theatre 47), and the Tall Grass Arts Association Gallery and School.

In Fiscal Year 1998/1999 the Village needed to borrow \$1,640,000 to construct Main Street. 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 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. Sales contracts were signed for the vacant parcel on Western and Main Street across from the 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 (transitioned to First Midwest Bank, but closed in 2018) was constructed at the site. It opened in late 2001. Construction of the senior independent living facility was completed and construction of the senior assisted living facility began. The independent living facility was 100 percent pre-leased prior to opening. Leasing activity continued with the signing of a lease renewal with Bank One (now Chase Bank).

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 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 was completed fall 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 Funding History
December 1995 through June 30, 2018

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 beginning balance	884,721
Cook County CDBG Grants	1,687,062
Marshall Fields CDBG Demolition	930,062
By-Us Building CDBG Demolition (Main Street)	217,293
Sale of Property *	1,402,846
Twenty-three years' operating and other revenues	13,580,879
Total Outside Sources of Funds	\$ 22,890,990

Village Funds

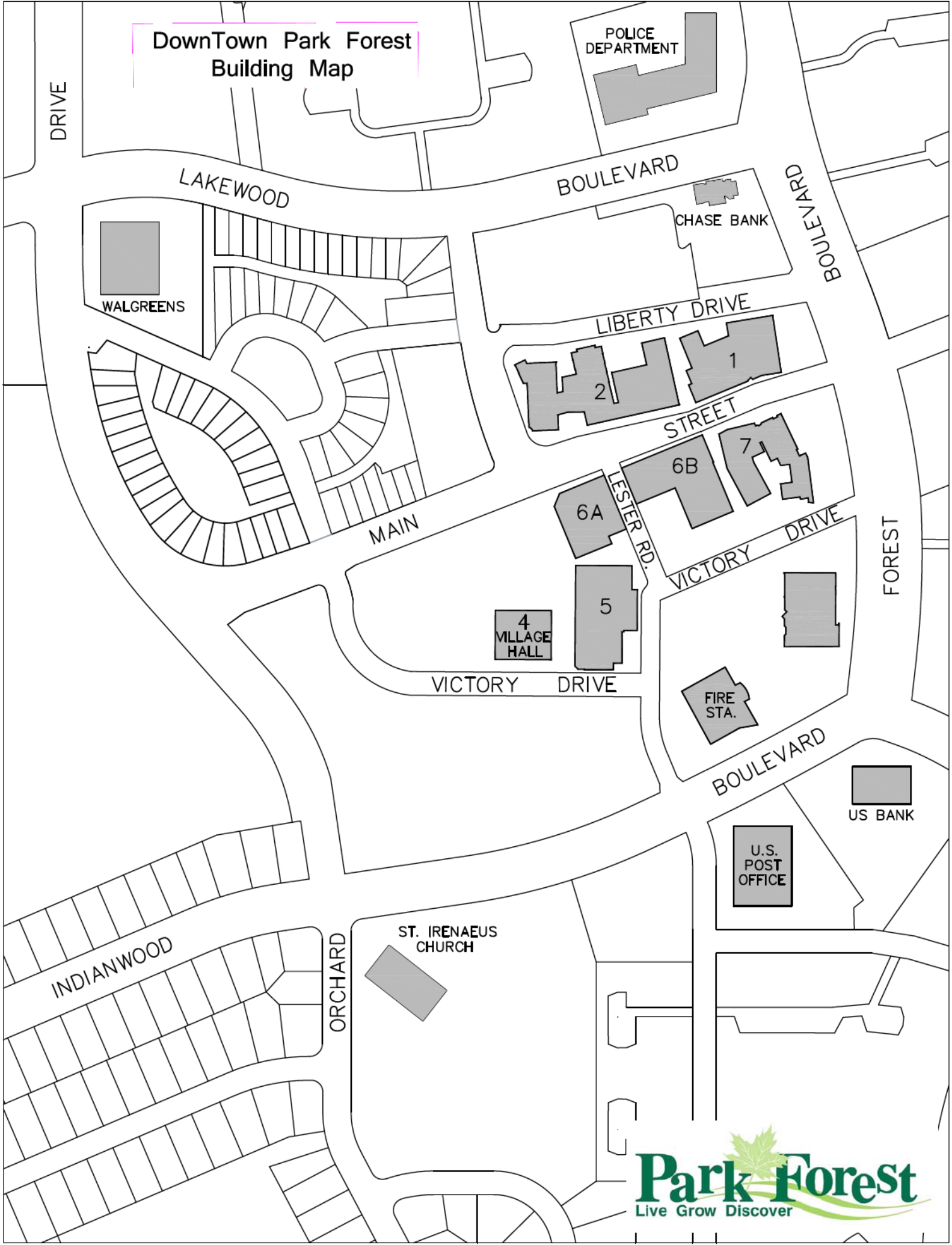
Motor Fuel Tax	\$ 850,000
Transfers from the General Fund:	
Identified CAM beginning Fiscal 2001	3,546,995
Other Transfers	2,796,720
	\$ 7,193,715

Borrowing

1999 Borrowing paid by Tax Increment	\$ 1,640,000
Total Funding Through 2018	\$ 31,724,705

* 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.

DownTown Park Forest Building Map



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 Motor Fuel Tax and General Fund, in the amount of \$7,193,715, represents only 23 percent of the total cost of the project as of June 30, 2018. In Fiscal 2018, the TIF generated \$795,865 in net increment. This represented an 11 percent return on investment.

In Fiscal Year 2003/2004, Dr. Tyssen, Park Forest Chiropractic, opened for business in August 2003. Dr. Tyssen had an existing business on the south side of Park Forest since the mid 1990's.

Many of the major capital projects in the DownTown have been completed. The two second floor office buildings needed to upgrade the HVAC; both buildings had previously been cooled by a water-cooling system. The Illinois Environmental Protection Agency deemed the water to be too high a quality to be utilized in such a manner and recommended that it be redirected to the Village's drinking water supply. Thus, the HVAC units were replaced with air-cooled systems. The Village began the engineering evaluation of the HVAC system for Buildings #1 and #7 during Fiscal 2002/2003. The heating and air conditioning upgrade for Buildings #1 and #7 was completed the beginning of January 2004. Fifteen new interior furnaces and exterior condensers in Building #1 and ten new systems in Building #7 were added.

In Fiscal Year 2004/2005, eight office tenants and one ground level tenant renewed their lease. With the three Medical offices in the DownTown, each of these offices continued to grow with new patients throughout the year. The medical niche has been 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 #7 in the fall of 2005. There were nine new leases signed. Dr. Nancy Lee (podiatrist) and Oasis Salon Studio were new ground level businesses. In 2015, Dr. Lee sold her business to Dr. Covello. 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 bought the Theatre building in 2005.

In Fiscal Year 2006/2007, nine new office businesses signed leases and ten second floor businesses renewed their leases.

For Fiscal Year 2007/2008, there were two new ground level businesses that moved into the DownTown. The Fieldcrest School of Performing Arts moved their 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 continues to increase. There were five new leases for the second floor offices and eleven second floor businesses renewed their leases. Three ground level businesses also renewed their leases. Earl & Alice Davis signed a lease for Quality Classic Health Club at 295 Main Street.

In Fiscal Year 2008/2009, there were four ground level and twelve second floor businesses that renewed their leases.

In Fiscal Year 2009/2010, there were six ground level and sixteen second floor businesses that renewed their leases. Oasis Hair Salon expanded into a new space at 261 Founders Way spring 2010.

In Fiscal Year 2010/2011, thirty businesses renewed their leases. Six were ground level and twenty-four were second floor offices. Three second floor businesses expanded their square footage and two new businesses signed leases for the second floor offices. Phase 1 of Building #1's second floor window replacement was completed in Spring 2011. There were 14 windows installed along Main Street.

In Fiscal Year 2011/2012, there were nine new businesses that signed leases. Eight were for second floor offices and one was for a ground level space. There were also 25 ground level and second floor businesses that renewed their leases.

In Fiscal Year 2012/2013, the second phase of window replacement was installed late summer of 2012 in Building #1. A lease was signed for the Sapphire Room, a restaurant and billiards hall, at 300 Victory and 331 Founders Way. They opened Fall 2013. Seven new businesses signed leases this year. The ground level business is Sapphire Room. Thirty-one Downtown businesses renewed their leases.

In Fall 2013, the brick pavers on Main Street were removed and replaced with decorative stamped concrete to look like new pavers. The previous pavers were stored to repair walkway pavers on the sidewalk paver areas.

In Fiscal Year 2013/2014, third phase installation of the second floor windows were completed fall of 2013. There were six new leases signed. Two are ground level leases which are Franciscan Medical Office and Cindy's Nails. In addition, the Holiday Star Movie Theater closed. A new operator was being sought by Matanky Realty.

In Fiscal Year 2014/2015, a lease was signed for Main Street Diner at 305 Main. Dr. Covello signed a lease for the former Dr. Lee's podiatrist location. Two second floor businesses expanded during this year. There are two new second floor businesses. One is OAI which conducts a job training program transforming the unemployed into skilled workforce for manufacturers. OAI, along with the Village of Park Forest, has created a MakerLab which OAI is managing. MakerLab combines manufacturing equipment, community activities, and education for the purposes of enabling community members to design, prototype, and create manufactured works. Matanky Realty Group's building, Building #2, signed a new lease for Johnny's, a fast food restaurant.

In Fiscal Year 2015/2016, the next phase of second floor windows were installed in Building #1 in Spring 2016. This was the final phase for Building #1. There were two more phases to complete Building #7's west side windows that started in Fall 2016. There was one ground level lease signed with Quaint Style Studio for 361 Founders Way. Also, there were six lease renewals for ground level and 16 for second floor office space.

In Fiscal Year 2016/2017, there were two phases left on the second floor window replacement and these two phases were on the back side of Building #7. In Spring 2017, 18 windows were installed in the back half of Building #7.

With a large grant from the US Department of Labor, OAI, Inc. expanded their space to include both their second floor office space and 208 Forest Boulevard. The MakerLab was relocated to 208 Forest Boulevard which gives them a larger space for programming.

Sony Ceric/Road Runner Trucking had two second floor offices in Building #7. They needed more room and exposure, so moved to 298 Main Street, a ground level space. In early 2019, they also purchased 60 North Street, the paved lot they had been leasing from the Village. This lot is used in the truck driving training.

Rick Nesbitt/Vintrendi Wines signed a Lease for 290 Victory. This business is a wine shop that mixes wine and sells primarily through internet sales.

One More Thing/South Suburban Family Shelter resale shop moved into the DownTown in 2002. In Fall 2016, they decided to close their doors

In Fiscal Year 2017/2018, the final phase of the second floor window project ended. There were eight new second floor tenants that signed leases and one ground level space. Leases were renewed by 12 tenants. In December 2017, the Theater Building (Building #2) was sold by Matanky Realty to a non-profit organization, the Cheder Lubavitch Hebrew Day School.

Fiscal Year 2018/2019 had many staff changes. After 22 and 19 years respectively, both Sharon Bellino, DownTown Property Manager, and Monica Murphy, Office Assistant, retired. There were 13 new tenants, including Theater 47, a new performing arts theater that signed a five year lease; Poppin' Plates signed a two year lease for a shared kitchen – they leasing the kitchen in Dining On the Green. Poppin Plates will be using the address 64 Lester Rd. Artistic Flow signed a new two year lease for 200 Main Street. This is a paint and sip and event driven business. Quality Classic moved out due to retirement and VanGuard Exercise Management took its place. Just For Us Hair is a natural hair care products retail store located at 301 Main Street. Vintrendi is expanding to Main Street.

Per the lease activity for the DownTown leases, below are the long standing businesses that have been in the DownTown between 10 and 25 years.

Comgraph	26
Patricia Moore Art Studio	25
Muzicnet	21
Southland Caterers	21
Tall Grass Arts Assoc.	19
Rich Township Sr. Ctr.	17
Simpson Foundation	17
State Farm Insurance/M. Jordan	17
Tall Grass Art School	17
IPO	16
Park Forest Chiropractic	16
Mark of Excellence	15

L. Upshaw Realty	15
Allstate Insurance	14
Oasis Salon	13
Westbrook Realty	13
Tower Cleaners	12
Park Forest Podiatry	12
Fieldcrest	11
Forest Home Health Care	11

Property Tax Status

In July 2012, the DownTown was visited by representatives from the Assessor's office with the job of assigning PIN numbers to all of the leases in the DownTown. This effort was followed up with Assessment notices sent to tenants on August 28, 2012. The notices indicated the assessment would need to be appealed by September 28, 2012. The original assessment for the DownTown was \$971,498, which would equate to a value of \$3,885,992 and a tax bill of \$719,030. In September 2012, letters went out to the tenants from the Village stating that the Village would take the lead on an appeals process. Notification of a desired appeal was sent to the Assessor by the September 28th deadline. The Village was given until November 2, 2012, to prepare supporting documentation on all 89 spaces in the DownTown, including detailed information on square footage, rent paid, lease terms, and vacancies. In addition, an appraisal was required to value the entire property, and an attorney was hired to assist the Village with the appeal. All documentation was delivered to the Cook County Assessor in early November 2012. In mid-November, a revised assessment was sent to the Village with an Assessed Value of \$185,942, indicating a market value of \$742,768 and a tax bill of \$135,177. This represented a \$583,853 reduction in potential property taxes – a successful appeal. Most of the taxes relate to Gross Leases, meaning the taxes will be the Village's responsibility. For those leases where the tax bills go to the tenant, the Village is receiving a duplicate bill paying the taxes and reconciling taxes already paid by the tenant. Realizing that tax payments were always a potential expense, reserves were accumulated in the DownTown Fund. In addition, these taxes should flow back to the Village through the TIF until at least 2020.

As a follow up, the Village submitted address change forms for all gross leases so the Village receives the tax bills directly. Also, it is anticipated there will be some kind of annual presenting of information and appeal with the Cook County Assessor's office.

Since the initial appeal process, the Village paid \$131,057 in taxes for August 1, 2013, and \$37,130 in March 2014 for the 1st installment of 2013 taxes. In 2014/2015, \$100,363 in taxes were paid.

The Assessor's office re-visited the Village in January 2015 to assess the DownTown addresses on file and to assess the ground level spaces of Buildings #1 and #7 that were not in their file. New PIN's were established. Therefore, the first installment tax bill for March 2016 had no taxes due for most spaces. The bills for the new PIN's were reflected in September 2016 with the second installment.

In Fiscal Year 15/16, the DownTown paid \$248,854 in property taxes due to the addition of the ground level spaces of Buildings #1 and #7.

In Fiscal Year 16/17, DownTown paid \$180,106 in property taxes, which was a significant reduction from the prior fiscal year.

The first installment of 2017 property taxes totaled \$96,299, which was only \$8,348 higher than the first installment amount the prior year. The total property tax bill for 2017 was \$139,734. The Village Manager and Deputy Village Manager participated in a property assessment appeal hearing at Cook County's Chicago office in March 2018. Also at this appeal hearing was attorney James Fortcamp and representatives of the appraisal firm Urban Real Estate Research, Inc., who performed a comprehensive appraisal of the DownTown property in Spring 2017. This appeal resulted in an assessment of all DownTown buildings at \$12/square foot. As a result, the first installment of 2018 taxes, was \$73,952, much lower than the 2017 first installment.

The following tenancy information for Village-owned buildings is presented as of March 1, 2019.

DownTown Occupancy 1-Mar-19

	<u>Square Feet</u>		<u>Percent</u>
	<u>Vacant</u>	<u>Occupied</u>	<u>Occupied</u>
Building #1			
Main Floor	5,434	14,991	73%
2nd Floor Office	<u>7,304</u>	<u>6,852</u>	<u>47%</u>
Total Building #1	12,738	21,843	63%
Building #4B			
Main Floor	-	18,528	100%
Building #5			
Main Floor	-	21,626	100%
Building #6A			
Main Floor	8,290	5,860	41%
Building #6B			
Main Floor	2,900	19,227	87%
Building #7			
Main Floor	5,382	12,382	70%
2nd Floor Office	<u>2,497</u>	<u>3,421</u>	<u>57%</u>
Total Building #7	7,654	16,028	67%
TOTAL FOR BUILDINGS:	<u>31,807</u>	<u>102,887</u>	<u>76%</u>

History of Occupancy

<u>Year</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>%</u>	75%	75%	84%	80%	74%	75%	76%	-

Common Area Costs

The Village Board adopted plat covenants for the DownTown in December 1997. The Village remained the sole property owner of property subject to the covenants until July, 1998, when the movie theatre building was sold. In July, 1999, Building #3 was sold and then acquired back through the No Cash Bid system in November 2009, and demolished in 2012. In February 2013, the Chase Bank building 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>	<u>Per Covenants Square Feet</u>	<u>Adjusted Square Feet</u>
Building #1	35,246	35,246
Building #4A	86,817 *	-
Building #4B	18,528 *	27,800
Building #5	23,986	23,986
Building #6A	14,650	14,650
Building #6B	20,969	20,969
Building #7	24,331	24,331
Fire Station	- **	8,054
Sub-total Village-owned	224,527	155,036
 <u>Non Village-owned Buildings</u>		
Theatre Bldg. (CAM \$36,600)	36,904	36,904
Chase Bank Bldg.	-	10,476
 <u>TOTAL SQUARE FOOTAGE</u>	 <u>272,359</u>	 <u>202,416</u>

* Removed Marshall Fields and added Lower Level Village Hall square feet of 9,272

** Does not include apparatus floor

Building #3 at 10,928 square feet was removed in FY2012/13 as it was demolished.

An official amendment to the Covenants would be required to remove the Marshall Fields Building, add the lower level of Village Hall 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 2018/2019</u>	<u>Projected 2019/2020</u>
Salaries		
Management (Mgr. 25%/Office 20%)	\$ 24,985	\$ 26,292
Grounds (80%)	66,224	69,427
(PW/R&P/PT/OT)	<u>\$ 91,209</u>	<u>\$ 95,719</u>
Benefits	\$ 27,705	\$ 27,705
Liability Insurance (IRMA)	5,000	5,000
Common Utilities	24,000	24,000
Operating Supplies	3,500	3,500
Maintenance		
General Maintenance	35,000	102,500
Parking Lot Maintenance	16,700	2,000
Snow Plowing	15,750	15,650
Landscaping	13,000	18,000
	<u>\$ 140,655</u>	<u>\$ 198,355</u>
Garage Rental	<u>\$ 4,300</u>	<u>\$ 4,300</u>
	\$ 236,164	\$ 298,374

The following is a running total of Common Area Maintenance (CAM) charges and costs since the Plat covenants were instituted.

Common Area Maintenance Activity

<u>Fiscal Year</u>		<u>Revenue</u>	<u>Expense</u>	<u>Cumulative Balance</u>
1999		270,180	267,241	2,939
2000		270,180	222,999	50,120
2001	*	270,538	333,913	(13,255)
2002	*	266,895	424,515	(170,875)
2003	*	270,538	306,273	(206,610)
2004		272,359	296,517	(230,768)
2005		272,359	348,786	(307,195)
2006		272,359	364,324	(399,160)
2007		272,359	316,474	(443,275)
2008	**	272,359	805,464	(976,380)
2009		272,359	305,009	(1,009,030)
2010		272,359	248,521	(985,192)
2011		272,359	264,383	(977,216)

Fiscal Year	Revenue	Expense	Cumulative Balance
2012	194,814	170,805	(953,207)
2013	191,940	166,235	(927,502)
2014	194,868	199,930	(932,564)
2015	202,112	222,521	(952,973)
2016	202,112	189,393	(940,254)
2017	202,112	275,382	(1,013,524)
2018	202,112	275,382	(1,086,794)
2019 est	202,112	298,374	(1,183,056)

- (1) Removed Marshall Fields and added lower level of Village Hall at 9,272 square feet.
(2) Removed Building 3, added fire apparatus floor and added partial Chase Building.

* 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 22 year period of \$911,576.16 (\$3,452.94 each month / \$41,435.28 annually).

The Village is the major contributor to Common Area Costs since it owns 76 percent of the buildings included in the calculation of CAM costs. A separate transfer is reflected in the Fiscal Year 2019/2020 budget for the Village's share of CAM of \$155,036. Also, when the Village took ownership of the entire shopping center in 1995, Rogers & Holland Jewelers owned the building which housed the Health Department. The corporate headquarters for the jeweler was located in this building. In 2003, the building was donated to Aunt Martha's Youth Services. Since 1995, the building owner has paid \$41,435.28 in annual CAM charges based on an agreement established years prior to Village ownership. This CAM revenue is reflected in the DownTown budget and is used for common area costs. Because of the Marshall Fields demolition and the sale of the Chase Bank building, total building square footage and associated CAM charges have been adjusted. This adjustment will require an amendment to the covenants at some point.

Planning Efforts

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 obsolete 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 niche, 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, The 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 renovations.

In 2001/2002, the Village contracted with Business Districts, Inc., specialists in marketing urban areas. They were asked to study the market potential of DownTown and to create a marketing plan. On November 12, 2002, Business Districts, Inc. presented the DownTown strategic workshop to the Village Board. The DownTown strategic workshop was composed of two parts: a situation audit and a strategic direction based upon a series of consensus recommendations which were approved by the Board.

The Urban Land Institute's (ULI) 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 an Economic Development Congress for DownTown Park Forest including presentations from John LaMotte, with The Lakota Group, Terry Jenkins, with BDI, and Scott Goldstein from the Urban Land Institute. The recommendations were as follows: 1) Increase Residential, 2) Marketing, 3) Signage, 4) Parking Lots Assessment, 4) Decrease Retail Space, and 5) Consider hiring a Broker.

Advertising the DownTown

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 an illuminated monument sign at Main Street and Orchard Drive, an illuminated sign at the south entrance to Village Hall, and an illuminated archway sign at Main Street and Western Avenue. Purchase of Way Finding Signs began in 2007/2008.

The Village has instituted several programs to assist DownTown businesses. Two of these relate to the Master Plan recommendations regarding signage. A sign grant program pays 50 percent 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, Dr. Covello, Tall Grass Gallery and School, Rich Township Senior Center (two signs), Remedy Hair Salon, Fieldcrest

Dance School (two signs), Tower Cleaners, Cindy's Nails, Johnny's and OAI ground level. Franciscan Medical Office installed an existing sign for the DownTown location.

Capital Projects

In 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 program process began in January 2008, and the first mural on Building #5 was completed the summer of 2008. Six Recognition Plaques were hung on Founders Way and Artists Walk in the fall of 2008.

The LED sign on Route 30 and Orchard was completed in 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 in the spring of 2010. Mural #2 is located on the north exterior wall of Building #1. The focus for this mural is on the activities that have been or were held in the DownTown for many years. They are the Tall Grass Art Fair, Kiwanis Pancake Day, Farmer's Market, Main Street Nights, and the Scenic.

For Fiscal Year 2010/2011, the Marshall Fields Building was demolished. The \$1,300,000 estimated total cost was 72 percent financed through a \$930,062 CDBG grant. By the end of Fiscal Year 17/18, the former Marshall Fields space has been redeveloped into the Village Green and is host to many community artistic, social, or cultural events. New landscaping (plants & trees), walkways, water features, and a labyrinth finish the new look of the Village Green. A sculpture was added to the water feature in 2018, and more sculptures are planned for 2019.

For Fiscal Year 2012/2013, a \$2.2 million dollar Cook County NSP grant was awarded for the demolition of four large commercial properties in Park Forest. Building #3 was one of these buildings and was demolished the fall of 2012.

For Fiscal Year 2013/2014, the portion of Victory Drive that wraps around the Village Hall and the Cultural Arts Building was resurfaced and striped in the spring of 2015. The south portion of Lester Road that connects to Victory Drive was a part of this project along with the installation of three light standards. This has now visually created a street at Lester Road and Indianwood Boulevard.

Started in 2010, the DownTown project to replace the second floor windows came to an end in Spring 2018. The last phase of this project was 20 windows on the back side of Building #7. The cost for the full project was projected to be \$290,712.

The Village Hall's parking lot was resurfaced and striped in Summer 2017. LED lights were installed in the parking lot in Summer 2018.

For Fiscal Year 2018/2019, the DownTown contracted with Safe Step LLC to address sidewalk tripping hazards in the Downtown area with a more cost effective manner. Safe Step LLC surveyed both sides of Main Street and identified areas that were displaced more than ½ inch. A total of 50 individual areas were identified and all but two were suitable for repair using the saw cutting process. The north and south sides of Main Street were repaired. Carpet was replaced in Dining On The Green. Carpet squares were used in the replacement to ease any future carpet repairs. The Department of Public Works assisted the DownTown Management Office with obtaining a grant from ComEd to replace all canopy lights and decorative streetlights with LED lights. This grant allowed 178 fixtures under the canopies and 117 decorative streetlights to be replaced. The initial cost of the project was \$29,261, but after the grant, the final cost was to the Village \$3,798.

Replacement of pavers is an ongoing process throughout the DownTown for the next two years. Signage, sidewalk repair and replacement, gutters and downspouts, and canopy repairs are all Fiscal Year 19/20 projects.

