



**Village of Park Forest, Illinois
2022/2023 Budget**

www.villageofparkforest.com

Village of Park Forest

2022/2023 Budget

Mayor

Jonathan Vanderbilt

Trustees

Theresa M. Settles

Tiffani Graham

Candyce Herron

Joseph A. Woods

Maya Hardy

Erin I. Slone

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 01, 2021

Christopher P. Morill

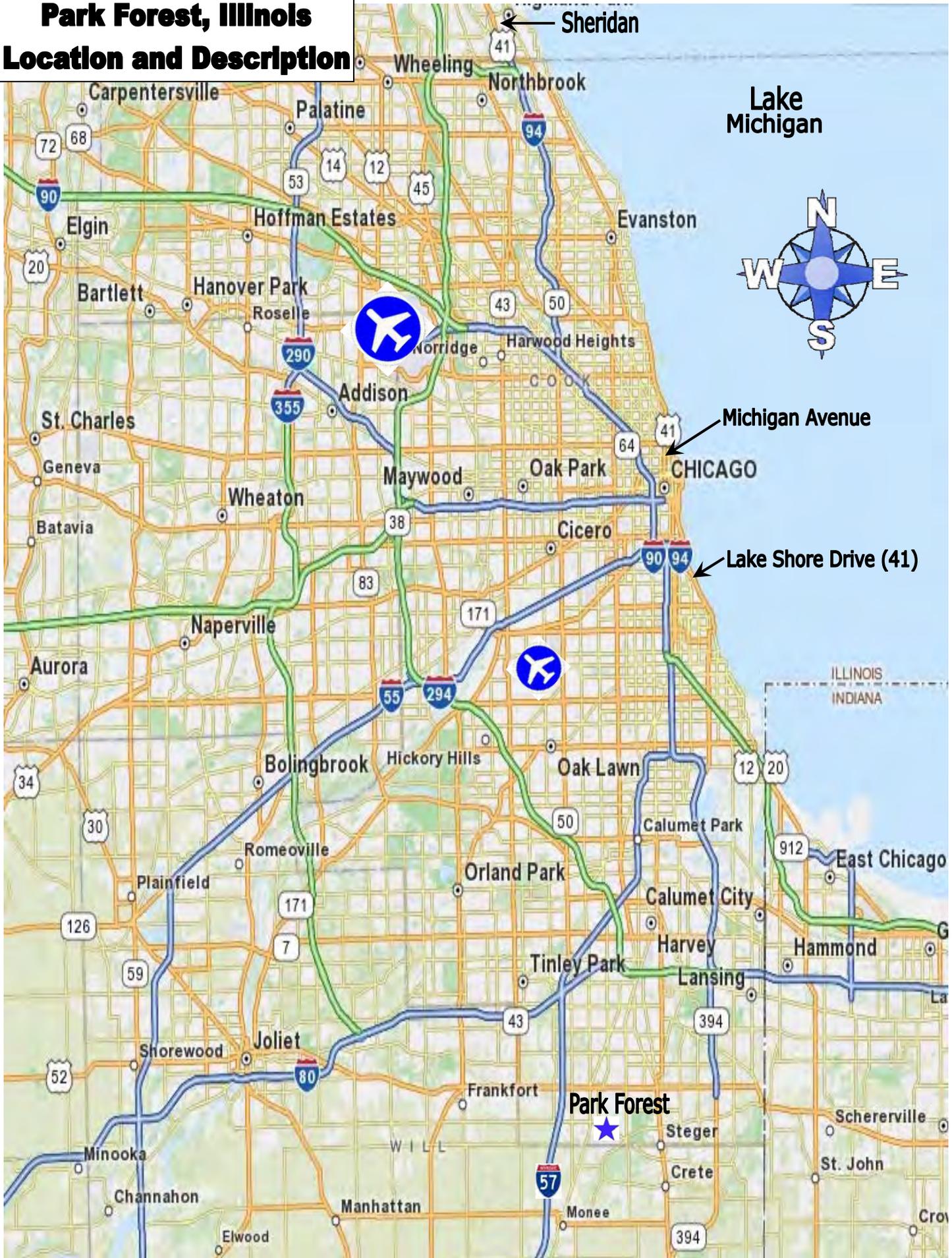
Executive Director

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, 2021.

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

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

Park Forest, Illinois Location and Description

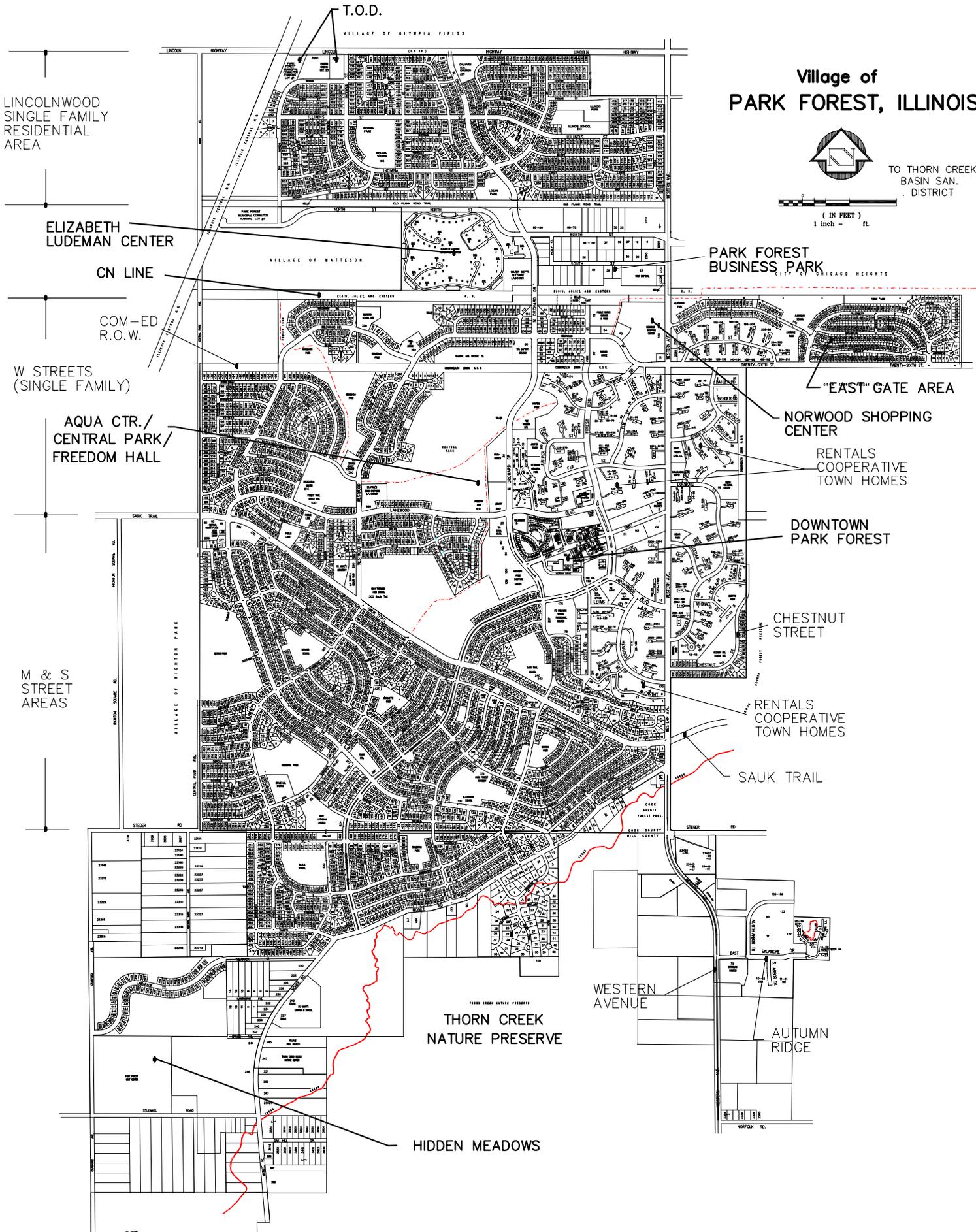


Village of PARK FOREST, ILLINOIS



TO THORN CREEK
BASIN SAN.
DISTRICT

(IN FEET)
1 inch = ft.



COMMUNITY PROFILE

Park Forest began life in 1948 as a plan to provide housing for GIs returning from World War II. It was America's first post-war planned community and its innovative design has been recognized and used as a model for towns throughout the world. The Village of Park Forest has received numerous livability citations including two All-America City Awards, two Governors Home Town Awards and, its Downtown redevelopment received the Burnham Award for excellence in planning. The Illinois Chapter of American Institute of Architects recognized Park Forest as one of Illinois' greatest places for urban design and urban planning. And, most recently, the Village was listed in the Chicago Tribune top one hundred work places. In January 2014 Park Forest was selected to participate in the 2014 Leadership STAR (Sustainability Tools for Assessing and Rating Communities) Program and maintains a 4 STAR designation and earned LEED Certified City status in 2019.

Located approximately 30 miles south of downtown Chicago, Park Forest (population 21,687 per 2020, 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, African-Americans, Asians and Hispanics residents represent approximately 74 percent of the total. With sixteen churches and a nearly 65-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, a fishing pond, zip line, snow sled hill, skate park, 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, the urban forest 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. Theater 47, a private theater, provides engaging theater with elaborate sets.

Park Forest residents enjoy exceptional municipal services from its police, fire, public works and community 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, a four-year and graduate school, are both only minutes away. 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 Agrati, Essations, Inc., and L3vel3. 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, Champion Sportswear, Imageworks, several vehicle 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 74 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 fourteen 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 livable suburbs in all of Illinois. In 2011 the Village was recognized as a top 100 workplace, as designated by the Chicago Tribune.

As of March 2022, the Village of Park Forest has 158 full-time employees and approximately 86 part-time employees.

Census Information

	<u>2010</u>	<u>2020</u>	<u>Projected 2026</u>
Population	21,975	21,687	20,303
Median Age	37.4	39.4	41.2
Total Housing Units	9,601	9,722	9,763
Average Home Value	\$105,347	\$120,882	\$157,682
Median Household Income	\$48,291	\$55,594	\$60,943
Average Household Income	\$65,795	\$68,925	\$76,592
Per Capita Income	\$26,181	\$28,144	\$31,335

<u>Race and Ethnicity</u>	<u>2010</u>		<u>2021</u>		<u>Projected 2026</u>	
	<u>Number</u>	<u>%</u>	<u>Number</u>	<u>%</u>	<u>Number</u>	<u>%</u>
White Alone	7,338	33.4%	6,972	33.6%	6,812	33.6%
Black Alone	13,144	59.8%	11,960	57.6%	11,470	56.5%
American Indian Alone	69	.3%	68	.3%	69	.3%
Asian Alone	166	.8%	229	1.1%	262	1.3%
Pacific Islander Alone	10	0.0%	10	0.0%	9	0.0%
Some Other Race Alone	465	2.1%	558	2.7%	609	3.0%
Two or More Races	783	3.6%	981	4.7%	1,071	5.3%
Hispanic Origin (any race)	1,407	6.4%	1,666	8.0%	1,838	9.1%

<u>Population by Sex</u>	<u>2010</u>		<u>2021</u>		<u>Projected 2026</u>	
	<u>Number</u>	<u>%</u>	<u>Number</u>	<u>%</u>	<u>Number</u>	<u>%</u>
Male	9,858	44.9%	10,128	46.7%	9,169	45.2%
Female	12,117	55.1%	11,559	53.3%	11,133	54.8%

<u>Senior Population</u>	<u>2010</u>	<u>2021</u>	<u>Projected 2026</u>
65 and over	12.70%	18.30%	20.50%

<u>Education Level</u>	<u>2021</u>
High School Graduate	21.3%
Associate Degree	12.2%
Bachelor's Degree	18.7%
Graduate/Professional Degree	10.1%

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 2020/2021, budgeted and estimated year-end expenditures for Fiscal Year 2021/2022 with proposed expenditures for the 2022/2023 Budget, including the percentage change between Fiscal Year 2021/2022 Budget and Fiscal Year 2022/2023 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 \$5,669,365 for all personnel for the Fiscal Year 2022/2023. 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
2022/2023 BUDGET**

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May 1, 2022

www.villageofparkforest.com

Mayor

Jonathan Vanderbilt

Village Trustees

Tiffani Graham
Maya Hardy
Candyce Herron
Theresa M. Settles
Erin I. Slone
Joseph A. Woods

Village Clerk

Sheila McGann

Village Manager

Thomas Mick

Village Hall

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

DownTown

Management Office

226 Forest Blvd.
(708) 503-8153

Fire Department

156 Indianwood Blvd.
(708) 748-5605

Freedom Hall

410 Lakewood Blvd.
(708) 747-0580

Police Department

200 Lakewood Blvd.
(708) 748-4700

**Recreation, Parks and
Community Health**

350 Victory Drive
(708) 748-2005

Mayor Jonathan Vanderbilt
Board of Trustees
Park Forest, Illinois

Dear Mayor Vanderbilt and Trustees:

Transmitted herewith is the budget for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023. The Village of Park Forest operates under the Budget Act, as outlined in Chapter 65, Section 5/8-2-9 of the Illinois Compiled Statutes, and local ordinances related to the budget derived from the Village's home rule status. These state statutes and local ordinances require the Village Board to adopt the budget prior to the beginning of the fiscal year to which it applies. The law also provides that the budget shall serve as the annual appropriations ordinance.

Adopting and monitoring the budget to ensure the financial stability of the Village is one of the major functions of the Village Board. The budget process affords the Village Board the opportunity to balance the needs of the community against available resources. The budget does not constitute a mandate to spend; only the authority to do so.

The Budgeted expenditures in the General Fund after transfers are \$32,197,723. General Fund revenues are projected at \$29,921,118. The General Fund expenditures exceed proposed revenues by \$2,276,695. However, \$2.4 million of the assigned fund balance of the General Fund will be utilized to fund a major infrastructure project in FY 22/23 resulting in a budgeted increase to the unassigned General Fund fund balance of \$123,395. This Board decision was made when the 2021 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 \$63,673,138. Budgeted revenues for all funds, other than the Library Fund, are \$62,010,191.

In Fiscal 2016, the Village saw income tax levels return to 2008, pre-recession 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 starting in January, 2019 and from cannabis sales taxes that started coming in to the Village in January, 2020. The full impact of internet sales taxes was realized in FY 19/20 and the Illinois Municipal League forecasted a 6% decrease in Local Use Tax for FY 22/23. Housing values continue to increase and are now higher than they have been over the last 13 years.

The Board approved a 0.0% tax levy increase for 2021 for the Village portion of the levy, all while maintaining service levels throughout the Village and continuing the pattern started four years prior with 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 0.26% decrease to the levy controlled by the Village. 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, Parks and Community Health, 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.

The structure of the Village of Park Forest is unusually complex. Recreation, Parks and Community Health and Fire Services, which, in many other communities are structured as separate districts, are departments in Park Forest. 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 or when there are property tax distribution problems with Cook County. One of the ongoing concerns involves the State retaining part of the Local Government Distribution Fund (LGDF) which distributes the municipal share of Income Tax. The State did reduce LGDF disbursement for 2017/2018 by 10% and by 5% for 2018/2019 and 2019/2020. The governor in Illinois has proposed a 10% reduction for FY 21/22 but the State legislature did not approve it. Cook County distributes the property taxes collected by residents of the Cook County section of the Village and will be late issuing the second/final installment bills in calendar 2022 that will push receipts back by up to six months. These factors, which are not within the Village's control, provide strong justification for maintaining fund balances at Government Finance Officers Association (GFOA) best practice guidelines, at a minimum, and regularly assessing financial issues will continue to prudently serve the Village to navigate through future anomalies with minimal impact to services. Higher than minimum reserves allow for steady financial planning over longer periods of time while minimizing significant changes to the taxpayers.

The 2022/2023 Budget maintains Village programs and services 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. Rates at the Aqua Center for the 2020 season were updated even though there was no 2020 season due to COVID-19. A new management contractor began running the Aqua Center starting in 2021 which reduces the cost of running the facility. Rates at the Tennis and Health Club will also be analyzed as the facility has become the premier indoor tennis facility from Evergreen Park to Bourbonnais and Joliet to Indiana. During Fiscal 2023, staff will continue to evaluate non-core services.

The Village support for the following services has been identified. Revenue, expenditure and Village support amounts are from the Fiscal Year 2021 annual audit:

	<u>Non-Core Services</u>			
	<u>Revenues*</u>	<u>Expenditures</u>	<u>Revenue Coverage</u>	<u>Village Support</u>
Aqua Center**	\$ 47,139	\$ 219,244	22%	\$ 0
Tennis & Health Club	147,809	259,647	57%	35,000
Freedom Hall	15,311	204,511	8%	189,200
Housing Authority	3,737,792	3,783,763	99%	0
Jolly Trolley	28,716	99,787	29%	71,071

* - Revenue amount does not include the Village Support amount.

** - There was no General Fund support for the Aqua Center in FY 2021 due to the pandemic.

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. Capital outlays for infrastructure, although much needed and quite sizable, can be controlled and even suspended with much greater ease than the aforementioned costs which is why infrastructure costs are not included in this category.

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 were 2.25%. For the 2015/2016 through 2018/2019 Budgets, a 2.5% salary increase was included. For FY 19/20, salaries had a 2% increase. The FY 20/21 budget had a full annual increase of 2.75% only for sworn police and fire personnel. The 2.75% increase for the remaining employees was given at January 1, 2021. The FY 21/22 budget had a 2.75% increase for all employees and the FY 22/23 budget has a 3% increase for all employees. The Village has two public safety unions. Parity in salary increases has been maintained between both the fire and police unions and has tried to be kept between union and non-union personnel in order to eliminate internal inequity for positions with equal levels of responsibility.

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 Health Department. In 2017/2018, the entire Health Department closed, resulting in five positions being eliminated and one re-assigned to another department. Also 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. In 2019/2020, staff transitions in the Housing Authority section of Community Development resulted in a full-time Housing Case Worker being restructured to a part-time position. These practices will continue.

IRMA

Liability and workers compensation insurance for a municipal government is essential in order to protect the Village and its taxpayers from the unforeseen and possible quite expensive accidents that can occur during the day-to-day operations of local government. This insurance is substantially more comprehensive than insurance for an individual or for a home. Unfortunately, with that more comprehensive coverage comes a cost that can seem surprising to a taxpayer. The Village belongs to the Illinois Risk Management Association (IRMA) pool which has dozens of Chicagoland municipal governments as members. Pooling insurance members helps to keep costs as low as possible.

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

	<u>IRMA Costs</u>					
	<u>Annual Contribution</u>	<u>Surplus Credit</u>	<u>Optional Deductible Credit</u>	<u>Net Premium Paid</u>	<u>Fiscal Year Deductible Expense</u>	<u>Total Cost</u>
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	340,267	732,646
2020	899,898	(200,205)	(440,950)	258,743	355,609	614,352
2021*	957,373	(377,707)	(469,113)	110,553	476,496	587,049
2022est.*	1,095,795	(354,885)	(493,108)	247,802	500,000est.	747,802

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

In 2012, the Village increased to a deductible of \$100,000 per incident. In order to set aside adequate funds to cover this increase, the deductible budget was increased to \$500,000. In addition, an assigned fund balance was established for an additional \$500,000. The impact of this increase in deductible took a few years to realize. The benefit of such a large deductible is a lower annual premium, as can be seen in the chart above. The premium savings experienced from this higher deductible program has funded the salt dome, a portion of the Route 30 landscape project, implementation of the salary study and the new ERP computer system.

Worker safety and training are critical to hold the line on the cost of the Village’s insurance as worker’s compensation is a large part of the overall cost of the insurance. The Village earns interest (surplus credit) on the monies held by IRMA on behalf of the Village, since this is a self-insured municipal pool made up of over 70 communities. The surplus credit is derived from investment income of the fund. 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. In FY 19/20, the IRMA credit was not transferred to the pension funds; rather, it was assigned in the General Fund’s fund balance as a potential source of funds to help mitigate the impact of the COVID-19 epidemic. In FY 20/21, the interest credit was, again, transferred to the Police and Fire Pension Funds and, in FY 21/22, most of the interest credit was also sent to the pension funds. However, a portion of the interest credit was held in the General Fund as it helped “buy down” the 2021 tax levy and will be used in FY 22/23.

Health Insurances

Health insurance has become a political hot-point over the last decade. Politics aside, one of the benefits the Village has received from the Affordable Care Act (ACA or Obamacare) is the significant decrease in the annual change to insurance premiums. Prior to the effects of the ACA, the Village would consistently budget and see premium renewals above 10% and, at times, well into the 13% to 19% range. The ACA limits the amount of profit certain health

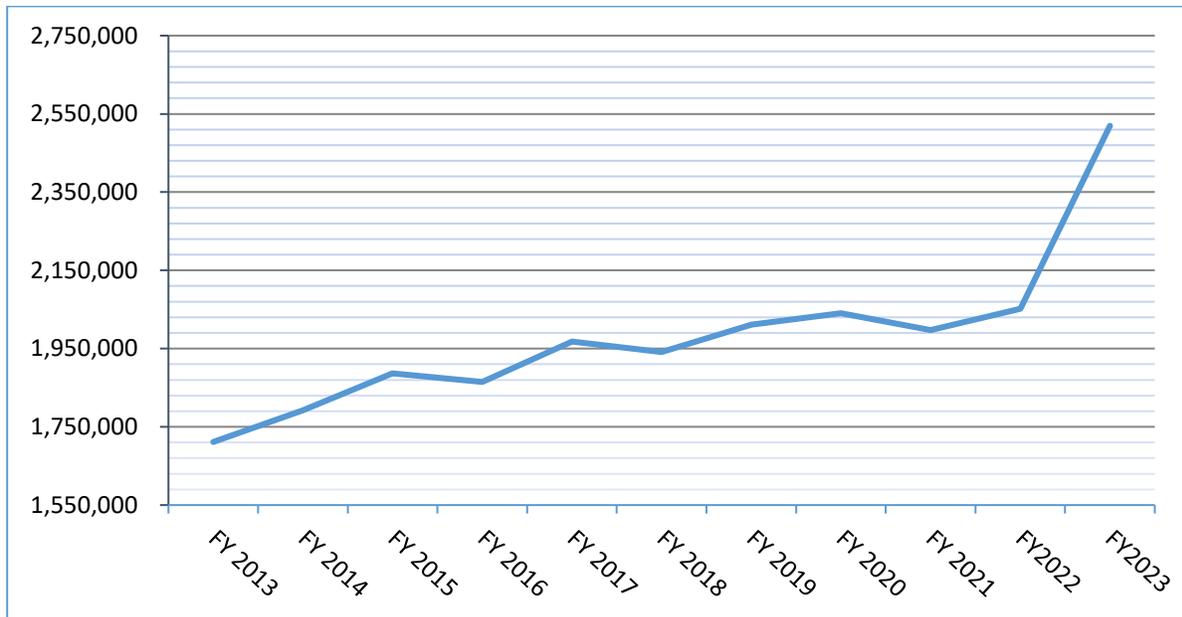
insurance companies can make; past that certain point, the excess profit must be applied to reducing the cost of premiums. The cost of medical, dental and life insurances have increased over the last ten years as follows:

Health Insurance Costs

	<u>Total Dollars</u>	<u>Percent Change</u>
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	2,010,776	4%
Fiscal 2019/2020	2,040,255	2%
Fiscal 2020/2021	1,997,248	-2%
Fiscal 2021/2022 est.	2,052,134	2.7%
Fiscal 2022/2023 est.	2,519,572*	22%

* - FY 2023 reflects the expected cost if all vacant positions are filled. Historically, actual costs run considerably lower as the Village continually has vacant positions.

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 \$61,074 for health insurance costs for duty disabled police and fire personnel that qualify for PSEBA benefits (Public Safety Employees Benefit Act) and \$74,833 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 the Retirement section of the budget. The costs for the Police and Fire Pension Funds have increased considerably over the last ten 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. Investment portfolio performance has been mixed in FY 21/22 as inflation increased and there has been significant military action in Europe.

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 for police, fire and IMRF pensions. These changes had positive impacts on the Village’s tax levies. Unfortunately, Tier II benefits for police and fire were increased late in calendar 2019 which had a significant impact on the 2020 tax levy, and future levies, for each pension fund. These changes are reviewed in the Retirement section of this document, on page 21-3.