Sales Efforts

The Chase Bank building was sold to Norm Mirsky, from Blane Realty, in February, 2013. Dollar General purchased 1.25 acres along Main and Forest Boulevard and opened for business in November, 2013.

Summary

The projected revenues for Fiscal Year 2019/2020 for DownTown include rent in the amount of \$643,104 based on current leases and a Village transfer of \$155,036 for Common Area Maintenance. Common area revenue in the amount of \$88,500 represents Aunt Martha's, Building #3, and Norm Mirsky/Blane Realty owned buildings. Total revenue is projected at \$939,040.

Expenses for the DownTown are anticipated to be \$1,040,066. The net is projected at (\$101,026). The Ending Net Cash is \$1,348,895.

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
Cunningham to Lakewood Roadway	<u>229,000</u>
	\$ 760,128

STAFFING:

<u>Position</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Facility Manager	1	1	1	1	1
P-T Office Assistant	0.5	0.5	0.5	0.5	0.5
Maintenance Worker (FTE)	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>
Total Positions	3.0	3.0	3.0	3.0	3.0

**Village of Park Forest
2019/2020 Budget**

**DOWNTOWN PARK FOREST
REVENUES**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUES					
DownTown Rent	521,651	527,582	624,867	643,104	22%
Farmers Market*	3,375	2,700	1,500	0	-100%
Common Area Revenue	89,039	88,511	90,269	88,500	0%
Hall Rental	15,010	10,000	10,000	12,000	20%
Other Business Licenses	11,950	39,100	27,300	34,800	-11%
Transfer from General Fund (CAM)	155,036	155,036	155,036	155,036	0%
Interest	19,228	600	600	600	0%
Sale of Assets	35,000	0	0	0	0%
Miscellaneous	<u>16,140</u>	<u>5,000</u>	<u>21,250</u>	<u>5,000</u>	0%
TOTAL REVENUE	<u>866,429</u>	<u>828,529</u>	<u>930,822</u>	<u>939,040</u>	13%
<u>Net Income(Loss)</u>	<u>(136,347)</u>	<u>(254,957)</u>	<u>176,766</u>	<u>(101,026)</u>	-60%
Transfer to General Fund	100,000	0	0	0	
Major Capital Outlay	0	0	0	0	
Depreciation	<u>89,751</u>	<u>89,466</u>	<u>89,466</u>	<u>72,291</u>	-19%
Cash Flow	53,404	(165,491)	266,232	(28,735)	
<u>Beginning Net Cash</u>			1,111,398	1,377,630	
<u>Ending Net Cash</u>			1,377,630	1,348,895	

SALE OF PROPERTY

1998/99	<u>Gain on Sale</u>	<u>Sales Price</u>
Theatre	\$172,339	\$300,000
Residential	<u>230,198</u>	300,000
	\$402,537	
1999/00		
Building 3	\$ 30,354	\$80,000
Associated Ventures	292,358	292,358
American Stores	<u>180,664</u>	375,000
	\$503,376	
2000/01		
Western Avenue	\$302,507	\$302,507
2012/13		
Chase Building	\$192,426	225,400
2013/14		
Dollar General	(\$9,600)	0

*In FY2019-2020 all Farmers' Market expenditures and revenues were moved to the Recreation and Parks budget.

**Village of Park Forest
2019/2020 Budget**

**DOWNTOWN PARK FOREST
EXPENSES**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	84,884	105,042	80,047	101,120	-4%
Overtime Salaries	142	1,500	1,000	1,500	0%
Temporary/Part time Salaries	<u>69,156</u>	<u>91,577</u>	<u>82,000</u>	<u>95,581</u>	4%
Total Personnel Services	154,182	198,119	163,047	198,201	0%
<u>Insurance</u>	14,622	15,380	1,350	126	-99%
<u>IRMA</u>	25,000	25,000	25,000	25,000	0%
<u>Employee Support</u>	46,492	38,340	38,340	37,844	-1%
<u>Professional Services</u>	19,553	14,500	18,495	14,050	-3%
<u>Property Taxes</u>	114,600	250,000	117,387	225,000	-10%
<u>Operating Supplies</u>	31,488	23,600	31,150	12,075	-49%
<u>Maintenance</u>	221,350	208,500	143,440	278,020	33%
<u>Capital Outlays</u>	76,385	108,900	20,000	77,000	-29%
<u>Depreciation</u>	89,751	89,466	89,466	72,291	-19%
<u>Miscellaneous</u>	2,426	2,500	2,500	1,000	-60%
<u>Transfer to Other Funds</u>	100,000	0	0	0	0%
<u>Rentals</u>	9,000	3,881	3,881	3,959	2%
<u>Utilities</u>	<u>97,927</u>	<u>105,300</u>	<u>100,000</u>	<u>95,500</u>	-9%
TOTAL EXPENSES	<u>1,002,776</u>	<u>1,083,486</u>	<u>754,056</u>	<u>1,040,066</u>	-4%

**Village of Park Forest
2019/2020
Budget**

**DOWNTOWN PARK FOREST
SALARY DETAIL**

	6/30/2019 Current Base	Salary Increase 2.00%	7/1/2019 Grade & Step	Gross*	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Heather N Jones Facility Manager	75,362	76,869	18,1	80,101	9,212	6,128	0	0	126	15
Vacant										
Office Asst - 25 hrs/wk = 1300 hrs annually	30,722	31,336	3,9	31,336	3,604	2,397				
Maintenance Worker @ 30 hrs/wk (1560 hrs/year @ avg hrly rate of 20.29/hr)	31,666	32,300	2,6	32,675	3,758	2,500				
Maintenance Worker @ 30 hrs/wk (1560 hrs/year @ avg hrly rate of 19.61/hr)	30,596	31,208	2,5	31,570	3,631	2,415				
Overtime				1,500	173	115				
ALLOCATIONS										
Public Works				16,953	1,950	1,297				
Recreation and Parks				<u>4,066</u>	<u>353</u>	<u>311</u>				
TOTAL DOWNTOWN PARK FOREST	168,346	171,713		198,201	22,681	15,163	0	0	126	

NOTE: Full-time employees who decline health insurance receive one extra day off annually.

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

**Employees with vacation/personal days also receive 12 sick days, 10 holidays and 2 floating holidays annually.

**Village of Park Forest
2019/2020 Budget**

**DOWNTOWN PARK FOREST
DETAIL
80-00-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries		
	DownTown	80,101	
	Public Works	16,953	
	Recreation and Parks	<u>4,066</u>	
			101,120
500100	Overtime Salaries		
	Public Works / Recreation & Parks		1,500
500200	Temporary/Part-time		
	Downtown		<u>95,581</u>
Total Personnel Services *			198,201

INSURANCE

510100	Life Insurance	<u>126</u>	
			126
510300	IRMA Premiums	<u>25,000</u>	
Total Insurance*			25,126

EMPLOYEE SUPPORT

520610	FICA		15,163
520620	IMRF		<u>22,681</u>
Total Employee Support *			37,844

PROFESSIONAL SERVICES

530000	Marketing - Design and Development	3,800
530100	Legal Fees (Tax protest, revisions, collections, etc)	8,000
530200	Engineering/Architectural (Architectural Bid Specs for Buildout)	2,000
532600	Credit Card Fees	<u>250</u>

Total Professional Services **14,050**

PROPERTY TAXES

532500	Property Taxes	<u>225,000</u>

Total Property Taxes **225,000**

OPERATING SUPPLIES

540000	Other Operating Supplies (Janitorial/Electrical, Alarm monitoring)	8,000
540050	Common Area Supplies / LED Sign Connection * (Sidewalk and landscaping supplies)	1,975
541400	Paint, hardware and small tools	100
541500	Salt *	<u>2,000</u>

Total Operating Supplies **12,075**

MAINTENANCE

550150	LED Sign (Rt 30 and Orchard)	5,000
550300	Equipment Maintenance	2,000

550400	Contractual Building/Facility Maintenance		
	Janitorial Service	13,000	
	Building and Structural Maintenance and Repair (HVAC, electrical, plumbing and sprinkler(s))	89,870	
	Roof Repairs	6,000	
	DOTG Management (Southland Caterers)	12,000	
	Tenant Buildout (5 spaces-office)	<u>12,000</u>	
			132,870
550450	Common Area General Maintenance *		
	DownTown New Way Finding Signs (4)	10,000	
	Parking Lot Patching & Striping	2,000	
	Gutters / Downspouts	8,000	
	Exterior Main Street Canopy Lights Maint.	1,000	
	Sidewalk Repairs	7,500	
	Brick Paver Repair On Cunningham & Main	50,000	
	Street & Streetscaping	4,000	
	Exterior Canopy Support Beams Repair	5,000	
	John Deere Tractor Maintenance	5,000	
	Purchase of Recycling/Trash Bins	<u>12,000</u>	
			104,500
550500	Snow Plowing *	15,650	
	Landscaping *	<u>18,000</u>	
			<u>33,650</u>
Total Maintenance			278,020

CAPITAL OUTLAYS

560000	Other Capital Outlays		
	Signage - Grant Program	5,000	
	DownTown Public Art	18,000	
	Repaint Exterior Fascia	<u>4,000</u>	
			27,000
564700	Capital Improvement		50,000
	Tenant Buildout	1,666 sq. ft. @ \$30	
560700	Depreciation		<u>72,291</u>
Total Capital Outlays			149,291

MISCELLANEOUS EXPENDITURES

590900	Advertising (Promotional material etc.)	<u>1,000</u>

Total Miscellaneous Expenditures	1,000

LEASES and RENTALS

600400	Vehicle Interfund Rentals	<u>3,959</u>

Total Leases and Rentals	3,959

UTILITIES

610000	Telephone	6,500

610600	Gas and Electric (Vacant Spaces and Office)	65,000

610680	Common Area Utilities	<u>24,000</u>

Total Utilities	<u>95,500</u>

TOTAL DOWNTOWN PARK FOREST	1,040,066

Village of Park Forest 2019/2020 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
- Major sign initiative
- CN funded projects
- Sound mitigation fund distribution
- Railfan Park
- Village Green expansion
- Sustainability Plan Implementation (Environmental initiatives)
- Public Art

LAND ACQUISITION (33-00)

In November 2008, the Village Board adopted the *Strategic Plan for Land Use and Economic Development* (“Strategic Plan”), 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 sustainable residential neighborhood. 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:

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.

For the past 11 years, the Village has been proactively acquiring properties that are vital to achieving its economic development goals. Properties have been acquired through a variety of means, including Cook County's tax scavenger process, foreclosure of Village liens, property abandonment filing, and property owner donations. At the outset of Fiscal 2020, the Village and the South Suburban Land Bank and Development Authority (SSLBDA) together own 87 single family residential lots, 12 commercial lots, one large residentially zoned lot (former Wildwood School property), and two commercial properties that have existing buildings (Blackhawk Shopping Center and Central Court Plaza). The Village also owns three blighted houses that need to be demolished, and three vacant houses that are candidates for sale and rehabilitation. The SSLBDA will own 15 houses that will be marketed for sale. The Village/SSLBDA's acquisition, and ultimate sale and redevelopment, of these properties will contribute to the implementation of the neighborhood stabilization and redevelopment plans for the key areas identified in the Strategic Plan. The scattered residential properties (those not located in the Eastgate neighborhood) will be offered for sale to adjacent property owners in a new side lot program. Two lots in the Eastgate neighborhood, on which blighted houses were demolished, were converted to a pocket park in 2017.

Many of the vacant parcels the Village owns have been acquired through the tax scavenger/No Cash Bid process. Currently, four parcels (two residential lots) are in the process of being acquired through this process. 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 average \$5,000 per parcel. The No Cash Bid process generally requires a minimum of 18 months from the time a bid is placed for a tax delinquent property to the time a tax deed is issued. The Cook County tax scavenger sale takes place at the end of every year. Economic Development and Planning Staff review the available properties each year to determine if it is in the Village's best interests to initiate the process.

In recent years, the Village also has sought to acquire properties through the lien foreclosure process or the abandonment process. Lien foreclosure 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, and has placed a lien on the property for those costs. 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 often also blighted and/or tax delinquent. The abandonment process is used when a property is vacant and tax delinquent or owes at least two years of water bills. The Village's legal and administrative expenses to acquire a property through these processes are similar to those incurred in the No Cash Bid process. However, if any of these Village petitions are contested by the property owner, as it was on 320 Wildwood and Central Court Plaza, the costs can be much higher. Village Staff would only recommend

incurring these higher costs for truly strategic properties.

Village Staff is currently marketing the scattered residential properties (those not located in the Eastgate neighborhood) in a residential side lot purchase program. When these lots are sold, proceeds will be deposited to the General Fund because most expenses for property maintenance and legal fees have been incurred by the General Fund. The properties in Eastgate will be land banked until a sufficient number of parcels have been acquired that would attract a developer to implement the Village's plans for this neighborhood.

Due to the limited amount of funds available for the Capital Projects Fund in Fiscal 2019, Staff proposes that land acquisition be limited to the No Cash Bid, court order, donation, and lien foreclosure or abandonment 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. For commercial or industrial property sales, 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 and the size of the property. A simple Phase I environmental site assessment (ESA) typically costs \$1,700. If a Phase II ESA is needed, it could add another \$8,000 to \$12,000 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.

In recent years, the Village has been successful in obtaining grants for the demolition of vacant, blighted residential structures. However, occasionally the Village has 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 and asbestos abatement of blighted single family homes has averaged \$15,000. Regardless of whether Village funds or grants are used, a lien is placed on the property and a foreclosure of the lien is filed to obtain the deed to the property.

During the Fiscal 2020 mowing season (summer 2019/spring 2020), the Village's Capital Projects Fund will incur the cost of regular mowing on approximately 124 vacant residential properties, and five commercial lots. Three of the commercial lots are large vacant parcels where a building was demolished in the recent past. The Village also owns two commercial properties on which there are significant structures. These include Blackhawk Shopping Center and Central Court Plaza. The Village takes responsibility for mowing all lots when a house or commercial structure has been demolished with Village resources, regardless of ownership. Based on past experience, these expenses are estimated to be \$3,500 per month for eight months during the year. Where the commercial structures continue to exist, the Village has had to replace broken windows,

secure doors, remove materials dumped on the properties, and address other problems caused by vandals or weather. These are additional costs for the Capital Projects Fund. Maintenance on the vacant properties is vital to ensure that they do not continue to contribute to blight.

Because Central Court Plaza is an occupied shopping center, property maintenance and other expenses, along with rent revenue are managed in Capital Projects Fund 33-07. More detail is provided in that section of this budget.

Village staff has developed 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 circumstances of sale of each specific property. In Fiscal 2017 and 2018 the Village was able to sell two significant properties and realize a small return for the Capital Projects Fund. These properties include the Majestic Luxury Townhomes (formerly known as Illini Apartments) and 80 North Street. In Fiscal 2019, 60 North Street was sold. The proceeds from these sales was first used to reimburse the funds that paid for Village expenses, including property maintenance, environmental studies, and legal fees. All remaining proceeds were added to the Capital Projects Fund to be used, in part, to acquire and maintain additional properties that further the economic development goals of the Village.

MAJOR SIGN INITIATIVE (33-00)

Over the past several years, the Village has installed several new, attractive Village signs that promote Village activities and businesses. These include the monument sign at Orchard Drive and Main Street, the arch-way sign on Main Street west of Western Avenue, the Central Court Plaza sign (the Village paid one-half the cost of this sign), and the way-finding signs. The Recreation and Parks Department has installed new signs at Freedom Hall, the Aqua Center, and the Tennis and Health Club. In 2010, a significant new sign was installed at US30 and Orchard Drive to promote Park Forest businesses and community activities. In 2015, an electronic message board was installed on both the north and south sides of the Orchard Drive/CN viaduct. This sign was paid for by the CN Railroad as part of their Voluntary Mitigation Agreement with the Village. In 2016, five message boards were installed at various locations throughout the Village as an implementation measure for the *Bicycle and Pedestrian Plan*. These message boards provide information about the Village's bicycle and pedestrian network, as well as Village facilities, activities and businesses. They were funded with a combination of Economic Development and Sustainability Capital Projects funds, and Recreation and Parks funds.

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. Funding for these signs could come from a reallocation of \$40,000 in CN funds that were originally intended to pay for the installation of an electronic parking lot capacity sign for one of the Village-owned commuter parking lots. Given that Community Lot #1 was closed in September

2019, and parking availability is typically not an issue in Commuter Lot #2, Village Staff proposes to use these funds instead for the Major Sign Initiative. Additional funds will be needed to fully fund the proposed signs.

Proposed signs would be located along each of the major and minor 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 location 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 work with DownTown businesses to help fund construction of this sign in exchange for a permanent location on the sign.
- 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. This sign is envisioned to have panels for the major anchors, and provide an electronic message center that can be changed to advertise activities at Freedom Hall, the Village Green, Tall Grass Art Gallery, and other ongoing events and venues. Given the new businesses in DownTown Park Forest, development of this sign continues to be a goal.
- 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 Rich Township Senior Center, Johnny's #2 Restaurant, and Lacey's Place. Businesses located on Liberty Drive 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.
- "Welcome to Park Forest": The sign previously located at Indiana Street/US30 and an existing sign at Western Avenue north of Illinois Street need to be replaced and/or updated.

No new funds are budgeted for the Major Sign Initiative in Fiscal 2020, so only the signs funded by the CN settlement can be constructed (see above and CN PROJECTS on 19-8). To the extent possible, the Village Staff will work with the business and property owners that would be featured on any new signs to participate in the cost of these signs. For example, businesses featured on the US30/Orchard Drive sign pay for their own panel and an annual maintenance fee. Businesses that advertise on the LED sign pay a monthly fee.

PUBLIC ART (33-01)

Given the importance of the cultural arts to the history of the Village, the Fiscal 2015 Capital Projects budget included, for the first time, a Public Arts Fund. Resources dedicated to this fund allow for the installation of public art of all kinds throughout the Village. This fund includes resources from the DownTown Park Forest budget for murals and other public art to be located in the DownTown area, General Revenue funds for public art to be located throughout the remainder of the Village, and grants and other sources of income as they become available. A broad array of public art will be considered for funding, including additional murals, sculptures, bronze plaques, and other art as it is appropriate to the particular location and subject matter to be honored. This fund will also address the costs of maintenance of public art.

Outdoor public art was first installed in Park Forest in 1988 with the installation of five abstract sculptures by Mary Ann Mears, a Baltimore, Maryland based artist. These sculptures, which are all located in DownTown Park Forest, were crafted of colorful aluminum and steel and are framed by native stone, grasses and flowers.

The Village initiated the DownTown Park Forest Mural Project in 2008 with multiple goals: to beautify otherwise blank, non-descript walls, enhance the sense of place for the DownTown and the entire community, showcase unique events or features of the community, and create another reason for residents and visitors to come to DownTown Park Forest. To those ends, the first mural was installed on the east façade of the Cultural Arts Building to honor the contributions of the Tall Grass Art Gallery and School, the Illinois Theatre Center, and the Illinois Philharmonic Orchestra. That same year, bronze plaques were installed along Artists Walk and Founders Way to honor Park Forest residents who have made significant contributions to the arts and the original three founders of the Village.

A second mural, called “Capture the Spirit”, was installed on the north façade of Building #1 in 2010 to honor significant community events, including Main Street Nights, the Farmers Market, the Tall Grass Art Fair, the Kiwanis Pancake Breakfast, and the (former) Scenic 10 road race.

Two murals were installed in 2012. The first was a mural honoring the Lincoln Highway (US30) and its namesake, President Abraham Lincoln. This mural is located on the south façade of the Cultural Arts building, and was funded by a grant from the Illinois Lincoln Highway Coalition. The second mural, known as “Remember”, was installed in Freedom Hall to honor the service of Park Forest Military Veterans in the Village’s history. These murals and bronze plaques have been paid for by a combination of DownTown Park Forest funds, General Revenue funds, and public contributions (the second DownTown mural was partially funded by a silent auction that allowed people to purchase the right to be portrayed in the mural).

In 2014, Village Staff representing Cultural Arts, Economic Development and Planning, Communications, Recreation and Parks, Community Relations, DownTown

Management, Finance, and Sustainability formed a Public Art Committee to define a clear strategy for commissioning and placing public art works and related nature exhibits. Working with a facilitator, the Committee developed a recommended theme for Park Forest's public art endeavors – "The All American Village". This theme was chosen because:

- It encapsulates many of the positive aspects of Park Forest by incorporating the ideas of pride, history, planting roots, and sustainability/resilience.
- It has the potential for mass appeal among residents, old and new alike.
- It is something Park Forest can uniquely "own" vs. neighboring communities due to Park Forest's history and "All America City" awards.
- It aligns well with the Park Forest brand: Live Grow Discover.

The next steps for the Public Art Committee are to decide on a public art selection process, make a formal recommendation that the Mayor and Board of Trustees form a Public Art Commission, and develop communication materials regarding the history of art in Park Forest and what art means to the community.

Art initiatives for 2018 included hosting chalk artists and graphic mural artists during Main Street Nights for members of the audience to watch and interact with and a community art project during Main Street Nights in which participants made stepping stones to be installed in the walking paths of the Village Green. This project was organized by staff and the NCCC team. The first public two art pieces were installed in the Village Green; a labyrinth which reflects the diversity and strength of Park Forest in the composition of the stones used to form the pattern and a kinetic piece in the fountain made entirely of found and recycled metals and stone.

CAPITAL PROJECTS – Somonauk Park Redevelopment (33-02)

Lifecycle Plan projects include the redevelopment of Somonauk Park with new pavilions, native habitat a pond and play elements using natural materials. Staff has been working with the project designer to reduce the overall cost estimates for this project. Original cost opinion for this redevelopment is \$1,136,825 and staff is looking to reduce the overall project costs to \$500,000 to \$600,000. Construction plans are being developed and grant funds will be sought for this project with the next OSLAD cycle. This budget includes \$50,000 in Capital Projects for this project.

The original concept plan for Somonauk Park is being refined and the overall budget for the project reduced. Final cost estimates are not completed but are expected to be about \$650,000.

CAPITAL PROJECTS – Central Park Redevelopment (33-06)

The Lifecycle Plan also includes the redevelopment of Central Park. While no detailed plans are being developed for this project, \$50,000 is included in this year's budget to continue accumulating funds.

CN PROJECTS

The Village was able to secure a \$4,805,000 cash settlement from Canadian National Railroad. Of this amount \$2,450,000 contributed to the cost of the Orchard Drive construction, \$500,000 for sound mitigation west of Western Avenue, and \$1,000,000 for Eastgate sound mitigation and redevelopment. In addition, signage of \$80,000 was identified.

SIGN PROJECTS (33-04)

The Village's settlement with the CN Railroad included a \$40,000 donation for the installation of a new LED sign on the Orchard Drive/CN Viaduct. The Village has historically used the CN viaduct over Orchard Drive to hang banners that promote activities such as the Farmer's Market, the Park Forest Art Fair and other community events. An electronic message board was installed on the north and south sides of the viaduct in 2015, and now the Village has a simple and attractive means of conveying information about Village activities.

As part of the Parking Lot Reconstruction Agreement between the Village and the EJ&E Railway Company, CN contributed \$40,000 to Park Forest for the installation of an electronic parking lot capacity sign. This sign was initially proposed to 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. However, given that Commuter Lot #1 was closed in September 2018, and parking availability is typically not an issue in Commuter Lot #2, Village Staff proposes to use these funds instead for the installation of signs described above in "Major Sign Initiative". Additional funds may be needed to fully fund these proposed signs.

SOUND MITIGATION (33-05)

PHASE 1:

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 the 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

This five year program began January 2011 and ends December 2015. As of February 16, 2016, 81 properties received reimbursements for a total of \$243,065.

Phase 1	2011	2012	2013	2014	2015
Dollars Reimbursed	\$100,014	\$22,677	\$30,217	\$30,285	\$59,871
Properties	35	10	11	7	19

* Properties that have had reimbursements in multiple years are included in the total of the initial reimbursement year.

PHASE 2:

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 \$522,200 was transferred to the Capital Projects Fund for this purpose. Distribution of funds is based on distance from the rail track and falls within the following tiers.

	Amount	Units	Total
Tier 1	\$7,000	12	\$84,000
Tier 2	\$4,500	58	\$261,000
Tier 3	\$3,100	32	\$99,200
Tier 4	\$1,500	52	\$78,000
Grand Total		154	\$522,200

This two year program began January 2014 ending December 2015, but has been extended two years and ended December 31, 2017. In total 38 properties have received reimbursement for a total of \$129,524.

PHASE 2	2014	2015	2016	2017
Dollars Reimbursed	\$49,466	\$36,144	\$13,500	\$30,414
Properties	13	9	5	11

SUSTAINABILITY PLAN IMPLEMENTATION (33-06)

The Village of Park Forest has a legacy of living and growing sustainably. Since its founding in 1949, the Village has equally valued the three pillars of sustainability: Environment, Economy, and Equity. In May 2012, the Village made its strongest statement yet regarding its commitment to sustainability by adopting the *Growing Green: Park Forest Sustainability Plan* (PFSP). The PFSP was developed with major assistance from the Chicago Metropolitan Agency for Planning (CMAA) and their Local Technical Assistance (LTA) program. The PFSP consolidates significant sustainable achievements

to date, and identifies critical changes needed to make Park Forest more sustainable in the future. In 2012, The Chicago Community Trust awarded the Village a Community-Based Sustainable Development grant to hire a Sustainability Coordinator. The Sustainability Coordinator's position was funded by the Trust for three years, from October 2012 through October 2015. Starting in August 2016, the Village has been able to fund a part-time Sustainability Intern to continue the Village's sustainability efforts. The Sustainability Intern's work is now supported by a Greenest Region Corps (GRCorps) AmeriCorps Member who started work with the Village in October 2018. This is a position that was created by the Metropolitan Mayor Caucus and funded by Serve Illinois (a funding agency for AmeriCorps). It is funded for a minimum of three years, but the Village must commit \$17,000 each year to supplement the Serve Illinois grant.

In February 2019, the Board adopted the *Climate Action and Resilience Plan*. This Plan contains Objectives and Implementation Strategies for Energy Efficiency and Buildings, Transportation and Land Use, Waste and Recycling, Water and Waste Water, and Open Space and Ecosystems.

ACCOMPLISHMENT OF 2018/2019 BUDGET OBJECTIVES

1. Continue the implementation of the Park Forest Sustainability Plan (PFSP)
 - *In summer 2018, the Village benefitted from a third team of volunteer young adults with the AmeriCorps National Civilian Conservation Corps (NCCC). Sustainability-related work completed by the NCCC team included support of the St. Irenaeus food pantry and community garden and the Growing Green Recycle Fest, conducted a tree inventory, and cleared and re-built a trail at the Thorn Creek Nature Preserve.*
 - *The Sustainability Intern and the GRCorps Member worked with all Village departments on the STAR recertification process. The final result will be available in April 2019.*
 - *Conducted the 2018 Growing Green Recycle Fest, which took in 3,000 pounds of shredded documents, 208 televisions, 1,316 pounds of clothing and shoes, 240 pairs of eyeglasses, 36 pounds of unused medications, 15 pounds of plastic grocery bags, and 2,655 books. Residents took home 1,435 books free of charge, and the remainder (1,220) were donated to Books for Cause, which sends them to Third World countries.*
 - *The Sustainability Capital Fund supported the installation of LED lights in the parking lots at Village Hall, Freedom Hall, the Public Works/Parks maintenance yard, and the Aqua Center, as well as inside Freedom Hall, and on North and South Streets.*
 - *Worked with the Environment Commission to complete the Climate Action and Resilience Plan, which was adopted by the Board of Trustees in February 2019 as an element of the comprehensive plan.*
 - *Created a rain garden grant program to encourage property owners to install rain gardens to address localized flooding issues.*

SUSTAINABILITY PLAN IMPLEMENTATION GOALS FOR FISCAL YEAR 2019/2020

1. Continue the implementation of the Park Forest Sustainability Plan (PFSP)

Seek funding for various programs related to green infrastructure, renewable energy production, multi-modal transportation, local food systems, and energy efficiency and waste reduction strategies.

Continue to promote and expand the community gardening program.

Continue the Growing Green Recycle Fest to recycle electronics, televisions, paper, books, medications, clothing/textiles, and other materials.

Analyze the feasibility of retrofitting the Village's vehicle inventory list with alternative energy sources, most likely using CNG due to Homewood Disposal's new CNG facility.

Keep informational kiosks up-to-date.

Track energy usage statistics for Village buildings and where LED lights have been installed to ascertain usage and financial savings.

Continue to fund LED lighting upgrades for Village street or parking lot lights and in Village buildings.

Implement incentive program for property owners to install rain gardens to mitigate localized flooding.

2. Begin implementation of the Climate Action and Resilience Plan (CARP)

Educate Village Departments about the role they have to play in implementation of the CARP.

Engage residents and businesses in practices that reduce energy usage, increase recycling rates, promote alternate modes of transportation, and increase resiliency in the face of climate change.

True sustainability can only be achieved if all facets of the Village are committed and participating in the effort. As demonstrated by the components listed above, the Village organization, the residents of the community, the schools and students who attend those schools, and the businesses that are based in the community will all be part of the work to implement the PFSP and the CARP.

CENTRAL COURT PLAZA MANAGEMENT (33-07-01)

The Village obtained the deed to Central Court Plaza in November 2017 as the result of a tax scavenger process initiated in 2016. Since taking over the property, Village Staff has worked with the two remaining tenants to address issues related to deferred maintenance. Staff has also prepared an offering package to sell the property and get it back into private ownership as quickly as possible. Utilizing Loopnet and window signage, the property has generated interest. Sale of the property will, at a minimum, cover the Village's expenses to date. In the meantime, the two existing tenants are paying rent that will defray a portion of the Village's expenses. The Village was successful in appealing the property taxes, however, the full payment was due prior to the appeal status notification. The property is taxable because there are tenants in the building.

**Village of Park Forest
2019/2020 Budget**

**CAPITAL PROJECTS
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Transfers from General Fund					
-Economic Development	90,000	50,000	50,000	50,000	0%
-Downtown	100,000	0	0	0	0%
-Sustainability Plan Implementation	50,000	50,000	50,000	50,000	0%
-Public Art	10,000	10,000	10,000	10,000	0%
-Somonauk Park	50,000	50,000	50,000	50,000	0%
-Central Park	25,000	25,000	25,000	25,000	0%
-Central Court Plaza	0	0	0	0	0%
Star Contract	5,000	5,000	5,000	5,000	0%
Intergovernmental Revenue - APP Grant	264,481	39,480	261,337	135,000	242%
Misc Income	48,452	0	0	0	0%
Sale of Assets	183,501	0	70,000	0	0%
Central Court Plaza Rent	<u>28,655</u>	<u>50,784</u>	<u>55,000</u>	<u>55,000</u>	8%
TOTAL REVENUE	855,089	280,264	576,337	380,000	36%
EXPENDITURES					
Professional Services - Economic Development	87,365	68,000	39,000	53,000	-22%
Maintenance - Economic Development	402,189	110,000	100,000	165,000	50%
Capital Outlays - Economic Development	0	35,000	0	405,000	1057%
Public Utilities - Economic Development	4,569	1,000	500	1,000	0%
Capital Outlays - Somonauk Park	31,288	50,000	26,543	50,000	0%
Professional Services-Village Green Expansion	316	0	0	0	0%
Capital Outlays - Village Green Expansion	300,495	35,000	35,000	0	-100%
Capital Outlays - Public Art	0	10,000	10,000	10,000	0%
Capital Outlays -Central Park	0	0	0	25,000	100%
Maintenance - Sound Mitigation	7,324	0	0	0	0%
Central Court Plaza	15,576	112,000	141,503	69,000	-38%
Sustainability Plan Implementation	34,147	130,700	94,200	109,000	-17%
Sustainability Plan Implementation-Trnsfr to CDBC	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
TOTAL EXPENDITURES	<u>883,269</u>	<u>551,700</u>	<u>446,746</u>	<u>887,000</u>	61%
Excess of Revenues (Expenditures)	(28,180)	(271,436)	129,591	(507,000)	
<u>Beginning Fund Balance</u>			1,631,363	1,760,954	
<u>Ending Fund Balance</u>			1,760,954	1,253,954	

**Village of Park Forest
2019/2020 Budget**

**CAPITAL PROJECTS
DETAIL
Economic Development
33-00-00**

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Engineering, Title Searches, Surveys	5,000	
	*South Suburban Trades Initiative	<u>20,000</u>	
	(General Contractor for rehab of 305 Sauganash St)		25,000
530130	Billable Services — Legal		25,000
532500	Property Taxes		<u>3,000</u>
	Total Professional Services		53,000

MAINTENANCE

550500	Contractual Grounds (Mowing, debris removal, Eastgate vacant lot clean-up-APP grant)	65,000	
	Housing demolition (APP grant)	<u>100,000</u>	
	Total Maintenance		165,000

CAPITAL OUTLAYS

560000	Other Capital Outlays		
	Signs-(e.g., Sauk Trail/Indianwood; Econ. Dev. Initiative)	35,000	
	*South Suburban Trades Initiative	45,000	
	(Abandoned Property Program Grant + Village Match)		
	Traffic Signal at US30/Indiana Street	<u>325,000</u>	
	Total Capital Outlays		405,000

UTILITIES

610600	Public Utility Service		<u>1,000</u>
	Total Utilities		<u>1,000</u>
	Total Economic Development Cap Proj		624,000

**Village of Park Forest
2019/2020 Budget**

**Public Art
33-01-00**

CAPITAL OUTLAYS

560000	Signage for Murals and Sculpture	<u>10,000</u>
Total Capital Outlays		10,000

**Somonauk Park
33-02-00**

CAPITAL OUTLAYS

560000	Somonauk Park Redevelopment	<u>50,000</u>
Total Capital Outlays		50,000

**Central Park
33-02-01**

CAPITAL OUTLAYS

560000	Central Park Redevelopment	<u>25,000</u>
Total Capital Outlays		<u>25,000</u>

**Village of Park Forest
2019/2020 Budget**

**Central Court Plaza
33-07-01**

PROFESSIONAL SERVICES

530000	Other Professional Services Engineering, Title Searches, Surveys	4,000
530130	Billable Services — Legal	3,000
532500	Property Taxes	<u>45,000</u>
Total Professional Services		52,000

MAINTENANCE

550500	Contractual Grounds (mowing, snow plowing, property repairs)	<u>5,000</u>
Total Maintenance		5,000

CAPITAL OUTLAYS

560000	Equipment and Grounds Improvements	<u>5,000</u>
Total Capital Outlays		5,000

UTILITIES

610600	Public Utility Service	<u>7,000</u>
Total Utilities		<u>7,000</u>
Total Central Court Plaza Cap Proj		69,000

**Village of Park Forest
2019/2020 Budget**

Sustainability Plan Implementation

33-06-00

EMPLOYEE SUPPORT

520000	Other Travel Expense (Commuter train, other transportation, parking, meals, for attendance at meetings)	500
520200	Membership Dues/Subscriptions	
	USGBC-IL	300
	Chicago Area Clean Cities	200
	LEED for Cities & Communities Membership fee	750
	Urban Sustainability Directors Network	1,500
	ICLEI (GHG inventory software)	<u>600</u>
		3,350
520300	Training Staff Development Registration for workshops and conferences (APA,USGBC, etc.)	<u>400</u>
Total Employee Support		4,250

PROFESSIONAL SERVICES

530000	Other Professional Services	
	Sustainability Match (Chicago Community Trust, Funder's Network, MacArthur Foundation, Rockefeller Foundation)	6,500
	Greenest Region Corps Member support	17,000
	Recycling events (electronics, tvs, paper shredding, textiles)	2,000
	Speakers/Fees - Sustainability Related topics	500
	Educational materials for Sustainability Projects	500
	EV Charging Station Annual Fee (renewal 2021)	0
	Community Gardening Advocate	3,500
	AmeriCorps NCCC Lodging (Grant Match)	<u>5,000</u>
		35,000
Total Professional Services		35,000

OPERATING SUPPLIES

540000	Other Operating Supplies Office Supplies	250
540400	Department Sponsored Meetings (community & school sustainability outreach programs, AmeriCorps NCCC)	<u>2,000</u>
Total Operating Supplies		2,250

CAPITAL OUTLAYS

560000	Capital Outlays	
	LED Lighting Improvements	40,000
	Community Gardens	8,000
	UDO Stormwater Incentives	<u>15,000</u>
Total Capital Outlays		63,000

MISCELLANEOUS EXPENDITURES

590800	Printing/Reproduction/Graphics Brochures/fliers (community gardens, CARP, Bike and Ped Plan)	1,000
590900	Advertising Signage/installation (Community Garden, CARP, misc.)	1,000
591200	Other Special Events Expense	<u>1,000</u>
Total Miscellaneous Expenditures		3,000

UTILITIES

610600	Public Utility Service ComEd electric fees for EV charging station	<u>1,500</u>

Total Utilities **1,500**

TOTAL SUSTAINABILITY PLAN IMPLEMENTATION **109,000**

TOTAL CAPITAL PROJECTS **887,000**

Village of Park Forest 2019/2020 Budget

MOTOR FUEL TAX FUND

DEPARTMENT FUNCTION:

Motor Fuel Tax (MFT) Funds are disbursed monthly to the Village from the State of Illinois on a per capita basis (based on Village population). The amount of each allotment disbursed is also dependent on the amount of gasoline purchased throughout the State. The MFT budget is adopted by resolution for maintenance and improvement projects. This budget, after Board approval, must be submitted to the Illinois Department of Transportation for authorization to spend the Village's allocated Motor Fuel Tax funds for the items presented in this budget.

Use of Motor Fuel Tax funds is restricted to direct expenses associated with street construction, improvements, maintenance, and operations. This work includes, but is not limited to, street resurfacing, concrete curb/curb and gutter replacement, sidewalk replacement, pavement marking, street patching, street sign replacement, street light repair/replacement, traffic signal maintenance, snow removal operations, curb line vegetation control, street sweeping, preliminary engineering, design engineering and construction engineering, as well as, material testing services. The department maintains approximately 65 miles of roadway.

Street resurfacing, sidewalk replacement, curb/curb and gutter replacement, pavement marking, traffic sign replacement, street light replacement, traffic signal maintenance, street sweeping, pavement patching, vegetation control, and professional engineering services are contractual items which utilize professional contractors and/or consultants. Jobsite locations are identified by surveys conducted by Public Works staff and by inspecting problem locations reported by residents. In some cases, locations designated for improvement are limited to a geographical area as required by grants and/or the additional funding sources used in conjunction with Motor Fuel Tax funds to complete the work.

Pothole patching, traffic sign and street name sign replacement, snow and ice removal, and street light maintenance are work operations that are mostly performed by Day Labor (Village Staff) and with village-owned equipment. Maintenance locations are also identified by surveys conducted by Public Works staff and by inspecting problem locations reported by residents.

For the 2018/2019 Fiscal Year, salaries to be paid to Day Labor and expenses for the usage of Village-owned vehicles and equipment that perform any work related to the items outlined in the Motor Fuel Tax Budget, will continue to be charged and funded through the Village General Fund. Beginning with the 2014/2015 budget, the funding of sidewalk removal and replacement are funded by the General Fund as well. This will

allow more of MFT funds to be utilized for capital improvement projects that are Motor Fuel Tax eligible.

ACCOMPLISHMENTS OF 2018/2019 MOTOR FUEL TAX BUDGET OBJECTIVES:

Based on the Village Board's adopted strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and Objectives:

1. Provide existing services at a high level of quality. These services include:

- Maintain, patch, and repair Village streets.

DPW staff provided supervisory and/or engineering support for the Design Engineering of roadway improvements to Illinois Street, from Orchard Drive to Western Avenue.

- Maintain, remove and replace substandard curb, curb and gutter, and sidewalks.

DPW staff provided supervisory and/or engineering support for the bidding, letting, and construction of the Village's annual concrete sidewalk replacement project done by Davis Concrete Construction Co., local road improvements to Wilshire St (Westwood Dr to Wilson St), Birch St (26th St to 150 feet south of Bender Rd), Sycamore Dr (Western Ave to S. Arbor Trail) and 325 feet along N. Arbor Trail done by Iroquois Paving, and the 50/50 sidewalk/concrete replacement project program.

- Maintain and repair traffic signals and street lights.

DPW contracted with Meade Electric to maintain the Village's traffic signals. DPW also participates in a cost participation with IDOT and Cook County for traffic signal maintenance on signals located on an intersection where one or more of the intersection legs belong to the Village and the others belong to the State or Cook County. Village staff maintained, repaired, and/or replaced village street lights throughout the year.

- Remove snow and ice from Village streets.

DPW participated in the Joint Purchase Requisition for salt purchase. At the time of budget development DPW received 1,607 tons of salt and has responded to snow removal needs throughout the year.

- Sweep streets and remove debris from Village roadways.

DPW contracted with Illinois Central Sweeping LLC for street sweeping services.

The Village's contract consisted of four village wide sweeps, two village-owned parking lot sweeps, two Old Plank Trail sweeps, and special/holiday sweeps as needed.

- Maintain curbside vegetation.

DPW contracted with TruGreen for curbside vegetation control. TruGreen performs work after the spring rains with the intent that regrowth will be deterred throughout the summer and fall.

- Replace traffic and street name signs.

DPW continued to replace signs on an as-needed basis. Additionally, DPW began a 10-year program to replace every street name and traffic sign in the Village. All of the traffic and street name signs in the East Lincolnwood neighborhood, Will County Sections, and "W" Streets area were replaced so far. DPW bid the contract to replace all of the signs in the "O and N" street areas bordered by Sauk Trail, Indianwood Blvd, Western Ave, Monee Rd and Will County Line. Work is scheduled to be completed in Spring/Summer 2019.

2. Purchase a sufficient amount of salt for effective snow and ice removal.

For the 2018-2019 winter season, DPW requested 2,000 tons through the Central Management Services Joint Purchase Requisition Program. Through this program, DPW is required to purchase 80% of the requested amount up to 120% of the requested amount.

3. Maintain Village streets to Illinois Department of Transportation (IDOT) standards.

This objective is met by utilizing professional engineering and contract work performed by professional contractors. IDOT works with Village staff and village consultants to review service agreements and project plans. IDOT also reviews contracts before bids are received for compliance to their standards, and then performs audits of those project files.

DPW worked with IDOT and Village Consultants in the design of Illinois St road way improvements from Orchard Drive to Western Avenue. This project is targeting an April 2019 letting, with construction to be completed in 2019 season.

4. Provide safety trainings and/or workshops to stress safety in the workplace.

The importance of safety was stressed through work group safety meetings, Village safety meetings and/or participation in safety training programs provided through the South Suburban Mayors and Managers Association (SSMMA), the Illinois Department of Transportation (IDOT) and the Intergovernmental Risk Management

Agency (IRMA). Staff attended Snow and Ice control training, Flagger Training, and Silica Exposure and Management training.

5. Find additional sources of funding to assist with improving street infrastructure.

DPW sought and received 2018 Invest in Cook funds for design engineering for roadway improvements to Forest Blvd/Norwood Blvd, from Indianwood Blvd to Western Avenue. Design work is anticipated to be completed by the end of 2019.

The following is a current breakdown of costs and payments for past/recently completed projects:

Illinois St. Resurfacing – Western Ave. to Orchard Dr.

	Federal Share 80%	Village Share 20%	Total	Status
Preliminary Engr	\$ 0	\$ 0	\$ 0	N/A
Design Engr	\$ 96,800	\$ 24,200	\$ 121,000	88,608 of Total paid to date. Near completion.
Construction (Egr Est.)	\$ 1,110,640	\$ 277,660	\$ 1,388,300	Estimate
Construction (Est. Non- Participatory)	\$ 0	\$ 59,000	\$ 59,000	Estimate
Construction Engineering	\$ 111,040	\$ 27,760	\$ 138,800	Estimate
Total	\$ 1,318,480	\$ 388,620	\$ 1,707,100	

Lincoln Highway ITEP Landscape Beautification

	Federal 80%	Local 20%	Total	Status
Design. Engr	\$ 47,600	\$ 11,900	\$ 59,500	\$ 69,500 Final cost for this phase. Completed.
Fence Design (100% Village cost)	\$ 0	<u>\$ 10,000</u>	<u>\$ 10,000</u>	
		\$ 21,900	\$ 69,500	
Construction (As Bid)	\$ 340,413.69	\$ 244,773.88	\$ 585,187.57	Current Adjusted Value \$ 54,195 of Local Share paid to date.
Construction (As Built)	\$ 286,195.98	\$ 324,519.51	\$ 610,715.50	
Construction (As Built minus fence costs)	\$ 286,195.98	\$ 71,548.99	\$ 357,744.98	
Fence Const. (As Bid)		\$ 244,773.88	\$ 244,773.88	\$ 246,092.61 of Local Match paid back to IDOT to date. Current Adjusted Value
Fence Const. (As Built, 100% Village cost)		\$ 252,970.52	\$ 252,970.52	
Const. Engr	\$ 55,040	\$ 13,760	\$ 68,800	\$ 68,800 of Total paid to date, work is still in progress.
Additional CE costs due to extended project duration.	<u>\$ 12,820</u>	<u>\$ 3,205</u>	<u>\$ 16,025</u>	
	\$ 67,860	\$16,965	\$ 84,825	
Grand Total	\$ 401,655.98	\$ 363,384.51	\$ 765,040.50	Current Estimate of Final costs.

Indianwood Blvd. Resurfacing – Sauk Trail to Monee Rd.

	Federal Share 80%	Village Share 20%	Total	Status
Design Engineering	\$ 87,261	\$ 21,815	\$ 109,076	\$109,076.41 Final cost for this phase. Complete.
Additional Engr For Special Waste 100% Village cost		\$ 9,150	\$ 9,150	\$ 5,745.80 Final cost for this work. Complete.
Construction (Engr Est)	\$ 1,800,915.20	\$ 450,228.80	\$2,251,144	Construction Completed. Final cost TBD. \$253,285.73 of Local Match paid back to State to date.
Construction (As Bid)	\$ 1,254,705.06	\$ 313,676.26	\$ 1,592,827.33	
Construction (Est. As Built)	\$ 1,229,707	\$ 307,427	\$ 1,537,134	
Construction (Est. Non-Participatory)	\$ 0	\$ 24,446	\$ 24,446	\$ 19,556.80 of Local Match paid back to State to date.
Construction Engineering	\$ 162,725.76	\$ 40,681.44	\$ 203,407.20	\$ 192,447.39 of Total paid to date.
Total	\$ 1,479,693.76	\$ 400,115.24	\$ 1,879,809.20	Current Estimate of Final Costs.

2019/2020 MOTOR FUEL TAX BUDGET OBJECTIVES:

Based on the Village Board's adopted strategic visions and priorities for fiscal years 2015-2019, the Department of Public Works has set the following Goals and Objectives:

1. Provide existing services at a 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 street lights.
 - Remove snow and ice from Village streets.
 - Sweep streets and remove debris from Village roadways.
 - Maintain curbside vegetation.
 - Replace traffic and street name signs.
2. Purchase a sufficient amount of salt for effective snow and ice removal.
 3. Maintain Village streets to Illinois Department of Transportation (IDOT) standards.
 4. Provide safety trainings and/or workshops to stress safety in the workplace.
 5. Find additional sources of funding to assist with improving street infrastructure.

PERFORMANCE MEASURES:

The following quantities of work were accomplished in previous fiscal years:

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Sidewalks removed and replaced (sq ft)	32,279	15,338	12,870	28,837	11,547
Curbs and gutters removed and replaced (feet)	0	2,036	3,997	14,129	4,698
Street Light Pole Replacement (each)	4	17	8	5	18
Street Light Repairs (service requests)	371	228	239	230	263
Salt Purchased (tons)	2,048	2,102	1,866	1,615	1,607
Streets Patched (square yards)	1,625	505	5,425	1,571	4,859
Streets resurfaced (square yards)	8,133	6,816	9,039	48,750	8,253

*Quantities for sidewalks, curb and gutter, and streets patched partially consists of contract quantities and/or restoration work needed due to utility restoration work.