Investment returns on pension fund balances can have a substantial impact on levy needs and it is incumbent upon the pension boards to make sure their portfolios are earning the most possible. When possible, the Village has added additional dollars over and above the actuarial recommendation, typically funded from interest credits on its reserves in the IRMA liability insurance pool. Current participants in the retirement plans are 113 for IMRF, 37 for Police Pension and 26 for Fire Pension. Tax levy requirements for IMRF, Police and Fire Pension Funds have been as follows:

Tax Levies

	<u>IMRF</u>	<u>Funded Ratio</u>	<u>Police</u>	<u>Funded Ratio</u>	<u>Fire</u>	<u>Funded Ratio</u>
2012	422,549	84.30%	1,135,449	54.78%	739,802	52.79%
2013	432,870	87.60%	1,349,138	53.90%	891,037	50.80%
2014	442,573	87.30%	1,502,014	52.00%	992,775	51.00%
2015	505,150	88.40%	1,735,910	46.60%	1,027,025	49.00%
2016	590,150	88.90%	1,904,441	44.24%	1,201,675	46.20%
2017	601,475	92.90%	1,989,441	44.60%	1,307,269	45.60%
2018	574,572	90.00%	2,084,376	44.90%	1,352,191	46.10%
2019	596,086	90.70%	2,347,398	43.00%	1,461,551	44.50%
2020	605,619	94.10%	2,685,705	42.30%	1,590,285	45.90%
2021	636,490	n/a	2,782,272	44.50%	1,678,384	48.60%

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 \$321,117 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 December, 2023. Following is a history of SouthCom participation costs for the most recent ten years:

<u>Annual Cost Net of Surcharge</u>	
<u>Based on SouthCom Fiscal Year</u>	
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
2020/21	526,532
2021/22	557,812
2022/23	662,322

The Village’s SouthCom costs are budgeted to increase 18.74% for 2022/2023. These costs represent 80% Police service calls and 20% 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>
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
2019	17,651	4,533	22,184
2020	18,432	4,617	23,049
2021	18,073	4,733	22,806

Revenue Protection and Enhancements

The following table shows the trends since 2014 in key revenue categories:

	Fiscal <u>2014</u>	Fiscal <u>2015</u>	Fiscal <u>2016</u>	Fiscal <u>2017</u>	Fiscal <u>2018</u>	Fiscal <u>2019</u>	Fiscal <u>2020</u>	Fiscal <u>2021</u>
Sales Tax	\$ 705,591	\$ 779,014	\$ 838,061	\$ 857,532	\$ 911,527	\$ 1,048,762	\$ 1,192,933	\$ 1,517,772
Utility Tax	1,315,502	1,250,760	1,093,283	1,128,093	1,060,843	1,036,108	957,088	980,176
State Income Tax	2,104,560	2,279,826	2,201,109	2,078,045	1,973,253	2,289,854	2,173,253	2,927,717
PPRT	208,074	224,574	203,883	228,088	183,393	209,478	223,457	320,417
R. E. Transfer Tax	79,969	86,350	371,061	165,895	151,310	174,120	227,195	271,090
Building Permit Fee	82,637	91,137	98,449	137,432	164,165	103,442	107,183	121,939
Interest Income	<u>97,899</u>	<u>83,491</u>	<u>90,297</u>	<u>53,266</u>	<u>380,864</u>	<u>449,476</u>	<u>351,306</u>	<u>425,675</u>
	4,594,232	4,795,152	4,896,143	4,648,351	4,825,355	5,311,240	5,232,415	6,564,786

Income Tax is one of the Village's major revenue sources. The 2022/2023 Budget includes projected Income Tax at \$2,869,190 which is based on IML projections. The 2022/2023 budget reflects an ending fund balance of a 6.1 month reserve. The FY 20/21 General Fund budget has a 1-month expenditure level of \$2,683,144. It is important to maintain these reserves for the Village to take advantage of grant opportunities, minimize the impact of any proposed changes the State of Illinois attempts to try to correct their decades-long financial problems and property tax collection issues with Cook County.

For the Fiscal 2023 Budget, Property Taxes have been budgeted at 90% of the original tax levy. This level is a result of collection patterns experienced in the prior four years. In spring 2022, the Village learned that Cook County will delay the disbursement of the 2nd property tax bill for 2022 until either late 2022 or early 2023. This delay in receiving those payments from Cook County means that the Village will have to use up to \$7 million of its General Fund reserves to fund operations without interruption. It is expected that the reserves will be replenished once the property taxes are received but this situation, which is completely out of the Village's control, is another example of why maintaining healthy reserves in the General Fund is imperative for strong financial management of Village services.

In 2016, the Village increased Crime Free licensing fees. These increased fees allow for a \$30,000 transfer to the Housing Authority to support added staffing needs associated with the increasing portable certificates. This transfer will only be made if the Housing Authority Fund needs the financial support.

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.

Interest income noticeably increased in FY's 2018 and 2019. However, interest rates were slashed throughout FY's 2020 and 2021 to levels not seen since the Great Recession. Interest rates began to increase in late FY 21/22 and interest earnings will be gradually increasing in FY 2022/2023 even though the Village's cash available for investing has not changed.

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 keeps Park Forest serving 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 started in 2015 was the Park Forest Civic Leadership Academy (CLA). 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 program did not take place in FY's 20/21 and 21/22 due to COVID-19 and is hoped to return for FY 2022/2023. To date, more than 80 residents have graduated from the CLA. The goal of grooming future leaders is coming to fruition with several graduates now serving on Village boards/commissions and on local school boards. Finally, two CLA graduates are now members of 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. The STAR community designation is one of the many efforts of Park Forest which makes the Village a leader in the region. In 2019, the Village was recertified as a 4-Star Community, which is a higher designation. Now a LEED-certified community, Park Forest has continued working on other projects (community gardens, rain gardens, recycling programs, etc.) that have aided in securing grant funds toward enhanced sustainability.

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 \$15,176,317 of capital improvements are included in the Fiscal Year 2022/2023 Budget. This includes \$81,300 for the ongoing computer, printer and copier replacement program, \$60,000 for network hardware and licensing upgrades, \$121,500 for various Village Hall improvements, \$10,000 for improvements to the Police department

facility, \$28,000 for improvements to the municipal garage, \$10,000 for Recreation Center improvements, \$3,168,510 various for road improvements, \$162,000 in improvements to various parks in the Village and \$73,800 in various Fire department equipment needs and facility improvements. There is \$5,967,854 for water main, water tower and well improvements in the Water Fund, \$200,000 for storm sewer improvements, \$300,000 for sanitary sewer improvements, \$325,000 for a traffic signal at Route 30 and Indiana Street, \$250,000 for improvements to Somonauk Park, \$395,000 in DownTown improvements and \$500,00 in DownTown Master Plan objectives from the TIF Fund, an ambulance at \$300,000, \$30,000 for a pick-up truck replacement, \$65,000 for a replacement mower, \$90,000 to refurbish a 2.5 dump truck, \$145,000 for police vehicles and \$2,222,468 for resurfacing a portion of Shabbona Drive. The current capital plan is in the last section of this document.

The Village has been able to benefit from major capital improvements each fiscal year. There are projects that are completed in a matter of weeks or months (street overlay) and there are some projects that are multi-year (water main and sewer line replacement).

The following list details the dollar levels of capital improvements budgeted each fiscal year for the last ten years. It is important to note that even though a capital project is budgeted, it may not happen or it may happen later than originally budgeted.

Capital Outlays			
<u>Fiscal Year</u>	<u>General Fund</u>	<u>Other Funds</u>	<u>Total</u>
2013/2014	987,465	8,032,935	9,020,400
2014/2015	859,715	6,418,464	7,278,179
2015/2016	679,479	8,840,257	9,519,736
2016/2017	576,245	9,349,000	9,925,245
2017/2018	643,850	5,626,018	6,269,868
2018/2019	582,900	5,431,592	6,014,492
2019/2020	1,064,900	4,462,065	5,526,965
2020/2021	1,624,250	6,694,305	8,318,555
2021/2022	1,257,675	9,969,281	11,226,956
2022/2023	3,836,410	11,339,907	15,176,317

The proposed capital spending for 2022/2023 includes costs associated with the following major projects:

Water Infrastructure

- Water main and elevated tower construction project for \$5,807,854. This item consists of funding for construction/replacement of water main for \$3,465,554 and replacement of an elevated water tower for \$2,342,300. DPW has received a \$5 million low interest IEPA loan for these two projects and the IEPA has forgiven \$400,000 of the loan balance which means the Village only has to repay \$4.6 million of this loan. The locations of the work were determined by frequency of main breaks, fire flow data, and evaluation of other critical components. There is also construction engineering for this project that consists of funds for onsite observation and construction engineering.
- The Water Fund is planning maintenance at well 6 for \$90,000 and interim remediation at lime lagoon 2 for \$70,000 in FY 22/23.

Sewer Infrastructure (Sanitary and Storm)

- Sanitary sewer line improvements at \$300,000 that will line the existing sewer lines.
- Storm sewer improvements of \$200,000 consists of funding for the ongoing maintenance, improvements and/or repairs to the Village’s Storm Sewer System. Pipes, inlets, manholes, and/or catch basins develop sink holes either from the structure itself and/or from pipe and joint failure.

For Fiscal Year 2022/2023, water and sewer rates will each increase by 10% in order to afford ongoing major capital outlays:

July 1, 2022 Rates

Water	\$18.97 per 1,000 gallons
Water Infrastructure Fee	3.00 per month (no change)
Sewer	3.47 per 1,000 gallons
Refuse	25.03 per month thru December, 2022

The current refuse contract began January 1, 2022 and expires December 31, 2033 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	70.19
<u>Sewer</u>	Ready to Serve	.27
	Volume Charge	12.84
<u>Thorn Creek*</u>	Ready to Serve	1.90
	Volume Charge	8.23
<u>Refuse</u>		<u>25.03</u>
	Average Bill	\$125.45

* Thorn Creek volume charges are \$2.223 per 1,000 gallons effective July 1, 2021.

MFT Fund

- Design, construction and construction engineering for resurfacing of Shabbona Drive totals \$2,222,468. This item consists of funding for road improvements along the Non- FAU portions of two Village roads. The Village has received \$965,492 in REBUILD Illinois funds and is expected 2 more disbursements for a grand total of \$1,448,238 to be received. Staff intends to utilize these funds for this project which will consist of curb replacement, sidewalk improvements at intersections and driveways, structure adjustments, milling and resurfacing of roadway, pavement patching, driveway apron replacement, pavement marking, and restoration. Additional grant funding for this project totals \$282,192.

5. Continuation and Resolution of New Initiatives

The Village has taken dramatic steps to improve housing stock, stimulate economic development, and support long-term sustainability for the residents and businesses in the Village. 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 83 homes. Funding that has assisted with this project include a Delta Institute grant, a State CDBG-IKE grant, two Cook County NSP grants, two IHDA Blight Reduction Program (BRP) grants, four IHDA Abandoned Property Program (APP) grants, and Village and bank funded demolitions. Between the Village and the South Suburban Land Bank and Development Authority (SSLBDA), 72 of these lots are in public ownership. Village Staff continues to work with the Village Attorney to obtain title to as many of the properties with blighted houses and the remaining vacant lots as possible.

The Village has also been actively involved in **neighborhood stabilization activities** in all other neighborhoods. Since 2008, 30 vacant, blighted homes have been demolished using many of the same grants listed above, bank demolitions, and Village funds. In addition, a total of 75 vacant, foreclosed homes have been acquired, rehabilitated and sold (all but three to owner occupants) in the past eleven years. This work has been conducted by private developers, Habitat for Humanity, the South Suburban Land Bank and Development Authority, the Cook County Land Bank Authority, the South Suburban Trades Initiatives, and programs funded by the Illinois Housing Development Authority.

In 2018, the Village initiated the **South Suburban Trades Initiative** (SSTI) in partnership with South Suburban College, Prairie State College, and several trade unions. SSTI is supported with funding from the Illinois Housing Development Authority. In FY2018-2019, the SSTI rehabilitated the Village-owned house at 305 Sauganash Street, and in FY2019-2020, it rehabilitated the house at 336 Early Street. Both houses have been sold, and all Village expenses for rehabilitation, project management, acquisition and sale, property maintenance (prior to rehab), and legal have been reimbursed to the Village. The net profit from both houses, and subsequent sales of SSTI houses, will be reinvested in programs to rehabilitate additional homes. SSTI completed rehab of 117 Wilson Street. Following use by the NCCC team, it was listed for sale in April 2022. Rehab of 74 Marquette Street is underway. The Village was awarded a \$250,000 grant from the Illinois Housing Development Authority – Strong Communities Program to continue the SSTI, undertake modest rehabilitation of two other Village-owned houses, and demolish vacant, blighted houses.

In 2019, the Village worked with Development Planning Partners (DPP), to complete a **market analysis for multifamily residential development** at five Park Forest locations. The consultant analyzed the rental market potential of: 211th Street Metra Station (including the dormant commuter parking lot, 3200 and 3250 Lincoln Highway), Hidden Meadows, 2.25 acres on Main Street, NW Corner of Cunningham Drive and Main Street, and the Marshall Fields parking lot. This work was completed in FY2020, and it has been widely shared with various potential developers and the study is linked to the land listings on-line. A multi-family residential developer has submitted a concept for half of the Marshall Fields parking lot.

Commercial and Manufacturing Initiatives

Despite the challenges created by the pandemic, several **new commercial businesses** opened in Park Forest, including 4S Wellness Services, LLC, the Nette Effect Skin & Beauty, 2nd Congressional Democrats on the Move, Universal Healthcare Staffing LLC, Lolo's Gourmet Cookies LLC, Diversified Technology Inc., Hodge Podge Group, LLC; and, K Spot Bar & Grill, LLC. Johnny's 2 was sold to Wings Galore. In addition, Poppin Plates, LLC expanded to a second location. The new location includes a larger commercial kitchen where commercial bottling and packaging can take place, as well as a pop-up restaurant. Forty two caterers have passed through Poppin Plates, and the current roster consists of 17 caterer members. All of the new businesses noted above are located in DownTown Park Forest.

The former Jiffy Lube at 2551 S Western Avenue was leased to Auto Lab Express. The reuse was induced with an incentive that included the first payment in lieu of taxes (PILOT) negotiated by the Economic Development Advisory Group. The grand opening will be in May 2022. In the Business Park, Krajina Expedite Inc, opened a semi-truck repair shop at 80 North Street.

A small business loan program, funded by the CARES Act, was designed and is being promoted. A policy allowing for food trucks was developed and is being utilized regularly by All Out Smoke Pit and On the Pull Up.

DownTown Park Forest

In March 2021, Village-owned buildings in DownTown Park Forest were 94 percent occupied. A year later, they are still at 94 percent occupied (per units). The new businesses are listed above. This past year marked significant investment in build-out of space. A previously raw space, 388 Forest Blvd was completed and rented. In addition, several **infrastructure projects** have resulted in improved services to DownTown businesses and visitors. Dining On The Green was updated with a fresh coat of paint and the bar island and overall décor were updated. These small renovations will make the banquet hall more attractive for banquets and parties. Comcast Business expanded its advanced network infrastructure in DownTown Park Forest, adding a half mile of fiber optic cable along Forest Boulevard, Victory Drive, Main Street, and Liberty Drive. The expansion brings Comcast's network to more than 100 additional area businesses, and will help boost the local economy and make the DownTown even more attractive to businesses, residents and visitors. ComEd also upgraded its infrastructure to enhance reliability in the DownTown. The enhancements include replacing some of the underground cable and switchgears. The parking lot south of Franciscan Alliance Physician's office and the lot accommodating Aunt Martha's were repaired, paved, and sealed.

In June 2020, Governor Pritzker signed legislation to extend the DownTown Tax Increment Financing (TIF) district for 12 years. TIF Districts are typically 23 years in duration and the District in Downtown Park Forest was set to expire in November 2020. While the Village completed numerous projects in the TIF during the initial 23 year TIF period, there is still much more to be done. By extending the tax increment tool, much more redevelopment work can be completed in DownTown Park Forest, thus leveling the playing field as the Village works to attract new economic investment. In FY2022, the Village initiated an update to the DownTown Master Plan that will examine the physical condition of the buildings and infrastructure to establish a comprehensive, long-term plan for capital improvements. The

Master Plan Update will also examine how DownTown Park Forest can continue to serve an increasingly diverse population with new shopping, recreational, and service needs. For the remainder of the TIF extension period, TIF increment will be used to implement the recommendations of the Master Plan Update.

Sustainability Initiatives

The Village Board adopted the *Growing Green: Park Forest Sustainability Plan* in 2012 and the *Climate Action and Resiliency Plan (CARP)* in 2019. These plans guide the organization as it works to educate the staff, residents, and businesses about how they can adopt practices that reduce energy usage, increase recycling rates, promote alternate modes of transportation, and increase resiliency in the face of climate change. The CARP establishes a goal of reducing the Village's greenhouse gas (GHG) emissions from the 2010 baseline by 26 percent before 2025. To date, the Village's community-based GHG emissions have been reduced by about 15 percent as a result of the collective effort of everyone in the Village. Some of the actions that will help to reduce this even more include a three-year Electric Aggregation program (initiated in 2020) which supplies Park Forest with 100 percent renewable wind energy at the ComEd rate. In addition, the Village receives a civic contribution of \$50,000 each year that will be used to fund future sustainability projects. In 2021, the Village received a ComEd grant to replace 936 street lights with LED lights. At the conclusion of this project, all Village street lights will be more energy efficient and brighter. A solar array installation is underway at the Water Treatment Plant. This project will supply 45 percent of the facility's energy needs and reduce the Village's costs for energy at the facility. Additionally, an agreement to sell renewable energy credits (RECs) to the State of Illinois through an adjustable block grant managed by the Illinois Power Agency is underway. If the RECs are sold to the State of Illinois, it would reduce the payback by half and pay the Village approximately \$391,000 over 15 years.

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.

In FY 2022, Central Court Plaza, a 7,300 sf shopping center was sold to Shakti LLC, a partnership where one owner is a Park Forest resident. The new owners will invest \$300,000 in updates and renovations.

Village Owned Properties

- DownTown properties (5 buildings and various vacant land parcels)
- Hidden Meadows
- Former Norwood Square shopping center *
- Blackhawk Shopping Center
- Several Business Park lots
- 3200 Lincoln Highway * and Former Metra Parking Lot at 211th Street Station
- Residential lots in Eastgate (72) * and Scattered residential lots (29)*
- Former Wildwood School site *

*Now vacant, demolished and ready for development

Included in the 2022/2023 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 of 2007. Since that initiative, the Village launched a new website, created a host of social media pages, produced scores of video content, enhanced email communication, expanded direct mail communication, added new electronic message boards, and developed a mobile app. The Economic Development Department has developed new resident information packets and a bi-weekly email that promotes programs, events, services and business in Park Forest. 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 have provided important opportunities to showcase the life of the Park Forest community. In 2022, the Village’s communications staffing was restructured and two new communications professionals are expected to be hired in the coming months to further enhance communication capabilities.

6. Manage the Lasting Impacts to Village Services from the COVID-19 Pandemic.

At the end of calendar 2019, the world began to see the rise of the COVID-19 pandemic. By March, 2020, several states ordered shelter-in-place measures in order to slow the spread of the virus and to protect their populations from exposure. These measures were similar to those put in place in other countries. Non-essential businesses were ordered closed, impacting service industry workers the most while other sectors of the job market allowed their employees to work from home. The Federal government enacted several stimulus packages, including extended unemployment benefits, forgivable loans to businesses who kept employees on the payroll and direct payments to taxpayers, among other benefits.

By late March, 2020, the job losses were already in the millions and what was once the lowest unemployment levels in the country for the last fifty years were now predicted to be worse than what the country experienced during the Great Recession. Village staff began to analyze revenues and possible impacts to these inflows of funds. The pandemic was only a few months old and the economic downturn seen from it was even younger, making the estimation of the full impact from COVID-19 difficult. To protect from what could have been a significant financial downswing, the Village took two major steps – delaying all capital outlays in the General Fund and leaving vacant all open positions in the FY 2021 budget. This presented over \$2.2 million in savings should the losses from the pandemic prove

extensive. Those savings, coupled with the Village's General Fund reserves of over 3 months of expenditures, gave the Board and staff enough confidence to continue forward. Fortunately for Park Forest, the financial impact of the pandemic did not materialize and this is due to several reasons. Property tax revenues did not decline but were only delayed as both Cook and Will counties allowed tax payments to be made later than normal. Income tax receipts were actually stronger than prior years due to the enhanced unemployment benefits being fully taxable and many of those who received these benefits were actually making more by being unemployed than by working. Finally, sales tax receipts were better than normal due to online sales being fully-taxable thanks to a Supreme Court ruling on the matter. These three items were the major reasons why FY 2020/2021 was actually better than normal for Park Forest.

There were three Village funds that were significantly impacted by the pandemic – the Parking Lot, Aqua Center and the Tennis & Health Club funds. The entire 2020 Aqua Center season was cancelled but, thankfully, the contractual management company did not charge any costs to the Village even though the season was cancelled very close to its starting date. The Parking Lot fund, which is for members of the population who take the Metra train, saw activity almost completely stop effective March, 2020 and did not see significant increases until the end of FY 2020/2021. Unfortunately, activity at the parking lot continues to be at very low levels. The Tennis & Health Club saw reduced activity from all of its patrons, leagues and schools who use the facility for the last 9 months of calendar 2020. Thankfully, starting in 2021, activity at the Tennis & Health Club saw a strong increase in use as there was some return to normalcy. Currently, activity has returned to levels close to what was seen before the pandemic. For two of these, the Parking Lot and Tennis & Health Club Funds, a transfer of financial support from the General Fund occurred in FY 21/22. Fortunately for the Aqua Center Fund, no additional support was needed as the fund has sufficient cash reserves.

The FY 2022/2023 budget was created following standard budget guidelines since the impact from the pandemic is waning. Of course, the coming year will still be approached with caution but with the belief that the worst of the pandemic is past. All financial activity of the Village will continue to be closely monitored and if any concerns appear, staff will inform the Board of any such situation.

It is worth noting that the Village's budget is fluid and if implications from the pandemic further impact the Village, the response to these changes will evolve. However, it is important to remain consistent in the overall management of the Village's day-to-day activities so when the time comes that the Village, our nation and the world are past the pandemic, the return to normalcy can occur as prudently and expeditiously as possible.

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. It appears the worst of the COVID-19

pandemic is past but Village staff will continue to pay close attention and look for any indicators that Village operations or financial activities are impacted by the pandemic. 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 2022/2023 Budget does not include Board goals due to the strategic planning process being delayed by the COVID-19 pandemic. However, departmental and fund budgets have been created within a framework consistent with the challenges the Village has faced for several years as these challenges have not changed. The Board adopted strategic planning goals in 2022 that will be included in the Village’s annual budget process starting in FY 2023/2024.

The 2022/2023 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 socio-economic times. And, while maintaining emphasis on fiscal conservatism, the 2022/2023 Budget plans to accomplish several major capital improvements.

In short, the 2022/2023 Budget:

- **Plans to implement the Board’s strategic plan goals adopted in 2022 in the FY 2023/2024 budget process.**
- **Is balanced with use of a portion of the General Fund assigned fund balance leaving at least a three-month reserve.**
- **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 all funds, meet or exceed financially prudent standards**
- **The budget is flexible and will respond to challenges presented by any obstacles that come up throughout the year.**
- **SouthCom costs have increased \$104,510 for FY 22/23, an increase of 18.74%.**
- **Delays in receiving the second installment of Cook County property taxes in calendar 2022 is another reason why maintaining healthy General Fund reserves is necessary to provide uninterrupted services to the residents of the Village.**

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 and performance measures. There are no narratives in the document describing accomplishment of Board goals due to strategic planning taking longer due to the COVID 19 pandemic. The sections then have 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 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 but staff will strive to provide monthly reports.

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 2021/2022 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 its Annual Budget for the fiscal year beginning July 1, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, 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 (COA). Park Forest is one of only 125 entities out of 8,526 units of government in Illinois, to receive the Distinguished Budget Award and one of only 304 to receive the COA (audit) award. One of the criteria for the Distinguished Budget Award is the clarity of the budget and ease of understanding. The 2022/2023 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 Analind Serna, Accountant, are worth noting.

In conclusion, we are pleased to transmit to the Mayor and Board of Trustees the 2022/2023 Budget for the Village of Park Forest.

Sincerely,



Thomas K. Mick
Village Manager



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

BUDGET MESSAGE
2022/2023

BUDGET MESSAGE - EXECUTIVE SUMMARY:

The local economies of Park Forest and the south suburbs have shown signs of economic recovery over the past couple of fiscal years. A generational issue that was the Covid-19 pandemic, presented issues unlike anything seen in Park Forest and across the world in more than several decades. The impacts of the pandemic spanned multiple fiscal years and leaders sorted through what has become the new normal. The 2022/2023 Budget does not propose any new major initiatives as the Village sorts through what the long-term shifts, if any, will come of the pandemic.

Conservative financial principles have historically been the basis of the Village's fiscal planning. As such, the 2022/2023 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. The organization will continue to monitor and evaluate core and non-core municipal services. Capital improvement projects will be limited in the upcoming year due to limited resources. The Village will strive in 2022/2023 to maintain the standard services that residents have come to expect. There will be an emphasis placed on public infrastructure projects. This will be based on CARES Act and America Rescue Plan funding allotments that have come from the county, state and federal levels. These one-time revenue streams are ideal for addressing the Village's need to replace aged water mains or repave residential side streets.

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. Wherever possible, the Village will delay filling Staff vacancies and/or combining job responsibilities to achieve a net savings.

The 2022/2023 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.

The Strategic Policy Plan objectives have been reviewed in the years since and in consideration of establishing periodic strategic planning goals. Additionally, the Vision Statement as contained in the 1992 Strategic Plan is periodically reviewed.

Park Forest, in the future, will continue to 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.

In working its way through strategic planning in 2021/2022, the Vision Statement was reviewed by the Village Board and Management Staff.

2. Community Input:

Strategic Planning efforts got underway during 2019/20. Community input included substantial stakeholder analysis. A community survey and focus groups took place. Results were tabulated for review by the Board of Trustees.

Financial update meetings take place multiple times throughout the year and are open to the public. 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. No such meetings were scheduled in 2021/2022 due to Covid-19.

Public comment is solicited at all Village Board Meetings, which typically take place on the 1st, 3rd and 4th Mondays of each month. Due to the pandemic, public comment was facilitated via email through an established policy. The majority of the Village Board's usual Saturday Morning Rules Meetings on the 1st Saturday of each month were canceled during 2021/22 due to the pandemic. 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 newly elected mayor and four new trustees began a strategic planning process in 2019/2020 that was halted due to the pandemic. Work resumed and was completed in 2021/22. New goals were established to guide Village operations and allocation of resources for the next 3 to 5 years. The process included substantial stakeholder analysis. A community survey resulted in almost 1,500 responses and nearly a dozen focus groups took place including the public and Management Staff. The culmination of the work was the following set of goals:

- To strengthen and enhance economic conditions to attract and retain businesses and employers to support a thriving local economy.
- To provide municipal services in a responsive and fiscally sustainable manner through continued collaboration, innovation, and regional leadership.
- To employ best practices to deliver high-quality services, maintain and develop infrastructure in an environmentally and fiscally sustainable manner.
- To mitigate effects of climate changes through management of Village resources, partnerships, and the natural environment.
- To continue to ensure the health, welfare, and safety of Village residents and property through the provision of excellent and innovative public safety services delivered with integrity and impartiality.
- To increase opportunities of engagement and maximize resources for all residents.
- To continue to develop public relations and innovative marketing and communications to promote Park Forest.
- To build upon the history of Park Forest and cultivate a culture that meets the future.

Two financial sessions (October 2021 and February 2022) 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.

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, fiscal constraints in 2022/23 will result in a reduced Capital Improvements Plan compared to what might be most ideally desired. The current Five-Year Capital Plan is in the last section of this document.

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 2021 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 13, 2022. 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. Monthly reports are also provided 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 audit and financial reporting has the admirable track record of receiving the Certificate of Achievement for Excellence in Financial Reporting in *every year from 1996 through 2022*. The Annual Financial Report 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 Comprehensive Annual Financial Report for 2020/2021, as well as the ten preceding years, has been posted in its entirety for public review on the Village's website at www.villageofparkforest.com. In addition to the Annual Financial Report 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 will continue 2022/2023.

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 2022/2023, the operating budget for the General Fund contains \$32,197,723 of expenditures. This represents a 2% decrease in expenditures from the prior year budget for the General Fund. The majority of this decrease comes from the costs assigned in the General Fund at June 30, 2021, which included an IRMA deductible assignment of \$200,000, street maintenance in Public Works of \$1,850,625 and Rec Center improvements in Recreation, Parks and Community Health of \$246,678. Revenues for the General Fund are \$29,921,118. There is \$2.4 million of assigned General Fund fund balance being utilized for an infrastructure project in the General Fund in FY 22/23. **There is a budgeted surplus to the Unassigned Fund Balance of \$123,395 in the General Fund for FY 22/23.**

For Fiscal Year 2022/2023, the combined budget of all funds reflects \$63,673,138 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 \$62,010,191, a decrease of 2%. The majority of this decrease is due to the transfer in FY 21/22 of \$2 million to the Capital Projects Fund from the TIF Fund. This transfer in FY 22/23 is \$500,000, a reduction of \$1.5 million. 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 accumulates funds for roadway projects.

The Fiscal Year 2022/2023 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 \$250,000 and Tennis & Health Club for \$15,000. The Board has discussed an annual monitoring of these support amounts. The Budget includes a transfer of \$30,000 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 no longer includes a \$10,000 transfer to the Library, as the Library is financially stable.

The combination of the funds utilized for operating, pension funds and transfers will produce a projected, year-end General Fund Balance of \$16,348,002. This represents a 6.1 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 2021, which provides the property tax base for the 2022/2023 Budget. Management Staff were provided direction that 0% growth would be allowed in operating expenses. The 2022/2023 Budget includes salary step increases for eligible employees with a 3% cost of living adjustment for all employees including unionized personnel in the Fire and Police Departments.

Following is a chart that depicts Full Time Equivalent (FTE) personnel, by department, from Fiscal Year 2018/2019 through Fiscal Year 2022/2023 projected.

<i>Department*</i>	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>2021/22</i>	<i>2022/23</i>
<i>Administration/Finance^{1,2,4,5}</i>	<i>14.9</i>	<i>14.53</i>	<i>13.53</i>	<i>12.96</i>	<i>13.43</i>
<i>Public Works/Water^{2,4,5}</i>	<i>30.7</i>	<i>31.27</i>	<i>31.27</i>	<i>30.77</i>	<i>30.77</i>
<i>Recreation and Parks^{1,2,5}</i>	<i>20.8</i>	<i>21.0</i>	<i>21.0</i>	<i>21.0</i>	<i>20.8</i>
<i>Police^{1,3,5}</i>	<i>55.1</i>	<i>55.1</i>	<i>56.1</i>	<i>56.1</i>	<i>56.1</i>
<i>Fire³</i>	<i>26.4</i>	<i>26.4</i>	<i>28.4</i>	<i>28.4</i>	<i>28.4</i>
<i>Health¹</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Community Development^{1,4,5}</i>	<i>10.5</i>	<i>10.5</i>	<i>10.5</i>	<i>10.0</i>	<i>9.5</i>
<i>Economic Development & Planning⁵</i>	<i>4.6</i>	<i>4.6</i>	<i>4.6</i>	<i>4.6</i>	<i>5.1</i>
<i>Downtown</i>	<i>3.0</i>	<i>3.0</i>	<i>3.0</i>	<i>3.0</i>	<i>3.0</i>
<i>TOTALS</i>	<i>166</i>	<i>166.4</i>	<i>168.4</i>	<i>166.83</i>	<i>167.10</i>

* Does not include seasonal positions.

¹ 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.

² 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. IT Technician position eliminated.

³ Fiscal 2020/2021 includes an additional full time police officer to replace officer in ISATT program. FTE's will go back down to 55.1 upon the next retirement of a sworn officer. Firefighter/Paramedics increased by 2 and are funded by a (SAFER) grant through 12/31/23.

⁴ Fiscal 2021/2022 decreases include 3 FT vacant positions going to PT, an Asst in Administration, an Admin Asst I in Public Works and a Housing Case Worker in Community Development.

⁵ Fiscal 2022/2023 Administration replaces Communications Director's position with a Communications Coordinator and adds a Communications Specialist position, HR Generalist replaces the Administrative Assistant II position. Finance PT Office Technician moves to Administration's PT Office Asst in the AM and Water's PT Office Asst in the PM. Public Works Admin Assistant II reclassified as Admin Assistant I. Water Plant Operator I replaces Assistant Chief Water Plant Operator. Recs and Parks Office Assistant is reclassified as an Admin Asst I. Freedom Hall's Office Assistant and PT Main Street Manager is combined and reclassified as Asst Cultural Arts Manager. Police Department reclassified a Records Clerk to an Admin Asst I. Community Development's PT Housing Case Worker position eliminated due to decrease in HCV case load. Economic Development's Planner replaces Asst Dir of Ec Dev position and the Sustainability Coordinator moves to FT.

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.

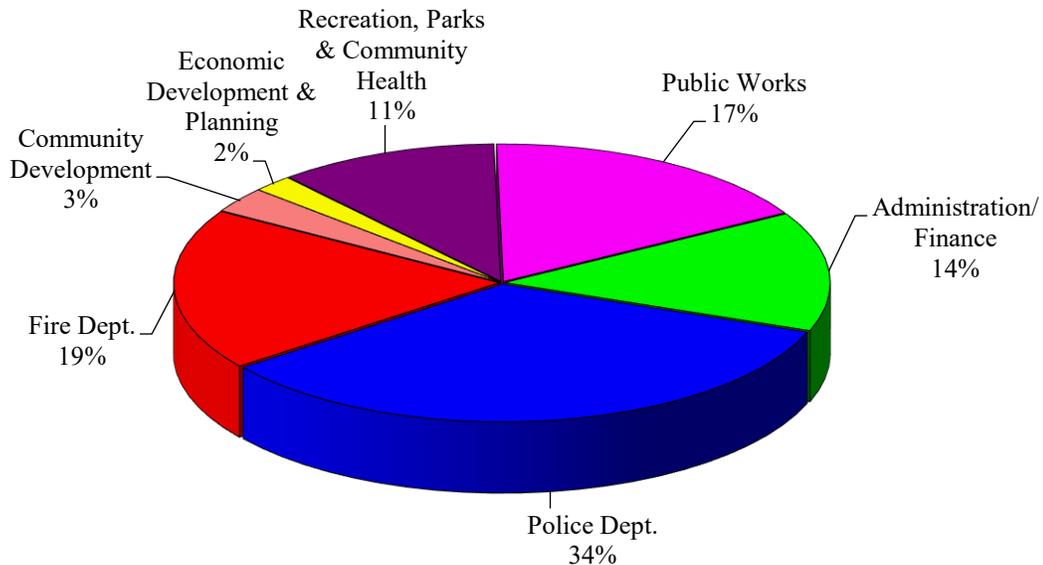
The summary sheets that introduce the budget detail for each department or cost center contain five columns. The first column of a summary sheet is labeled Fiscal Year 2020/2021 Actual. This reflects the amount actually spent in Fiscal Year 2020/2021 in each of the listed categories: personnel, insurance, employee support, etc. The second column is

Fiscal Year 2021/2022 Budget. This column reflects the amount budgeted to be spent in each of the listed categories in Fiscal Year 2021/2022. The third column is Fiscal Year 2021/2022 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 2022/2023 Proposed. This column is the proposed budget presented to the Board for its consideration for Fiscal Year 2022/2023. 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 2021/2022 Budget to Fiscal Year 2022/2023 Budget. In reviewing this column, it is also important to take note of the Fiscal Year 2021/2022 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 2021/2022, but believes it will actually spend \$12,000 that number will show up in the Fiscal Year 2021/2022 Estimate column. It would explain why the department decided to budget \$13,000 in Fiscal Year 2022/2023.

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 3-37.

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 53% of the General Fund Budget (before transfers).

**Village of Park Forest
General Fund Operating Expenditures
FY 22/23 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. A strategic planning process started in 2020/21, was stalled by the pandemic, and was finalized in late-2021/22. A set of goals eight goals were adopted. These goals will guide Village operations and expenditure of resources for the next 3 to 5 years. Reporting on efforts toward achieving these goals will be shared with the Board of Trustees several times throughout the year.

Staffing in the Administration Department began a transition in 2021/22 with the retirement of the longtime Human Resources Director. This vacancy was filled by the promotion of the Communications Director, which resulted in another vacancy. A well-qualified person was hired but then resigned after a few months. The 2022/23 Fiscal Year will continue the transition. Being mindful of a strategic planning goal related to marketing and communications, the Village’s approach to social media outreach, written communications and public awareness will be revisioned. This includes the establishment of a Communications Coordinator position in addition to a Communications Specialist. Additional resources are allocated in the Administration budget toward enhancing communications and marketing to current and prospective new residents. Another staffing transition will take place with the development of a Human Resources Generalist position to fill an administrative assistant position that will be vacated by a long tenured employee who is retiring in late-2021/22.

Village Staff strives to educate the public on where Village resources are being expended. As a model of governmental transparency, this includes board meetings streaming live on the Village website in addition to being broadcast on the local cable access channels. Other examples of transparency include the current budget and most recent audit being posted online. Archived budgets, audits and strategic planning documents go back approximately 15 fiscal years. Finally, full disclosure of employee compensation and benefits are listed in the budget in addition to the municipal invoices paid each week being posted on the Village web site.

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 2022/2023.

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 2022/2023, which were not finalized at the time the budget was created, are conservatively estimated to increase by 7% with the hope that the increase will be less. A recent history of health plan premium increases is depicted in the following table:

Health Plan Year	Premium Increase
July 1, 2017	-2.5%
July 1, 2018	3.5%
July 1, 2019	0%
July 1, 2020	2%
July 1, 2021	0.92%

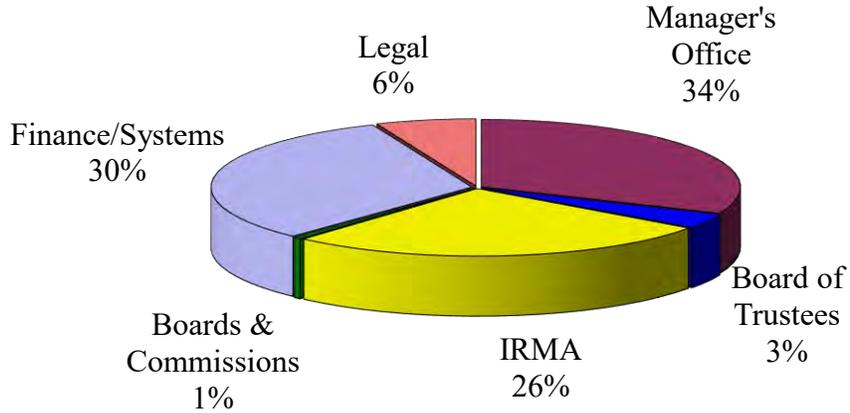
Dental premiums for 2022/2023 are expected to see a nominal increase. An employee Health and Wellness Taskforce works to enhance employee wellness and this will continue in 2022/2023 with such items as wellness screenings, information sharing sessions on costs associated with insurance benefits and a 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. It is important to note that changes in health insurance costs from year to year can vary from the premium increase percentage. This is due to employee plan changes (single coverage to family coverage, new employees, etc.) which might take place over the course of the fiscal year.

In 2022/2023, the Village Manager (Vice-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.

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. The Village's management staff has extensive training and experience in developing ordinances, resolutions and agreements. As a result, the Village's overall legal budget is a fraction of what might be seen in other communities of comparable size and scope of operations. Major cost factors 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. Special legal services funding for the Village Prosecutor has increased for the coming year due the volume of work being carried out in housing court.

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

**Village of Park Forest
Administration/Finance Department Operating Expenditures
FY 22/23 Proposed**



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, 2022/2023 includes Information Technology (IT) expenditures for computer replacements and software upgrades will take place to keep the Village's network current. FY 2023 IT expenditures will continue with the systematic replacement of hardware and upgrades to software. Of particular note, costs may begin to escalate in IT professional services related to an upcoming migration to cloud support and licensing related Microsoft Pro. The 2022/23 budget includes \$25,000 toward these costs. However, costs could double in the coming fiscal years.

Police:

Over the past few years, the Police Department has evolved its approach to policing wherein issuing a municipal citation happens more frequently than taking people into custody. Using approaches such as recognizance bonds at the scene of a traffic stop have helped reduce the lockup rate over the past several years. Additionally, there has been a substantial drop in juvenile arrests that is largely due to the Department's change in approach to juvenile justice. Since 2015, the detention rates of adults have decreased by more than 40% and juveniles rates have decreased by more than 80%. These and other law enforcement statistics are detailed in the Police Department budget.

In 2021/2022, the Village Board established a Police and Fire Advisory Council. This group will interface with Police and Fire Department leadership in reviewing resident complaints, use of force data, operational presentations, etc. Recruitment for appointees to the Advisory Council took place 2021/2022 and final appointments should be in place in 2022/23.

The Department has a primary goal of maintaining the quality of life in Park Forest through the enforcement of laws and ordinances, in cooperation with the community. To do this, the Department deploys a number of traditional and non-traditional police approaches. Innovative approaches toward enhancing quality of life include implementation of the Problem Oriented Policing (POP) program and Directed Focus. The Police section of the 2022/2023 budget includes statistical trends which relate to such efforts and what was accomplished in the 2021 calendar year. Many of the statistics relate to traditional police efforts such as calls for services, crimes committed, traffic crash data, etc. However, some of the statistics are very non-traditional such as citizen complaints investigated against police personnel and their outcomes, data on social media outreach, narrative on training initiatives, and for the first time, police use-of-force data.

The Police Department will continue another non-traditional approach to policing in 2022/2023 with the Youth Violence Prevention Engagement program. Partnerships will continue with local school districts, Aunt Martha's Youth Services and the Urban Youth Trauma Center of the University of Illinois-Chicago.

The 2022/2023 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 routine computer replacements and the continued remodel of the nearly 70-year-old police facility. Finally, there is a professional services expense to cover 80% 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.

Public Works:

In the Public Works General Fund, grant funds from DCEO (Dept. of Commerce and Economic Opportunity) will be used to make roadway improvements to Hemlock St. The General Fund contains road and sidewalk projects including Invest in Cook grant funds for design engineering of Forest Boulevard from Indianwood Boulevard to Westwood Drive. The 50/50 residential sidewalk replacement program will be included in the amount of \$10,000 to further leverage investment from the public. The General Fund also supports coordination of the local Jolly Trolley transportation program, which is an intergovernmental collaborative with Rich Township. The agreement for this partnership was recently renewed and runs through the end of calendar year 2024. Funds are also included to complete approximately 2.2 miles of roadway improvements along various streets after water main improvements are completed along the same roadways.

Public Works administers the Motor Fuel Tax Fund (MFT), which includes funding for roadway projects. In this area, Phase II design work is expected to begin in FY 2022/23 for road improvements along Shabbona Drive (Sauk Trail to Indianwood Boulevard). Construction for this section of road is currently planned/anticipated to begin in Spring 2023. Additionally, road improvements along the remaining section of Shabbona Drive (Indianwood Blvd to South Orchard Drive) and along South Orchard Drive (Blackhawk Drive to Monee Road) are expected to be completed in FY 2022-23. This road project will utilize REBUILD ILLINOIS Funds that the Village has received. MFT also includes funds for the purchase of road salt. The cost for salt for the 2022/23 winter season is being budgeted at \$62.96 per ton. Staff will pursue purchase of the maximum allotment for this

year and store the salt for the 2022/23 season. Finally, the last phase of a comprehensive street name and traffic sign replacement program was funded in 2021/22 with work likely being completed early in 2022/23.

In the Water Fund, the Village has received approval of a \$3,490,670 low-interest loan from the IEPA to replace a ground storage tank with an elevated tower. The Village is in the process to receive approval for an additional \$1,509,330 low interest loan for replacing water mains along the following streets: Antietam, Apache, Apple, Arrowhead, Lester, Monee Ct, Nassau, Washington, Washington Ct, Wilshire, and Windsor. Approximately \$2.8 million dollars in American Rescue Plan Act funds will help fund this project.

In the Sewer Fund, sanitary and storm sewer improvements will continue to be budgeted in 2022/23. The replacement of a storm sewer along Woodland Glen that drains the forest preserve to Thorn Creek will have been completed.

The Vehicle Services Fund for Public Works in 2022/2023 will include purchase of a replacement pickup truck, the refurbishing of a dump truck, and the purchase of salt brine making machine and storage tank. Public Works is planning to begin implementation of anti-icing initiatives for the upcoming snow season including the use of salt brines being sprayed on main routes before a snow event in order to make snow removal easier and lower the dependence on salt.

Rate structures for water, sewer and garbage pickup for single family homes in accordance with an established waste hauling contract are now in place in all three areas through Fiscal Year 2027. Refuse/garbage, lawn waste, recyclables, and electronic waste collection will continue to be provided in 2022/23.

In the Commuter Parking Fund, parking lot usage has declined drastically in 2020/21 due to the pandemic, resulting in declined revenues. The Village is hopeful that Metra ridership will begin to increase as vaccinations take place and public transit can be used more confidently.

Recreation, Parks & Community Health:

The Recreation, Parks & Community Health Department is continually evolving the parks venues. In 2020/21 work began on a Nature Adventure Park at Somonauk Park. Funded in part by a grant from the Illinois Department of Natural Resources, this work should be completed in 2022/23. This re-imagined park will be highlighted by fishing & kayaking while welcoming a new playground and basketball court. Staff will include amenities where possible so that this new park is relevant and useful for all community members.

Staff will evaluate new ways to meet the recreational needs of the community through programming and events pending the status of the pandemic. Community staples such as The Great American Campout, Main Street Nights and Easter Egg-stravaganza will hopefully return in 2022/23.

The Park Forest Aqua Center will look to build upon a successful re-opening in 2021 after a pandemic closure in 2020. Freedom Hall will look to welcome back guests during the various shows that take place in 2022. Highlights of the the Main Series will include a

Stevie Wonder tribute band and the return of Masters of Soul. The Tennis and Health Club will continue to seek expanded usage from area high schools and colleges. Staff will develop new community events to introduce more residents to the sport of tennis.

The Community Health Coordinator oversees many of the wellness initiatives in the community. The Coordinator will continue to assist residents in navigating requirements for testing and vaccinations pending what the pandemic needs might be in 2022/23. As Staff Liaison to the Senior Commission, the Coordinator makes hundreds of individual contacts with senior citizens. Extensive senior contact occurs with several senior housing centers in the community pursuant to an intergovernmental agreement (IGA) with Rich Township. This IGA may be restructured in the coming fiscal year. The Community Health Coordinator also co-manages the Main Street Market. In 2021, ten new vendors were added to the Market. Community health initiatives and outreach will continue in 2022/23.

Recreation, Parks & Community Health oversees much of the Village's buildings and grounds. A comprehensive municipal facilities study will be completed in early 2022/23. The study will evaluate the structural and mechanical conditions and needs of each municipal building and guide longterm capital purchases or improvements accordingly.

There are numerous Capital improvements in 2022/23. Highlights include wholesale playground renovations at Indiana Park plus individual play equipment upgrades at various other parks, and resurfacing of the parking lot at Somonauk Park. Interior public space and customer service counters will be enhanced at Village Hall and HVAC replacement work will continue. The tennis courts will be resurfaced at the Tennis & Health Club, a pool filter will be replaced at the Aqua Center and the windows at Freedom Hall will be caulked and painted. Finally, Vehicle Services Fund purchases in 2022/2023 will include a replacement Toro mower.

The Tennis & Health Club and the Aqua Center facilities continue to be distinctive amenities for the community. General Fund tax support is needed for them to stay in operation. Continued analysis of membership rates and user fees is needed to help keep the tax support as modest as possible. Recent new fee structure changes at the Tennis & Health Club and the Aqua Center have stabilized general fund support. Because of these shifts, General Fund support of the Tennis & Health Club is the lowest in many years.