** These items are not all funded exclusively through MFT funds. They are listed here for organization and consistency.

**Village of Park Forest
2019/2020 Budget**

**MOTOR FUEL TAX FUND
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Grant Funding					
80%Resurf. IllinoisSt (Orchard toWestern)-D	41,035	16,000	34,562	0	-100%
80%Resurf. IllinoisSt (Orchard toWestern)-CE	0	131,760	0	111,040	-16%
80%Resurf Shabbona(SaukTrail-Indianwood)-D	0	200,800	0	200,800	0%
50% Bicycle Pavement Marking & Signage-Imp	0	5,000	0	0	-100%
80% Indianwood Blvd(Sauk Tr-Monee Rd)-D	0	0	0	0	0%
80% Indianwood Blvd(Sauk Tr-Monee Rd)-C	0	0	0	0	0%
80% Indianwood Blvd(Sauk Tr-Monee Rd)-CE	57,198	0	11,654	0	0%
80% Lincoln Hwy Corridor Streetscape - CE	0	0	0	12,820	0%
Motor Fuel Tax Allotments	562,323	546,785	575,847	575,847	5%
Misc Income	0	0	0	0	0%
Interest Income	<u>19,102</u>	<u>15,314</u>	<u>36,699</u>	<u>36,700</u>	<u>140%</u>
TOTAL REVENUE	<u>679,658</u>	<u>915,659</u>	<u>658,762</u>	<u>937,207</u>	2%
<u>Excess Revenue (Expenditures)</u>	135,409	(410,608)	123,142	(296,025)	
<u>Beginning MFT Fund Balance</u>			1,524,707	1,647,849	
<u>Ending MFT Fund Balance</u>			1,647,849	1,351,824	

**Village of Park Forest
2019/2020 Budget**

**MOTOR FUEL TAX FUND
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
EXPENDITURES					
<u>Professional Services</u>	500	500	500	1,700	240%
<u>Operating Supplies</u>	105,816	144,000	153,236	153,392	7%
<u>Maintenance</u>	147,267	258,175	201,626	260,175	1%
<u>Capital Outlays</u>					
Resurface Illinois St (Orchard to Western)-Design	51,293	20,000	43,202	0	-100%
Resurface Illinois St (Orchard to Western)-Construction	0	383,092	0	336,660	-12%
Resurface Illinois St (Orchard to Western)-Const Egr	0	164,700	0	138,800	-16%
Resurf. Shabbona Dr (Sauk Trail to Indianwood)-Design	0	251,000	0	251,000	0%
Bicycle Pavement Marking and Signage-Construction	0	0	0	0	0%
Bicycle Pavement Marking and Signage-Implementation	0	10,000	0	0	-100%
Indianwood Blvd (Sauk to Monee)-Design	0	0	0	0	0%
Indianwood Blvd (Sauk to Monee)-Const	94,153	0	57,908	0	0%
Indianwood Blvd (Sauk to Monee)-Const Egr	71,106	0	14,959	0	0%
US30/Lincoln Hwy Corridor Streetscape-Const	4,126	0	0	3,480	100%
US30/Lincoln Hwy Corridor Streetscape-Const Egr	0	0	0	16,025	100%
Total Capital Outlays	220,677	828,792	116,069	745,965	-10%
<u>Utilities</u>	69,989	94,800	64,189	72,000	-24%
TOTAL EXPENDITURES	<u>544,249</u>	<u>1,326,267</u>	<u>535,620</u>	<u>1,233,232</u>	-7%

**Village of Park Forest
2019/2020 Budget**

**MOTOR FUEL TAX FUND
DETAIL
04-17-00**

PERSONNEL SERVICES*

EMPLOYEE SUPPORT*

** Now charged to General Fund per Board directive*

PROFESSIONAL SERVICES

530200	Engineering/Architectural Services (Materials Testing, Bridge Insp.)	<u>1,700</u>
Total Professional Services		1,700

OPERATING SUPPLIES

541500	Salt (\$70/ton) (State Purchase)	150,792
541600	Lime/Chemicals	<u>2,600</u>
Total Operating Supplies		153,392

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Traffic signal maint. & repair - IDOT, Cook Co., Village)	25,817
550400	Contractual Grounds Maintenance (Street sweeping, Curbside Herbicide)	61,270
550600	Contractual Street Maintenance (Patching, Striping, Traffic Sign, Crack Fill contracts)	130,000
550700	Street Maintenance Supplies	20,175

552300	Street Name Sign Maintenance Supplies	1,600
552400	Traffic Sign Maintenance Supplies	1,600
552500	Street Light Maintenance Supplies	<u>19,713</u>
Total Maintenance		260,175

CAPITAL OUTLAYS

560000	Other Capital Outlays	
	Resurface Illinois St (Orchard to Western) - Construction ^{1, 3}	336,660
	Resurface Illinois St (Orchard to Western) - Construction Egr ¹	138,800
	Resurf. Shabbona Dr(Sauk Trail to Indianwood Blvd)-Design ¹	251,000
	US30 Lincoln Hwy Corridor Streetscape - Const ¹	3,480
	US30 Lincoln Hwy Corridor Streetscape - Const Egr ¹	<u>16,025</u>
		745,965

¹ 80% funded through Surface Transportation Program (STP)

³ Amount shown represents Village's 20% & Non Participation costs (\$1,447,300 Total Constructon Cost)

(R) Rebudgeted in whole or part from the prior year

Total Capital Outlays	745,965

UTILITIES

610600	Public Utility Services (Electricity for Traffic Signals and Street Lighting)	<u>72,000</u>
Total Utilities		<u>72,000</u>

TOTAL MOTOR FUEL TAX	1,233,232

Village of Park Forest 2019/2020 Budget

HOUSING

The Housing section of the Budget is a cost-center for grant-funded programs. These are the Housing Choice Voucher Program, Cook County Community Development Block Grants (CDBG) and the Cook County Neighborhood Stabilization Program NSP 1. Personnel who administer the Housing Choice Voucher Program are located in the Community Development Department. Thus, their program goals are contained in that department. However, the budget for the Housing Choice Voucher, Cook County CDBG and NSP 1 Programs are contained herein.

In order to control its own destiny as it relates to the issue of subsidized housing, several years ago the Village applied for and received certification as a Housing Authority. In 1994, the Housing Authority of Park Forest received funding to administer a Section 8 Certificate program. The funding level provided subsidized housing for 50 certificate holders. Later, HUD increased this amount by 46 and then by an additional 81, bringing the grand total up to 177 possible certificate holders. In 2002/2003 the Section 8 Certificate and Voucher Programs were merged to form the Housing Choice Voucher Program. The Housing Authority is currently administering 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 January 2019, the Housing Authority of Park Forest is administering 345 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. Meetings are held and supplemented with a special sub-committee which meets weekly to plan a day to day approach to solve pending issues. Since its inception in September 2006, several meetings have been held with problematic tenants and landlords, as well as multiple court actions against owners of vacant and abandoned foreclosed properties.

**Village of Park Forest
2019/2020 Budget**

HOUSING CHOICE VOUCHER PROGRAM

PROGRAM DESCRIPTION:

The Housing Authority of Park Forest, with the support of the Village of Park Forest and under the Community Development Department, administers housing assistance programs. One such housing program is the Housing Choice Voucher Program, formerly called Section 8. It is a federally funded program designed to assist income eligible families and elderly individuals find safe, sanitary and decent housing. The Housing Authority of Park Forest is under contract with the Department of Housing & Urban Development (HUD) and receives funding from HUD to subsidize rents for the Housing Choice Voucher recipients. HUD determines the funding to be used for the housing assistance payments and the program's administrative fees that are used to cover portions of the direct and indirect costs needed to administer the program.

Annual Housing Choice Voucher Administration Program*

Vouchers	2015	2016	2017	2018	2019
Park Forest	121	159	157	124	147
Portables	475	484	473	404	345**

* Data for each year is presented for the month of January.

** Data from January 2019 show that 171 or 50% of the portable vouchers are from the Housing Authority of the County of Cook, 85 or 25% are from the Chicago Housing Authority and 89 or 25% are from various other housing agencies across the nation.

The Housing Authority is currently experiencing some difficulty with administering the Housing Choice Voucher Program because of declining revenues due to reduction of HUD funding and the increasing number of families with portable vouchers moving into Park Forest. Housing authorities with 250 vouchers or less allocated to them by HUD, are designated as small authorities. Park Forest Housing Authority's allocation is 177 vouchers. The number of port-in vouchers being administered by this housing authority to-date is 345, 194% of its' base allocation, with an average monthly HAP expense of \$270,159. Currently, the average monthly HAP expense for the Park Forest vouchers is \$93,685. On January 31, 2019, the Authority's Net Restricted Assets (NRA) balance was \$42,337. The Housing Authority no longer has the NRA balance to cover housing assistance payments for Park Forest vouchers and the port-in families until it is reimbursed by the porting housing authorities.

The administrative fees for the portability vouchers, as structured by HUD, are insufficient to manage the Housing Choice Voucher Program effectively. The housing authority receives administrative fees monthly from HUD to manage its' voucher program. The amount varies depending on the number of vouchers under lease for the month. The housing authority receives only a percentage of the eligible administrative fees from HUD from port-in vouchers.

The problems have been discussed with HUD representatives from the Chicago Regional Office and Washington DC. The authority is hopeful that there will be some resolution to the problems so adjustments can be made. Due to the continuing growth of the "Port-ins," discussion will center on HUD changing the Housing Authority's Designation from a "Small Housing Authority" to "Large Housing Authority" in order to capture higher Administrative Fees per voucher.

In 2016, HUD completed a Housing Choice Voucher Administrative Fee study that proposed a change to the administrative fee formula that would increase the amount of funds to the Housing Authority of Park Forest. In October 2016, the Village responded on behalf of the Housing Authority to the HUD DC office in support of the approval of this proposal. No follow up has come back from HUD.

As a result, of the changes to the Crime Free Housing fee structure, the Housing Authority was able to add an additional Housing Case Worker. This Case Worker's main responsibilities is to monitor and follow-up on the portability account receivable and payable accounts. Subsequently, the Housing Authority is current with its monthly financial reports.

Village of Park Forest 2019/2020 Budget

CDBG & NSP 1

PROGRAM DESCRIPTION:

The Village of Park Forest is a subgrantee of the Cook County Community Development Block Grant (CDBG) Program. As a subgrantee, the Village must adhere to the rules and regulations set forth by Cook County and by the Federal Government in administering all funds provided by this program.

In Fiscal Year 2005/2006, the Village requested a redirection of the \$100,000 of Norwood demolition to be combined with an additional \$100,000 awarded for a street light replacement project south of Sauk Trail. Thus, \$200,000 in funds were allotted toward the street light replacement project south of Sauk Trail. These CDBG funds were combined with a grant from the Illinois Department of Transportation. A remaining balance of \$30,062 was allowed to be allocated to the demolition of the former Marshall Fields building in DownTown Park Forest.

In Fiscal Years 2006/2007 and 2007/2008, the Village applied for \$300,000 to fund street lighting replacement work south of Sauk Trail. Both applications were denied and no funds were awarded. In 2008/2009, Cook County's Department of Planning and Development contacted the Village with information that funding might be available for the demolition of the former Field's building. As such, the Village Board approved two sub-recipient agreements (for CDBG project years 2006/2007 and 2007/2008) in the amount of \$300,000 each in the spring of 2009. The County also informed the Village that it could re-adjust its 2009/2010 CDBG application (originally drafted for street lighting, sidewalk and curb replacement along Forest Boulevard and Fir Street) to allow for an additional \$300,000 in funding toward the Field's demolition project. Successful approval of this application resulted in the Village having a total of \$930,062 in CDBG funding to assist with the Field's demolition project. Demolition was completed in October 2011.

In Fiscal Year 2011/2012, the Village received a Cook County Neighborhood Stabilization Program 1 (NSP1) grant for \$88,313 to demolish nine vacant, blighted homes in the Eastgate neighborhood. All homes demolished were located on Allegheny Street in order to concentrate the benefit from this grant. Seven of the properties were demolished in September 2011 and the remaining two homes were demolished in April 2012.

Also, in Fiscal Year 2011/2012, the Village was awarded a State CDBG-IKE grant to demolish a minimum of 23 homes primarily in the Eastgate neighborhood. Fifteen of these homes were demolished in December 2012, and an additional six homes were demolished in December 2013. Because the cost of demolition of these homes was greater than estimated, the grant was modified to reduce the number of homes to 21.

In Fiscal Year 2011/2012, the Villages of Park Forest and Richton Park were awarded a joint Neighborhood Stabilization Program 3 (NSP3) grant of \$1,300,000 for the purchase and rehabilitation of four homes in each community. This grant was awarded by the Illinois Housing Development Authority. All eight homes in both communities were renovated by the Fall of 2013 and two homes in each community had been sold to income qualified homeowners by February 2014. The funds for this grant did not come to either of the Villages. Instead they were allocated directly to Mecca Companies, the developer hired by both communities.

Early in Fiscal Year 2012/2013, the Village was notified by Cook County of the award of an additional NSP1/CDBG grant totaling \$1,969,600. These funds were awarded for the purpose of demolishing four commercial properties and 10 residential structures. The commercial structures were demolished in the fall of 2012, with final restoration of the sites in spring 2013. These properties included 3200 Lincoln Highway (in the proposed 211th Street TOD area), 350 Main Street (in DownTown Park Forest), the Norwood Square Shopping Center, and 320 Wildwood Street (the former Wildwood School). The 10 residential structures were demolished in February 2013.

In August 2016, the Village was awarded a \$200,000 Cook County CDBG grant to improve mid-block pedestrian cut-throughs located in qualified census tracts (50% or more of population is low/moderate income). This project is addressed in the *Growing Green: Park Forest Sustainability Plan*. Five cut-throughs were improved, including: Indianwood Boulevard to Peach Street, Peach Street to Sauk Court, Green Street to Lakewood Boulevard, Blackhawk Drive to Sangamon Street, Sangamon Court to Somonauk Park. Improvements included widening the existing five foot paths to 10 feet, upgrading lighting along the paths, installing ADA ramps and signs at the street intersections, and painting cross-walks in the streets where the cut-throughs intersect. This project was completed in 2017, and included a \$74,000 match from the Village.

In 2018, the Public Works Department was awarded a \$200,000 Cook County CDBG grant to install approximately 7,500 linear feet of Cured in Place Pipe (CIPP) liner within the sanitary sewer system in an income eligible Census block group south of Sauk Trail. The sanitary sewers in the Village are approaching 70 years old, and at the end of their useful life. Within the project location, there have been two sewer line collapses in the last three years. These collapses have required over 600 feet of new sanitary sewer to be installed at a cost to the Village of over \$160,000 total. CIPP liner has been found to have a service life comparable to new sewer installation, at only 20 percent of the cost. The FY2019 budget funds a \$100,000 match to be met from the Village's Sewer Fund. This project will be initiated in 2019, but it may extend to 2020.

In 2019, the Public Works Department will apply for a \$400,000 Cook County CDBG grant to resurface streets within income eligible Census block groups. The neighborhoods targeted will support other neighborhood stabilization work conducted by the Village and its allies. The Village proposes to match this grant with a \$100,000 transfer from the General Fund.

In early 2019, Cook County notified the Village that CDBG funds were available for demolition of vacant, blighted houses. The Village will submit an application to demolish three blighted houses currently owned by the Village, and to reimburse for the expenses of two houses demolished in 2018. The total request will be \$130,000.

**Village of Park Forest
2019/2020 Budget**

**HOUSING CHOICE VOUCHER PROGRAM
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Housing Assistance Payments	4,954,973	5,320,555	4,547,830	4,902,120	-8%
Administrative Fees	433,690	407,000	352,540	357,688	-12%
Transfer from General Fund	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	<u>0%</u>
TOTAL REVENUE	<u>5,458,663</u>	<u>5,797,555</u>	<u>4,970,370</u>	<u>5,329,808</u>	-8%
EXPENDITURES					
<u>Personnel Services</u>	266,202	278,280	278,051	287,699	3%
<u>Insurance</u>	27,252	28,850	28,002	30,516	6%
<u>IRMA</u>	4,453	8,856	11,800	11,942	35%
<u>Employee Support</u>	51,892	58,135	52,603	59,160	2%
<u>Professional Services</u>	23,746	20,541	15,750	22,222	8%
<u>Operating Supplies</u>	356	1,800	0	1,800	0%
<u>Capital Outlays</u>	1,443	0	0	1,900	100%
<u>Housing Assistance Payments</u>	4,994,815	5,367,177	4,594,470	4,912,620	-8%
<u>Transfers to Other Funds</u>	40,000	40,000	40,000	40,000	0%
<u>Miscellaneous</u>	<u>4</u>	<u>550</u>	<u>0</u>	<u>550</u>	0%
TOTAL EXPENDITURES	<u>5,410,163</u>	<u>5,804,189</u>	<u>5,020,676</u>	<u>5,368,409</u>	-8%
Excess Revenue (Expenditures)	<u>48,500</u>	<u>(6,634)</u>	<u>(50,306)</u>	<u>(38,601)</u>	
<u>Beginning Fund Balance</u>			490,717	440,411	
<u>Ending Fund Balance</u>			440,411	401,810	

**Village of Park Forest
2019/2020 Budget**

**HOUSING CHOICE VOUCHER PROGRAM
DETAIL
11-18-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	<u>287,699</u>
Total Personnel Services		287,699

INSURANCE

510100	Medical Insurance	28,256	
	Dental Insurance	1,713	
	Life Insurance	<u>547</u>	
			30,516
510300	IRMA Premium		<u>11,942</u>
Total Insurance			42,458

EMPLOYEE SUPPORT

520200	Dues/Subscriptions		
	Annual Dues to NAHRO	404	
	IAHA	175	
	Illinois NAHRO Chapter	100	
	NICHM Dues (three case managers)	285	
	PHADA	<u>250</u>	
			1,214

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		22,010
520620	IMRF		<u>33,086</u>
	Total Employee Support		59,160

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Lindsey (Accounting/Reports/Software Licensing)	6,552	
	Bank Fees	300	
	ACH Direct Deposit	525	
	Minutes and Hearings	500	
	Work Number Source Fees	<u>6,350</u>	
			14,227
530100	Legal Services		1,000
530300	Audit Services		
	Lindsey & Co Software	850	
	BRZ Sailor Khan, LLC	5,500	
	Village Audit	<u>645</u>	
			<u>6,995</u>
	Total Professional Services		22,222

OPERATING SUPPLIES

540000	Other Operating Supplies		600
540200	Printer/Copying Supplies		<u>1,200</u>
	Total Operating Supplies		1,800

CAPITAL OUTLAYS

560000	Computer Replacement	1,900
561800	HCV Assistance Payments	1,297,620
561801	HCV Assistance Payments - PF Port Out	144,180
561802	HCV Admin - PF Port Out	10,500
561810	HCV Assistance Payments - Portables	<u>3,460,320</u>

4,914,520

Total Capital Outlays

4,914,520

TRANSFER TO OTHER FUNDS

581000	Indirect Cost to General Fund

40,000

Total Transfer to Other Funds

40,000

MISCELLANEOUS EXPENDITURES

590100	Postage

50

591000	Legal Notices

500

Total Miscellaneous Expenditures

550

TOTAL HOUSING CHOICE VOUCHER PROGRAM

5,368,409

**Village of Park Forest
2019/2020 Budget**

**CDBG AND NSP 1
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Pedestrian Cut-Throughs - CDBG	180,007	0	0	0	0%
Transfer from Capital Project	0	100,000	0	0	-100%
CIPP Sanitary Sewer Lining - CDBG	0	400,000	0	200,000	-50%
Roadway Improvements - CDBG	0	0	0	200,000	100%
Housing Demolition - CDBG	<u>0</u>	<u>0</u>	<u>0</u>	<u>130,000</u>	100%
TOTAL REVENUE	180,007	500,000	0	530,000	6%
EXPENDITURES					
Capital Outlays - Ped Cut Thru	247,909	0	0	0	0%
*Capital Outlays - Roadway Improvements	0	0	0	200,000	100%
*Capital Outlays - Housing Demolition	0	0	0	130,000	100%
*Transfer to Sewer Fund-CIPP Lining Project	0	500,000	0	200,000	-60%
TOTAL EXPENDITURES	<u>247,909</u>	<u>500,000</u>	<u>0</u>	<u>530,000</u>	6%
Excess Revenue (Expenditures)	-67,902	0	0	0	
<u>Beginning Net Cash</u>			6,098	6,098	
<u>Ending Net Cash</u>			6,098	6,098	

* These CDBG projects are contingent on funding.

CIPP Lining Project is potentially a multi-year project and may extend to FY2020/2021

**Village of Park Forest
2019/2020 Budget**

**CDBG
DETAIL
16-00-00**

CAPITAL OUTLAYS

560000	Capital Outlays	
	Roadway improvements*	200,000
	House demolition	<u>130,000</u>
Total Capital Outlays		330,000

TRANSFERS TO OTHER FUNDS

580000	Transfers to Other Funds	<u>200,000</u>
	Transfer to Sewer Fund for CIPP Sewer Lining Project	
Total Transfers to Other Funds		200,000

* - The Village's \$105,000 match for this project is in the Public Works budget in the General Fund in account number 011700-550600.

TOTAL CDBG	530,000

Village of Park Forest 2019/2020 Budget

RETIREMENT FUNDS

There are two separate retirement funds – Police Pension and Fire Pension. The Police and Fire Pensions are administered by Boards whose composition is determined by State Statute. There are two additional retirement costs that the Village is obligated to pay - the Illinois Municipal Retirement Fund (IMRF) and the Federal Insurance Contributions Act (FICA) funds. FICA and IMRF costs are recognized across multiple funds in this budget. However, this section will explain the FICA and IMRF costs only for the General Fund along with the complete budgets for the Police and Fire Pension Funds.

Independent actuarial studies determine the required funding level (employer cost) for Police and Fire Pension Funds. The employer cost is reflected in the General Fund, in accordance with Governmental Accounting Standards, in the Police and Fire departmental budgets as well as in the Property Tax revenue amount in each pension fund. Actuarial reports show funding levels at 44.9% for the Police Pension Fund and 46.1% for the Fire Pension Fund for the year ended June 30, 2018. Police employee contributions are 9.91% of salaries and firefighter contributions are 9.455% of salaries.

In the General Fund, FICA and IMRF costs are budgeted in every department for the estimated actual cost incurred for that department. The fund balance of the General Fund carries a restricted balance for FICA and IMRF because revenues collected for these two retirement costs can only be used for FICA and IMRF expenditures. Any remaining balance at the end of each fiscal year is carried forward to help fund future costs. The funding source for these two items comes from property taxes.

Since the 1990's, there have been many changes and benefit enhancements approved by the State legislature for police and fire pension funds across the State of Illinois. These changes directly affect pension fund obligations (property taxes) and ultimately impact funding levels. A summary of some of the changes and how they impacted the Village 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. In 2014, a former police officer transferred credit to Joliet. In 2017, another former police officer transferred credit to Countryside.

- 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).
- 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) and another was granted in 2012.
- Police Pension Board approved two duty disability pensions in 2008.
- A police officer was granted a disability in 2012, 2013 and another in 2017.

Effective January 1, 2011, a second tier of benefits became effective for Police, Fire and IMRF employees hired after January 1, 2011.

Tier II Benefits

IMRF

- o Increased vesting from 8 to 10 years.
- o Increased age to receive full benefits from age 60 to age 67.
- o Increased age to receive reduced benefits from age 55 to age 62.
- o 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.
- o Caps final rate of earnings to a maximum of \$106,800 (increased annually by 3% or ½ of CPI).

Police & Fire

- o Increased minimum retirement age from 50 to 55 with 10 years of service.
- o Pension calculated @ 2.5% for each year up to 75% maximum.
- o Early retirement option at 50 with reduced benefits.
- o Final salary for pension purposes is best 8 out of last 10 years.
- o Caps final rate of earnings at maximum of \$106,800 (increased annually by 3% or ½ of CPI).
- o Fire and Police Pensions must now be 90% funded by 2040. Previously were required to be 100% funded by 2033.

In 2013, in an effort to improve funding levels in both the Police and Fire Pension Funds, the Village Board added \$40,000 to both the Police and Fire recommended levies. In 2014, the Board added \$138,430 to the Police Pension levy and \$117,921 to the Fire Pension levy over and above actuarial recommendations. In 2015, the Village Board added \$50,000 to the Police and Fire actuarial recommendation. In Fiscal Year 2017, a \$300,000 additional contribution was approved for Police and Fire. In Fiscal Year 2018, a \$250,000 additional contribution was approved for Police and Fire. Finally, in Fiscal Year 2019, a \$150,000 additional contribution was approved for Police and Fire. For the last seven years, these are an additional \$1,046,351 of contributions over-and-above amounts recommended by the actuarial studies.

The following chart gives an eighteen year history of Village (employer) contribution rates for each pension. (Note – FICA is always a fixed 7.65% employer cost.)

<u>Village Contribution Rates</u>			
	<u>Rates</u>	<u>Effective Rates*</u>	
	<u>IMRF</u>	<u>Police</u>	<u>Fire</u>
2003	3.22%	19.25%	27.28%
2004	6.79%	18.87%	29.05%
2005	8.06%	19.85%	32.58%
2006	9.21%	21.82%	31.17%
2007	8.79%	22.32%	29.61%
2008	8.54%	26.11%	34.688%
2009	8.69%	26.55%	34.158%
2010	9.56%	29.52%	35.723%
2011	10.52%	33.33%	39.515%
2012	11.57%	32.08%	38.227%
2013	12.73%	32.44%	33.956%
2014	12.80%	32.38%	33.832%
2015	12.40%	39.16%	41.383%
2016	12.43%	41.44%	43.580%
2017	11.68%	52.54%	50.180%
2018	11.78%	48.23%	50.43%
2019	9.92%	not	available
2020	12.08%	not	available

*Per [REDACTED]

Since the Village will continue to levy separately for FICA and IMRF, an accounting of levies and associated expenses will continue.

FICA & IMRF
RESTRICTED FUND BALANCE ANALYSIS

	<u>FICA</u>		<u>IMRF</u>	
	FY 18/19	FY 19/20	FY 18/19	FY 19/20
	2017	2018	2017	2018
	<u>Levy</u>	<u>Levy</u>	<u>Levy</u>	<u>Levy</u>
Beginning Fund Balance	40,975	91,065	62,241	17,947
Tax Levy	448,707	491,024	572,755	547,137
Personal Property Replacement Tax	<u>18,000</u>	<u>0</u>	<u>0</u>	<u>18,000</u>
TOTAL REVENUE	507,682	582,089	634,996	583,084
EXPENDITURES				
Administrative*	114,414	108,124	161,483	161,769
Police	121,115	125,493	74,716	78,321
Fire	49,421	51,341	7,759	7,726
Recreation & Parks	104,842	106,854	142,484	143,151
Public Works	36,584	37,737	56,328	56,722
Community Development	34,453	35,505	53,050	53,376
Economic Development & Planning	<u>30,788</u>	<u>31,926</u>	<u>46,229</u>	<u>46,808</u>
TOTAL EXPENDITURES	491,617	496,980	542,049	547,873
Allocation of Assigned Fund Bal.	75,000		-75,000	
Ending Fund Balance	91,065	85,109	17,947	35,211

* - Severance pay for Health Department staff reflected in Administration's FY 18/19 FICA.