Community Development:

The Community Development 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 2021 was 136 compared to 490 in 2018 and to 638 in 2015. This represents a reduction of nearly 79%.

Community Development 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 2019, 868 building permits were issued. In 2020, 837 permits were issued. In 2021, 956 building permits were issued for a total cost construction of \$8.4 million in property improvements. The total permits issued for 2019 through 2021

are the highest in 40 years and are positive indicators as investment into properties continues to progress upward.

Community Development added a part-time inspector in 2018/2019 to address increased permitting and housing compliance issues. Performance benchmarks in the Community Development section of the budget note the impact this position has had in addressing resident complaints such as dead trees, long grass and garbage cans being left curbside. Overall inspections have increased an average of 26% compared to 2017 figures. The department saw two staffing transitions in 2021/2022; one employee retired while another was promoted to position in another department. Newly hired replacements will continue their orientation/acclimation process in 2022/23.

The Director of Community Development is the Staff Liaison to the Park Forest Cable Communications Commission. In 2019/2020 a new 10-year cable franchise agreement renewal was finalized with Comcast Cable which included the collection of PEG Fees. The agreement includes a public, education and government (PEG) programming fee that will be paid across the entire term. Community Development will continue to administer the availability of portable cameras and computer editing software for public use in encouraging local origination programming.

Finally, 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 2022/2023, Staff will continue these efforts to bring outside funding into Park Forest operations.

The Department has limited capital project needs. In addition to routine computer needs, Staff is researching the potential of body worn cameras for all inspection personnel. This work will continue in 2022/23.

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 2022/2023, the Housing Choice Voucher Program is projected to administer \$4.0 M in housing assistance payments and administrative fees. The Authority currently administers 119 of its own vouchers and intends to grow this to 150 in 2022/2023 by opening up the Enrollment Income Eligibility Program. The Authority also administers 258 portable vouchers. These certificates have declined dramatically over the past five. The number of current total vouchers at 190 is down more than 60% compared to 2016. Being mindful of this downward trend, staffing levels have been slightly adjusted. A part-time case worker position was eliminated. Finally, General Fund support to the Housing Authority is noted at \$30,000 in 2022/2023, but it is likely, as was the case in 2021/2022 to be much closer to \$0 once all revenues/expenses are tallied for the fiscal year.

Fire:

The primary mission of the Park Forest Fire Department is to protect lives and property from fire, medical emergencies, and hazardous conditions. The need for these services has steadily increased over the years. Calls for service have grown from 3,037 in 2010 and

4,617 in 2020 to 4,733 in 2022. To respond to this, staff restructuring has taken place to reach a minimum staffing level of six firefighter-paramedics on each shift. This has been done, in part, by securing a federal grant which will cover the salary and benefits for two new firefighter-paramedics. These changes will result in a much safer environment for both the public and first responders.

An area to be researched in 2022/23 relates to lift-assist calls for service to assisted living facilities. These calls have continued to rise in recent years wherein fire personnel are called on to provide patient lifting support that should reasonably be provided by the employees of the living facilities. Staff will be working to develop a fee structure for lift assist services.

As part of ongoing succession planning, the Department will continue with youth outreach programs such as the Prairie State College high school firefighting day, youth day and career day. The goal is to emphasize careers in the fire service. This is particularly important in minority communities as the Village strives to further diversify its personnel. Efforts have brought slow progress but this work will continue in 2022/23 with Prairie State College and an organization by the name of the Black Fire Brigade.

There is a professional services expense in the Fire Department to cover 20% 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 Police Department's budget.

The Fire Department's budget includes capital purchases related to computer equipment, personal protective equipment, furniture/maintenance upgrades to the fire station and improvements to the fire training site.

Economic Development & Planning:

Economic Development & Planning oversees sustainability projects. Over the course of 2021/22 the Sustainability Office facilitated an agreement to install and manage solar panels on and around the Water Plant and an agreement to sell Solar Renewable Energy Credits. The office coordinated installation of a mini-forest and Recycle Fest. In 2022/23, sustainability efforts will continue to be led by the Sustainability Coordinator and a Greenest Region Corps Member (in partnership with the Metropolitan Mayors Caucus, if funded). This work will include such programming as community gardening, recycling events, a tool lending library, and offering sustainability grants.

Oversight of the Downtown Property Management Office is carried out by Economic Development & Planning. For Buildings 1 and 7 cameras and key pin entries were installed, second floor hallways were painted, dumpster enclosures were replaced, the parking lots were seal coated and stripped, 299 Main Street and 361 Artists Walk were built-out. Successes in the Downtown over the course of 2021/22 included LoLo's Gourmet Cookies, K-Spot Bar & Grill, and an office for Congresswoman Robin Kelly, along with the expansion of Serenity's Café and Dolce by Dori. The 2022/23 budget will continue with improvements for move-ins and holiday installations with a wow factor. The Downtown TIF extension allows for an update of the Downtown Master Plan and planning for additional capital investments.

Economic Development and Planning leads the efforts toward property rehabilitation, revitalization and, where necessary, demolition. Coordinated over the years with various partners including South Suburban Housing Collaborative, the South Suburban Land Bank and Development Authority (SSLBDA), the Illinois Housing Development Authority (IHDA) and Habitat for Humanity, most recent efforts include a unique collaboration with the South Suburban Trades Initiative. Substantial grant dollars have resulted from these partnerships, including a \$250,000 grant IHDA's Strong Communities Program and reinvestment of gains from residential property sales will continue housing rehabilitation and demolition efforts into 2022/23, while a forgivable loan program for new homeowners is considered.

Successes in commercial and industrial efforts in 2021/2022 included Auto Lab Express located on Western Avenue and Class 8 tax incentives recommended for Auto Lab and renewed for Bree Breedlove State Farm Agency. This year saw the first incentive agreement with payments in lieu of taxes. Sale of Central Court Plaza is pending. Two projects could unfold in 2022/23 resulting in nearly sixty multi-family units in the Downtown along with continued marketing efforts along Western Avenue to promote the potential for additional commercial or light-industrial use on vacant, and unincorporated parcels of land. Staff will also continue its work with SelectChicago to promote foreign direct investment.

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 and development of an annual Shopping and Services Guide. Quarterly business breakfasts/business education sessions had to go virtual for most of 2021/22 due to the pandemic. In-person sessions will resume in 2022/23 so that businesses may get the additional benefits of face-to-face marketing. A small business loan program funded with Covid19 relief funds will be promoted.

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.). In 2021/22 the Resident Guide was updated, three mini retail fairs were hosted, and a hybrid version of the Community Oscars was held. The 2022/23 budget includes funding of multiple Community Calendar brochures that promote upcoming events, and other initiatives aimed at furthering fair housing, engaging the community, and attracting residents from across the Chicagoland area. Events in 2022/23 will include: housing fair, home buyers workshop, home rehab workshop, job readiness fair, Sunset Soiree, and two new events: Park Forest Pioneers engagement and Magnificent on Main event.

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 six 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 has 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 2022/2023 Budget includes matching funds that might be needed should Park Forest be selected as an AmeriCorps host partner for the summer of 2022.

The Village of Park Forest Sustainability Plan, Bike and Pedestrian Plan, and Climate Action and Resilience Plan implementation projects are supported by the Capital Projects Fund. The Sustainability Coordinator and Greenest Region Corps Member will work on several sustainability projects in 2022/2023. Projects include the Water Plant Solar Renewable Energy Credits, tool lending library, community gardens, composting, Recycle Fest, energy efficiency programs, public outreach, and informative meetings focused on educating Park Forest residents and business owners on sustainability programs and tools.

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 \$30,495,830 and the Fire Pension Fund anticipated to be \$19,906,541 by the end of 2022/2023. Currently, the Police Pension Fund is funded at 44.5% of future benefits and the Fire Pension Fund is funded at 48.6%. These two percentages are calculated by and consistent with actuarial study recommendations and are considered financially sound. In Fiscal 2019/2020, public safety pension consolidation started in the State of Illinois and will have significant impact on the two pension funds for the Village. The consolidation was approved in early calendar 2020 and the transition to it has started for Fire Pension but not yet happened for Police Pension. However, there were pension benefit enhancements given to police and fire which significantly impacted the tax levy, starting with the 2020 levy. The retirement section of the budget explains these enhancements.

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 21/22, FICA is projected to have a year-end reserved General Fund balance of \$13,522 and IMRF is projected to have \$17,066. At the end of FY 22/23, FICA is projected to have a year-end reserved General Fund balance of \$4,739 and IMRF is projected to have \$121,049. The IMRF employer funding rate for 2022 is 9.60% with a significant decrease to 6.69% being forecast for 2023. This decrease in the IMRF rate will have a positive impact on the 2022 tax levy for the Village.

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 issued debt to fund the construction of a new Fire Station. 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. Due to favorable interest rates, the Village was able to refund the 2001 Series in 2012, saving an additional \$730,800 in interest. In 2011, the Village borrowed \$4,206,842 via a 1.25% IEPA loan for water and sewer infrastructure improvements. Revenue to pay debt service has been identified in those funds. In 2017, The Village borrowed \$3,997,542 via a 1.86% IEPA loan for water main replacement and revenues in that fund have been identified to repay that debt. In June, 2022, the Village issued GO refunding bonds to refinance the outstanding balance of the 2007 IEPA loan in the Water Fund. These new bonds mature at the same time the IEPA loan would have – January 1, 2027 – and save the Water Fund \$151,813 in interest charges.

The total General Obligation Debt as of FY 22/23 is estimated to be \$11,995,112 including interest. 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 \$1,807,077 in 20/21, \$1,360,094 in 21/22 and will be \$1,778,353 in FY 22/23. Page 22-3 shows the Village’s debt service requirement through 2037. Page 22-1 shows a breakdown of the debt. It can be seen that almost 95% 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 2026, 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. 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. The DownTown TIF district was set to expire in November, 2020 with all related debt having been fully repaid in FY 2019/2020. Village staff worked on a 12-year extension for the TIF and, in late calendar 2020, the Illinois legislature approved the extension. This will give the Village considerable financial resources to improve the DownTown and attract businesses to Park Forest.

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 2019 EAV for the TIF was \$7,364,481, decreasing from \$7,495,333 in 2018.

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 since – see the Norwood EAV chart on page 23-12.

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 \$7,348,751 of its funds in the DownTown through June 30, 2021. Net incremental taxes in the amount of \$1,076,672 represents a 14.7% return on investment. For that reason, it is essential to continue to move forward with the continued redevelopment of the DownTown now that it has been extended until 2032. In addition, the DownTown TIF owes the Village \$2,494,374 – original amount of \$4,494,374 – of eligible redevelopment costs. The repayment process began in FY 2021/2022 with a \$2 million repayment and annual payments of \$500,000 will be made until the full \$4,494,374 is repaid. 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. The Library is responsible for all costs associated with the maintenance and improvement of the building and these costs are located in the Library's budget. The 2022/2023 proposed budget is 6% lower than the 2021/2022 budget, a difference of \$128,309.

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. The recovery from the financial crisis of 2007 appears to have come full-circle.
- A stagnant commercial tax base, with few sales tax producing entities.
- The State of Illinois has consistently, over the last thirteen years, reduced the amount of State shared revenues, in one form or another, meant for municipalities. Over the last five years, Income Tax allocations have been reduced several times by the State in attempts to fix their financial condition.
- Utility tax revenues appear to have stabilized after many years of decreasing revenues. However, the impacts of a reduced commercial base, packaged services and de-regulation continue to impact these revenues.
- 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. Starting in FY 2019, the TIF debt was entirely abated from the annual tax levy for the remaining life of the debt. Fiscal 2020 saw the TIF debt paid in full. Incremental taxes relieved the TIF debt service burden on taxpayers. Increasing increment provides further relief as well as additional funding to redevelop the DownTown area. The Village successfully had the DownTown TIF extended until 2032, meaning there will be significant funds available to improve the DownTown for the next twelve years as well as reimburse the \$4.4 million owed by the TIF to the Village.
- The Village's aging infrastructure and ongoing plans to address that infrastructure. 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. FY 20-21 saw additional water main replacement occurring in the Village, the start of a 2-year, \$5 million project funded by IEPA low-interest loans. FY 21-22 continued the water main replacement project as well as the design work for the resurfacing of Shabbona Drive. FY 22-23 will see the \$5 million project come to a completion as well as additional infrastructure work beginning that is funded via the \$2.88 million the Village is receiving from the American Rescue Plan Act (ARPA) approved by Congress in 2021.

- The impact of the COVID-19 global pandemic of 2020 is still being experienced. At the time the FY 20-21 budget was created, the extent of the financial impact to the Village was not known. However, at the time the FY 22-23 budget was created, the financial impact from the pandemic to the Village was minimal; in fact, from a purely financial standpoint, the Village is in better shape than prior to the pandemic. Recreation programs were the most significantly impacted operation in the General Fund and still have a certain level of uncertainty. The Parking Lot, Aqua Center and Tennis and Health Club funds have all experienced significant loss of revenues starting in FY 19-20 and continuing through FY 21-22 with the Parking Lot Fund experiencing the worst financial effects from the pandemic. The Village received over \$730,000 in CARES Act funding in FY 20-21 and will receive over \$2.88 million from the American Rescue Plan Act (ARPA) that will go to water main improvements. Although extensive emergency funding has been approved and provided via the Federal government, experiencing the impact of the pandemic on Village programs will continue.

Despite the slow recovery and growth of the tax base, the Village has a history of providing a high level of municipal services. Thus, it must maximize the return on each revenue dollar.

The Fiscal Policies included in the 2022/2023 Budget are designed to address, not necessarily 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. Given these facts, all funds are presented as a balanced budget, utilizing both current year revenues and, if needed, fund balances to afford current year expenditures.
 3. 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, at a minimum, three months of operations. A three month minimum reserve is considered an appropriate reserve level for the General Fund and all other budgeted Governmental-type Funds, including the Library. 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.
 4. Department Heads will maintain a total overall increase of 0% over the 2021/2022 level of expenditures for those items that involve controllable costs. This does not include pensions, health insurance, IRMA, salary increases or capital outlays.
 5. The 2022/2023 Budget will provide for salary steps. It will also provide for a 3% annual salary increase for all Village employees.
 6. Potential areas for budget savings for the Fiscal Year ending 2021/2022 will be identified. Fiscal savings identified in the 2021/2022 Budget will not be permitted to “carry over” into the 2022/2023 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 remain allocated to FICA for FY 22-23.
 - (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%
 - 30-year amortization period (20 years remaining)
 - Inflation at 2.5%

- The Pub-S 2010 Mortality Table is used
- (b) Both the Police and Fire Pension Funds have adopted Investment Policies. These policies allow for asset allocations consistent with State Statutes for a maximum of 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 that feeds into the annual 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 current Capital Plan is in the last section of this document.
 11. DownTown Park Forest will operate as an enterprise fund. The Board may transfer General Fund monies to cover operating and redevelopment costs. The Village will pay its appropriate share of CAM (Common Area Maintenance) costs from the DownTown Fund and may, if needed by the DownTown Fund, pay these CAM costs by a transfer from the General Fund.
 12. Capital expenditures for DownTown will be prioritized and accomplished as funds are identified for those capital expenditures or with the approval of the Board of Trustees. The Budget for DownTown shall be subject to review at six months.
 13. The DownTown Budget does not reflect any sale of property. Sales of properties will be actively pursued. The DownTown Budget does not recommend added borrowing.
 14. 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.
 15. 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 five-year water rate schedule was adopted in December, 2021 with a 10% increase for FY 2022/2023. The four subsequent fiscal years each have a 5% increase to water rates.

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2022	\$17.24
2023	\$18.97

A new refuse contract began January 1, 2022 and expires December 31, 2033. All terms of the preceding contract will stay in place and the monthly fee for calendar 2022 did not increase from the 2021 rate. The Village Board adopted the rates for calendar years 2022 to 2026 in December, 2021, keeping with the existing practice of approving refuse rates in a five-year block.

<u>Calendar Year</u>	<u>Monthly Refuse Rate</u>
2022	\$25.03
2023	\$25.87

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 December, 2021 with a 10% increase for FY 22-23. The subsequent four fiscal years 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>
2022	\$3.15
2023	\$3.47

16. 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.
17. Budget amendments will be made at the fourth quarter of the budgetary cycle. Budget amendments will only be made to accommodate major, unanticipated changes in revenue, expenditures, or personnel.
18. The Board will receive detailed operating results at a minimum of each quarter, with monthly reports being made each year starting in September. Evaluation of areas will be made where cost savings have occurred that could warrant redirection of funds. In addition, the Board receives a weekly report of bills paid.
19. The Village’s annual budget is meant to convey the initiatives and strategies implemented across Village departments to accomplish the Board’s goals as determined in the Strategic Planning process. Due to the 2019 election, considerable changeover in the make-up of the Village Board and COVID-19, Strategic Planning was significantly delayed, which means new Board goals have only just been established at the beginning of calendar 2022. It is the intent of the Board and management to implement the new Strategic Planning goals in the creation of the FY 23-24 Budget and the Board goals so determined will guide future years’ budgets. The affordability of implementing the Board’s Goals will be determined at the time revenues are projected each year as part of the Budget process.
20. The Finance Director will determine if a portion of fund balance should be assigned. This determination will be based upon Board directives and goals.

21. The Village, when possible, will spend the most restricted dollars before less restricted, in the following order:
 - 1) Nonspendable (if funds become spendable)
 - 2) Restricted
 - 3) Committed
 - 4) Assigned
 - 5) Unassigned
22. All Governmental Accounting Standards Pronouncements will be implemented. The Village will strive for the Certificate of Achievement for Excellence in Financial Reporting (COA) as well as the Distinguished Budget Presentation Award.
23. 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 optimal level of reporting will be monthly budget reports to the Board that start with the third month (September) each fiscal year. 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 Village's bond rating improved in 2021. Moody's rating agency upgraded the Village's rating from A2 negative outlook to A2 with the negative outlook removed. The A2 negative outlook was given in early 2017 after several years of increasing tax levies due to the Great Recession. However, in 2021, the Village's rating improved due to its "low debt burden and rapid principal amortization" of current debt.

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.

There are two forms of debt for the Village. The first is general obligation (GO) 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). The other forms of debt are intended to be repaid through revenues from certain funds, such as the Water or Sewer Funds. The debt in the Water and Sewer Funds is a combination of GO debt and low-interest loans from the Illinois Environmental Protection Agency (IEPA) and is secured by revenues of those funds. (See page 22-2 for a breakdown of the 2021 debt levy).

The sole outstanding GO debt for the Village that is funded via the property tax levy, the 2012B bonds, was a debt restructuring to take advantage of lower interest rates and has an outstanding balance of \$855,000. The GO debt that is funded from water rates, Series 2021, has an outstanding balance of \$4,530,000. The outstanding IEPA debt for the Water and Sewer Funds is \$5,449,676 and this debt has never used property taxes to repay the debt and there are no plans to use property taxes for the IEPA debt. Debt service for Fiscal Year 2022/2023 will be \$1,778,352, which is a decrease from the FY 2021/2022 level of \$1,814,802. Of the amount for FY 2022/2023 of \$1,778,352, \$250,000 was levied in December, 2021. The Village Board has made a commitment not to add to the debt load but to fund current operations with current revenues with the exception of IEPA loans for water and sewer infrastructure replacement.

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. This loan was refinance via the 2021 GO Refunding Bonds that will be paid from the Water Fund. This refinancing saves the Water Fund \$151,813 in interest charges. The revenue stream to pay the debt service has already been established with water rate increases.

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. The revenue streams to pay the debt service has already been established with water and sewer rate increases.

For the tax levy adopted December, 2021, \$40,650 of debt service payments were abated, or removed, from the tax levy. The Village will attempt to remain frugal with its long-term debt, continuing to repay a portion on an annual basis (for fiscal 2022, principal repayments totaled \$1,565,929) and fund operations with current revenues and fund balance surpluses.

For Fiscal Year 2023, \$15,176,317 worth of capital expenditures are budgeted. Because of grant funds and/or accumulated fund balances, only \$5,614,907 of this amount will be borrowed from low interest IEPA loans. 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
2022/2023 BUDGET
SCHEDULE**

November 1	Financial Update/Proposed Tax Levy/Pending Issues
December 13	2020 Tax Levy Adopted
January 5, 2022	Submit Capital Plans
February 1 & 2	Six-month review with Manager and Finance Director
February 7	Present 2020/2021 Audit to the Board
February 21	Present Capital Plan to the Board Present Six Month Reviews Current Year Trends
February 24	Budget Guidelines are distributed
February 24 - March 14	Budgets are prepared by Department Heads
March 14	Budgets Due from Department Heads
March 17 & 22	Budget Review with Manager and Finance Director
April 25	Board Adopts Fiscal Policies
May 2	Distribute Draft Budget to Board, Library and Place on File with Village Clerk
May 2	Public Introduction of Budget at Rules Meeting
May 3, 9, 10	Budget Review with Board
May 30	Legal Notice for Public Hearing
June 13	Hold Public Hearing/Budget Review by Board at Rules Meeting/First Reading of Ordinance
June 21	Adopt Budget

Village of Park Forest Organizational Chart



**Village of Park Forest
2022/2023 Budget**

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

FINANCIAL STATUS - END OF FISCAL YEAR 2020/2021

The Financial Status section information comes from the audit report of the fiscal year that ended June 30, 2021, which is the most current audited financial year. Revenues in the General Fund increased from the 2020 level of \$23,021,143 to \$25,571,134, an increase of \$2,549,991. Of this increase of \$2,549,991, over \$1.3 million was attributed to a change in property tax revenue recognition methods and was more of a “paper” increase in revenue than actual increases in cash flow. However, two other areas, sales and income taxes, saw increases of \$295,178 and \$754,464, respectively and these are increases to cash flow. Both of these increases, 25.8% for sales tax and 34.7% for income tax, are expected to continue, bringing relief to the need to increase the property tax levy at a larger amount than desired. Almost every revenue category increased from the prior fiscal year except for two – interest earnings and fines and forfeitures. Both of these revenue categories were impacted by the COVID pandemic as interest rates continued to decrease into early 2021 before inflation took hold and fines were delayed during the pandemic in order to give the persons paying the fines the ability to get through the pandemic with an easier financial burden. Also, Property Taxes were impacted by extensions granted by both Cook and Will counties to due dates for tax payments through the end of calendar 2021. The property tax collection rate did decrease for FY 20-21 due mostly to 2019 being a reassessment year for Cook County and a significant amount of assessment appeals were filed. Village staff has seen this pattern in prior reassessment years only to see collections return to the levels the Village has been experiencing for the last six years. At the 7th month point in FY 2022, tax levy collections are coming in lower than last year, displaying the impact of the reassessment appeals. Income tax revenue increased \$35,258. Utility tax increased by \$35,163. Sales tax revenue increased by \$45,725. Hospital transport charges increased by \$279,217. Property taxes provided the majority of the revenue, followed by income tax and then sales taxes.

Operating expenditures, before transfers, in the General Fund for the fiscal year ended June 30, 2021 totaled \$24,419,249. This represented a 3.2%, or \$749,941, increase from the prior year. The main reason for the increase in overall expenditures was due to increases to the employer costs for the Police and Fire Pension funds, which are transfers out of the Police and Fire departments to their respective pension funds. These transfers increased collectively by \$434,236 in FY 20-21. The other reason for the increase was an additional transfer of \$377,707 made to the Police and Fire Pension Funds to improve their funding levels when, in the prior year, this transfer was not made. COVID-19 continued to impact recreation program expenditures as spring and summer 2021 programs were cancelled which eliminated the associated costs for said programs. The Consumer Price Index (CPI) increased at June 30, 2021 by 5.4% from the prior year so the change in expenditures for FY 2020/2021 was less than the cost of inflation. Actual expenditures for the year were

\$5,616,739 lower than budget as a result of continued cost containment measures, reduced IRMA costs, impacts from COVID-19 and assignments (encumbrances) of \$2,747,673.

The unassigned General Fund balance as of June 30, 2021 was \$13,503,719. After a budgeted use of \$1,402,874 for the 2021/2022 Budget, informally assigning \$500,000 to be available should any FAU road work projects need to be done and utilization of \$446,661 to reduce the 2021 tax levy increase, this represented a 4.6 month reserve of \$11,154,184. The reserve calculation is based on a monthly expenditure level of \$2,410,894. 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 2021, when a portion of the reserve was used to reduce the increase in the tax levy, saving taxpayers from an additional 2%, or \$446,661, 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 additional bonded debt has 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, over the years, the Village took advantage of the interest rate environment to restructure and reissue General Obligation Bonds in order to reduce the interest costs of borrowed money, which saved the Village considerable amounts of money with each restructuring (this process is called refunding).

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. In July, 2021, the Village refunded its 2007 IEPA loan with a general obligation bond issuance in order to save \$151,813 over the remaining life of the. The total outstanding debt balance anticipated as of June 30, 2022 is \$10,834,676.

In summary, at the end of Fiscal Year 2020/2021, the Village's audit revealed an economy that, even though impacted in certain areas by COVID-19 and reduced interest earnings due to dramatically lower interest rates, continues on a healthy pace. The Village Board decreased the 2021 tax levy by 0.26% while continuing to cover increasing pension costs and infrastructure projects. Reserves of \$446,661 were utilized to reduce the levy.

The Fiscal Year 2022/2023 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 without there being an increase on most operating expenditures. Thus, expenditures have been planned within revenue projections plus the utilization of the General Fund unassigned fund balance.

The Board's fiscal policies express the desirability of a minimum of a three-month reserve in the General Fund. The 2022/2023 Budget presents an ending General Fund Balance of 6.1 months' expenditure reserve.

FINANCIAL PROJECTION - 2022/2023 BUDGET

The Village will face several major financial challenges and issues in Fiscal Year 2022/2023. Following is a list of the most critical. These items are thoroughly explained in the transmittal letter starting on page III. In short, they are as follows:

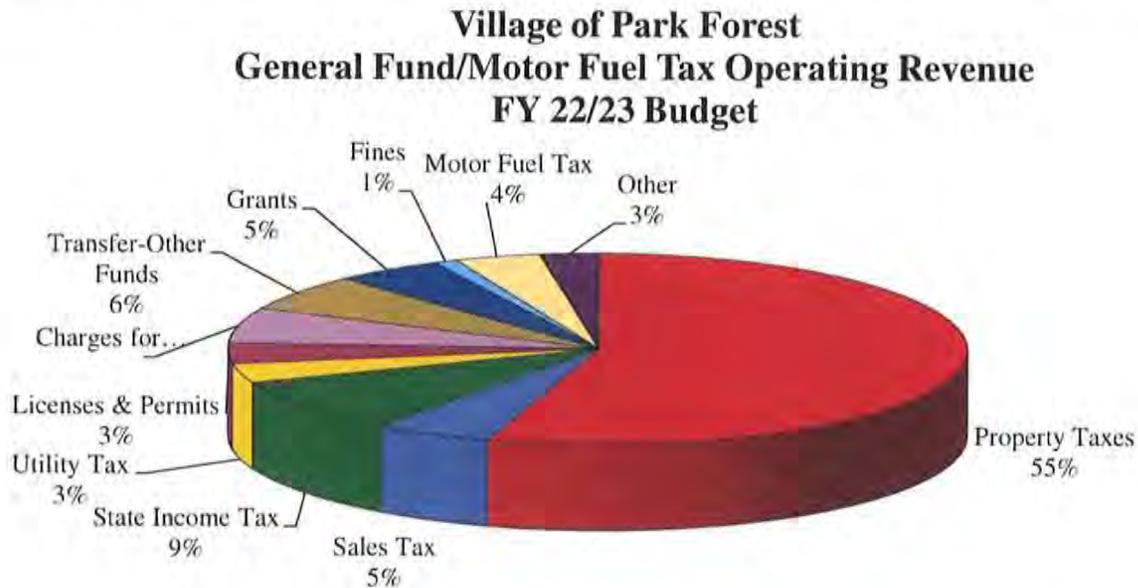
1. Identifying and assessing core vs. non-core services utilizing the triple bottom line approach.
2. Controlling major expenditure categories, revenue protection and enhancement.
3. Maintaining a leadership role in the region.
4. Village infrastructure and maintenance.
5. Continuation and resolution of new initiatives.
6. Manage the lasting impacts to Village services from the COVID-19 pandemic.

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 2022/2023 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, 2021 support the 2022/2023 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, 2021 of \$18,698,432 represented an overall 0.0% increase. When coupled with the Library's 2021 tax levy, the combined decrease to the 2021 tax levy compared to the total of 2020 extended tax levy was 0.26%.

The Budget includes 90% of the extended levy amount, allowing for uncollected taxes and loss factors added by Cook County. The chart on page 2-7 shows the Village's property tax collection rate for the last ten years and provides a detailed understanding of why the Village budgets for property tax revenues at an amount lower than what was levied.

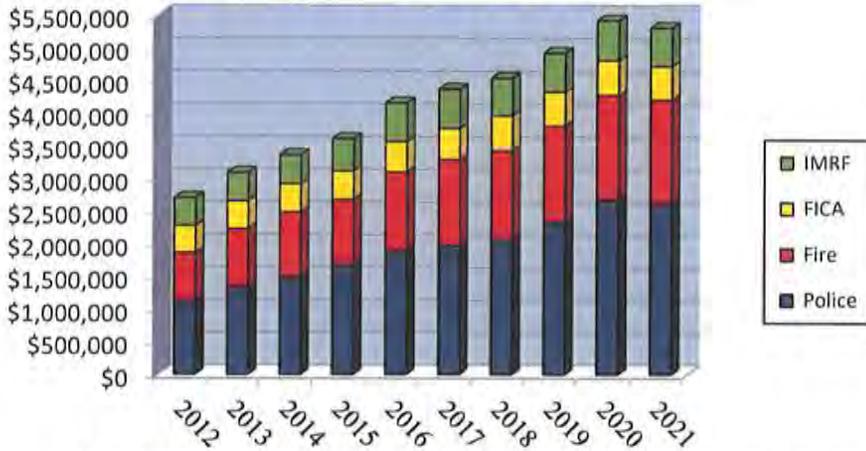
The following chart compares the 2020 extended tax levy to the 2021 tax levy and the amount from the 2021 tax levy budgeted in the FY 2022/2023 budget. All amounts in the 2021 Levy Budget column are in the General Fund except for Bonds, which are in the Bond Retirement Fund.

	<u>2020 Levy</u>	<u>2021 Levy</u>	<u>2021 Levy Budget</u>
General Corporate	\$12,883,791	\$12,798,805	\$11,813,348
IMRF	621,126	636,490	587,483
FICA	547,498	552,481	509,942
Police Pension	2,754,378	2,782,272	2,625,116
Fire Pension	1,630,955	1,678,384	1,583,581
Bonds	<u>260,686</u>	<u>250,000</u>	<u>233,625</u>
	\$18,698,432	\$18,698,432	\$17,353,095
Tax Levy Increase		0.0%	

The Village's total levy for 2021 did not increase from the 2020 extended levy. However, the levy amounts for Police and Fire pensions, FICA and IMRF did increase. This means the General Corporate levy absorbed those increases by a corresponding decrease to keep the 2021 levy flat compared to the prior year's extended levy. The unassigned General Fund fund balance was sufficient to absorb a reduction to the 2021 levy of \$446,661. Collectively, the FICA and IMRF levies for 2021 increased only slightly from the 2020 extended levy. The IMRF employer rate decreased from 12.08% to 11.58% in 2021 and decreased again in 2022 to 9.6%. The Village has received notification from IMRF that the 2023 rate is planned to reduce to 6.69%. The Board approved a levy amount for the full actuarially recommended amount (ARC) for both public safety pension funds. The increase for these two funds were the majority of the increase to the 2021 tax levy and is a trend seen across the majority of the country – the rising costs of public safety pensions. Consolidation of all public safety pension funds (ILCS Article 3 and Article 4) has begun and Village management staff expects to see improved investment returns in the near future that are expected to positively impact the Village's annual tax levy – meaning the tax levy requirements should decrease. The Bonds levy reflects only general obligation debt from the 2012B bonds. The 2012B bonds will mature in two years and this will also have a positive impact on the annual levy.

Over the last ten tax levies for the Village, there has been enough General Fund reserves to reduce the tax levy. The levy year and the amount of reserves used to reduce the levy are: \$550,000 in 2012; in 2013, \$715,317; in 2014, \$640,000; in 2015, \$700,000; in 2016, \$790,000; in 2017, \$383,000; in 2018, \$715,000; in 2019, \$592,171; in 2020, \$325,000; and, in 2021, \$446,661. Public safety pension funding represents 23.9% of the overall tax levy, an increase from 23.5% the prior year.

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 ten years are as follows:

2012	2.7%		2017	1.5%	**
2013	1.9%	*	2018	0.0%	**
2014	1.4%		2019	2.1%	**
2015	2.8%		2020	0.85%	**
2016	2.9%	*	2021	0.0%	**

* The increase in 2013 and 2016 included a 0% increase in the General Corporate Levy. The entire increase related to the pension funds.

** The cumulative increase in the Village's tax levy from 2017 to 2021 was 4.45%. However, the cumulative increase in CPI used to calculate the allowable levy increase for tax-capped Illinois communities was 9.8%. This means the Village has increased its tax levy by about 45% as much as the surrounding municipalities who are tax-capped.

For many years, the increase in the tax levy was tried to be held to 3% or less by utilizing General Fund Balance carryover to reduce the levy. For the 2022/2023 Budget, the 2021 levy increase allows for a 3% increase in salaries for all staff. This is consistent with the approved union contracts. Budget Guidelines allowed for a 0% increase in expenditures excluding salaries and insurance even though the 2021 levy allowed for a 2% increase. This decrease to FY 2022/2023 expenditures will be factored into the 2022 tax levy.

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. The following data is for levy year 2020 as the data for the 2021 levy is not yet available.

Cook County represented 85.20% of the Village's EAV and the extended levy is 102.6% of the original levy. If an average of 87.8% (average of years 2015 to 2018 as 2019 was impacted by COVID) of that amount is collected, that equates to a 90.1% (87.8% x 103%) collection rate on the levy. As stated earlier, 90% of the levy is budgeted for FY 2022/2023. 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>
2010	94.22%
2011	94.33%
2012	90.84%
2013	89.26%
2014	87.19%
2015	87.29%
2016	88.23%
2017	87.95%
2018	87.59%
2019	82.52%*

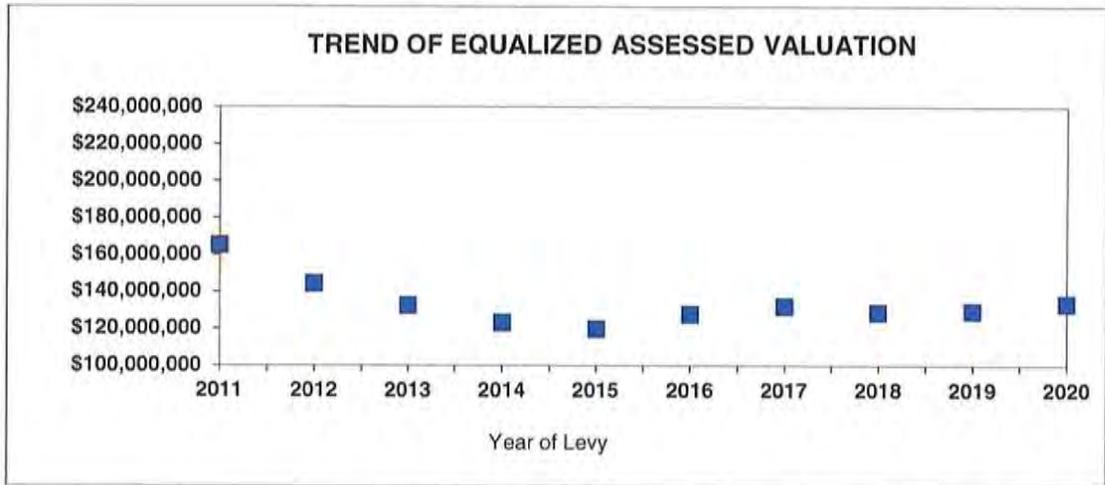
* - collections impacted by COVID-19

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

Municipal Tax Rate Comparison

<i>Year</i>	<i>Tax Rate</i>	<i>% Change</i>
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%
2018	13.824	4.6%
2019	14.793	7%
2020	14.907	0.8%

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 3.37% to \$131,918,779 for 2017. The 2018 EAV decreased by 2.4% to \$128,752,192. The 2019 EAV increased by 0.51% to \$129,403,796. The 2020 EAV increased by 3.26% to \$133,624,027. Increases to EAV's causes the Village's tax rate to decrease, all other factors remaining equal.



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 40% 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, Community Health 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 2020 taxes payable in 2021.

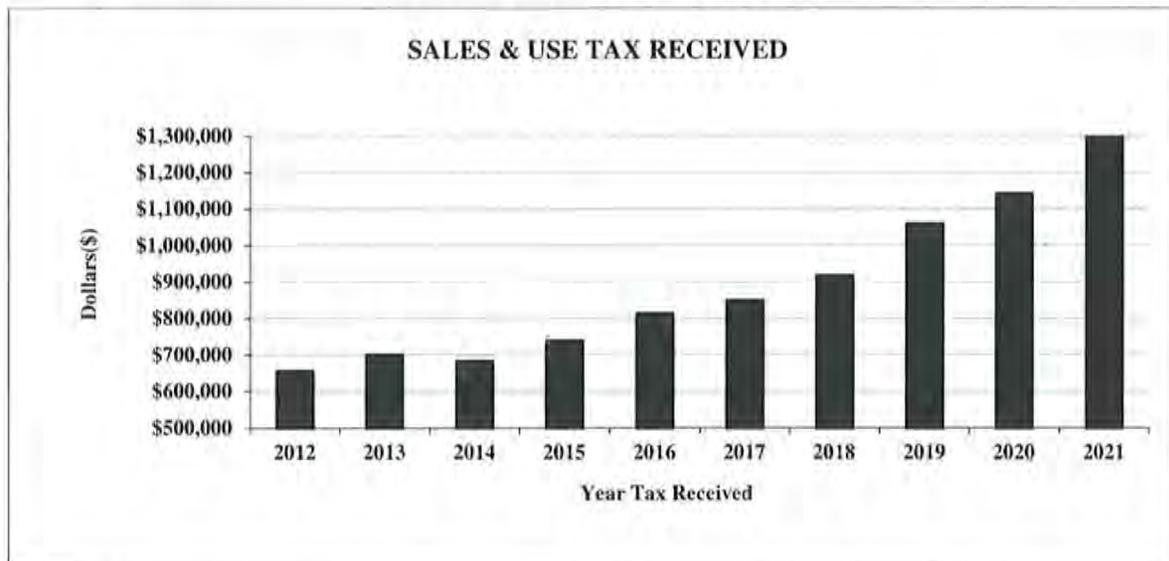
District 163 Tax Bill Breakdown



Sales and Use Tax

Sales Tax relates to items sold within Park Forest. Sales tax revenue for the Village was relatively flat for several years but, in FY 19/20, there was about a 14% increase over the annual average. FY 21/22 saw an increase of over 16% from the previous year. During this time, the only new business that generates significant sales taxes is Dollar General, opened in 2013. In addition, video gaming is currently generating almost \$63,000 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. Also in use tax is internet sales tax, which is also allocated on a per capita basis. Use tax has been the major reason that has caused the increasing trend in combined sales and use taxes for the Village over the last ten years, particularly since February, 2020, when the COVID-19 pandemic took hold. However, combined sales and use taxes continue to increase even though the pandemic has greatly subsided.

For Fiscal 2021/2022, the combined revenues are expected to increase by 2.5%, or more than \$35,000. Combined Sales and Use Taxes are expected to increase 2.2% in FY 2022/2023 as both continue to be strong. 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 ten-year depiction of sales and use tax revenue.



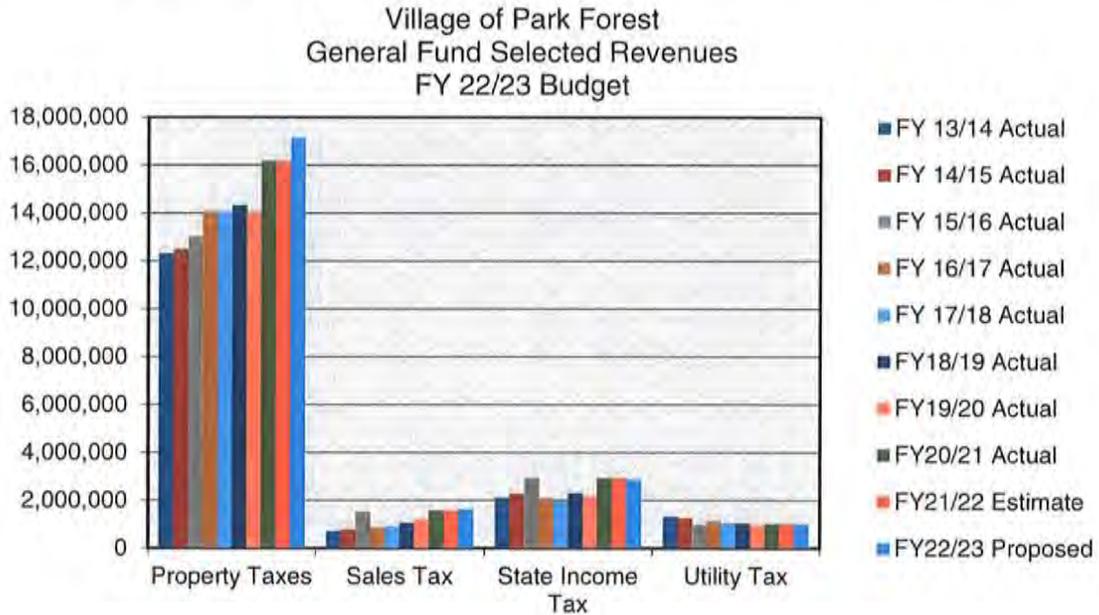
Utility Tax

Utility taxes had been slowly declining each year until FY 20/21 when it increased by 1.4%. Revenues for FY 21/22 are expected to increase by 3.6%, or \$35,164. The reasons for the declining utility tax revenue relate to the use of cell phones versus land lines and unlimited plan offerings by telecommunication providers. Utility taxes generate 3.3% 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 a two-month lag in receipts. The Village's stagnant commercial and residential property inventory, along with a declining population, are the reason why revenues, for the most part, are declining.

State Income Tax

The Village receives a State Income Tax allocation based on a per capita share of overall State revenues. The information from the 2020 census indicated that population had declined by 288 from 21,975 to 21,687. The State of Illinois' population also decreased slightly at the 2020 census by 0.2% or almost twice the decline as the Village. Revenues had been declining but, in 2015, they recovered to levels seen before the Great Recession. 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 2018, 2019 and 2020 but the State legislature reduced the reduction to only 5%. There have been no reductions to Income Taxes by the State since, most likely due to the Coronavirus pandemic. State unemployment benefits and the Federal stimulus packages approved during the pandemic added substantial amounts to existing unemployment compensation and extended the time frame unemployed individuals can receive unemployment benefits. These factors caused the noticeable increase to income tax revenues for FY 20/21 as well as the start of FY 21/22. However, at the time the FY 22/23 budget was created, Income Tax revenues continue to come in higher than the previous year. The national unemployment rate at the time this budget was created was 3.6% and the State of Illinois' rate was 4.8%. Both rates were close the level they were at prior to the pandemic.

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. For several years following the Great Recession, the transfer tax amounts had decreased significantly as the Village’s property values took longer to improve than most Chicagoland communities. In 2016, a one-time sale of two major multi-family areas improved real estate transfer taxes. This revenue declined in 2017 but steadily increased from 2018 to current. This revenue is difficult to predict since there can be very sizeable shifts in home sales with any 12-month period. FY 2023 revenues are very conservatively estimated at \$200,000. Overall, average home values in the Village continue to increase with several homes selling at above asking price.

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	\$55,000	
PACE Grant based on Ridership	30,221	
Fare Box Revenue	<u>13,462</u>	
		<u>\$98,683</u>

* The total Village cost of \$55,000 represents a \$46,500 savings over years when the Village operated the Jolly Trolley service.

ANTICIPATED GRANT REVENUE

General Fund:

PACE Grant	\$ 30,221
SAFER Grant	255,000
DCEO Grant for Hemlock St.	350,000
State of Illinois Grant for Building Security	100,000
Invest in Cook Grant	480,000
Arts Council Grant	<u>7,500</u>
Total General Fund Grants:	\$ 1,222,721

MFT:

Shabbona (Sauk Trail to Indianwood) Design & CE	<u>179,209</u>
Total MFT Grants	\$ 179,209

Transfers from Other Funds and Miscellaneous

Cost allocation is a process by which enterprise funds or component units (Library) 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 these funds would be consistent with most cost allocation methods. Based on the methods used by the in-house review, the transfers from the enterprise funds and Library to the General Fund that are planned in the 2022/2023 Budget are:

<u>Standard Fund Transfers</u>	<u>2022/2023 Transfer</u>
Water	\$ 909,121
Sewer	146,907
Refuse	178,682
Refuse (Municipal Buildings pickup)	(30,000)
DownTown	89,724
Library	<u>240,135</u>
<u>TOTAL:</u>	\$ 1,534,569

Starting in FY 2021/2022, any fund that transfers funds to the General Fund but also receives a transfer of support from the General Fund will have those transfers netted so the average reader and taxpayer can easily understand the flow of funds throughout the Village.

If the indirect costs were not charged to the various funds and, instead, had to be supported by the General Fund, the total dollars of indirect costs would require an 8.2% tax levy increase.

There is a \$400,000 transfer to the General Fund from the Capital Projects Fund in FY 22/23 to help pay for the road work that is part of the large water main and water tower project. This reduces the amount of Unassigned Fund Balance that will be used in the General Fund in FY 22/23.

Licenses

The major sources of license revenue are vehicle stickers, crime free housing 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. This transfer to the Housing Authority has since been decreased to \$30,000 as it was netted against the Housing Authority transfer to the General Fund amount of \$40,000 and will only be made if needed. 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	7,650	\$50.00	\$382,500
Seniors and Disabled	1,700	25.00	42,500
			\$425,000

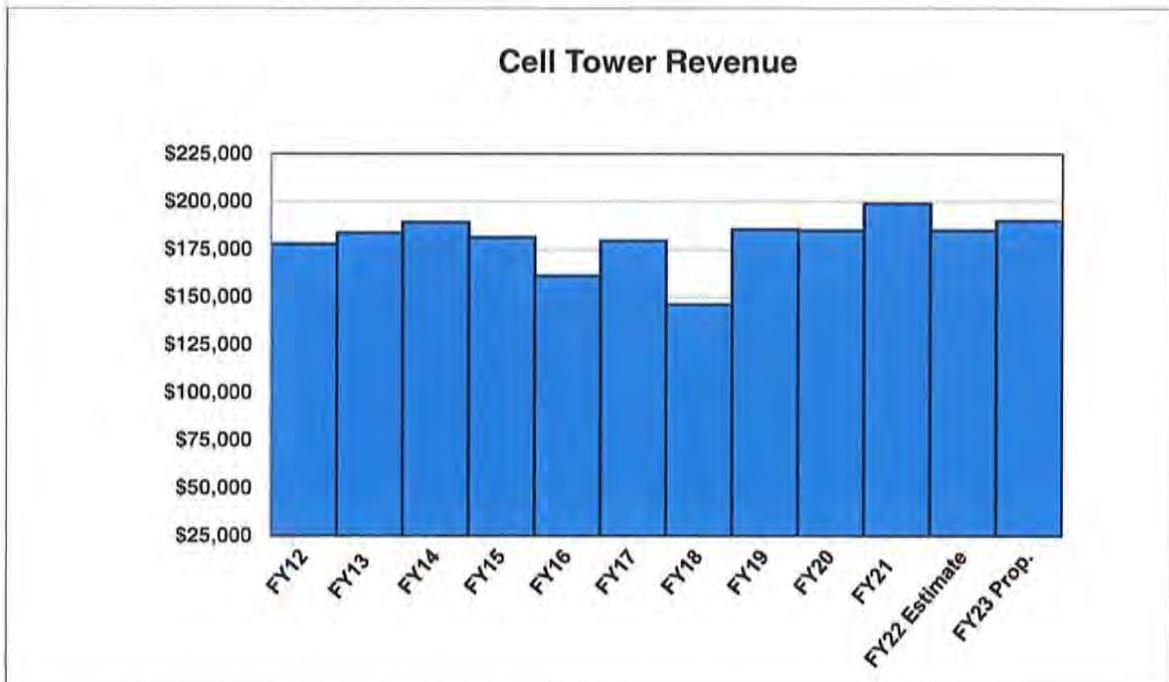
Business and liquor licenses are expected to total \$39,000. Contractors' licenses are now separate and are budgeted at \$35,000. Crime Free Housing License Revenue is expected to generate \$160,000. Animal licenses total \$6,000. Elevator inspection fees are budgeted at \$3,300.