Property tax collection rates have impacted fund balance in the Police and Fire Pension Funds, FICA and IMRF. The tax levies for police and fire have steadily increased while FICA and IMRF have required limited increases over the last ten years. Annual analysis of all retirement costs occur and, if needed, changes to the tax levy will be recommended

**Village of Park Forest
2019/2020 Budget**

**POLICE PENSION
SUMMARY**

21

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Property Taxes	1,769,328	1,894,447	1,835,593	1,984,849	5%
Personal Property Replacement Tax	14,000	14,000	14,000	14,000	0%
Misc Income	10,903	0	0	0	0%
Transfer from Other Funds	0	250,000	250,000	0	-100%
Contributions	362,864	381,407	379,728	387,323	2%
Interest & Dividends	386,829	420,635	447,454	434,463	3%
Unrealized Gain/Loss	110,712	50,000	50,000	50,000	0%
Short/Long Term Gain/Loss	<u>654,470</u>	<u>425,000</u>	<u>532,021</u>	<u>425,000</u>	0%
TOTAL REVENUE	3,309,106	3,435,489	3,508,796	3,295,635	-4%
EXPENDITURES					
Retirement Benefits	2,258,808	2,448,066	2,406,397	2,601,468	6%
Training Expense	5,858	5,000	5,000	5,000	0%
Contribution Refund	25,565	0	0	0	0%
Portable Pension Transfer	27,202	0	0	0	0%
Professional Services	<u>85,159</u>	<u>86,295</u>	<u>86,295</u>	<u>86,295</u>	0%
TOTAL EXPENDITURES	<u>2,402,592</u>	<u>2,539,361</u>	<u>2,497,692</u>	<u>2,692,763</u>	6%
Excess of Revenues (Expenditures)	906,514	896,128	1,011,104	602,872	
<u>Beginning Fund Balance</u>			21,115,997	22,127,101	
<u>Ending Fund Balance</u>			22,127,101	22,729,973	

**Village of Park Forest
2019/2020 Budget**

**FIRE PENSION
SUMMARY**

22

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Property Taxes	1,141,763	1,244,848	1,206,180	1,287,625	3%
Personal Property Replacement Tax	8,000	8,000	8,000	8,000	0%
Contributions	209,154	215,417	216,118	220,440	2%
Transfer from other funds	0	150,000	150,000	0	-100%
Interest & Dividends	239,586	275,000	272,572	275,000	0%
Unrealized Gain/Loss	359,786	50,000	50,000	50,000	0%
Short/Long Term Gain/Loss	445,824	335,000	429,197	375,000	12%
Misc Income	<u>11,929</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
TOTAL REVENUE	2,416,042	2,278,265	2,332,067	2,216,065	-3%
EXPENDITURES					
Retirement Benefits	1,408,096	1,536,874	1,494,807	1,549,309	1%
Portable Pension Transfer	29,768	0	0	0	0%
Training Expense	2,921	5,500	2,500	5,500	0%
Professional Services	<u>70,601</u>	<u>70,795</u>	<u>70,795</u>	<u>70,795</u>	<u>0%</u>
TOTAL EXPENDITURES	<u>1,511,386</u>	<u>1,613,169</u>	<u>1,568,102</u>	<u>1,625,604</u>	1%
Excess of Revenues (Expenditures)	904,656	665,096	763,965	590,461	
<u>Beginning Fund Balance</u>			13,383,356	14,147,321	
<u>Ending Fund Balance</u>			14,147,321	14,737,782	

**Village of Park Forest
2019/2020 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. For more information on the Village's debt policies, please refer to the Overview section, pages 1-26 and 1-27.

The following schedule shows the debt restructuring and payments that have affected debt service. Total outstanding General Obligation Debt and Loan Agreements for the last ten and current fiscal years have been as follows:

<u>Fiscal Year Ended:</u>	2010	26,079,468	
	2011	25,133,542	
	2012	23,494,112	
	2013	26,068,098	
	2014	23,852,033	
	2015	21,782,373	
	2016	19,640,907	
	2017 *	20,599,233	
	2018 *	18,938,767	
	2019 *	16,426,540	est.
	2020 *	13,807,049	est.

The Fiscal Year Ended 2019 outstanding estimated debt relates to the following funds:

General Fund	\$ 1,560,000
TIF	1,140,000
Aqua	-
Water	13,037,024
Sewer	<u>689,516</u>
	\$ 16,426,540

** Includes new IEPA water loan.*

The Village has taken advantage of low interest IEPA loans to fund much needed infrastructure improvements. In 2007, a new water plant was completed with proceeds from a \$15,945,517 IEPA loan with a 2.5% interest rate. This low rate will save the Village \$5,000,000 over the life of the loan.

In 2011, the IEPA approved two low interest loans at 1.25% funding \$3.3 million for watermain infrastructure improvements and \$1.3 million in sewer system improvements. The debt service is being funded through an additional \$3 per month water main infrastructure replacement fee and existing sewer fees.

In June of 2016, IEPA approved a \$5 million watermain replacement loan. In August, 2016, the Village received notification \$750,000 of the loan would be forgiven.

The chart below shows debt service (principal and interest) over the past two years and projected Fiscal Year 2019/2020 debt service:

	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>Percent Change</u>
	<u>Debt Service</u>	<u>Debt Service</u>	<u>Debt Service</u>	<u>From Prior Year</u>
General Fund	245,800	254,875	263,500	3%
TIF Debt Service	1,090,953	1,142,170	1,164,923	2%
Aqua Center Fund	39,992	0	0	0%
Water Fund **	1,621,821	1,534,469	1,479,737	-4%
Sewer Fund	<u>55,665</u>	<u>55,665</u>	<u>55,665</u>	<u>0%</u>
TOTAL	3,054,231	2,987,180	2,963,825	-1%

* The following Debt Service was levied for these funds in December, 2018. Funds levied in December, 2018 will be received in calendar 2019, funding the FY 2019/2020 Budget.

General Fund	\$ 263,500
TIF	-
Aqua Center Fund	-
	\$ 263,500

** Includes estimated debt service for 2016 IEPA water loan for FY's 18/19 and prior. FY 19/20 is an actual amount.

The Village has taken advantage of favorable interest rate environments by refinancing general obligation bonds in the following years.

Series 1997A & 1997B Bonds Refinanced with 2008A & 2008B Bonds:

The interest rates in 2009 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 the rates 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 payments in the TIF Fund, more closely matching the remaining life of the TIF.

Series 2001 Bonds Restructured with 2008A Bonds and then Refinanced with 2012A & B 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 although the Downtown TIF ends November 2020. The Village restructured the TIF portion of this debt with the 2008A Bonds. The favorable interest rate environment continued in 2012, prompting the issuance of refunding bonds. This refinancing saves \$730,800 over the remaining life of the debt and shortened the TIF debt payments to match the life of the TIF.

Series 1999 Bonds Refunded with 2013 Bonds: The 1999 Bonds were issued as part of the South Suburban Mayors and Managers Association (SSMMA) loan program that was established in an effort to help funding needs for participating municipal entities. The 1999 Series was used to pay a portion of the redevelopment costs of projects within the Downtown Tax Incremental Redevelopment Project Area. SSMMA notified the Village in the Fall of 2013 that the bonds were to be refunded and at a fixed rate.

VILLAGE OF PARK FOREST DEBT SERVICE PROJECTED

Total Debt as of 6/30/20

Fiscal Year Ending June 30	Requirements		Totals
	Principal	Interest	
2020	2,619,490	344,334	2,963,825
2021	1,522,386	284,691	1,807,077
2022	1,565,929	248,873	1,814,802
2023	1,610,134	211,943	1,822,077
2024	1,660,017	173,810	1,833,827
2025	1,710,595	134,381	1,844,977
2026	1,436,885	98,517	1,535,402
2027	947,290	66,500	1,013,790
2028	438,800	53,379	492,178
2029	445,589	46,590	492,178
2030	452,487	39,692	492,178
2031	459,496	32,683	492,178
2032	462,180	25,561	487,741
2033	257,278	18,967	276,245
2034	233,909	14,504	248,413
2035	238,280	10,133	248,413
2036	242,733	5,680	248,413
2037	123,062	1,145	124,206
	\$ 16,426,539	\$ 1,811,381	\$ 18,237,921
	Principal	Interest	Total
2008A Series	725,000	18,125	743,125
2012A Series	270,000	4,050	274,050
2012B Series	1,560,000	149,250	1,709,250
2013 Series	145,000	2,748	147,748
2007 IEPA Loan	7,094,204	729,972	7,824,176
2011 IEPA Loan-Water	2,246,721	194,149	2,440,870
2017 IEPA Loan-Water	3,696,099	651,127	4,347,226
2011 IEPA Loan-Sewer	689,516	61,961	751,476
	\$ 16,426,539	\$ 1,811,381	\$ 18,237,921

**VILLAGE OF PARK FOREST
HISTORY AND ANALYSIS
OF DEBT SERVICE**

<u>ISSUE</u>	<u>AMOUNT</u>	<u>FUND(S)</u>	<u>AMOUNT BY FUND</u>	<u>PURPOSE</u>
SERIES 2008A	\$5,925,000	36-TIF	\$5,925,000	Since 1997A & 1997B bonds refunded 1994B Bonds, Series 1994B bonds were issued to refund series 1990 bonds. Series 1990 bonds were issued to refund series 1986 bonds. The 1986 series was issued "to induce the redevelopment" of the "Town Center Redevelopment Project Area." This series refinanced the TIF Portion of 1997A & 1997B bonds and a portion of the 2001 series.
IEPA Loan 2007 L17-1860	\$15,945,517	60-WATER	\$15,945,517	New Water Treatment Plant. Construction completed June 1, 2007. Debt service on this 2.5% loan extends 1/1/08 through 6/1/27.
IEPA Loan 2011 L17-3142	\$3,246,191	60-WATER	\$3,246,191	Fund replacement of 2.18 miles of water lines. Debt service funded thru additional \$3 per month fee charged to each utility billing customer. Interest rate is 1.25%.
IEPA Loan 2011 L17-0425	\$960,651	70-SEWER	\$960,651	Funded Excess Flow Facility Rehab and Sanitary Sewer Rehab. Debt service funded through rates. Interest rate at 1.25%.
IEPA Loan 2017 L17-5288	\$3,997,542	60-WATER	\$3,997,542	Fund water main replacement. Interest rate at 1.86%.
SERIES 2012A	\$1,570,000	36-TIF	\$1,570,000	This series refinanced the TIF Portion of 2001 series bonds which refinanced the 1994 TIF bonds.
SERIES 2012B	\$2,595,000	31-GLTD	\$2,595,000	This series refinanced 1994A bonds that issued new debt to undertake a public capital improvement project which included the new fire station. This series refinanced GLTD Portion of 2001 series bonds.
SERIES 2013	\$875,000	36-TIF	\$875,000	This series refunded 1999 bonds that partially financed downtown redevelopment projects.

**Village of Park Forest
2019/2020 Budget**

**BOND
RETIREMENT
31**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Property Tax	142,948	250,224	239,022	255,032	2%
Interest Income	<u>1,891</u>	<u>1,140</u>	<u>1,450</u>	<u>1,000</u>	-12%
TOTAL REVENUE	<u>144,839</u>	<u>251,364</u>	<u>240,472</u>	<u>256,032</u>	2%
EXPENDITURES					
Professional Services	455	1,000	1,000	1,000	0%
Debt Service	190,000	205,000	205,000	220,000	7%
Interest Expense	<u>55,800</u>	<u>49,875</u>	<u>49,875</u>	<u>43,500</u>	-13%
TOTAL EXPENDITURES	<u>246,255</u>	<u>255,875</u>	<u>255,875</u>	<u>264,500</u>	3%
Excess Revenue (Expenditures)	(101,416)	(4,511)	(15,403)	(8,468)	
<u>Beginning Fund Balance</u>			155,528	140,125	
<u>Ending Fund Balance</u>			140,125	131,657	

VILLAGE OF PARK FOREST
DEBT SERVICE PROJECTED

		<u>Alloc.</u>	<u>FYE 20</u>	<u>FYE 21</u>	<u>FYE 22</u>	<u>FYE 23</u>	<u>FYE 24</u>	<u>FYE 25</u>	<u>FYE 26</u>	<u>FYE 27</u>	<u>FYE 28</u>	<u>FYE 29</u>	<u>FYE 30</u>	<u>FYE 31</u>	<u>FYE 32</u>	<u>FYE 33</u>	<u>FYE 34</u>	<u>FYE 35</u>	<u>FYE 36</u>	<u>FYE 37</u>	<u>TOTAL</u>
BOND RETIREMENT FUND 31																					
Principal Payment																					
2012B	1.0000		220,000	235,000	250,000	265,000	285,000	305,000	0	0	0	0	0	0	0	0	0	0	0		1,560,000
A/C 31-01-00-57-0000			220,000	235,000	250,000	265,000	285,000	305,000	0	0	0	0	0	0	0	0	0	0	0		1,560,000
Interest Expense																					
2012B	1.0000		43,500	36,675	29,400	21,675	13,425	4,575	0	0	0	0	0	0	0	0	0	0	0		149,250
A/C 31-01-00-57-0100			43,500	36,675	29,400	21,675	13,425	4,575	0	0	0	0	0	0	0	0	0	0	0		149,250
TOTAL BOND RETIREMENT FUND 31 2012B	1.0000		263,500	271,675	279,400	286,675	298,425	309,575	0	0	0	0	0	0	0	0	0	0	0		1,709,250
PRINCIPAL AND INTEREST (31)			263,500	271,675	279,400	286,675	298,425	309,575	0	0	0	0	0	0	0	0	0	0	0		1,709,250
TIF - DEBT SERVICE 36																					
Principal Payment																					
2008A	1.0000		725,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		725,000
2012A	1.0000		270,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		270,000
2013	1.0000		145,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		145,000
A/C 36-00-00-57-0000			1,140,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		1,140,000
Interest Expense																					
2008A	1.0000		18,125	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		18,125
2012A	1.0000		4,050	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		4,050
2013	1.0000		2,748	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		2,748
A/C 36-00-00-57-0100			24,923	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		24,923
TIF - DEBT SERVICE 36																					
2008A	1.0000		743,125	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		743,125
2012A	1.0000		274,050	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		274,050
2013	1.0000		147,748	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		147,748
PRINCIPAL AND INTEREST (36)			1,164,923	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		1,164,923
WATER FUND 60																					
Principal Payment																					
IEPA Loan 2007 L17-1860 Plant	1.0000		871,280	893,198	915,668	938,702	962,317	986,525	1,011,342	515,172	0	0	0	0	0	0	0	0	0		7,094,204
IEPA Loan 2011 L17-3142 Main	1.0000		160,517	162,529	164,567	166,631	168,720	170,836	172,978	175,147	177,343	179,567	181,818	184,098	181,969	0	0	0	0		2,246,721
IEPA Loan 2017 L17-5288 Main	1.0000		180,501	183,874	187,310	190,810	194,376	198,008	201,708	205,477	209,317	213,228	217,213	221,271	225,406	229,618	233,909	238,280	242,733	123,062	3,696,099
A/C 60-00-00-22-0100			1,212,298	1,239,601	1,267,545	1,296,143	1,325,412	1,355,368	1,386,028	895,796	386,660	392,795	399,031	405,370	407,375	229,618	233,909	238,280	242,733	123,062	13,037,024
WATER FUND 60																					
Interest Expense																					
IEPA Loan 2007 L17-1860 Plant	1.0000		171,943	150,025	127,556	104,521	80,907	56,698	31,881	6,440	0	0	0	0	0	0	0	0	0		729,972
IEPA Loan 2011 L17-3142 Main	1.0000		27,584	25,571	23,533	21,470	19,380	17,265	15,123	12,954	10,757	8,534	6,282	4,002	1,694	0	0	0	0		194,149
IEPA Loan 2017 L17-5288 Main	1.0000		67,912	64,539	61,103	57,603	54,037	50,405	46,705	42,936	39,096	35,185	31,200	27,141	23,007	18,795	14,504	10,133	5,680	1,145	651,127
A/C 60-19-00-57-0100			267,439	240,136	212,192	183,594	154,325	124,368	93,709	62,329	49,854	43,719	37,483	31,144	24,701	18,795	14,504	10,133	5,680	1,145	1,575,248

VILLAGE OF PARK FOREST
DEBT SERVICE PROJECTED

	<u>Alloc.</u>	<u>FYE 20</u>	<u>FYE 21</u>	<u>FYE 22</u>	<u>FYE 23</u>	<u>FYE 24</u>	<u>FYE 25</u>	<u>FYE 26</u>	<u>FYE 27</u>	<u>FYE 28</u>	<u>FYE 29</u>	<u>FYE 30</u>	<u>FYE 31</u>	<u>FYE 32</u>	<u>FYE 33</u>	<u>FYE 34</u>	<u>FYE 35</u>	<u>FYE 36</u>	<u>FYE 37</u>	<u>TOTAL</u>
TOTAL WATER FUND 60																				
IEPA Loan 2007 L17-1860 Plant	1.0000	1,043,223	1,043,223	1,043,223	1,043,223	1,043,223	1,043,223	1,043,223	521,612	0	0	0	0	0	0	0	0	0		7,824,176
IEPA Loan 2011 L17-3142 Main	1.0000	188,101	188,101	188,101	188,101	188,101	188,101	188,101	188,101	188,101	188,101	188,101	188,101	183,663	0	0	0	0		2,440,870
IEPA Loan 2017 L17-5288 Main	1.0000	248,413	248,413	248,413	248,413	248,413	248,413	248,413	248,413	248,413	248,413	248,413	248,413	248,413	248,413	248,413	248,413	248,413	124,206	4,347,226
PRINCIPAL AND INTEREST (60)		1,479,737	1,479,737	1,479,737	1,479,737	1,479,737	1,479,737	1,479,737	958,125	436,513	436,513	436,513	436,513	432,076	248,413	248,413	248,413	248,413	124,206	14,612,271
SEWER FUND 70																				
Principal Payment																				
IEPA Loan 2011 L17-0425	1.0000	47,193	47,785	48,384	48,991	49,605	50,227	50,857	51,494	52,140	52,794	53,456	54,126	54,805	27,660	0	0	0		689,516
A/C 70-00-00-22-0100		47,193	47,785	48,384	48,991	49,605	50,227	50,857	51,494	52,140	52,794	53,456	54,126	54,805	27,660	0	0	0		689,516
Interest Expense																				
IEPA Loan 2011 L17-0425	1.0000	8,472	7,880	7,281	6,674	6,060	5,438	4,808	4,171	3,525	2,871	2,209	1,539	860	173	0	0	0		61,961
A/C 60-19-00-57-0100		8,472	7,880	7,281	6,674	6,060	5,438	4,808	4,171	3,525	2,871	2,209	1,539	860	173	0	0	0		61,961
TOTAL SEWER FUND 70																				
IEPA Loan 2011 L17-0425	1.0000	55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	27,832	0	0	0		751,476
PRINCIPAL AND INTEREST (70)		55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	27,832	0	0	0		751,476
ALL FUNDS																				
GRAND TOTAL - PRINCIPAL		2,619,490	1,522,386	1,565,929	1,610,134	1,660,017	1,710,595	1,436,885	947,290	438,800	445,589	452,487	459,496	462,180	257,278	233,909	238,280	242,733	123,062	16,426,539
GRAND TOTAL - INTEREST EXPENSE		344,334	284,691	248,873	211,943	173,810	134,381	98,517	66,500	53,379	46,590	39,692	32,683	25,561	18,967	14,504	10,133	5,680	1,145	1,811,381
GRAND TOTAL - DEBT SERVICE PAYMENTS		2,963,826	1,807,077	1,814,802	1,822,076	1,833,828	1,844,976	1,535,403	1,013,790	492,178	492,178	492,178	492,178	487,741	276,245	248,413	248,413	248,413	124,206	18,237,922

* Debt Service is estimated -- schedule has not been received.

Village of Park Forest 2019/2020 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.

A portion of the contribution 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 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 leasing, marketing, managing and maintaining the property. A description of the Village's management operation and budget is found in the DownTown Park Forest section of the budget along with the funds to continue to operate the shopping center as a traditional, main street downtown.

With the closing of Sears, the assessed value of the TIF District fell to \$9,435,507. In other words, the new EAV was below the base year value. This condition meant that

incremental taxes were no longer being generated. Thus, the Tax Increment Financing District was no longer able to pay the debt service on the TIF bonds.

As of June 30, 1996, the TIF bonds had a total outstanding debt of \$10,098,566. The annual debt service payment for fiscal year 1996/1997 was \$954,472. Although there was a TIF fund balance of \$1,231,494 available with which to pay debt service, with the equalized assessed value of the property falling below the base year value, using the TIF fund balance 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, a review of the TIF Fund Summary, the Bond Retirement section and the DownTown Fund should be done.

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 2018, 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 \$1,140,000 represents 6.9% of the Village’s total outstanding debt of \$16,426,540 at the end of Fiscal 2019.

- The TIF Fund did not generate increment in fiscal years 1998 through 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 the former 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 \$61,387. 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, varied from \$125,385 to \$1,391,547. After three years of tax delinquency, Building #3 was acquired by the Village in January, 2010 and demolished in 2012.
- In July, 2004, the Village reacquired Victoria Place. This property had become tax delinquent. Parcels had been encumbered with tax sales and any development had been stopped. The acquisition of this property cost \$742,049.50. The acquisition price came from the TIF Fund. During 2005, the Village owned the property; therefore, the property was tax exempt. This reduced the TIF EAV \$596,526. In November, 2005, the Village Board approved a redevelopment agreement with Bigelow Development. In 2006, Bigelow began acquiring property. Proceeds from these sales replenished the TIF Fund. Legacy Square was completed in 2008. The 2007 EAV reflects full assessment for half of the 68 homes built in Legacy Square, with 2008 reflecting full assessment for most of the homes. The following chart details the Village's 2004 acquisition of Victoria place and the subsequent sales of property to Bigelow Development:

Legacy Square Acquisition by the Village – July, 2004:	\$742,050
Bigelow purchase of property in 2005/2006	(82,446)
Bigelow purchase of property in 2006/2007	(530,010)
Bigelow purchase of property in 2007/2008	<u>(129,558)</u>
Net TIF investment in Legacy Square:	\$ 36

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>1998 EAV</u>	<u>1999 EAV</u>	<u>2000 EAV</u>	<u>2001 EAV</u>	<u>2002 EAV</u>	<u>2003 EAV</u>	<u>2004 EAV</u>	<u>2005 EAV</u>	<u>2006 EAV</u>	<u>2007 EAV</u>
U.S. Bank, vacant lot, Aunt Martha's Walgreens parcels	\$1,669,753	\$2,080,029	\$2,009,223	\$1,411,945	\$2,321,603	\$2,237,277	\$2,342,691	\$1,910,627	\$1,893,363	\$1,988,884
Legacy Square, Bldg. #3 & Movie Theatre Bldg. #2	523,581	2,580,832	2,018,022	1,118,013	1,373,784	1,391,802	1,513,237	554,888	536,115	2,959,343
CVS (formerly Osco)	—	—	1,372,682	1,564,501	1,617,105	1,611,144	1,686,769	1,787,985	1,772,016	1,861,219
First Midwest Bank (formerly Bank Calumet)	—	—	—	—	582,075	579,930	607,255	685,423	649,569	571,001
Associated Ventures (Victory Center)	—	—	217,995	227,494	2,883,409	2,644,280	2,399,687	3,272,562	2,993,847	2,882,509
Unidentified	—	—	131,277	307,725	665	(22,500)	—	(30,000)	200	10,500
Village owned property	exempt	exempt	exempt	exempt	exempt	exempt	exempt	exempt	exempt	exempt
	\$2,193,334	\$4,660,861	\$5,749,199	\$4,629,678	\$8,778,641	\$8,441,933	\$8,549,639	\$8,181,485	\$7,845,110	\$10,273,456
	<u>2008 EAV</u>	<u>2009 EAV</u>	<u>2010 EAV</u>	<u>2011 EAV</u>	<u>2012 EAV</u>	<u>2013 EAV</u>	<u>2014 EAV</u>	<u>2015 EAV</u>	<u>2016 EAV</u>	<u>2017 EAV</u>
U.S. Bank / Chase Bank vacant lot, Aunt Martha's Walgreens parcels	\$2,259,596	\$1,974,153	\$1,646,974	\$ 1,475,049	\$ 1,497,275	\$ 1,573,761	\$ 1,560,873	\$ 1,377,971	\$ 1,572,457	\$ 1,736,224
Legacy Square, Bldg. #3 & Movie Theatre Bldg. #2	5,515,839	5,027,894	5,465,765	2,852,319	2,647,175	2,466,794	2,046,338	2,092,565	\$ 1,832,849	\$ 1,841,529
CVS (formerly Osco)	1,835,363	2,076,605	2,033,411	1,512,558	1,428,544	1,355,477	943,635	923,968	\$ 970,608	\$ 1,025,841
First Midwest Bank (formerly Bank Calumet)	598,040	445,157	435,897	403,443	381,034	361,545	341,374	334,259	\$ 351,132	\$ 371,114
Associated Ventures (Victory Center)	2,750,859	2,087,509	1,660,814	2,567,496	1,119,779	1,062,505	985,825	965,279	\$ 1,014,004	\$ 1,050,307
Dollar General							744,307	291,411	\$ 306,121	\$ 323,536
Unidentified	(234,786)	310,917	(377,745)	(329,989)	70,399	(404,046)	(163,076)	(522,069)	\$ (310,784)	\$ 107,368
Village owned property	exempt	exempt	exempt	exempt	exempt	229,789	218,037	477,811	\$ 494,470	\$ 382,238
	\$12,724,911	\$11,922,235	\$10,865,116	\$ 8,480,876	\$ 7,144,206	\$ 6,645,825	\$ 6,677,313	\$ 5,941,195	\$ 6,230,857	\$ 6,838,157

- 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, were rebated to Bigelow Development. This rebate extended up to ten years with a maximum \$1,000,000. The final payment for the Legacy Square redevelopment agreement occurred in January, 2013 for \$150,788.
- In 2009, EAV reflected a reduction in the assessment rate for commercial properties from 36% to 25%. This reduction was partially offset by an increase in the state equalization rate. In addition, a number of new Legacy Square homeowners protested their taxes.
- In 2010, EAV declined for the Movie Theater and Victory Center.
- In 2011, all Village properties were reassessed reflecting the economic decline in real estate. In addition, the Byus Building #3 was removed from the tax rolls reducing TIF EAV by \$1,362,603.
- In 2012, Victory Center was able to reduce their EAV from \$2,567,496 to \$1,119,779.
- In February, 2013, the Village sold the Chase Bank Building to Blane Realty. This transaction placed a building on the tax rolls. In addition, a newly constructed Dollar General opened December, 2013, another taxable property. A redevelopment agreement was approved for Dollar General which rebates 50% of property taxes paid over a base amount up to a total of \$170,000.
- Beginning in 2013, a number of the Village owned commercial leases were assessed. The Village began to pay property taxes on these assessed properties.