Permits and Fees

Revenue from permits includes cable franchise fees at \$250,000, PEG access capital fees of \$15,000, building permit fees estimated at \$120,000 and park permits of \$12,000. The budget includes alarm permits of \$28,000 and vacant building registration fees of \$10,000.

Charges for Services

Gross hospital transport is budgeted at \$957,500. Property lease revenue related primarily to cell tower leases is budgeted at \$190,000. The net revenue from merchandising and jobbing, the majority of activity here is enforced mowing revenue, is budgeted to decrease from \$225,000 to \$100,000.



Other charges include revenue for ridership fees for Jolly Trolley, enforced lawn-mowing and miscellaneous police salary reimbursements.

Fines

Across all General Fund fine revenue accounts, fine revenues are expected to be flat. The Police Department makes recommendations on the amounts to set fines, which includes vehicle seizure offenses. According to ordinance 20%, or \$15,000, 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 IDROP. IDROP revenue is expected to generate \$125,000 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. Interest rates started declining in mid-to-late 2019 but have rebounded in 2022 accompanied by, unfortunately, higher inflation. Budgeted interest earnings are anticipated to be \$86,000 for FY 2022/20232.

INTERPRETIVE NOTES ON CHARTS AND GRAPHS

General Fund Revenues:

The table on page 2-17 shows a three-year comparison of General Fund revenue. The “FY 22/23 Proposed” column is compared to the “FY 21/22 Budget” column to determine the “percent change.” General Fund Revenues are shown to be higher than the prior year’s budget.

General Fund Expenditures:

The General Fund expenditures on page 2-18 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 1% increase. After transfers reflect a 2% decrease. Adding MFT and Foreign Fire Insurance result in an overall 3% increase in adjusted General Fund Expenditures.

General Fund Expenditures Summary FY 20/21 Actual and FY 22/23 Proposed:

The tables on page 2-19 and 2-20 show General Fund Expenditures by department and by spending category for FY 20/21 and FY 22/23. This two-year comparison shows the impact of increase employee costs including salaries, health insurance, and pension costs and an increase in capital outlays.

General Fund Expenditures Summary FY 22/23 Proposed:

The pie chart on page 2-21 shows the General Fund expenditures by category. Salaries and benefits a total of 53% of General Fund expenditures.

General Fund Expenditures Trends:

The table on page 2-22 and chart on 2-23 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 2-24 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 2-25 displays fund types and the Village’s funds categorized accordingly.

Revenue (All Funds):

The table on page 2-26 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 2-27 shows expenditures for all the Village funds. Transfers from the General Fund are identified separately and includes \$865,000 in support of the Recreation and Parks Enterprise Funds in FY 21/22. The overall decrease in Expenditures (All Funds) is 1%. The Library is also noted.

Revenue (All Funds) by Source:

The pie chart on page 2-28 shows revenues by source for all funds. The largest revenue sources for the Village are charges for services at 31% and taxes at 34%. As indicated on the pie chart, taxes include property, sales, utility, and real estate transfer tax. Charges for services include the General Fund charges such as 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 2-28 identifies expenditures for all funds as a percent of the total. The General Fund represents 51% of Village operations.

Revenue (All Funds) by Source FY 20/21 Actual and FY 22/23 Proposed:

The tables on pages 2-29 and 2-30 show a GASB 34 presentation of revenue for all Village funds.

Expenditures (All Funds) Summary FY 20/21 Actual and FY 22/23 Proposed:

The tables on pages 2-31 and 2-32 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 increase in capital outlays.

Expenditures (All Funds) Summary:

The pie chart on page 2-33 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 2-35 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 6.1-month reserve.

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

The line graph on page 2-36 shows how reserves, expenditures, and fund balance relate.

Fund Summary:

The tables on pages 2-37 through 2-40 show either beginning net position or fund balances along with the activity for FY 21/22 and FY 22/23 for all the Village's funds with ending net position or fund balances indicated. The line graphs on pages 2-41 through 2-45 depict 10-year trends.

**Village of Park Forest
2022/2023 Budget**

GENERAL FUND REVENUES

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
Property Taxes - General	11,902,787	12,654,863	12,225,601	12,910,773	2%
- Pension	3,471,070	3,949,183	3,935,836	4,208,697	7%
Road and Bridge	83,723	80,000	80,000	80,000	0%
Sales & Use Tax	1,517,772	1,406,325	1,574,324	1,616,735	15%
Utility Tax	980,176	975,000	1,015,340	1,000,000	3%
State Income Tax	2,927,717	2,437,028	2,925,576	2,869,190	18%
PPRT - General and Pension	320,417	205,478	482,317	435,210	112%
Real Estate Transfer Tax	271,090	300,000	378,000	200,000	-33%
Grants	174,242	914,204	382,274	1,222,721	34%
Transfers from Other Funds	1,542,790	1,535,299	1,420,924	1,934,569	26%
Licenses	709,670	675,450	685,307	671,000	-1%
Permits and Fees	521,030	504,000	398,900	435,000	-14%
Charges for Services					
Recreation	101,262	420,250	292,843	375,250	-11%
Health	9,725	12,500	6,500	0	-100%
Hospital Transport	979,269	1,060,000	1,053,250	957,500	-10%
Inspection Fees	76,920	92,000	87,000	90,000	-2%
Property Leases	199,008	185,000	195,000	190,000	3%
Other Charges	296,374	343,650	202,300	248,150	-28%
Fines	316,326	322,000	350,300	315,000	-2%
Interest Earnings	<u>425,666</u>	<u>366,562</u>	<u>313,810</u>	<u>161,323</u>	-56%
Total Revenues	26,827,034	28,438,792	28,005,402	29,921,118	5%
Motor Fuel Tax	1,554,078	1,534,277	1,169,803	1,439,175	-6%
Foreign Fire Insurance	<u>23,557</u>	<u>20,000</u>	<u>28,007</u>	<u>20,000</u>	0%
Combined Revenues	28,404,669	29,993,069	29,203,212	31,380,293	5%

**Village of Park Forest
2022/2023 Budget**

GENERAL FUND EXPENDITURES

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
Administration/Finance	3,332,869	4,507,441	3,848,808	4,331,208	-4%
Police Department	9,323,799	10,331,276	10,264,871	10,578,270	2%
Fire Department	5,262,356	5,870,126	5,722,338	6,155,553	5%
Recreation, Parks & Community Health	2,587,301	4,129,190	3,323,113	3,519,346	-15%
Public Works Department	1,916,620	4,780,049	1,779,924	5,465,357	14%
Economic Development & Planning	621,465	781,577	714,905	726,682	-7%
Community Development	<u>754,758</u>	<u>812,916</u>	<u>768,630</u>	<u>786,271</u>	-3%
Subtotal	23,799,168	31,212,575	26,422,589	31,562,687	1%
Transfer to Aqua Center	-	250,000	250,000	250,000	0%
Transfer to Tennis and Health Club	35,000	615,000	615,000	15,000	-98%
Transfer to DownTown	-	155,036	155,036	155,036	0%
Transfer to Housing Authority	-	30,000	-	30,000	0%
Transfer to Library	194,251	-	-	-	0%
Transfer to Capital Projects	185,000	185,000	185,000	185,000	0%
Transfer to Pension Funds	377,707	279,562	279,562	-	-100%
Transfer to Bond Retirement Fund	-	50,000	50,000	-	-100%
Transfer to Municipal Parking Fund	-	75,000	75,000	-	-100%
Total Transfers	791,958	1,639,598	1,609,598	635,036	-61%
Subtotal Expenditures	24,591,126	32,727,173	27,907,187	32,197,723	-2%
Motor Fuel Tax	402,978	1,196,415	976,457	2,729,538	128%
Foreign Fire Insurance	<u>18,781</u>	<u>20,000</u>	<u>18,000</u>	<u>20,000</u>	0%
Combined Expenditures	25,012,885	33,943,588	28,901,644	34,947,261	3%

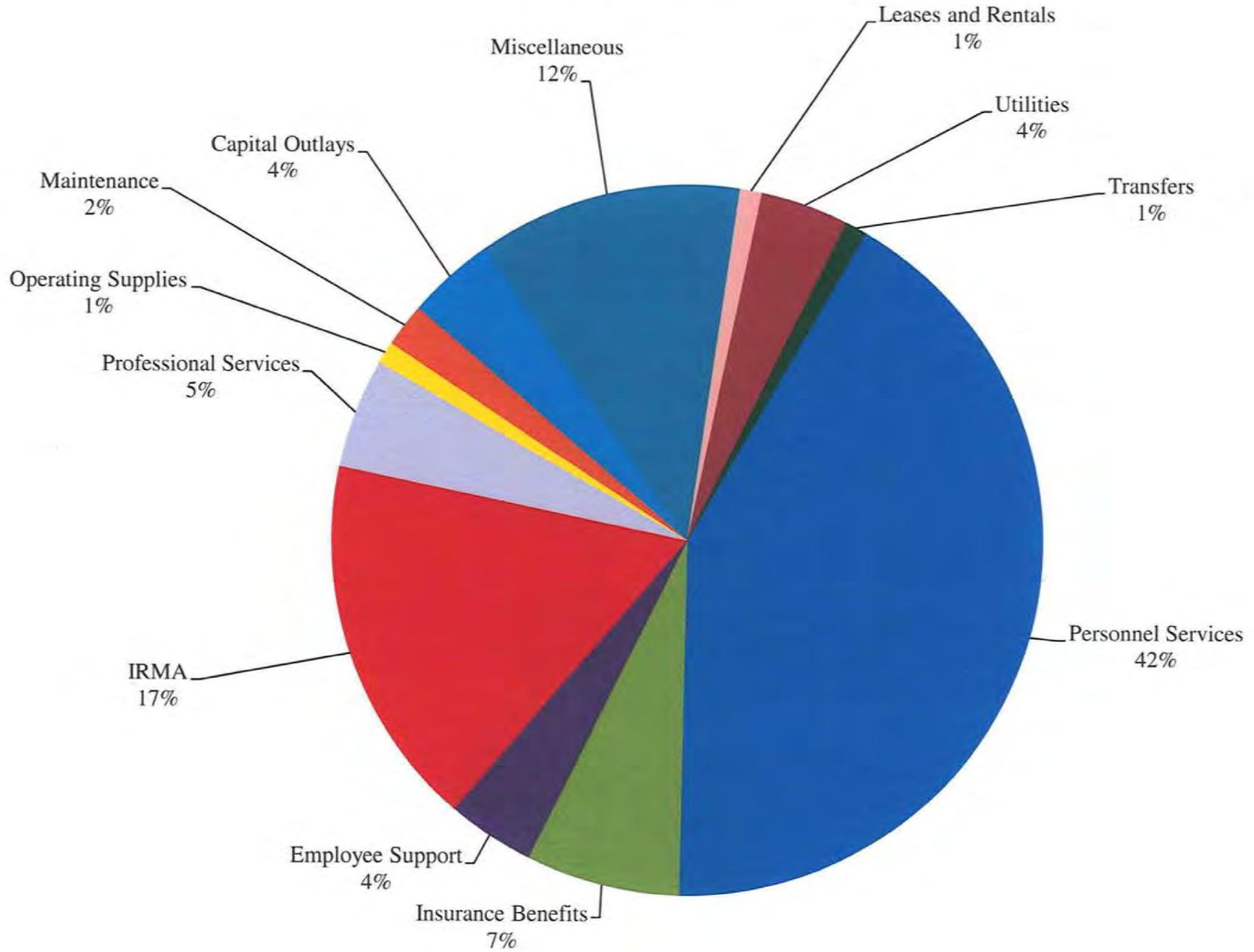
Village of Park Forest
GENERAL FUND EXPENDITURES SUMMARY
FY 20/21 Actual

	Administrative Department	Police Department	Fire Department	Recreation , Parks and Community Health Department	Public Works Department	Econ. Dev. & Planning Department	Community Development Department	TOTAL
<u>Personnel Services</u>								
Regular Salaries	1,203,582	4,493,382	2,600,906	1,164,188	437,332	398,652	452,596	10,750,638
Overtime Salaries	99,621	363,933	239,367	17,210	46,846	92	188	767,257
Temporary/Part-time Salaries	0	172,855	22,270	153,218	0	16,178	20,787	385,308
IRMA Workers Comp Reimb.	0	-10,946	(72,243)	0	(37,306)	0	0	(120,495)
Total Personnel Services	1,303,203	5,019,224	2,790,300	1,334,616	446,872	414,922	473,571	11,782,708
<u>Insurance Benefits</u>	150,954	763,216	437,783	235,825	119,587	31,479	71,573	1,810,417
<u>IRMA</u>	809,035	0	0	0	0	0	0	809,035
<u>Employee Support</u>	294,016	2,404,831	1,409,541	250,437	92,305	87,072	90,317	4,628,519
<u>Professional Services</u>	216,699	456,035	78,967	118,936	161,885	8,908	2,597	1,044,027
<u>Legal Services</u>	168,403	0	0	0	0	0	0	168,403
<u>Operating Supplies</u>	63,559	152,138	77,201	112,207	9,731	1,983	7,179	423,998
<u>Maintenance</u>	132,161	12,661	16,264	142,649	448,779	0	85,249	837,763
<u>Capital Outlays</u>	25,716	168,604	81,003	170,596	316,308	3,587	1,277	767,091
<u>Miscellaneous</u>	79,704	12,748	391	53,310	762	71,382	4,718	223,015
<u>Leases and Rentals</u>	10,067	315,764	361,944	97,437	312,679	0	14,236	1,112,127
<u>Utilities</u>	79,352	18,578	8,962	71,288	7,712	2,132	4,041	192,065
<u>Transfers to Other Funds</u>	0	0	0	0	0	0	0	0
TOTAL	3,332,869	9,323,799	5,262,356	2,587,301	1,916,620	621,465	754,758	23,799,168

**Village of Park Forest
GENERAL FUND EXPENDITURES SUMMARY
FY 22/23 Proposed**

	Administrative Department	Police Department	Fire Department	Recreation , Parks and Community Health Department	Public Works Department	Econ. Dev. & Planning Department	Community Development Department updated	TOTAL
<u>Personnel Services</u>								
Regular Salaries	1,347,084	4,995,401	2,896,185	1,247,047	457,719	410,066	468,158	11,821,660
Overtime Salaries	1,542	437,464	261,248	20,982	64,227	762	0	786,225
Temporary/Part-time Salaries	71,600	236,500	109,307	290,846	3,530	11,304	22,408	745,495
IRMA Workers Comp Reimb.	0	0	0	0	0	0	0	0
Total Personnel Services	1,420,226	5,669,365	3,266,740	1,558,875	525,476	422,132	490,566	13,353,380
<u>Insurance Benefits</u>	265,936	915,304	488,784	264,908	126,021	28,001	63,862	2,152,816
<u>IRMA</u>	1,125,082	0	0	0	0	0	0	1,125,082
<u>Employee Support</u>	373,654	2,857,776	1,667,331	261,268	95,444	93,232	95,848	5,444,553
<u>Professional Services</u>	315,969	536,368	132,464	366,185	148,876	33,500	15,400	1,548,762
<u>Legal Services</u>	263,065	0	0	0	0	0	0	263,065
<u>Operating Supplies</u>	118,816	193,203	71,590	152,331	13,887	16,717	6,600	573,144
<u>Maintenance</u>	133,281	15,000	27,500	146,851	1,038,829	0	86,792	1,448,253
<u>Capital Outlays</u>	88,000	25,900	89,600	450,000	3,178,510	2,500	1,900	3,836,410
<u>Miscellaneous</u>	131,205	10,300	2,500	115,500	650	128,600	5,200	393,955
<u>Leases and Rentals</u>	10,474	334,994	399,044	127,321	329,109	0	15,103	1,216,045
<u>Utilities</u>	85,500	20,060	10,000	76,107	8,555	2,000	5,000	207,222
<u>Transfers to Other Funds</u>	0	0	0	0	0	0	0	0
TOTAL	4,331,208	10,578,270	6,155,553	3,519,346	5,465,357	726,682	786,271	31,562,687

Village of Park Forest
General Fund Expenditures Summary
FY 22/23 Proposed



**Village of Park Forest
GENERAL FUND EXPENDITURES TRENDS
FY 13/14 - FY24/25**

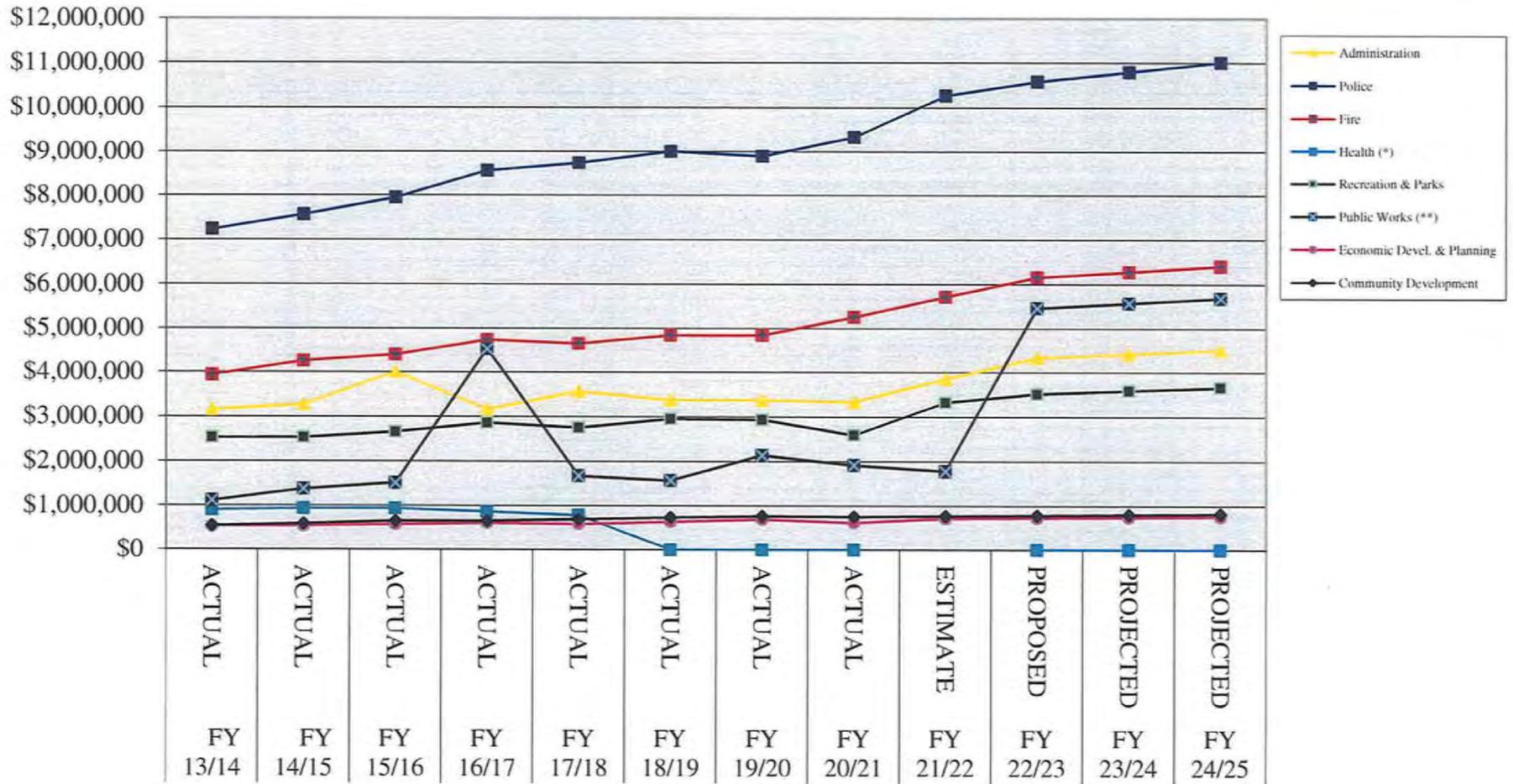
Projected is based on 2% increase in each department and is displayed for presentation purposes only, not as a Proposed budget.

	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	FY 22/23	FY 23/24	FY 24/25
	ACTUAL	ESTIMATE	PROPOSED	PROJECTED	PROJECTED							
Administration	\$3,148,725	\$3,272,006	\$4,004,956	\$3,152,489	\$3,564,916	\$3,371,539	\$3,371,539	\$3,332,869	\$3,848,808	\$4,331,208	\$4,417,832	\$4,506,189
Police	7,224,728	7,560,174	7,939,404	8,559,697	8,736,230	9,001,959	8,888,371	9,323,799	10,264,871	\$10,578,270	\$10,789,835	\$11,005,632
Fire	3,936,755	4,256,419	4,404,142	4,742,671	4,655,927	4,852,426	4,852,291	5,262,356	5,722,338	\$6,155,553	\$6,278,664	\$6,404,237
Health (*)	903,634	933,122	932,108	863,455	783,249	0	0	\$0		\$0	\$0	\$0
Recreation & Parks	2,524,658	2,524,676	2,653,755	2,858,176	2,752,877	2,950,177	2,933,302	2,587,301	3,323,113	\$3,519,346	\$3,589,733	\$3,661,528
Public Works (**)	1,114,760	1,377,152	1,513,309	4,528,261	1,673,475	1,567,441	2,132,441	\$1,916,620	\$1,779,924	\$5,465,357	\$5,574,664	\$5,686,157
Economic Devel. & Planning	536,939	540,193	569,450	608,796	581,441	640,024	690,460	\$621,465	\$714,905	\$726,682	\$741,216	\$756,040
Community Development	540,947	589,153	647,521	652,989	692,939	737,355	767,519	\$754,758	\$768,630	\$786,271	\$801,996	\$818,036
	\$19,931,146	\$21,052,895	\$22,664,645	\$25,966,534	\$23,441,054	\$23,120,921	\$23,635,923	\$23,799,168	\$26,422,589	\$31,562,687	\$32,193,941	\$32,837,820

(*) 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.

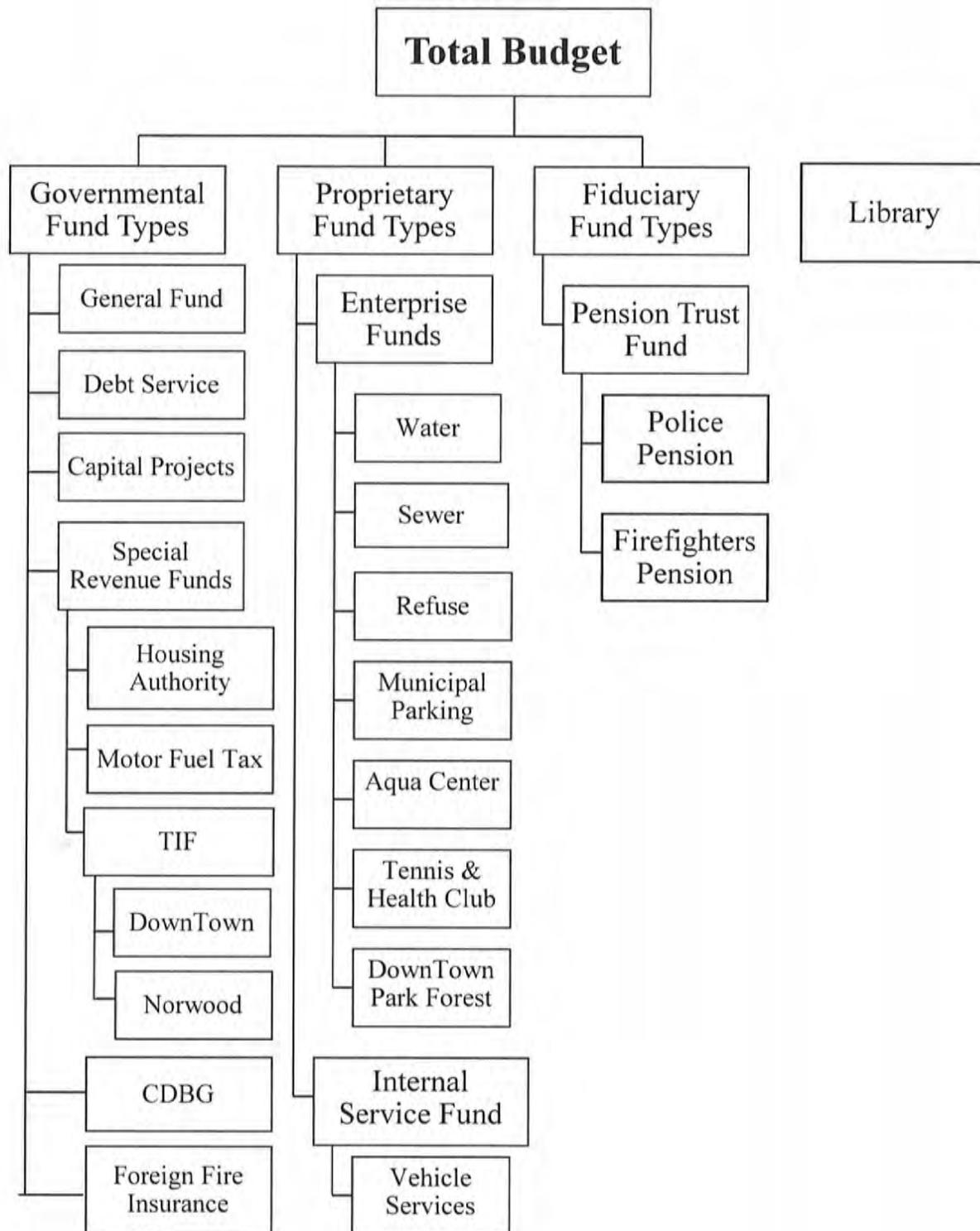
Village of Park Forest GENERAL FUND EXPENDITURES TRENDS FY 13/14 - FY 24/25



**Village of Park Forest
Oversight Responsibilities by Department
2022/2023 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 2022/2023 Budget Fund Structure



**Village of Park Forest
2022/2023 Budget**

REVENUE (All Funds)

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	CHANGE
General Fund*	26,827,034	28,438,792	28,005,402	29,921,118	5%
Aqua Center	47,138	361,600	408,300	392,250	8%
Tennis and Health Club	182,811	796,837	779,916	199,337	-75%
Municipal Parking	7,979	97,328	85,729	11,801	-88%
Refuse	1,563,326	1,542,367	1,527,830	1,558,962	1%
Water	7,522,354	9,421,334	9,246,470	10,015,874	6%
Sewer	1,221,167	1,619,119	1,550,362	1,391,938	-14%
DownTown	763,177	980,303	1,017,606	1,080,236	10%
Capital Projects	1,383,527	4,367,500	4,251,393	2,293,178	-47%
MFT	1,554,078	1,534,277	1,169,803	1,439,175	-6%
Housing Authority	3,737,792	4,262,422	2,592,477	4,032,000	-5%
CDBG-Cook	0	300,000	300,000	0	-100%
Retirement Funds					
Police Pension	8,218,659	4,254,009	4,281,471	4,271,880	0%
Fire Pension	5,458,895	2,622,378	2,483,878	2,576,915	-2%
Bond Retirement	220,785	286,300	286,265	233,675	-18%
TIF	1,076,775	790,050	2,190,175	913,725	16%
Vehicle Services	1,560,982	1,880,572	1,865,256	1,658,127	-12%
Foreign Fire Insurance	<u>23,557</u>	<u>20,000</u>	<u>28,007</u>	<u>20,000</u>	0%
Subtotal	61,370,035	63,575,188	62,070,340	62,010,191	-2%
Library	<u>2,098,624</u>	<u>2,066,202</u>	<u>1,930,599</u>	<u>2,032,102</u>	-2%
TOTAL FUNDS	<u>63,468,659</u>	<u>65,641,390</u>	<u>64,000,939</u>	<u>64,042,293</u>	-2%

* - There are revenues of \$386,950 that are not expected to be received in FY 20/21 due to COVID-19.

**Village of Park Forest
2021/2022 Budget**

EXPENDITURES (All Funds)

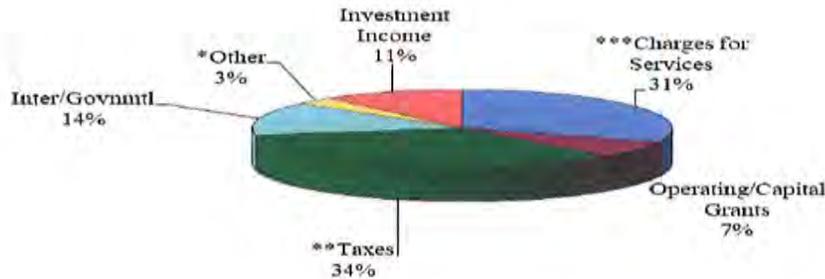
	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
General Fund***	23,799,168	31,212,575	26,422,589	31,562,687	1%
Aqua Center	219,245	467,863	381,372	474,852	1%
Tennis and Health Club	259,647	377,216	288,643	361,941	-4%
Municipal Parking	49,957	82,912	51,956	52,425	-37%
Refuse	1,510,365	1,576,207	1,555,324	1,601,784	2%
Water	6,563,715	7,308,322	6,513,364	7,377,139	1%
Sewer	1,241,544	2,093,378	1,845,866	1,695,082	-19%
DownTown	1,004,942	1,446,128	1,399,176	1,357,524	-6%
Capital Projects	570,458	2,702,620	675,436	3,906,671	45%
MFT	402,978	1,196,415	976,457	2,729,538	128%
Housing Authority	3,783,764	4,216,547	2,594,897	3,996,046	-5%
CDBG-Cook	0	300,000	300,000	0	-100%
Retirement Funds					
Police Pension	2,888,562	3,409,571	3,384,363	3,072,626	-10%
Fire Pension	1,618,545	1,891,741	1,747,632	1,865,459	-1%
Bond Retirement	272,048	280,600	280,600	287,875	3%
TIF	26,115	2,530,000	2,166,000	1,425,000	-44%
Vehicle Services*	955,405	1,537,056	1,443,176	1,251,453	-19%
Foreign Fire Insurance	18,781	20,000	18,000	20,000	0%
<u>Transfers from General Fund:</u>					
To Aqua Center	0	250,000	250,000	250,000	0%
To Tennis and Health Club	35,000	615,000	615,000	15,000	-98%
To DownTown	0	155,036	155,036	155,036	0%
To Housing Authority	0	30,000	0	30,000	0%
To Library	194,251	0	0	0	0%
To Capital Projects	185,000	185,000	185,000	185,000	0%
To Pension Funds	377,707	279,562	279,562	0	-100%
To Bond Retirement	0	50,000	50,000	0	-100%
To Municipal Parking	0	75,000	75,000	0	-100%
Total Transfers	791,958	1,639,598	1,609,598	635,036	-61%
Subtotal	45,977,197	64,288,749	53,654,449	63,673,138	-1%
Library	1,632,086	2,146,202	1,738,923	2,017,893	-6%
TOTAL FUNDS**	47,609,283	66,434,951	55,393,372	65,691,031	-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.)

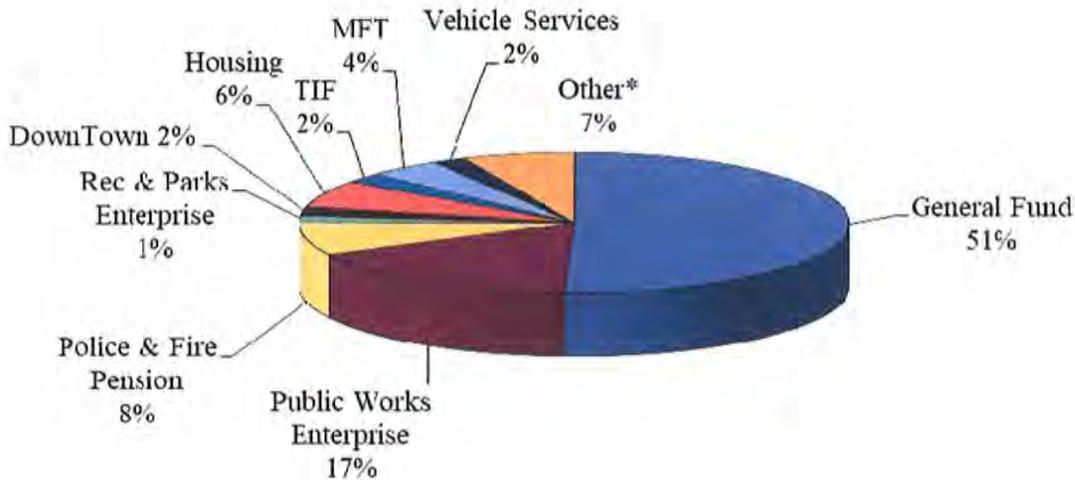
Village of Park Forest 2022/2023 Budget

Revenues (All Fund) FY 22/23 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 22/23 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 20/21 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	4,430,993	0	18,226,618	3,422,376	316,326	425,666	0	0	5,055	0	26,827,034
Aqua Center	46,475	0	0	0	0	663	0	0	0	0	47,138
Tennis and Health Club	147,723	0	0	0	0	88	0	35,000	0	0	182,811
Municipal Parking	7,977	0	0	0	0	2	0	0	0	0	7,979
Refuse	1,562,808	0	0	0	0	518	0	0	0	0	1,563,326
Water	7,520,203	0	0	0	0	2,142	9	0	0	0	7,522,354
Sewer	1,215,958	0	0	0	0	689	4,520	0	0	0	1,221,167
DownTown	765,298	0	0	0	0	1,333	-3,454	0	0	0	763,177
Capital Projects	48,859	108,394	0	839,844	0	0	50,034	185,000	151,396	0	1,383,527
MFT	0	0	0	1,551,782	0	2,296	0	0	0	0	1,554,078
Housing Authority	0	3,737,792	0	0	0	0	0	0	0	0	3,737,792
CDBG - Cook	0	0	0	0	0	0	0	0	0	0	0
Police Pension	0	0	0	0	0	0	0	0	0	8,218,659	8,218,659
Fire Pension	0	0	0	0	0	0	0	0	0	5,458,895	5,458,895
Bond Retirement	0	0	220,775	0	0	10	0	0	0	0	220,785
TIF	0	0	1,076,672	0	0	103	0	0	0	0	1,076,775
Vehicle Services	1,497,498	0	0	0	0	2,541	60,943	0	0	0	1,560,982
Foreign Fire Insurance	0	0	0	0	0	0	23,557	0	0	0	23,557
	<u>17,243,792</u>	<u>3,846,186</u>	<u>19,524,065</u>	<u>5,814,002</u>	<u>316,326</u>	<u>436,051</u>	<u>135,609</u>	<u>220,000</u>	<u>156,451</u>	<u>13,677,554</u>	<u>61,370,036</u>

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

**Village of Park Forest
REVENUE (ALL FUNDS) BY SOURCE
GASB 34 Presentation
FY 22/23 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	4,901,469	0	20,016,205	4,527,121	315,000	161,323	0	0	0	0	29,921,118
Aqua Center	134,250	0	0	0	0	8,000	0	250,000	0	0	392,250
Tennis and Health Club	184,337	0	0	0	0	0	0	15,000	0	0	199,337
Municipal Parking	11,800	0	0	0	0	1	0	0	0	0	11,801
Refuse	1,558,762	0	0	0	0	200	0	0	0	0	1,558,962
Water	8,572,963	0	0	1,440,000	0	1,911	1,000	0	0	0	10,015,874
Sewer	1,389,138	0	0	0	0	800	2,000	0	0	0	1,391,938
DownTown	922,500	0	0	0	0	700	2,000	155,036	0	0	1,080,236
Capital Projects	0	0	0	1,448,178	0	0	50,000	685,000	110,000	0	2,293,178
MFT	0	282,192	0	1,155,797	0	1,186	0	0	0	0	1,439,175
Housing Authority	0	4,002,000	0	0	0	0	0	30,000	0	0	4,032,000
CDBG - Cook	0	0	0	0	0	0	0	0	0	0	0
Police Pension	0	0	0	0	0	0	0	0	0	4,271,880	4,271,880
Fire Pension	0	0	0	0	0	0	0	0	0	2,576,915	2,576,915
Bond Retirement	0	0	233,625	0	0	50	0	0	0	0	233,675
TIF	0	0	913,600	0	0	125	0	0	0	0	913,725
Vehicle Services	1,625,127	0	0	0	0	2,500	30,500	0	0	0	1,658,127
Foreign Fire Insurance	0	0	0	0	0	0	20,000	0	0	0	20,000
	<u>19,300,346</u>	<u>4,284,192</u>	<u>21,163,430</u>	<u>8,571,096</u>	<u>315,000</u>	<u>176,796</u>	<u>105,500</u>	<u>1,135,036</u>	<u>110,000</u>	<u>6,848,795</u>	<u>62,010,191</u>

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

**Village of Park Forest
EXPENDITURES (All Funds) SUMMARY
FY 20/21 Actual**

	General Fund	R & P Enterprise	Public Works Enterprise	DownTown and TIF	MFT	Housing	Retirement Funds	Other*	TOTAL
<u>Personnel Services</u>									
Regular Salaries	10,750,638	100,093	1,690,657	99,509	0	234,088	0	72,194	12,947,179
Overtime Salaries	767,257	171	120,755	2,096	0	0	0	0	890,279
Temporary/Part-time Salaries	385,308	53,593	88,155	65,593	0	0	0	0	592,649
IRMA Workers Comp Reimb.	-120,495	0	0	0	0	0	0	0	(120,495)
Total Personnel Services	11,782,708	153,857	1,899,567	167,198	0	234,088	0	72,194	14,309,612
<u>Insurance Benefits</u>	1,810,417	0	273,814	1,606	0	22,411	0	0	2,108,248
<u>IRMA</u>	809,035	5,971	138,164	25,000	0	6,010	0	0	984,180
<u>Employee Support</u>	4,628,519	9,614	115,943	6,069	0	45,661	4,308,190	2,614	9,116,610
<u>Professional Services</u>	1,044,027	70,390	1,478,275	59,267	500	26,509	198,917	52,447	2,930,332
<u>Legal Services</u>	168,403	0	0	0	0	0	0	0	168,403
<u>Operating Supplies</u>	423,998	41,586	633,150	18,380	148,624	1,379	0	282,365	1,549,482
<u>Property Taxes</u>	0	0	0	363,957	0	0	0	0	363,957
<u>Maintenance</u>	837,763	26,385	1,267,417	218,597	169,865	0	0	500,723	3,020,750
<u>Capital Outlays**</u>	767,091	20,633	296,500	24,283	23,459	0	0	136,678	1,268,644
<u>Housing Assistance Payments</u>	0	0	0	0	0	3,407,706	0	0	3,407,706
<u>Depreciation</u>	0	67,553	1,118,767	56,887	0	0	0	495,760	1,738,967
<u>Debt Service</u>	0	0	0	0	0	0	0	235,000	235,000
<u>Interest Expense</u>	0	0	248,016	0	0	0	0	36,675	284,691
<u>Transfers to Other Funds</u>	791,958	37,640	1,195,522	0	0	40,000	0	0	2,065,120
<u>Other Financing Use/Cost</u>	0	0	0	0	0	0	0	0	0
<u>Miscellaneous</u>	223,015	1,024	56,718	1,548	0	0	0	0	282,305
<u>Bad Debt Expense</u>	0	0	0	0	0	0	0	0	0
<u>Leases and Rentals</u>	1,112,127	4,282	392,222	2,141	0	0	0	0	1,510,772
<u>Utilities</u>	<u>192,065</u>	<u>39,957</u>	<u>251,506</u>	<u>86,124</u>	<u>60,530</u>	<u>0</u>	<u>0</u>	<u>2,236</u>	<u>632,418</u>
TOTAL	24,591,126	478,892	9,365,581	1,031,057	402,978	3,783,764	4,507,107	1,816,692	45,977,197

*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
EXPENDITURES (All Funds) SUMMARY
FY 22/23 Proposed**

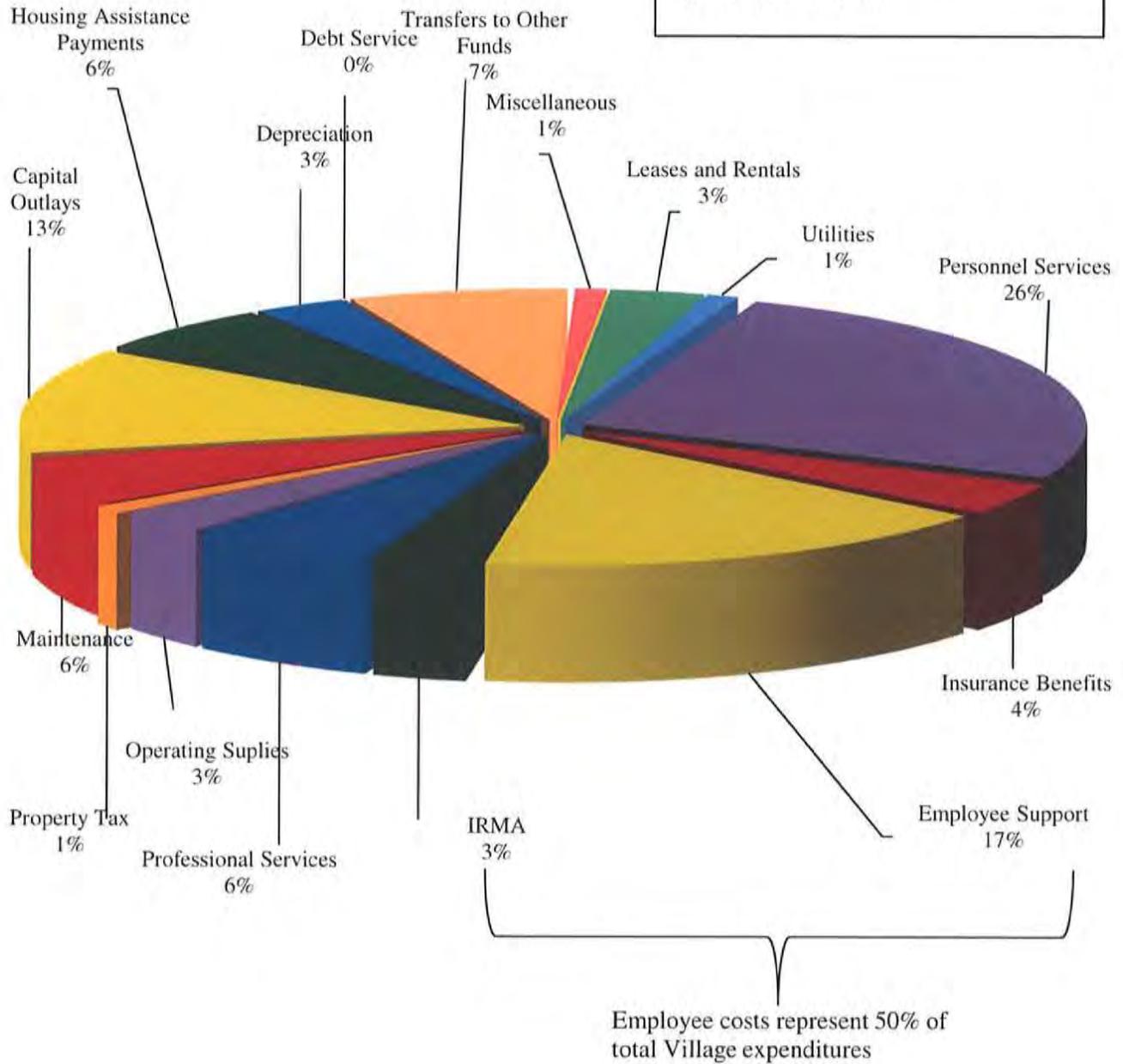
	General Fund	R & P Enterprise	Public Works Enterprise	DownTown and TIF	MFT	Housing	Retirement Funds	Other*	TOTAL
<u>Personnel Services</u>									
Regular Salaries	11,821,660	96,814	1,791,029	116,463	0	249,268	0	110,099	14,185,333
Overtime Salaries	786,225	2,323	196,602	1,500	0	0	0	0	986,650
Temporary/Part-time Salaries	745,495	89,394	118,358	89,156	0	0	0	0	1,042,403
IRMA Workers Comp Reimb.	0	0	0	0	0	0	0	0	0
Total Personnel Services	13,353,380	188,531	2,105,989	207,119	0	249,268	0	110,099	16,214,386
<u>Insurance Benefits</u>	2,152,816	0	340,228	1,626	0	24,902	0	0	2,519,572
<u>IRMA</u>	1,125,082	19,912	350,694	25,000	0	10,397	0	0	1,531,085
<u>Employee Support</u>	5,444,553	28,879	364,367	36,414	0	47,199	4,730,940	17,979	10,670,331
<u>Professional Services</u>	1,548,762	229,747	1,597,318	51,000	500	22,150	207,145	42,200	3,698,822
<u>Legal Services</u>	263,065	0	0	0	0	0	0	0	263,065
<u>Operating Supplies</u>	573,144	58,470	749,229	22,800	171,371	1,800	0	357,182	1,933,996
<u>Property Taxes</u>	0	0	0	375,000	0	0	0	0	375,000
<u>Maintenance</u>	1,448,253	23,540	1,498,221	234,630	249,714	0	0	394,527	3,848,885
<u>Capital Outlays**</u>	3,836,410	125,900	365,700	1,007,600	2,252,953	1,900	0	731,890	8,322,353
<u>Housing Assistance Payments</u>	0	0	0	0	0	3,637,880	0	0	3,637,880
<u>Depreciation</u>	0	73,746	1,156,735	92,346	0	0	0	638,091	1,960,918
<u>Debt Service</u>	0	0	0	0	0	0	0	265,000	265,000
<u>Interest Expense</u>	0	0	250,247	0	0	0	0	21,675	271,922
<u>Transfers to Other Funds</u>	0	0	1,204,710	589,724	0	0	0	2,886,356	4,680,790
<u>Miscellaneous</u>	393,955	7,900	58,030	1,500	0	550	0	0	461,935
<u>Bad Debt Expense</u>				39,000					39,000
<u>Leases and Rentals</u>	1,216,045	5,418	412,412	1,355	0	0	0	0	1,635,230
<u>Utilities</u>	<u>207,222</u>	<u>74,750</u>	<u>272,550</u>	<u>97,410</u>	<u>55,000</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>707,932</u>
TOTAL	31,562,687	836,793	10,726,430	2,782,524	2,729,538	3,996,046	4,938,085	5,465,999	63,038,102

*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 Expenditures (All Funds) Summary FY 22/23 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 2021/2022 with a total unassigned Fund Balance of \$13,503,719. In addition, \$2,747,673 was assigned for projects to be spent in 2021/2022.

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 2021/2022 will exceed revenues by \$26,785, 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 5.9 months of expenditures is maintained in the Fund Balance at the end of FY 21/22.

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.

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, status-quo support for the Aqua Center and decreased support for the Tennis and Health Club. The combined support is \$265,000, the same amount as FY 2021/2022.

Board approved fiscal policies mandate a minimum three-month reserve to fund cash flow shortages. The estimated ending fund balance presented for Fiscal Year 2022/2023 after adjustments is a 6.1 months' reserve.