<u>Tax Levy Year</u>	<u>Abatement History</u>	<u>Tax Levy Year</u>	<u>Abatement History</u>
2002	\$250,000	2011	\$750,000
2003	325,000	2012	800,000
2004	350,000	2013	850,000
2005	350,000	2014	875,000
2006	450,000	2015	900,000
2007	450,000	2016	900,000
2008	505,845	2017	1,142,170
2009	500,000	2018	1,164,923
2010	650,000		

- The entire amount of the FY 18/19 TIF debt, \$1,142,170, was abated from the 2017 tax levy.
- 2017 was a reassessment year. Information was provided to Cook County to appeal the increased assessments on the Village's property in the DownTown. The appeal hearing was in March, 2018 and the results of this hearing were

favorable for the Village's tax burden for its DownTown properties. Final 2017 assesses values were lower than 2016 values by 25.7%. This decreased assessment represented a \$65,506 decrease in property tax expense for the Village's DownTown Fund.

Estimated EAV

2017 EAV	\$6,838,157
Projected 2018 EAV	6,838,157
Base Value TIF	<u>(3,598,133)</u>
Projected 2018 Incremental EAV	3,240,024
 Tax Increment Generated @ 35.188	 1,140,099
Refunded to Associated Ventures per Redevelopment Agreement	<u>(150,000)</u>
Tax Incremental Net Revenue 2017	\$ 990,099

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. In 2012, the remaining TIF debt was structured. The 2018 tax levy for debt service, which generates revenue for the 2019/2020 Budget, was:

<u>General Property Tax</u>		
TIF Debt Service		\$1,164,923
Abatement		
2008-A Debt	(743,125)	
2012-A Debt	(274,050)	
2013-A Debt	(147,748)	<u>(1,164,923)</u>
Net TIF Debt Levy		\$ 0

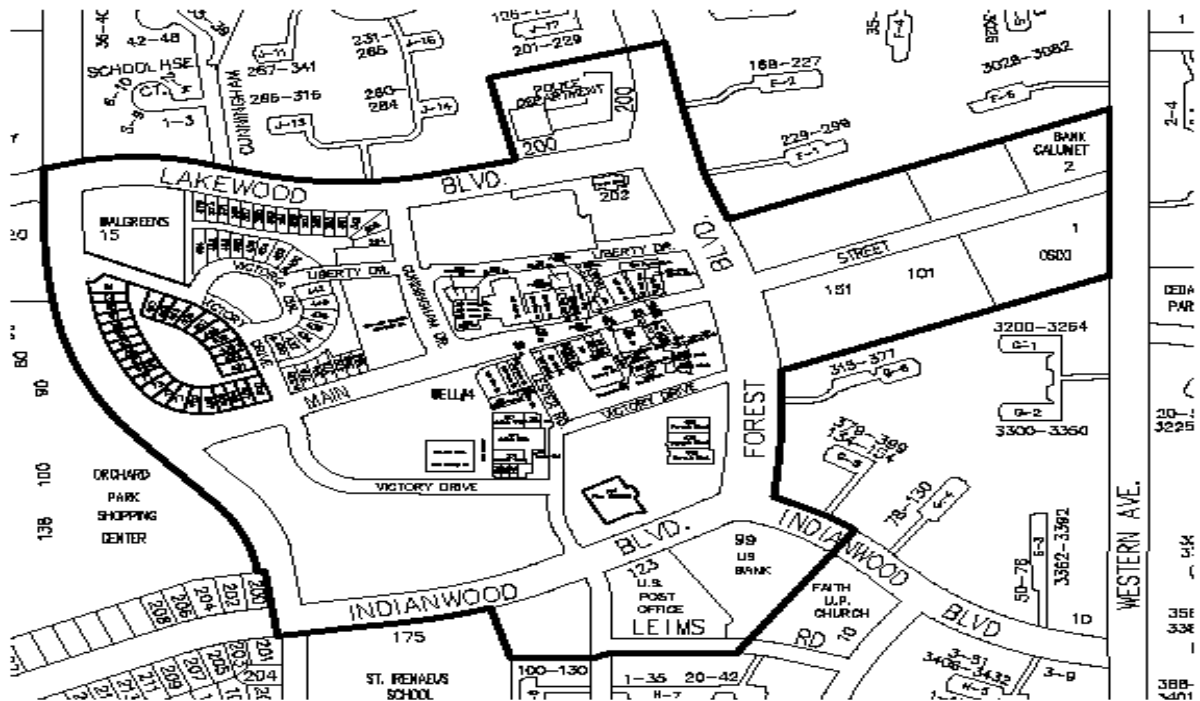
As the annual property tax increment grows, it will be able to cover more of the annual debt service. The TIF expires November 10, 2020. The debt restructuring, which occurred in 2012, shortened all TIF repayments to end in 2020. FY 19/20 is the last year for payments on the bonds issued for the TIF – all three bonds (2008A, 2012A and 2013) will be fully paid by June 30, 2020.

In January, 2001, the Village Board established, by resolution, a liability to the TIF fund for repayment of TIF eligible costs, should sufficient increment be made available. These costs total \$4,494,374. At the point when the increment exceeds debt service, the Village will have the opportunity to reimburse itself for TIF eligible costs incurred during redevelopment. This could also occur if the TIF is extended. The TIF Budget includes \$30,000 for professional services associated with evaluating the extension of the TIF.

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, \$7,193,715 of Village Funds has been invested through June 30, 2018. **A net tax increment of \$795,865 represents an 11% 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.

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 a new center.

Norwood consisted 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. 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 and a Redevelopment Agreement with Nassimi Realty Corporation. The sale of Norwood to Nassimi Realty closed in March, 2008.

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 included, but were 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. 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 attempted to sell the property through auction. The pending sale fell through.

In Fiscal 2012, the Village pursued reacquisition of the property. It was agreed to distribute \$75,000 of the \$250,000 back to Nassimi, with the retaining the balance plus interest amounting to \$181,405. These funds were utilized to pay engineering costs related to an NSP Grant to demolish Norwood and three additional buildings. In September, 2012, the Village received a Judicial deed and took ownership of Norwood. The Village was able to obtain grant funds to demolish the Norwood structure. Demolition was completed February, 2013.

At this point in time, Village Staff are marketing the land for development that would possibly utilize the adjacent railroad, building a spur for railroad access.

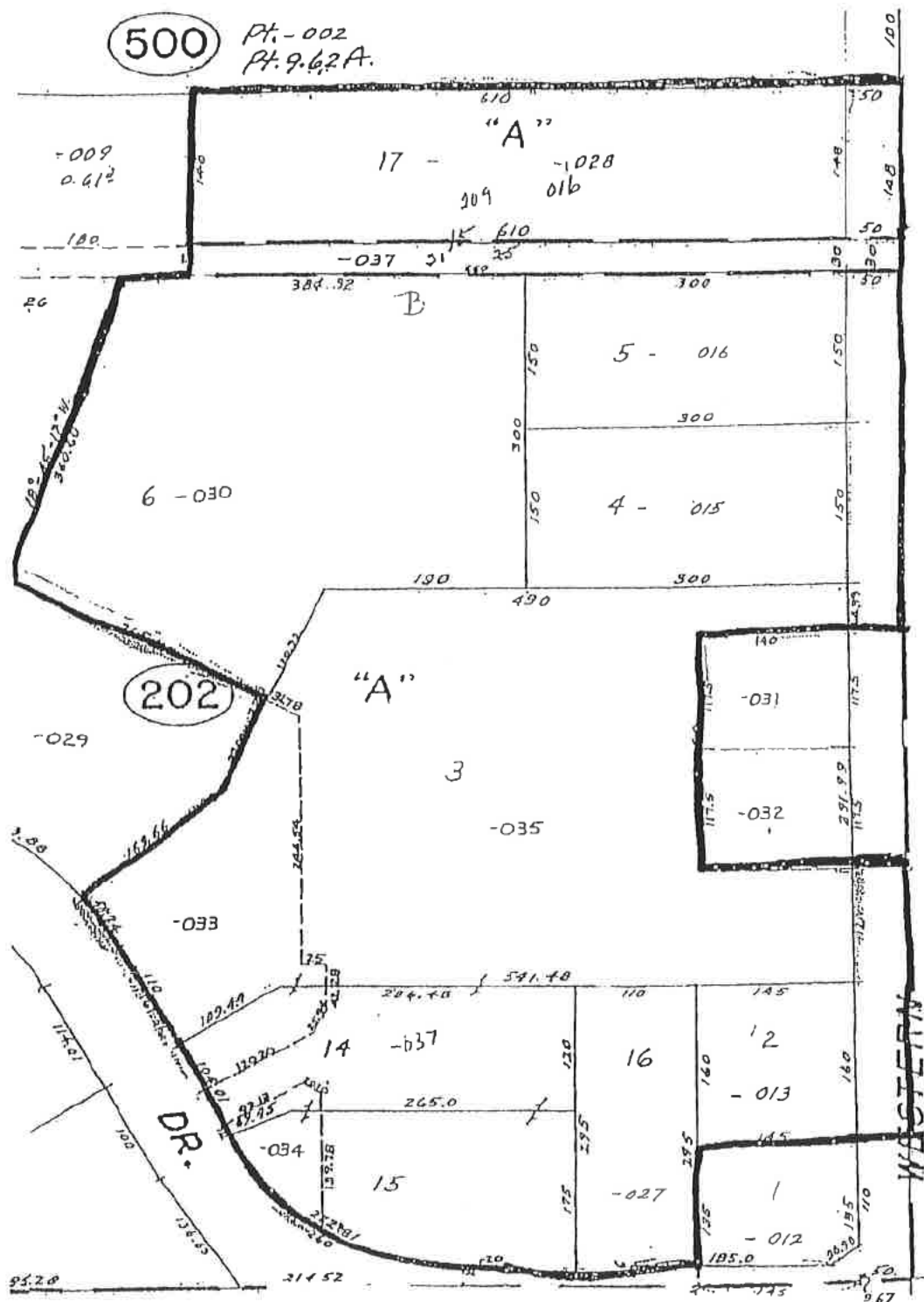
As you can see from the following chart, the value of the Norwood TIF has been distorted. A summary of the history of the TIF value is as follows:

**Norwood Tax Incremental Financing District
Historic Equalized Assessed Value**

<u>2005 EAV</u>	<u>2006 EAV</u>	<u>2007 EAV</u>	<u>2008 EAV</u>	<u>2009 EAV</u>	<u>2010 EAV</u>
\$469,344	\$525,538	\$618,531	\$120,261	\$1,093,643	\$2,926,215
<u>2011 EAV</u>	<u>2012 EAV</u>	<u>2013 EAV</u>	<u>2014 EAV</u>	<u>2015 EAV</u>	<u>2016 EAV</u>
\$8,129,275	\$7,677,740	\$7,285,042	\$0	\$0	\$0
<u>2017 EAV</u>					
\$0					

On the following page is the Norwood TIF District map:

Tax Incremental Financing District Norwood (TIF)



TIF Boundary Map

**Village of Park Forest
2019/2020 Budget**

**TIF-DOWNTOWN FUND
SUMMARY
36-00-00**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Property Tax - Levy	139,062	0	0	0	0%
- Increment	795,865	834,168	924,448	826,202	-1%
Increment Rebate - Victory Center	(139,303)	(150,000)	(141,426)	(50,000)	-67%
Interest	<u>70</u>	<u>0</u>	<u>475</u>	<u>0</u>	0%
TOTAL REVENUE	<u>795,694</u>	<u>684,168</u>	<u>783,497</u>	<u>776,202</u>	13%
EXPENDITURES					
Professional Services	1,805	30,000	10,000	30,000	0%
Debt Service	<u>1,090,860</u>	<u>1,142,170</u>	<u>1,142,170</u>	<u>1,164,923</u>	2%
TOTAL EXPENDITURES	<u>1,092,665</u>	<u>1,172,170</u>	<u>1,152,170</u>	<u>1,194,923</u>	2%
Excess Revenue (Expenditures)	<u>(296,971)</u>	<u>(488,002)</u>	<u>(368,673)</u>	<u>(418,721)</u>	
<u>Beginning Fund Balance</u>			798,228	429,555	
<u>Ending Fund Balance</u>			429,555	10,834	

**Village of Park Forest
2019/2020 Budget**

**TIF - DOWNTOWN
DETAIL
36-00-00**

PROFESSIONAL SERVICES

530000	Financial Advisory	<u>30,000</u>
Total Professional Services		30,000

DEBT SERVICE

570000	Debt Service — Principal	1,140,000
570100	Interest Expense	<u>24,923</u>
		<u>1,164,923</u>
Total Debt Service		<u>1,164,923</u>

TOTAL TAX INCREMENT FINANCING - DOWNTOWN FUND 1,194,923

**Village of Park Forest
2019/2020 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. Continuing analysis will ensure that contributions are sufficient to cover current expenses and provide adequate funds for future vehicle purchases.

ACCOMPLISHMENT OF 2018/2019 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.

2019/2020 BUDGET OBJECTIVES:

1. Continue to provide a high level of vehicle and equipment maintenance.
2. Schedule vehicle replacement according to Five Year Capital Plan.

3. Continue to analyze the fund to determine if all departments are funding their needs in an adequate and equitable manner.

PERFORMANCE MEASURES

Vehicle Inventory consisted of the following vehicles as of April of each year:

	Vehicle Inventory*				
	2015	2016	2017	2018	2019
Administration	1	1	2	2	2
Police					
Vehicles	28	28	27	24	25
Seizures	4	3	1	1	2
Fire					
Vehicles	5	5	4	4	4
Ambulance	3	3	3	3	3
Engine	3	3	4	4	3
Recreation & Parks	12	12	11	12	12
Public Works					
Vehicles	27	29	28	31	30
Vactor	1	1	1	1	1
Community Development	4	4	4	5	5
DownTown	1	1	1	1	1
Total	89	90	86	90	88

*Vehicles are defined as titled and licensed.

**Village of Park Forest
2019/2020 Budget**

**VEHICLE SERVICES FUND
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
REVENUE					
Lease Payments					
Administration	9,486	9,676	9,676	9,870	2%
Community Development	12,898	13,419	13,419	13,822	3%
Police	283,543	289,214	289,214	297,891	3%
Fire	273,579	287,258	287,258	344,709	20%
Recreation and Parks	81,311	85,477	85,477	89,762	5%
Aqua Center	1,848	1,940	1,940	2,037	5%
Tennis & Health Club	1,848	1,940	1,940	2,037	5%
Public Works (GF & MFT)	155,045	165,134	165,134	209,093	27%
Municipal Parking	13,605	14,479	14,479	15,421	7%
Water	144,719	151,965	151,965	189,959	25%
Sewer	31,377	35,577	35,577	44,471	25%
Downtown	9,000	3,881	3,881	3,959	2%
Library	<u>2,888</u>	<u>3,881</u>	<u>3,881</u>	<u>4,075</u>	5%
Total Lease Payments	1,021,147	1,063,841	1,063,841	1,227,106	15%
Interest	16,115	4,000	4,000	4,000	0%
Miscellaneous	<u>86,330</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>	0%
TOTAL REVENUE	<u>1,123,592</u>	<u>1,074,341</u>	<u>1,074,341</u>	<u>1,237,606</u>	15%
Excess of Revenue (Expenditures)	147,718	(4,298)	21,289	127,541	
Major Capital Outlays			(615,000)	(578,000)	
Depreciation			<u>514,702</u>	<u>537,662</u>	
Cash Flow			(79,009)	87,203	
<u>Beginning Net Cash</u>			1,165,668	1,086,659	
<u>Ending Net Cash</u>			1,086,659	1,173,862	

**Village of Park Forest
2019/2020 Budget**

**VEHICLE SERVICES FUND
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
EXPENDITURES					
<u>Administration</u>					
Operating Supplies	1,963	2,200	2,200	2,200	0%
Maintenance	2,024	1,000	1,000	1,000	0%
Depreciation	5,662	5,644	5,662	5,662	0%
Capital Outlays	<u>101</u>	<u>110</u>	<u>110</u>	<u>110</u>	0%
Total Administration	9,750	8,954	8,972	8,972	0%
<u>Police</u>					
Operating Supplies	57,851	75,000	75,000	75,000	0%
Maintenance	60,352	75,984	75,984	75,984	0%
Depreciation	92,548	100,479	124,795	124,795	24%
Capital Outlays*	<u>3,547</u>	<u>10,734</u>	<u>0</u>	<u>1,700</u>	-84%
Total Police	214,298	262,197	275,779	277,479	6%
<u>Fire</u>					
Personnel Services	10,722	20,500	14,000	20,500	0%
Employee Support	4,465	2,547	1,200	2,547	0%
Operating Supplies	27,074	28,250	26,250	28,250	0%
Maintenance	48,587	52,063	44,500	46,000	-12%
Depreciation	153,533	161,779	145,846	162,032	0%
Capital Outlays*	<u>2,062</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Fire	246,443	265,139	231,796	259,329	-2%
<u>Recreation and Parks</u>					
Personnel Services	1,144	18,541	1,000	18,325	-1%
Employee Support	3,974	3,476	200	3,415	-2%
Operating Supplies	25,251	24,728	28,100	25,223	2%
Maintenance	10,942	10,000	7,333	10,000	0%
Depreciation	20,025	26,779	23,506	41,904	56%
Capital Outlays*	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Recreation and Parks	61,336	83,524	60,139	98,867	18%

**Village of Park Forest
2019/2020 Budget**

**VEHICLE SERVICES FUND
SUMMARY**

	FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
<u>Public Works</u>					
Personnel Services	66,854	63,656	79,065	66,183	4%
Employee Support	16,383	12,369	14,544	12,674	2%
Operating Supplies	75,429	86,290	72,474	85,470	-1%
Maintenance	61,785	70,300	81,971	84,000	19%
Depreciation	<u>214,914</u>	<u>212,791</u>	<u>214,893</u>	<u>203,269</u>	-4%
Total Public Works	435,365	445,406	462,947	451,596	1%
<u>Community Development</u>					
Operating Supplies	3,210	5,368	5,368	5,529	3%
Maintenance	<u>5,472</u>	<u>8,051</u>	<u>8,051</u>	<u>8,293</u>	<u>3%</u>
Total Community Development	<u>8,682</u>	<u>13,419</u>	<u>13,419</u>	<u>13,822</u>	3%
TOTAL EXPENDITURES	975,874	1,078,639	1,053,052	1,110,065	3%

***Capitalized Capital Outlays for FY 19/20 Proposed**

Police	
Three Police Vehicles @ \$44,000 ea	132,000
Specialty Fleet vehicle (K9 Squad)	45,000
Fire	
Car 73 F250 Pick up	45,000
Public Works	
Replace International 6 Wheeler #623	155,000
Replace Mobark Chipper #625	59,000
Utility Truck Modifications #665	24,000
Recreation and Parks	
Replace Mott Mower #134	70,000
Replace Pick-up #151	35,000
CNG Vehicle conversion	<u>13,000</u>
Total Capitalized Capital Outlays	578,000

**Village of Park Forest
2019/2020 Budget**

**VEHICLE SERVICES FUND
ADMINISTRATION
DETAIL
52-01-00**

OPERATING SUPPLIES

541000	Fuel	<u>2,200</u>
Total Operating Supplies		2,200

MAINTENANCE

550300	Routine Maintenance	<u>1,000</u>
Total Maintenance		1,000

CAPITAL OUTLAYS

560200	Vehicle (registration)	110
560700	Depreciation	<u>5,662</u>
Total Capital Outlays		<u>5,772</u>

TOTAL ADMINISTRATION VEHICLE SERVICES		8,972

**Village of Park Forest
2019/2020 Budget**

**VEHICLE SERVICES FUND
POLICE DEPARTMENT
DETAIL
52-07-00**

OPERATING SUPPLIES

541000	Fuel	<u>75,000</u>
Total Operating Supplies		75,000

MAINTENANCE

550300	Routine Maintenance (Oil/filter/lube, brakes, tune-ups, tires/balancing, headlights, batteries, belts, light bar repairs, washing, etc.)	<u>75,984</u>
Total Maintenance		75,984

CAPITAL OUTLAYS

560000	Capital Outlays	
	Specialty Fleet Vehicle (K9 Squad)	45,000
	Three Police Vehicle @ \$44,000 ea*	<u>132,000</u>
		177,000

*Not included in income calculation 0

560200	Vehicle Expenses - Registration, etc.	1,700
560700	Depreciation	<u>124,795</u>
Total Capital Outlays		<u>126,495</u>

TOTAL POLICE DEPARTMENT VEHICLE SERVICES 277,479

**Village of Park Forest
2019/2020 Budget**

**VEHICLE SERVICES FUND
FIRE DEPARTMENT
DETAIL
52-08-00**

SALARIES

500100	Overtime Salaries		
	Hire back Mechanic	14,000	
	Hire back Mechanic - Training (<i>temporary due to staff transition</i>)	<u>6,500</u>	
Total Salaries			20,500

EMPLOYEE SUPPORT

520000	Travel		
	State Mechanic Seminar		1,500
520300	Training		
	State Mechanic Seminar		750
520610	FICA (Medicare Only)		<u>297</u>
Total Employee Support			2,547

OPERATING SUPPLIES

540800	Cleaning Supplies (Degreaser, soap, truck wash)		750
541000	Fuel/Oil (Firefighting, Emergency Medical Service, Prevention, Education, Investigation, and Administrative purposes)		26,000
541400	Paint/Hardware/Small Tools (Special tool needs, repairs, replacement)		<u>1,500</u>

Total Operating Supplies	28,250

MAINTENANCE

550100	Contractual/Equipment Maintenance		
	Tires	4,000	
	Engine Repairs	5,200	
	Shared Ambulance Program	500	
	Ambulance Repairs (#50 repairs in fiscal 2017)	21,000	
	Auto Repairs	<u>4,300</u>	35,000
550250	Reserve Ambulance Expense		
	General Vehicle Repairs/Maintenance	<u>2,000</u>	2,000
550300	Equipment Maintenance and Repair		
	General Vehicle Repairs	4,500	
	Repair Parts	<u>4,500</u>	9,000
	Total Maintenance		46,000

CAPITAL OUTLAYS

560000	Capital Outlays - Replace Car 73	45,000	0
* Not included in income calculation			
560700	Depreciation	162,032	
	Total Capital Outlays		<u>162,032</u>

TOTAL FIRE DEPARTMENT VEHICLE SERVICES	259,329

**Village of Park Forest
2019/2020 Budget**

**VEHICLE SERVICES FUND
RECREATION and PARKS DEPARTMENT
DETAIL
52-11-00**

PERSONNEL SERVICES

500000	Regular Salaries	17,240
500100	Overtime Salaries	262
500200	Temporary/Part-time	<u>823</u>

Total Personnel Services **18,325**

EMPLOYEE SUPPORT

520610	FICA	1,402
520620	IMRF	<u>2,013</u>

Total Employee Support **3,415**

OPERATING SUPPLIES

540000	Equipment repair parts and supplies	4,415
541000	Fuel and Oil for vehicles	<u>20,808</u>

Total Operating Supplies **25,223**

MAINTENANCE

550300	Contractual maintenance, reconditioning and repairs to vehicles	<u>10,000</u>

Total Maintenance **10,000**

CAPITAL OUTLAYS

560000	Capital Outlay	
	Replace Mott Mower #134*	70,000
	Replace Pick-up #151*	35,000
	CNG Vehicle Conversion	<u>13,000</u>
		118,000

**not included in income calculation - will be capitalized* 0

560700	Depreciation	<u>41,904</u>

Total Capital Outlays **41,904**

**TOTAL RECREATION and PARKS DEPARTMENT
VEHICLE SERVICES** **98,867**

**Village of Park Forest
2019/2020 Budget**

**VEHICLE SERVICES FUND
PUBLIC WORKS
DETAIL
52-17-00**

PERSONNEL SERVICES

500000	Regular Salaries	65,883
500100	Overtime Salaries	<u>300</u>
Total Personnel Services		66,183

EMPLOYEE SUPPORT

520610	FICA	5,063
520620	IMRF	<u>7,611</u>
Total Employee Support		12,674

OPERATING SUPPLIES

540000	Other Operating Supplies (Vehicle maintenance supplies, spill guard, aerosol, antifreeze)	7,050
540800	Cleaning Supplies/Paper Products (Solvents, cleaning supplies, shop towels)	420
541000	Fuel/Oil (Public Works portion of gasoline and diesel fuel purchases, DEF, motor oil, grease, hydraulic fluid)	75,000
541400	Paint/Hardware/Small Tools (Misc. tools and hardware)	<u>3,000</u>
Total Operating Supplies		85,470

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Contractual equipment & tool repair/maint)		1,000
550100	Contractual Equipment Maintenance - Vehicle (Contractual vehicle repair/maint, Safety Inspections)		35,000
550200	Equipment Maintenance and Repair - Other (Equip & tool parts - work done by staff)		1,500
550300	Equipment Maintenance and Repair - Vehicle (Vehicle parts - work done by staff)		<u>46,500</u>
Total Maintenance			84,000

CAPITAL OUTLAYS

560000	Capital Outlays		
	Replace International 6 Wheeler #623	155,000	
	Replace Mobark Chipper # 625	59,000	
	Utility Truck Modifications #665	<u>24,000</u>	
		238,000	0

* Not included in income calculation

560700	Depreciation		<u>203,269</u>
Total Capital Outlays			<u>203,269</u>

TOTAL PUBLIC WORKS DEPARTMENT VEHICLE SERVICES			451,596

**Village of Park Forest
2019/2020 Budget**

**VEHICLE SERVICES FUND
COMMUNITY DEVELOPMENT
DETAIL
52-20-00**

OPERATING SUPPLIES

541000	Fuel	<u>5,529</u>

Total Operating Supplies	5,529

MAINTENANCE

550300	Routine Maintenance	<u>8,293</u>

Total Maintenance	8,293

TOTAL COMMUNITY DEVELOPMENT VEHICLE SERVICES	<u>13,822</u>

TOTAL VEHICLE SERVICES	1,110,065



Park Forest Public Library
400 Lakewood Blvd.
Park Forest, IL 60466
708-748-3731

*Serving the Communities of Park Forest
and Olympia Fields*

April 18, 2019

Mr. John Ostenburg, Village President
Village of Park Forest
350 Victory Dr.
Park Forest, IL 60466

Subject: FY 2019-2020 Park Forest Public Library Budget

Dear President Ostenburg:

Enclosed please find the Park Forest Public Library budget request for FY 2019-2020.

Using staff efficiencies and fiscal prudence, the Library has increased the Library's unassigned fund balance in the fiscal year ending June 30, 2018. Also, \$57,049 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 \$12,050 to cover the salaries and associated cost of the Village personnel who provide maintenance and repair to the Library facility.

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.

Our computer network will continue to be expanded and new equipment added. The Library is a WIFI hotspot during Library hours and provides space for patrons to use their own laptops in addition to the Library's computers. The Library continues to offer free

instruction on using digital devices and computers. In addition, we now offer patrons access to e-books, digital magazines, streaming music, video, and a number of online databases. Computers to access the Library's Online Patron Access Catalog have been placed strategically throughout the Library. Older computers are continually upgraded and/or replaced, and additional hardware and software is purchased to meet the needs of Library users. The Library has been pursuing grant opportunities to extend our funds even further.

The Library Board conducted its Annual Budget Public Hearing on April 20, 2019. Passage and approval of the FY2019-2020 budget occurred on April 20, 2019.

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 10,000 patrons per month with an additional 7,000 patrons accessing the website remotely for information and research sources. We appreciate your continued support of the Library's important services to the community and invite you to browse the Library services at our web site www.pfpl.org.

Sincerely,


Sevena Merchant, President
Board of Trustees

Enclosures: FY 2019-2020 Library Budget

cc: Park Forest Public Library Board Trustees
Tom Mick, Village Manager
Mark Pries, Village Finance Director
Barbara Byrne Osuch, Library Director

**PARK FOREST PUBLIC LIBRARY
2019-2020 BUDGET**

MISSION STATEMENT OF THE LIBRARY

The Park Forest Public Library is committed to opening doors to a world of information, education, and recreation, and is dedicated to being a vital part of the community.

VISION STATEMENT

The Park Forest Public Library will be a welcoming place for people of all ages. The Library will meet the needs of a diverse population by providing services and by working in partnership with patrons and community organizations. The Board of Trustees and the staff will work together to serve the public and to respond to the changing nature of Library services.

PROPOSAL FOR THE USE OF GARDEN HOUSE FUNDS

PARK FOREST PUBLIC LIBRARY

FY 2019-2020

Special Library Services to Park Forest Senior Citizens: A Proposal for the Use of Garden House Funds

Goal:

To continue to identify and serve, through special Library programs and services, the educational, informational, and recreational needs of older residents of our community.

Objectives:

(1) To provide, in the senior residences, programs that will entertain, enlighten, and stimulate the audience.

(2) To provide monthly programs at the Library (with free transportation) that will accomplish objective (1) as well as a second objective of making the audience more familiar with the Library itself and with its resources and facilities.

(3) To supplement both series of programs with printed and other materials specially selected to complement the themes of the programs. These materials may be borrowed by those who attend the program.

(4) To add to the Library's collection materials designed for the special needs of senior citizens. Large print books are particularly important in this respect, because they allow senior citizens with failing eyesight to continue to read. The demand for this collection continues to grow.

(5) To upgrade the deposit collections at Garden House, Victory Center and Juniper Towers by the addition of new large print book titles.

Evaluation of Current Program:

At the center of the Library's program for senior citizens are the Library sponsored film programs and the large print deposit collections.

The Library sponsored film program has two components. The first is the regularly scheduled showing of films between September and May in the Village's three senior citizen facilities, Garden House and Victory Center. The second component of the film program is a once a month visit by senior citizens to the Library for a film travelogue in

the Library's meeting room. The monthly visit to the Library for the film program attracts residents from throughout the Village.

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 \$32.00. We currently purchase approximately 550 large print books each year at a cost of over \$17,600 to the Library. The \$32.00 cost does not include the cost to the Library to process each 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 2019-2020 are \$28,806 which does not include the \$2,750 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, 2019-2020

Garden House Funds

Clerical Services, 12 hours week	\$ 8,873	(031500-500200)
Supervisor, 1-1/2 hours week	2,160	(031500-500000)
Travel	300	(031500-520000)
Refreshments	500	(031500-540400)
* Large Print Books	17,600	(031500-563000)
Printing	<u>50</u>	(031500-590800)
Total Cost to Library	\$ 29,483	
Garden House Funds Requested	\$ 10,000	

* Processing costs not included.

<u>STAFFING:</u>	<u>2019/20</u>
Library Director	1.0
Patron Services Coordinator	1.0
Digital Information Services Coordinator	1.0
Kids' Zone Coordinator	1.0
Building and Public Information Coordinator	1.0
Digital Information Specialist	1.0
Community Engagement Coordinator	1.0
Coordinators and Assistants	15.39
Total full time equivalents	22.39

**Village of Park Forest
2019/2020
Budget**

**Park Forest Public Library
SALARY DETAIL**

	6/30/2019 Base	Increase Salary 2.50%	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
Barbara Osuch Library Director	105,211	107,841	12,402	8,250	0	1,153	126	25
Vannessa Cameron Patron Services Coordinator	41,039	42,065	4,837	3,218	7,322	370	103	22
Brittany Coleman Community Engagement Coordinator	41,593	42,633	4,903	3,261	19,533	1,236	103	12
Katherine Goosby Kids' Zone Coordinator	48,100	49,303	5,670	3,772	19,533	1,236	118	22
Chinmay Kansara Digital Information Specialist	29,994	30,744	3,536	2,352	7,322	0	74	12
George Manno Building Coordinator	45,938	47,086	5,415	3,602	0	0	113	23
Millie Robles Digital Information Services Coordinator	51,717	53,010	6,096	4,055	0	0	126	23
Police	75,000	75,000						
Village Staff	11,000	11,000	1,265	842				

*Employees receive 10 holidays annually, FT (some PT) receive 12 sick days annually, PT based on previous year's hours worked
NOTE: Full-time employees who decline health insurance receive one extra day off annually.

**Village of Park Forest
2019/2020
Budget**

**Park Forest Public Library
SALARY DETAIL**

	6/30/2019 Base	Increase Salary 2.50%	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
Subtotal	449,592	458,682	44,123	29,352	53,711	3,995	763	139
PART-TIME								
Paul Silic Digital Services Specialist	25,462	26,099	0	1,997	0	0	0	22
William Wallace Digital Services Specialist	19,310	19,793	0	1,514	0	0	0	0
Nakeithra Coleman Kids' Zone Specialist	30,444	31,205	3,589	2,387	0	0	0	10
Thomas Falkenthal Patron Specialist	30,444	31,205	3,589	2,387	6,536	0	0	10
Jennifer Oosterbaan Acquisitions Coordinator/Administration	44,850	45,971	5,287	3,517	0	0	0	22
Mary VanSwol Administrative Services Coordinator	26,076	26,728	0	2,045	0	0	0	22
Nancy Dannels Senior Services Engagement Assistant	14,049	14,400	0	1,102	0	0	0	22

*Employees receive 10 holidays annually, FT (some PT) receive 12 sick days annually, PT based on previous year's hours worked
NOTE: Full-time employees who decline health insurance receive one extra day off annually.

**Village of Park Forest
2019/2020
Budget**

**Park Forest Public Library
SALARY DETAIL**

	6/30/2019 Base	Increase Salary 2.50%	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
Braunz Baker Assistant	17,902	18,350	2,110	1,404	0	0	0	0
Oluwatofunmi Balogun Assistant	14,729	15,097	0	1,155	0	0	0	0
Rebecca Cerf Assistant	19,361	19,845	2,282	1,518	0	0	0	0
Julie Gurganus Assistant	20,392	20,902	2,404	1,599	0	0	0	22
Kay Jackson Assistant	9,103	9,331	0	714	0	0	0	0
Steve Jackson Assistant	11,170	11,449	0	876	0	0	0	10
Elizabeth Johnson Assistant	11,154	11,433	0	875	0	0	0	0
Kaitlyn Keller Assistant	25,690	26,332	3,028	2,014	6,536	0	0	10

*Employees receive 10 holidays annually, FT (some PT) receive 12 sick days annually, PT based on previous year's hours worked
NOTE: Full-time employees who decline health insurance receive one extra day off annually.

**Village of Park Forest
2019/2020
Budget**

**Park Forest Public Library
SALARY DETAIL**

	6/30/2019 Base	Increase Salary 2.50%	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
Loretta Knight Assistant	13,983	14,333	1,648	1,096	0	0	0	22
Janet Landingham Assistant	8,580	8,795	0	673	0	0	0	0
Allison McCray Assistant	16,874	17,296	1,989	1,323	0	0	0	0
Blake Reasoner Assistant	11,154	11,433	0	875	0	0	0	0
Sarah Repking Assistant	11,154	11,433	0	875	0	0	0	0
Briana Sanchez Assistant	11,154	11,433	0	875	0	0	0	0
Cynthia Sanchez Assistant	8,580	8,795	0	673	0	0	0	0
Miranda Sharpe Assistant	11,154	11,433	0	875	0	0	0	0

*Employees receive 10 holidays annually, FT (some PT) receive 12 sick days annually, PT based on previous year's hours worked
NOTE: Full-time employees who decline health insurance receive one extra day off annually.

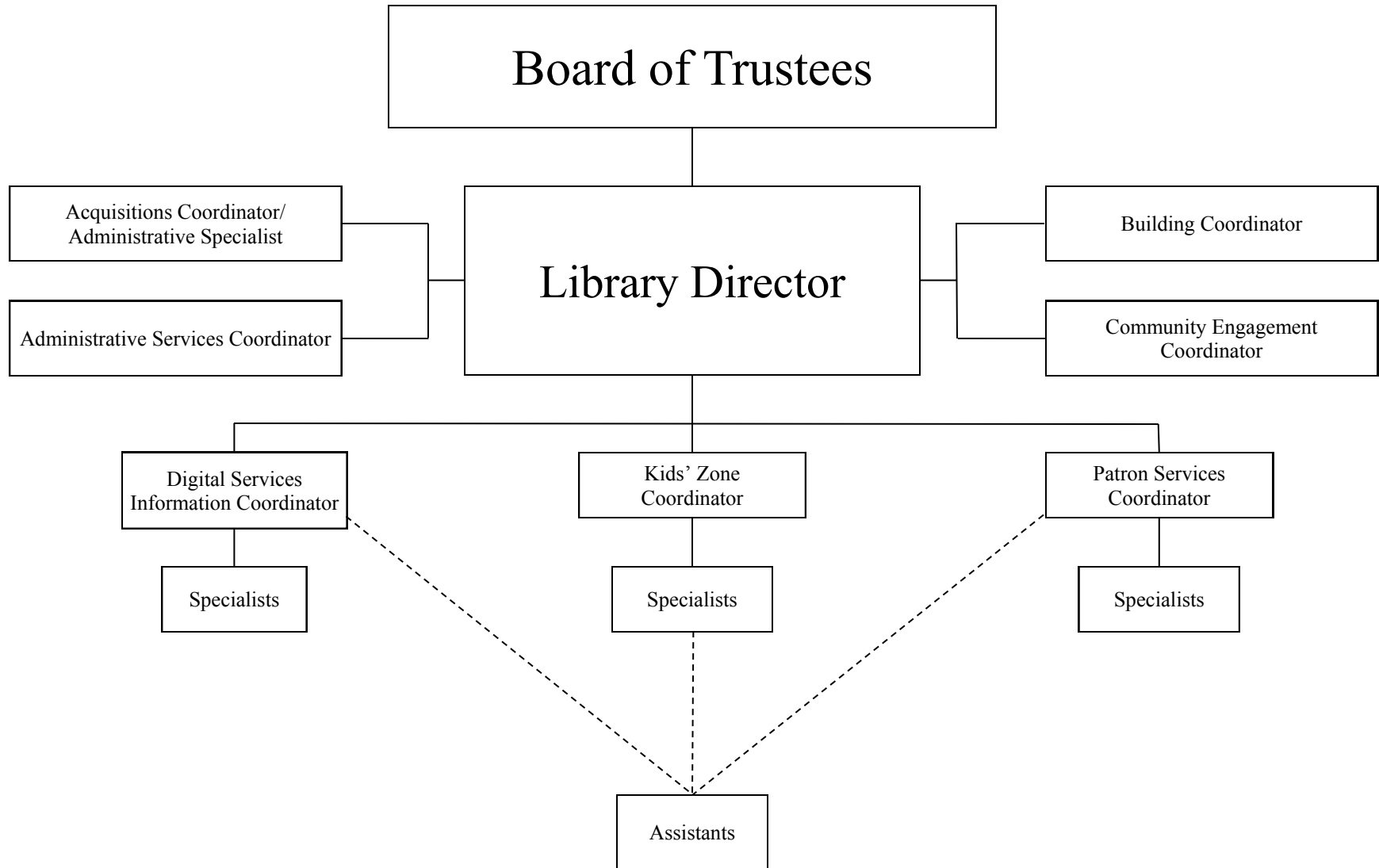
**Village of Park Forest
2019/2020
Budget**

**Park Forest Public Library
SALARY DETAIL**

	6/30/2019 Base	Increase Salary 2.50%	IMRF 11.50%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
Penny Shnay Assistant	7,586	7,776	0	595	0	0	0	0
Anna Swanson Assistant	8,580	8,795	0	673	0	0	0	0
Jasmine Swinea Assistant	8,626	8,842	1,017	676	0	0	0	22
David Thiesen Assistant	12,137	12,440	1,431	952	0	0	0	10
Village Staff	50	50	6	4				
Subtotal	449,748	460,990	28,379	35,266	13,072	0	0	204
Overtime	2,000	2,000	230	153				
LIBRARY TOTAL	901,340	921,672	72,732	64,770	66,783	3,995	763	343

*Employees receive 10 holidays annually, FT (some PT) receive 12 sick days annually, PT based on previous year's hours worked
NOTE: Full-time employees who decline health insurance receive one extra day off annually.

Park Forest Public Library Organizational Chart



**Park Forest Public Library
2019/2020 Budget**

REVENUES

<u>Account No.</u>		FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
OPERATING BUDGET						
031500-400100	General Property Tax/Current Yrs	1,695,982	1,833,939	1,800,000	1,697,369	-7%
031500-400103	Property Tax - Audit	3,273	0	0	0	0%
031500-400104	Property Tax - IRMA Liability	-494	0	0	0	0%
031500-400107	Property Tax - Bldg. & Maint.	-319	0	0	0	0%
031500-400600	State Pymts in Lieu of Taxes	18,080	18,080	18,080	18,080	0%
031500-410100	State Grants	31,247	20,000	27,469	20,000	0%
031500-410200	Local Grants	500	0	0	0	0%
031500-420000	Transfer from Other Funds	10,000	10,000	10,000	10,000	0%
031500-452500	Olympia Fields Contract	216,839	144,406	144,406	144,406	0%
031500-452710	Lost Materials	661	400	400	400	0%
031500-454000	Printing/Copying	28,475	25,000	30,000	30,000	20%
031500-480200	Library Fines	5,842	7,000	6,000	4,000	-43%
031500-490000	Interest Income	45,520	0	50,000	30,000	100%
	OPERATING BUDGET TOTAL	2,055,606	2,058,825	2,086,355	1,954,255	-5%
OTHER LEVIES						
*IMRF - RETIREMENT BENEFITS						
031500-400101	Property Tax - IMRF	79,323	86,227	80,000	79,806	-7%
*FICA - RETIREMENT BENEFITS						
031500-400102	Property Tax - FICA	<u>48,020</u>	<u>55,796</u>	<u>50,000</u>	<u>51,641</u>	-7%
	OTHER LEVIES TOTAL	127,343	142,023	130,000	131,447	-7%
	TOTAL	2,182,949	2,200,848	2,216,355	2,085,702	-5%
*Separate Levies						

**Park Forest Public Library
2019/2020 Budget**

EXPENSES

		FY 17/18 ACTUAL	FY 18/19 BUDGET	FY 18/19 ESTIMATE	FY 19/20 PROPOSED	PERCENT CHANGE
<u>Account No.</u>						
OPERATING BUDGET						
Salaries and Wages						
031500-500000	Regular Salaries**	348,131	411,242	390,000	458,682	12%
031500-500100	Overtime Salaries***	1,547	2,000	2,000	2,000	0%
031500-500200	Temporary/Part-Time****	<u>440,844</u>	<u>609,931</u>	<u>425,000</u>	<u>460,990</u>	-24%
	Subtotal	790,522	1,023,173	817,000	921,672	-10%
Insurance						
031500-510100	Health/Dental/Life Ins Premium	50,446	72,147	65,000	71,541	-1%
031500-510300	IRMA Liability Premium	22,333	44,292	25,000	51,862	17%
031500-510400	IRMA Deductible	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>50,000</u>	0%
	Subtotal	72,779	166,439	90,000	173,403	4%
Employee Support						
031500-520000	Other Travel	1,833	4,000	3,000	4,000	0%
031500-520200	Dues/Subscriptions	1,689	3,000	3,000	3,000	0%
031500-520300	Training Expense	2,568	3,000	3,000	3,000	0%
031500-520500	Unemployment Benefits	<u>687</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	0%
	Subtotal	6,777	12,000	11,000	12,000	0%
Professional Services						
031500-530000	Other Professional Services	18,740	28,000	20,000	25,000	-11%
031500-530100	Legal Services	1,749	3,000	1,500	3,000	0%
031500-530300	Audit Service	<u>5,249</u>	<u>5,249</u>	<u>5,249</u>	<u>5,249</u>	0%
	Subtotal	25,738	36,249	26,749	33,249	-8%
Operating Supplies						
031500-540000	Other Operating Supplies	2,055	5,000	2,500	3,000	-40%
031500-540100	Computer/Software/Website	16,203	85,000	80,000	85,000	0%
031500-540200	Printing/Copying Supplies	3,745	22,000	20,000	22,000	0%
031500-540400	Meeting Expense	2,184	3,000	3,000	3,000	0%
031500-540800	Cleaning Supplies/Paper Products	8,666	8,000	8,000	8,000	0%
031500-541200	Plants and Fertilizer	21,450	7,000	7,000	7,000	0%
031500-541400	Paint/Hardware/Tools	548	500	500	500	0%
031500-541900	Library Services and Technology	0	0	0	1,497	100%
031500-542600	Library Processing Supplies	8,367	10,000	10,000	10,000	0%
031500-542700	Library Operating Supplies	<u>12,934</u>	<u>15,000</u>	<u>14,500</u>	<u>15,000</u>	0%
	Subtotal	76,152	155,500	145,500	154,997	0%
Maintenance						
031500-550000	Contractual Equipment	49,114	48,000	48,000	50,000	4%
031500-550200	Equipment Maintenance	56,987	20,000	20,000	20,000	0%
031500-550400	Contractual Building	28,370	30,000	30,000	30,000	0%
031500-550500	Contractual Grounds/Maint.	<u>1,885</u>	<u>3,000</u>	<u>2,800</u>	<u>3,000</u>	0%
	Subtotal	136,356	101,000	100,800	103,000	2%
Capital Outlays						
031500-560000	Other Capital Outlays	17,069	40,000	40,000	40,000	0%
031500-560100	Office Equipment	4,980	4,000	4,000	8,000	100%
031500-560400	Contractual Facility Development	333,340	90,000	90,000	90,000	0%
031500-563000	Library Books (Adult)	80,768	80,000	80,000	80,000	0%
031500-563100	Library Books (Young Adult)	9,577	8,000	8,000	8,000	0%

031500-563200	Library Digital Services	34,324	46,000	46,000	46,000	0%
031500-563300	Library Children's Books	55,458	50,000	50,000	50,000	0%
031500-563400	Library Periodicals	14,995	18,000	15,000	16,000	-11%
031500-563500	Library A-V Materials	37,264	38,000	38,000	38,000	0%
031500-563600	Library E-Books	6,764	8,000	7,500	8,000	0%
031500-563700	Library Replacement Materials	<u>66</u>	<u>500</u>	<u>100</u>	<u>500</u>	0%
	Subtotal	594,605	382,500	378,600	384,500	1%

Transfer to Other Funds

031500-580000	Transfer to Other Funds	331	331	331	331	0%
031500-581000	Indirect Cost to General Fund	<u>53,774</u>	<u>55,387</u>	<u>55,387</u>	<u>57,049</u>	3%
	Subtotal	54,105	55,718	55,718	57,380	3%

Miscellaneous Expenditures

031500-590100	Postage	137	1,000	200	1,000	0%
031500-590300	Telecommunication Expenses	13,333	15,000	15,000	15,000	0%
031500-590800	Printing/Reproduction/Graphics	2,828	6,000	6,000	6,000	0%
031500-590900	Advertising	279	1,000	500	1,000	0%
031500-591000	Legal Notices	203	300	300	300	0%
031500-591200	Other Special Events	<u>27,320</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>	0%
	Subtotal	44,100	58,300	57,000	58,300	0%

Leases and Rentals

031500-600400	Vehicle Rental-Interfund	2,888	3,881	3,881	4,075	5%
031500-600500	Other Equipment Rentals	<u>15,547</u>	<u>19,000</u>	<u>19,000</u>	<u>19,000</u>	0%
	Subtotal	18,435	22,881	22,881	23,075	1%

Utilities

031500-610000	Telephone	4,798	9,000	5,800	7,000	-22%
031500-610600	Public Utility Services	<u>2,835</u>	<u>4,500</u>	<u>3,100</u>	<u>4,500</u>	0%
	Subtotal	7,633	13,500	8,900	11,500	-15%

OPERATING BUDGET TOTAL	1,827,202	2,027,260	1,714,148	1,933,076	-5%

OTHER LEVIES

***IMRF - RETIREMENT BENEFITS**

031500-520620	IMRF Retirement Benefits	74,587	91,943	80,000	72,732	-21%

***FICA - RETIREMENT BENEFITS**

031500-520610	FICA Retirement Benefits	57,455	72,535	62,000	64,770	-11%

OTHER LEVIES TOTAL	132,042	164,478	142,000	137,502	-16%

TOTAL	1,959,244	2,191,738	1,856,148	2,070,578	-6%

***Separate Levies**

****\$11,000 included for Village Staff in FY19/20 budget**

*****\$1,000 included for Village Staff in FY19/20 budget**

******\$50 included for Village Staff in FY19/20 budget**

<u>GRADE</u>	<u>POSITION</u>	<u>POSITION</u>	<u>PAY RANGE</u>
2	Office Technician Code Inspector	Maintenance Worker (DownTown)	36,262 – 47,747
3	Facility Custodian Community Service Officer	Office Assistant	38,073 – 50,137
7	Accounting Technician Parks Maintenance Worker	Police Facility Maintenance Worker	46,278 - 60,941
8	Payroll & Benefits Specialist Water Plant Maintenance Worker Utility Billing Technician Housing Case Worker	Housing Inspector Administrative Assistant I Accounts Payable Technician Police Records Clerk	48,595 – 63,990
9	Administrative Assistant II Building Maintenance Specialist DPW Maintenance Worker	Water Plant Operator I Recreation Supervisor	51,020 – 67,186
10	Water Plant Operator II Accountant	IT Technician	53,576 – 70,546
13	Community Health Coordinator Community Relations Coordinator	Police Records Supervisor Executive Assistant/DV Clerk	60,826 – 80,094
14	Tennis and Health Club Manager Public Works Foreman Assistant Chief Water Plant Operator Cultural Arts Manager Code Enforcement Manager	Parks Crew Chief/Village Forester Utility Billing Supervisor Program Manager/Executive Director HA Engineering Technician Building Maintenance Coordinator	63,867 – 84,100
18	Public Works Superintendent Chief Water Plant Operator DownTown Facility Manager	Accounting Manager Assistant Director of Economic Development Assistant Director of Recreation and Parks	76,869 – 101,221
19	Director of Communications/ATVM		80,713 – 106,282
20	Assistant Finance Director		84,747 – 111,597
21	Police Commander Assistant Director of Public Works/Village Engineer	Fire Captain	88,985 – 117,178
22	IT Administrator	Director of Human Resources/ATVM	92,977 – 122,434
23	Deputy Chief of Police	Deputy Chief of Fire	97,626 – 128,557
24	Director of Recreation and Parks	Director of Community Development	102,506 – 134,982
25	Deputy Village Manager/Finance Director Director of Public Works/Village Engineer Director of Economic Development & Planning	Chief of Police Chief of Fire	107,632 – 141,730

VILLAGE OF PARK FOREST, ILLINOIS									
1-Jul-19									
	STEPS								
	1	2	3	4	5	6	7	8	9
GRADE									
2.% increase									
1	34,534	35,745	36,995	38,288	39,630	41,017	42,450	43,938	45,476
2	36,262	37,527	38,845	40,202	41,611	43,066	44,573	46,132	47,747
3	38,073	39,404	40,787	42,214	43,691	45,219	46,803	48,442	50,137
4	39,978	41,376	42,825	44,323	45,875	47,480	49,142	50,861	52,643
5	41,977	43,445	44,968	46,540	48,168	49,856	51,600	53,406	55,273
6	44,075	45,618	47,213	48,864	50,576	52,347	54,181	56,076	58,036
7	46,278	47,898	49,576	51,311	53,106	54,963	56,887	58,880	60,941
8	48,595	50,294	52,055	53,876	55,761	57,714	59,733	61,822	63,990
9	51,020	52,808	54,658	56,572	58,550	60,598	62,721	64,917	67,186
10	53,576	55,449	57,386	59,398	61,478	63,628	65,856	68,162	70,546
11	56,250	58,221	60,258	62,367	64,551	66,813	69,147	71,569	74,074
12	57,927	59,957	62,055	64,225	66,473	68,802	71,211	73,701	76,281
13	60,826	62,954	65,158	67,437	69,799	72,239	74,771	77,385	80,094
14	63,867	66,101	68,414	70,808	73,287	75,854	78,506	81,256	84,100
15	67,060	69,407	71,838	74,349	76,954	79,648	82,286	85,320	88,305
16	70,416	72,878	75,430	78,068	80,799	83,627	86,554	89,587	92,720
17	73,208	75,772	78,425	81,167	84,008	86,949	89,992	93,141	96,402
18	76,869	79,558	82,344	85,226	88,211	91,295	94,493	97,801	101,221
19	80,713	83,540	86,463	89,488	92,621	95,862	99,215	102,690	106,282
20	84,747	87,713	90,783	93,961	97,250	100,654	104,177	107,822	111,597
21	88,985	92,102	95,325	98,657	102,113	105,687	109,388	113,216	117,178
22	92,977	96,231	99,601	103,085	106,694	110,427	114,294	118,295	122,434
23	97,626	101,042	104,580	108,237	112,027	115,950	120,007	124,207	128,557
24	102,506	106,095	109,809	113,652	117,628	121,745	126,008	130,416	134,982
25	107,632	111,399	115,298	119,334	123,510	127,832	132,307	136,938	141,730

POLICE PAY SCHEDULE / PLAN FISCAL 2019/2020

	A	B	C	D	E	F	G	H	I
Position	Probation	Completion of Probation	Over 24 Months	Over 36 Months	Over 48 Months	Over 60 Months	Over 96 Months	Over 144 Months	Over 240 Months
Patrol Officer	\$59,518	\$64,333	\$69,791	\$73,953	\$79,410	\$84,286	\$87,656	\$88,969	\$90,283

Holiday Pay	\$2,747	\$2,969	\$3,221	\$3,413	\$3,665	\$3,890	\$4,046	\$4,106	\$4,167
Annual Salary*	\$62,265	\$67,302	\$73,013	\$77,366	\$83,076	\$88,177	\$91,701	\$93,076	\$94,450

	A	B	C
Position	0-12 Months	12-72 Months	Over 72 Months
Sergeant	\$92,339	\$96,033	\$99,873

Holiday Pay	\$4,262	\$4,432	\$4,610
Annual Salary*	\$96,601	\$100,465	\$104,483

Combined	Over 144 Months	Over 144 Months	Over 144 Months
Service	\$93,723	\$97,474	\$101,372

Holiday Pay	\$4,326	\$4,499	\$4,679
Annual Salary*	\$98,049	\$101,973	\$106,050

Combined	Over 240 Months	Over 240 Months	Over 240 Months
Service	\$95,108	\$98,915	\$102,869

Holiday Pay	\$4,390	\$4,565	\$4,748
Annual Salary*	\$99,497	\$103,481	\$107,616

ANNOTATIONS

*Annual Salary is the pensionable base. With the contract beginning July 1, 2014 holiday pay will be spread evenly over each pay period as part of the per pay period salary. Hourly rate for overtime purposes will now be based on the Annual Salary divided by 2080. The Holiday Pay above is calculated by dividing the position's base salary by 2080 hours and then multiplying by 12 holidays and 8 hours per holiday.

FIRE PAY SCHEDULE / PLAN FISCAL 2019/2020

FIRE UNION CONTRACT IS UNDER NEGOTIATION

Firefighter/Paramedic Pay Schedule

	A Probation	B over 12 months	C over 24 months	D over 36 months	E over 48 months	F over 96 months	G over 240 months
040							

Lieutenant/Paramedic Pay Schedule

	A 0-12 months	B 13-24 months	C 25 + months
039			

Note: Holiday premium pay is calculated by dividing pre-holiday salary by 2655 hours and then multiplying by 12 holidays and 12 hours per holiday. Annual salary is the pensionable base and effective 7/1/13, holiday premium pay will be spread evenly over each pay period.

**Village of Park Forest
Annual Budget
2019/2020**

GLOSSARY OF TERMS

3CMA	Metropolitan Managers Association, City/County Communications and Marketing Association
AARP	American Association of Retired Persons
ACCOUNT	A term used to identify an individual asset, liability, expenditure control, revenue control or fund balance.
ACCOUNTING SYSTEM	The total structure of records and procedures which discover, record, classify, summarize, and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.
ACCRUAL BASIS OF ACCOUNTING	Method of accounting that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of related cash flows.
ACIP	Advisory Committee on Immunization Practices
ACTIVITY	The smallest unit of budgetary accountability and control which encompasses specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the Village is responsible.
ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
AFG	Assistance to Firefighters Grant
AICPA	American Institute of Certified Public Accountants
ALERTS	Areawide Law Enforcement Radio Terminal System
ALS	Advanced Life Support
AMI	Area Median Income
APA	American Planning Association
APHA	American Public Health Association

APWA	American Public Works Association
ASSETS	Property owned by a government which has a monetary value.
ASSESSED VALUATION	A valuation set upon real estate or other property by the County Assessor as a basis for levying taxes.
ATEP	Aggressive Traffic Enforcement Program
ATLAS	A Geographic Information System
ATVM	Assistant to the Village Manager
AWWA	American Water Works Association
B.I.C.Y.C.L.E.	Bigger Involvement Concerning Young Children's Learning Experiences
BLS	Basic Life Support
BMI	Body Mass Index
BOCA	Building Officials Code Administrators
BOND	A written promise, generally under seal, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.
BONDED DEBT	That portion of indebtedness represented by outstanding bonds.
BUDGET	A one year financial document embodying an estimate of proposed revenue and expenditures for the year. The Village is required by State Statute to approve a budget, and the approved budget sets the legal spending limits of the Village. It is the primary means by which most of the expenditures and service levels of the Village are controlled.
BUDGET AMENDMENT	A legal procedure utilized by the Village staff and Village Board to revise the budget.
BUDGET DOCUMENT	The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the Village Board.
BUDGET MESSAGE	A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.

BUDGET ORDINANCE	The official enactment, by the Village Board to legally authorize Village staff to obligate and expend resources.
BUDGETARY CONTROL	The control of management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
CABO	Council of American Building Officials
CAD	In a police context CAD refers to a Computer Aided Dispatch.
CAD	In an engineering context, CAD refers to Computer Aided Design.
CAFHA	Chicago Area Fair Housing Alliance
CAHPS	Consumer Assessment of Healthcare Providers and Systems
CAM	Common Area Maintenance
CAPITAL ASSETS	Assets of \$10,000 value or more and having a useful life of more than one year. Capital assets are also called fixed assets.
CAPITAL BUDGET	A plan of proposed capital outlays and the means of financing them for the current fiscal period.
CAPITAL OUTLAY	Expenditures which result in the acquisition of, or addition to, fixed assets.
CAPITAL PROJECTS	A fund created to account for financial resources to be FUND used for the acquisition or the construction of major capital facilities or equipment.
CART	Combined Agency Response Team
CED	Community and Economic Development Policy
CCHA	Cook County Housing Authority
CCTRP	Cook County Tax Reactivation Project
CDBG	Community Development Block Grant
CDBG-IKE	CDBG - Disaster Recovery Public Infrastructure Program
CDC	Center for Disease Control
CEDA	Community & Economic Development Association of Cook County

CERT	Community Emergency Response Team
CFH	Crime Free Housing Ordinance
CHAP	Community Health Accreditation Program
CHART OF ACCOUNTS	The classification system used by the Village to organize the accounting for various funds.
CHR	Commission on Human Relations
CMAF	Chicago Metropolitan Agency for Planning
CMAQ	Congestion Mitigation and Air Quality
CMOM	Capacity, Management, Operation, and Maintenance
CMS	Central Management Service
CMS	Centers for Medicare & Medicaid Services
CN	Canadian National Railway Company
(the) COLLABORATIVE	Chicago Southland Housing and Community Development Collaborative
CONTINGENCY	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.
CONTRACTUAL SERVICES	Services rendered to Village departments and by private firms, individuals, or other government agencies. Examples include utilities, insurance, and professional services.
CPI	Consumer Price Index
CPR	Cardio-pulmonary Resuscitation
CPTED	Crime Prevention Through Environmental Design
CSEDC	Chicago Southland Economic Development Corporation
CSO	Community Services Officer
DCEO	Illinois Department of Commerce & Economic Opportunity
DDMM	DownTown District MidSummer Madness
DEA	Drug Enforcement Agency

DEBT SERVICE FUND	A fund established to finance and account for the accumulations of resources for, and the payment of, general long-term debt principal and interest.
DEBT SERVICE REQUIREMENTS	The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full and on schedule.
DEFICIT	(1) The excess of an entity's liabilities over its assets (See Fund Balance). (2) The excess of expenditures or expenses over revenues during a single accounting period.
DEPARTMENT	A major administrative organizational unit of the Village which indicates overall management responsibility for one or more activities.
DEPRECIATION	(1) Expiration in service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or the physical or functional cause. (2) The portion of the cost of a fixed asset charged as an expense during a particular period. NOTE: The cost of such asset prorated over the estimated service life of such asset and each period is charged with part of such cost so that ultimately the entire cost of the asset is charged off as an expense.
DHS	Department of Homeland Security
DISBURSEMENT	Payments for goods and services in cash or by check.
DPW	Department of Public Works
EAB	Emerald Ash Borer
EAP	Employee Assistance Program
EAV	Equalized Assessed Valuation
EDAG	Economic Development Advisory Group
EEOC	Equal Employment Opportunities Commission
EJ&E	Elgin, Joliet & Eastern
EMS	Emergency Medical Service
EMT	Emergency Medical Technician

ENTERPRISE FUND	A fund established to finance and account for operations (1) that are financed and operated in a manner similar to private business enterprises -- where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. Examples of enterprise funds are those for utilities.
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERP Software Package	Enterprise Resource Planning IL
ERT	Emergency Response Team
ESA	Environmental Site Assessment
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
FBI	Federal Bureau of Investigation
FD	Fire Department
FDSOA	Fire Department Safety Officers Association

FEMA	Federal Emergency Management Agency
FHIP	Fair Housing Initiatives Program
FICA	Federally Insured Contributions Act (Social Security and Medicare)
FIDUCIARY FUNDS	Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs.
FISCAL YEAR	A twelve-month period of time to which the annual budget applies and at the end of which a municipality determines its financial position and results of operations. The Village of Park Forest has specified July 1 to June 30 as its fiscal year.
FIXED ASSETS	Assets of a long-term character in which the intent is to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.
FMLA	Family Medical Leave Act
FTE	Full Time Equivalent
FTO	Field Training Officer
FULL FAITH & CREDIT	A pledge of the general taxing power of the government to repay debt obligations (typically used in reference to general obligation bonds).
FUND	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other financial resources, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.
FUND ACCOUNTS	All accounts necessary to set forth the financial operations and financial conditions of a fund.
FUND BALANCE	The excess of a fund's assets over its liabilities and reserves.
GENERAL FUND	The fund that is available for any legal authorized purposes and which is therefore used to account for all revenues and all activities except those required to be accounted for in another fund. NOTE: The General Fund is used to finance the ordinary operations of a government unit.
GASB	Governmental Accounting Standards Board
GENERAL OBLIGATION	Bonds for whose payments are backed by the full faith

BONDS	and credit of the issuing body are pledged. More commonly, but not necessarily, general obligation bond are considered to be those from taxes and other general revenues.
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GLTD	General Long-term Debt
GOAL	A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.
GOVERNMENTAL FUNDS	Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.
GPS	Global Positioning System
GRANT	A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function, but it is sometimes also for general purposes.
GSU	Governors State University
HAS	Homecare Accounting Solutions
HazMat	Hazardous Materials
HCP	Housing Choice Partners
HH-CAHPS	Home Health Consumer Assessment of Health Providers and Systems
HHA	Home Health Aide or Home Health Agency
HIDTA	High Intensity Drug Trafficking Area
HIPPA	Health Insurance Privacy Protection Act
HOME	Largest Federal Block Grant to State and local governments designed exclusively to create affordable housing for low-income households
Home Care SOS	Home Care Software On Line Solution
HPV	Human Papillomavirus

HQS	Housing Quality Standards
HUD	Federal Department of Housing and Urban Development
HVAC	Heating, Ventilation and Air Conditioning
I & I	Inflow and Infiltration
IAFC	International Association of Fire Chiefs
IAHA	Illinois Association of Housing Authorities
IAMMA	Illinois Association of Municipal Management Assistants
IBBP	Illinois Building Blocks Program
ICARE	Illinois Comprehensive Automated Immunization Registry Exchange
ICC	Illinois Commerce Commission
ICC	International Code Council
ICE	Illinois Clean Energy
ICHIEFS	International Chiefs
ICMA	International City Managers Association
ICOP	Digital Video Recording System Installed in Police Vehicles
ICSC	International Council of Shopping Centers
IDG	Inter-disciplinary Group
IDNR/PARC	Illinois Department of Natural Resources/Park and Recreational Facility Construction
IDOA	Illinois Department on Aging
IDOT	Illinois Department of Transportation
IDPH	Illinois Department of Public Health
IEPA	Illinois Environmental Protection Agency
IFCA	Illinois Fire Chiefs Association
IFF	Illinois Facilities Fund

IFFA	Illinois Fire Fighters Association
IFIA	Illinois Fire Inspectors Association
IGIG	Illinois Green Infrastructure Grant
IHDA-APP	Illinois Housing Development Authority Abandoned Properties Program
ILAPA	Illinois Chapter of the American Planning Association
ILCMA	Illinois City Managers Association
ILDCEO	Illinois Department of Commerce & Economic Opportunity
ILEAS	Illinois Emergency Alarm System Mobile Field Force
ILLETS	Illinois Law Enforcement Training School
IMAP	IRMA Management Assessment Program
IMHRA	Illinois Municipal Human Relations Association, Inc.
IML	Illinois Municipal League
IMRF	Illinois Municipal Retirement Fund. A retirement fund covering Illinois municipal employees.
INCOME	This term is used in accounting for governmental enterprises and represents the excess of the revenues earned over the expenses incurred in carrying on particular phases of an enterprise's activities. As indicated elsewhere, the excess of the TOTAL revenues over the TOTAL expenses of the enterprise for a particular accounting period is called "net income."
INTERFUND TRANSFERS	Amounts transferred from one fund to another fund.
IPELRA	Illinois Public Employee Labor Relations Association
IRMA	Intergovernmental Risk Management Agency. A municipal insurance pool established to fund liability and workers compensation insurance.
ISAWWA	Illinois Section American Water Works Association
ISFSI	International Society of Fire Service Instructors

ISO	Insurance Services Office
IT	Information Technology
ITEP	Illinois Transportation Enhancement Program
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
JOY Program	Jump Starting Our Youth
J.U.L.I.E.	Joint Utility Locating Information for Excavators
LAPP	Local Agency Pavement Preservation Program
LEADS	Law Enforcement Agencies Data System
LIVESCAN	Inkless Fingerprinting System-Linked Directly to Bureau of Investigation - Joliet
M-Court	Administrative Adjudication Program
MABAS	Mutual Aid Box Alarm System
MACP	Manhole Assessment Certification Program
MainTrac	Maintenance Tracking Software
MAJOR FUNDS	Governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor's report. The general fund is always a major fund. Otherwise, major funds are funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds for the same item.
MBE	Minority Business Expo
MDT	Mobile Data Terminal. Computers utilized in law enforcement vehicles for data retrieval.
MFT	Motor Fuel Tax
MHI & PC	Minority Health Information and Prevention Center
MIS	Management Information Systems

MMC	Metropolitan Mayors Caucus
MODIFIED ACCRUAL BASIS OF ACCOUNTING	Basis of accounting used in conjunction with the current financial resources measurement focus that modifies the accrual basis of accounting in two important ways; 1) revenues are not recognized until they are measurable and available, and 2) expenditures are recognized in the period in which governments in general normally liquidate the related liability rather than when that liability is first incurred (if earlier).
MOU	Memorandum of Understanding
MSI	Municipal Software Incorporated
MVNA	Motor Vehicle Non-Traffic Accident
NAFI	National Association of Fire Investigators
NAPWDA	North American Police Work Dog Association
NAHRO	National Association of Human Rights Workers Organization
NASSCO	National Association of Sewer Service Companies
NCBI	National Coalition Building Institute
NCBW	National Coalition of Black Women
NDTA	National Downtown Association
NEMRT	North East Multi-Regional Training
NFP	Not for Profit
NFPA	National Fire Protection Association
NFPA 1710	Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments
NFR	No Further Remediation
NIMS	National Incident Management System
NIPC	Northeastern Illinois Planning Commission
NP	Nurse Practitioner

NPDES	National Pollution Discharge Elimination System
NPELRA	National Public Employee Labor Relations Association
NRA	Net Restricted Assets
NSP 1	Neighborhood Stabilization Program 1
OAI	Opportunity Advancement Innovation in Workforce Development
OASIS	Outcome and Assessment Information Set
OBQI	Outcome Based Quality Improvement
OPERATING BUDGET	The portion of the budget that pertains to daily operations that provide the basic government services.
ORDINANCE	A formal legislative enactment by the governing board of a municipality.
OSHA	Occupational Safety Hazards Act
OSLAD	Open Space Land Acquisition and Development Grant
OT	Occupational Therapy
PAAC	Police Athletic Activities Center
PAG	Professional Advisory Group (Health Department)
PBIS	Positive Behavioral Interventions & Supports
PEER Programs	High school student groups made up of same age/grade/race or special interest, assisting school faculty with mentoring, leadership, mediation and being role models
PEG	Public Education and Governmental Access Programming
PERSONNEL SERVICES	Costs related to compensating Village employees, including salaries, wages and benefits.
PFHD	Park Forest Health Department
PFNC	Park Forest Nurses Club
PFPD	Park Forest Police Department
PFSP	Growing Green: Park Forest Sustainability Plan

PHA	Public Housing Authority
PHADA	Public Housing Authorities Directors Association
PHTLS	Pre-Hospital Trauma Life Support
POC	Paid On Call
POP	Problem Oriented Policing
PPE	Personal Protective Equipment
PPRT	Personal Property Replacement Tax
PROPERTY TAX	Property taxes are levied on real property according to the property's valuation and the tax rate.
PROPRIETARY FUNDS	Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.
PSEBA	Public Safety Employees Benefit Act
PT	Physical Therapy
QR codes	Quick Response codes
RECon	International Conference of Shopping Centers Real Estate Convention
RecTrac	Recreation and Parks Tracking Software
REDCC	Regional Economic Development Coordinating Council A regional organization designed to enhance the business climate by attracting new businesses and retaining existing businesses.
RFP	Request for Proposals
RFQ	Request for Qualifications
RESERVE	An account used to indicate that a portion of a fund balance is restricted for a specific purpose.
RETAINED EARNINGS	An equity account reflecting the accumulated earnings of the Village's enterprise funds.
REVENUES	Funds that the government receives as income.

RSNLT	Robbins, Schwartz, Nicholas, Lifton and Taylor
SAFER	Staffing for Adequate Fire and Emergency Response
SCADA	Supervisory Control and Data Acquisition, Computerized system of monitoring water flow and levels at the water plant.
SDWA	Safe Drinking Water Act
SMART	Suburban Major Accident Reconstruction Team
SNL	Saturday Nite Live, a Senior High School age Open Gym operated by PAAC
SPECIAL REVENUE FUNDS	A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.
SSACOP	South Suburban Association of Chief's of Police
SSCHIPS	South Suburban Center for Health Information and Prevention Services
SSERT	South Suburban Emergency Response Team. A multi-jurisdictional law enforcement group specially trained in hostage situations.
SSHC	South Suburban Housing Coalition
SSLBDA	South Suburban Land Bank and Development Authority
SSMCTF	South Suburban Major Crimes Task Force
SSMMA	South Suburban Mayors and Managers Association
SSOs	Sanitary Sewer Overflows
SSSRA	South Suburban Special Recreation Association
SSWWA	South Suburban Water Works Association
ST	Speech/Language Therapy
STAND UP	Special Tactical and Neighborhood Deployment Unit of Policing
STAR	Sustainability Tools for Assessing and Rating Communities
STDB	Site To Do Business Online
STP	Surface Transportation Program

SWAT	Special Weapons and Tactics
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.
TAX LEVY	The total amount to be raised by general property taxes for operating and debt service purposes specified in the Tax Levy Ordinance.
TAX LEVY ORDINANCE	An ordinance by means of which taxes are levied
TCBSD	Thorn Creek Basin Sanitary District
TCSP	Transportation/Community & System Preservation
TIF	Tax Incremental Financing. A process by which the equalized assessed value of a property is frozen, improvements made and the additional taxes generated as a result of the increased assessment captured and utilized to repay eligible project costs.
TOD	Transit Oriented Development
ULI	Urban Land Institute
UPS	Uninterrupted Power Source. This piece of equipment provides a battery backup for computer equipment.
USEPA	United States Environmental Protection Agency
VFC	Vaccine For Children
VNA	Visiting Nurse Association
WATER & SEWER FUNDS	Funds established to account for operations of the water and sewer system. Both are operated in a manner similar to private business enterprises where the intent is cost recovery.
WEN	Will County Economic Network
WIC	Women/Infants/Children Federally subsidized nutrition program for new mothers and children under the age of five.