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

**Village of Park Forest
2022/2023 Budget**

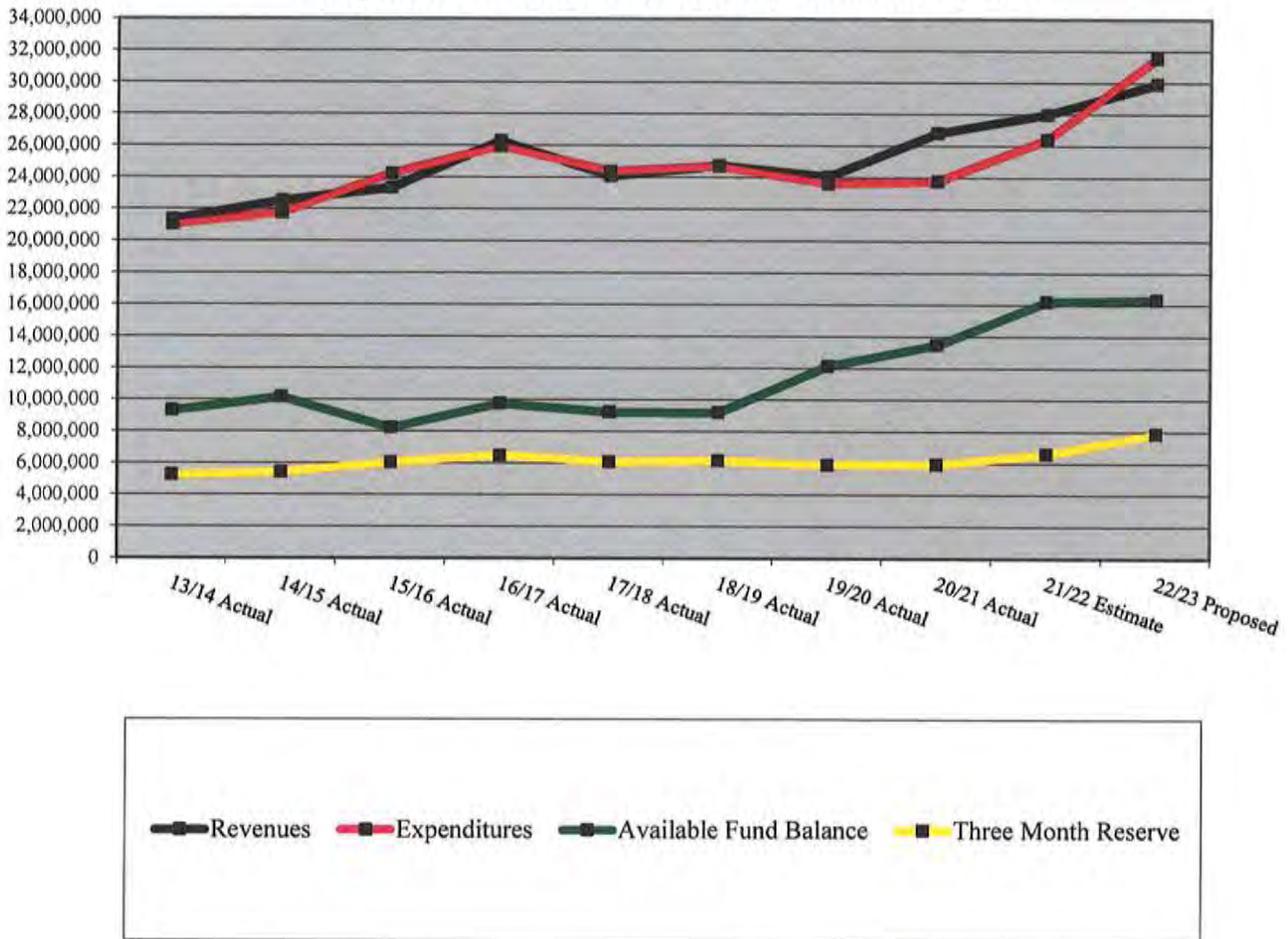
GENERAL FUND SUMMARY

	FY 21/22 ESTIMATED	FY 22/23 PROPOSED
Beginning Unassigned General Fund Balance (6/30/2021)	13,503,719	16,224,607
Assignments 6/30/2021	2,747,673	
Operating		
Revenues	28,005,402	29,921,118
Expenditures	(26,422,589)	(31,562,687)
Assigned General Fund fund balance #		2,400,000
Transfers to -		
DownTown - CAM	(155,036)	(155,036)
Aqua Center	(250,000)	(250,000)
Tennis & Health	(615,000)	(15,000)
Parking Lot	(75,000)	0
Bond Retirement	(50,000)	0
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	0	(30,000)
Pension Funds (Police and Fire)	(279,562)	0
Total Transfers	(1,609,598)	(635,036)
Annual Overage (Shortfall)	<u>(26,785)</u>	<u>123,395</u>
Net Adjusted Unassigned Fund Balance * #	<u>16,224,607</u>	<u>16,348,002</u>

* One month of expenditures equal \$2,683,144. A three month reserve in expenditures would be \$8,049,431. The Board's desired goal is a minimum three month reserve. The ending reserve represents 6.1 months' expenditures.

Of the \$31,562,687 in General Fund expenditures, \$2.4 million in infrastructure improvements has identified funding that does not come from FY 22/23 revenues or from unassigned General Fund fund balance. All \$2.4 million comes from assigned General Fund fund balance.

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
2022/2023 Budget**

FUND SUMMARY

	FY 21/22 ESTIMATE	FY 22/23 PROPOSED
 <u>Aqua Center*</u>		
Beginning Net Position	1,082,731	1,109,659
Revenue	408,300	392,250
Expenses	<u>381,372</u>	<u>474,852</u>
Ending Net Position	1,109,659	1,027,057
 <u>Tennis & Health*</u>		
Beginning Net Position	67,950	559,223
Revenue	779,916	199,337
Expenses	<u>288,643</u>	<u>361,941</u>
Ending Net Position	559,223	396,619
 <u>Municipal Parking**</u>		
Beginning Net Position	417,982	451,755
Revenue	85,729	11,801
Expenses	<u>51,956</u>	<u>52,425</u>
Ending Net Position	451,755	411,131
 <u>Refuse**</u>		
Beginning Net Position	663,649	636,155
Revenue	1,527,830	1,558,962
Expenses	<u>1,555,324</u>	<u>1,601,784</u>
Ending Net Position	636,155	593,333

* 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
2022/2023 Budget**

FUND SUMMARY

	FY 21/22 ESTIMATE	FY 22/23 PROPOSED
<u>Water Fund**</u>		
Beginning Net Position	21,739,830	24,472,936
Revenue	9,246,470	10,015,874
Expenses	<u>6,513,364</u>	<u>7,377,139</u>
Ending Net Position	24,472,936	27,111,671
<u>Sewer Fund**</u>		
Beginning Net Position	7,611,184	7,315,680
Revenue	1,550,362	1,391,938
Expenses	<u>1,845,866</u>	<u>1,695,082</u>
Ending Net Position	7,315,680	7,012,536
<u>DownTown</u>		
Beginning Net Position	1,306,593	925,023
Revenue	1,017,606	1,080,236
Expenses	<u>1,399,176</u>	<u>1,357,524</u>
Ending Net Position	925,023	647,735

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

Capital Projects

Beginning Fund Balance	2,841,934	6,417,891
Revenue	4,251,393	2,293,178
Expenses	<u>675,436</u>	<u>3,906,671</u>
Ending Fund Balance	6,417,891	4,804,398

MFT***

Beginning Fund Balance	3,449,060	3,642,406
Revenue	1,169,803	1,439,175
Expenditures	<u>976,457</u>	<u>2,729,538</u>
Ending Fund Balance	3,642,406	2,352,043

*** Included in General Fund Summary.

**Village of Park Forest
2022/2023 Budget**

FUND SUMMARY

	FY 21/22 ESTIMATE	FY 22/23 PROPOSED
<u>CDBG</u>		
Beginning Fund Balance	6,098	6,098
Revenue	300,000	0
Expenditures	<u>300,000</u>	<u>0</u>
Ending Fund Balance	6,098	6,098
<u>Police Pension</u>		
Beginning Net Position	28,399,468	29,296,576
Revenue	4,281,471	4,271,880
Expenditures	<u>3,384,363</u>	<u>3,072,626</u>
Ending Net Position	29,296,576	30,495,830
<u>Fire Pension</u>		
Beginning Net Position	18,458,839	19,195,085
Revenue	2,483,878	2,576,915
Expenditures	<u>1,747,632</u>	<u>1,865,459</u>
Ending Net Position	19,195,085	19,906,541
<u>Bond Retirement</u>		
Beginning Fund Balance	97,014	102,679
Revenue	286,265	233,675
Expenditures	<u>280,600</u>	<u>287,875</u>
Ending Fund Balance	102,679	48,479
<u>TIF Funds</u>		
Beginning Fund Balance	1,677,778	1,701,953
Revenue	2,190,175	913,725
Expenditures	<u>2,166,000</u>	<u>1,425,000</u>
Ending Fund Balance	1,701,953	1,190,678

**Village of Park Forest
2022/2023 Budget**

FUND SUMMARY

	FY 21/22 ESTIMATE	FY 22/23 PROPOSED
<u>Vehicle Services</u>		
Beginning Net Position	4,257,191	4,679,271
Revenue	1,865,256	1,658,127
Expenses	<u>1,443,176</u>	<u>1,251,453</u>
Ending Net Position	4,679,271	5,085,945

Foreign Fire Insurance***

Beginning Fund Balance	31,629	41,636
Revenue	28,007	20,000
Expenditures	<u>18,000</u>	<u>20,000</u>
Ending Fund Balance	41,636	41,636

*** Included in General Fund Summary.

Housing Authority

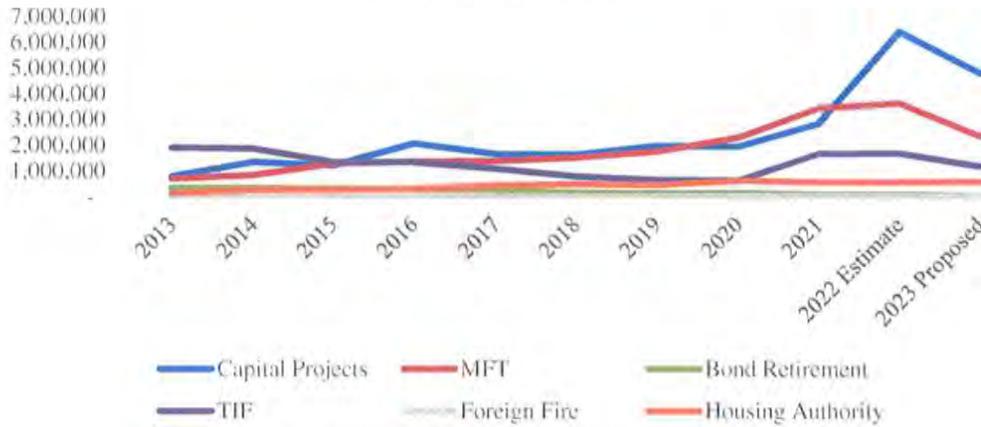
Beginning Fund Balance	577,828	575,408
Revenue	2,592,477	4,032,000
Expenditures	<u>2,594,897</u>	<u>3,996,046</u>
Ending Fund Balance	575,408	611,362

Village of Park Forest 2022/2023 Budget

FUND SUMMARY

Net Position or Fund Balance Trends, as of June 2023

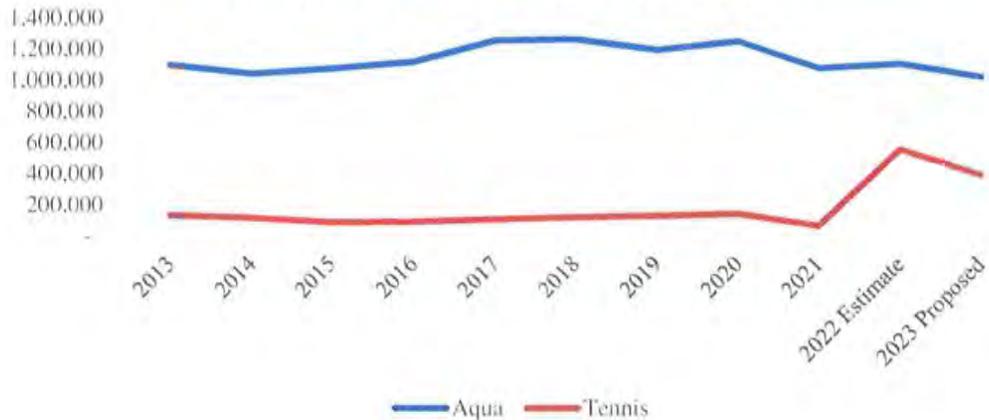
Governmental Funds



Public Works Enterprise Funds



Recreation and Parks Enterprise Funds

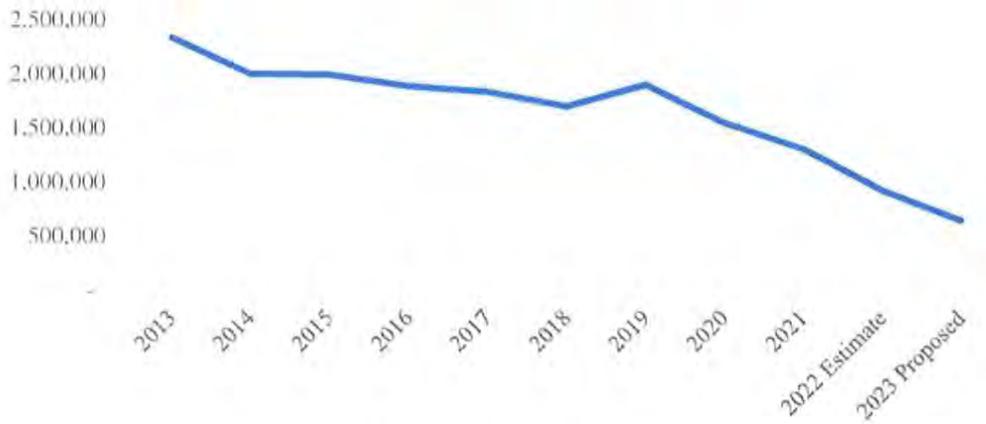


**Village of Park Forest
2022/2023 Budget**

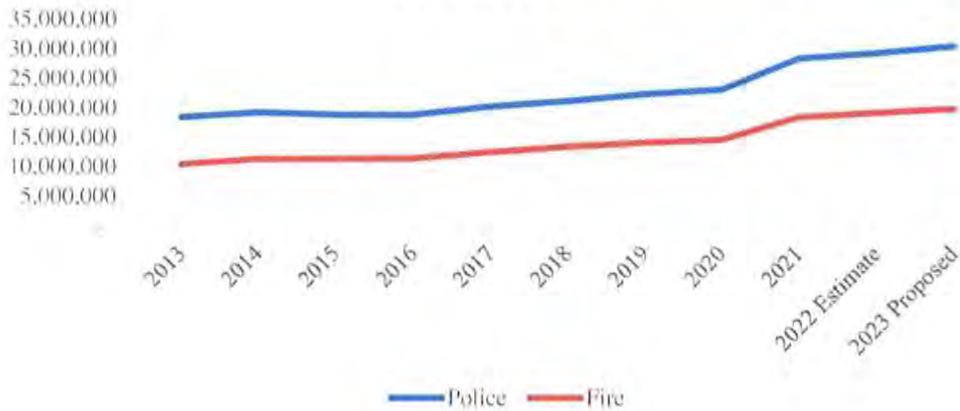
FUND SUMMARY

Net Position or Fund Balance Trends, as of June 2023

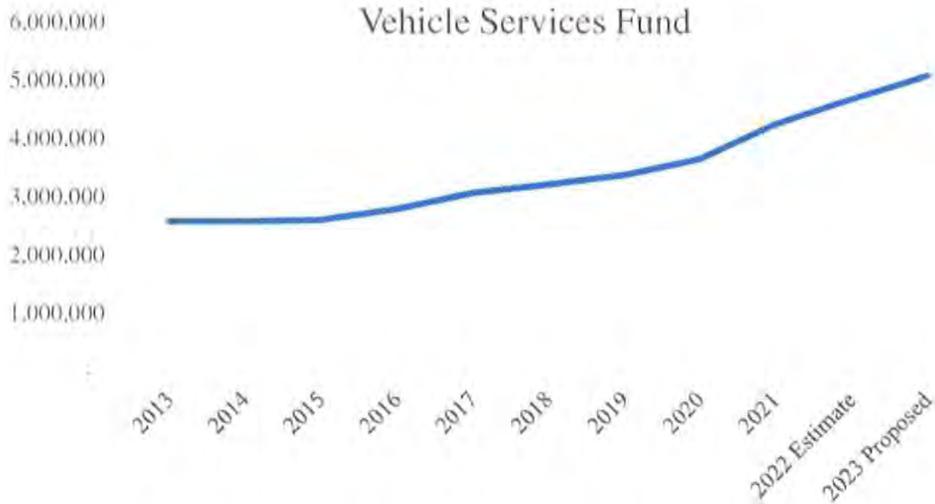
DownTown Fund



Pension Funds



Vehicle Services Fund



Village of Park Forest 2022/2023 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. The current capital plan is in the last section of this budget document, pages 27-1 to 27-85.

For every capital purchase there is an operational impact. For several decades, 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 has become a routine part of the Village's overall budget. As these facilities age, 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. After owning the DownTown for more than twenty-five years, aging buildings continue to require maintenance. However, now with the extension of the TIF, several capital improvements in the DownTown can be paid from the TIF Fund, alleviating a financial burden from the DownTown through FY 2033. 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 2022/2023, 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 2022/2023, the Police department will replace computer hardware for \$15,900 and building renovations costing \$10,000 will be done.

Fire Department

The Fire department will spend \$15,800 upgrading their computer hardware, \$19,300 on protective clothing, \$11,000 on replacing pagers and radios and \$10,000 for upgrades to the training facility. The remaining outlays of \$33,500 are for various paramedic and fire-fighting equipment.

Public Works Projects/Water Main Replacement

The FY 2023 Budget continues to reflect the increased total amount of \$800,000 in the Public Works section of the General Fund for ongoing street maintenance/improvements throughout the Village. 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 \$75,000 for sidewalk replacement, based on need, throughout the Village.

The FY 2022/2023 budget for the Water Fund contains \$3,465,554 for the ongoing multi-year, large scale water main replacement program. There is \$2,342,300 for the replacement of an elevated water tower, \$70,000 for remediation at lime lagoon #2 and \$90,000 for maintenance at well #6. The water main replacement is in response to an aging infrastructure, now over sixty years old, and increasing water main breaks, as follows:

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Water Main Breaks	99	117	165	154	120	128	109	160

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

Beginning in 2014/2015, storm sewer projects were funded through the Sewer Fund after decades of no identified funding source. For FY 2022/2023, there is \$300,000 for sanitary sewer lining projects. There is also \$200,000 in storm sewer. These projects will be partially funded 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. Much of these capital outlay items can now be charged to the TIF if they are true improvements (not just maintenance) and if they provide an economic benefit to the TIF district. The DownTown has a full-time manager and a part-time office assistant and two part-time maintenance staff. Tenant build-out is usually based on having a lease in hand but the buildout of 300 Victory is different as it will turn one large space into several smaller spaces. 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 significantly each year based on the project and available funding. Projects totaling \$762,000 are planned for FY 2022/2023 and will receive \$250,000 in grant funding to offset the Village's cost. The budgeted dollars for these endeavors 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 2022/2023 Budget, three vehicles and data terminals for squads for Police, a replacement mower and various maintenance and improvements for Recreation, Parks and Community Health, a replacement for ambulance #63 for Fire, a refurbished 2.5 ton dump truck, anti-icing equipment and a pick-up truck for Public Works are all being replaced with funds available in the Vehicle Service Fund.

Recreation and Parks/Aqua Center/Tennis and Health Club

In the General Fund, the Recreation, Parks and Community Health (RP&CH) department has \$200,000 in capital outlays that provides for various items including equipment, maintenance and upgrades to Village parks and recreation facilities. Also, Buildings and Grounds, a sub-department of RP&CH, has \$250,000 that goes to improve and maintain Village buildings and facilities not specifically identified in other areas of the budget.

The Aqua Center will have \$34,000 for pool equipment, \$10,000 for pool maintenance and repairs, \$20,000 for facility improvements and \$1,900 for computer upgrades. The Tennis and Health Club will have \$50,000 to resurface its courts and \$10,000 for smaller maintenance items on its building equipment.

TIF

The TIF Fund can now pay for improvement in the DownTown. There is \$395,000 for various DownTown improvements and \$500,000 for implementing the objectives of the updated DownTown Master Plan.

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. All capital improvement items presented in the FY 2022/2023 budget achieve these goals.

**Village of Park Forest
2022/2023 Budget**

CAPITAL EXPENDITURES BY DEPARTMENT

General Fund Departments

Administration

Computer & Printer Replacements	22,500	
Trustee Laptops (3)	3,000	
Computer Replacement	2,500	
Networking Hardware	10,000	
File Servers	10,000	
Backup Appliance	15,000	
MS Office Pro Licensing	<u>25,000</u>	
		88,000

Police

Computer System Upgrades	15,900	
Building Renovations	<u>10,000</u>	
		25,900

Fire

Protective Clothing	19,300	
Fire Station Maintenance	9,000	
Fire Station Furnishings	7,500	
Special Teams Equipment	9,000	
Pagers/Radios	11,000	
Training Site Maintenance/Upgrades	10,000	
Firefighting Equipment	8,000	
Computer System Upgrades	<u>15,800</u>	
		89,600

Recreation and Parks

Computer Upgrades	<u>6,200</u>	
		6,200

Freedom Hall

Caulk & Paint Windows	<u>10,000</u>	
		10,000

**Village of Park Forest
2022/2023 Budget**

<u>Facilities Maintenance</u>		
Tree Inventory/Management Plan	16,800	
Wood Planer	5,000	
Somonauk Park - Resurface Parking Lot	80,000	
Playground Safety Surface Maintenance - Various Parks	7,000	
Play Equipment Upgrades - Various Parks	10,000	
Playground Renovation - Indiana Park	<u>65,000</u>	
		183,800
 <u>Building and Grounds</u>		
Emergency Purchases/Repairs/Replacements	10,000	
Tuckpointing	9,000	
Replace HVAC/Board Conference Room	7,500	
Replace HVAC/Lobby	9,000	
Department Office Space Upgrades	20,000	
Interior Public Space Upgrades/Counter Security	60,000	
Interior Office Upgrades - RPCH Department	6,000	
Police - Rebuild Courtyard Wall	6,000	
Police - Replace HVAC - Various	9,500	
Police - Roof Replacement	75,000	
Municipal Garage - Replace Galvanized Water Lines	8,000	
Municipal Garage - Replace Upper Windows- West Wall	10,000	
Municipal Garage - R&P Shed Upgrades	10,000	
Rec Center - Misc Maintenance/Equipment Upgrades	<u>10,000</u>	
		250,000
 <u>Public Works</u>		
Computer System Upgrades	2,000	
Road Improvements - Various Locations*	2,892,988	
Road Improvements - Construction Engr*	275,522	
Tree Removal	<u>8,000</u>	
		3,178,510
 <u>Economic Development and Planning</u>		
Computer Replacement	<u>2,500</u>	
		2,500
 <u>Community Development</u>		
Computer Replacement	<u>1,900</u>	
		<u>1,900</u>
 Total General Fund		 3,836,410

**Village of Park Forest
2022/2023 Budget**

Enterprise Funds

Aqua Center

Replace Pool Filter Medium	28,000	
Replace Valves	6,000	
Pool Deck - Maintenance/Repairs	5,000	
Pool Bottom - Maintenance/Repairs	5,000	
Televise Drain Lines	5,000	
Computer System Upgrades	1,900	
Parking Lot - Reseal/Stripe	10,000	
Interior Upgrades - Lobby	<u>5,000</u>	

65,900

Tennis and Health

Exterior Foundation Drain - North Wall	5,000	
Resurface Courts	50,000	
Replace/Upgrade Exercise Equipment	<u>5,000</u>	

60,000

Water

Computer Replacement	5,700	
Interim Remediation (Lime Lagoon 2), #ILG640194	70,000	
Well Maintenance - Well 6 (Components and Casing)	90,000	
Elevated Tower - Const Balance (IEPA Loan)*	2,259,333	
Elevated Tower - Const Engr Balance*	82,967	
IEPA Water Main Const Balance (IEPA Loan)* ¹	3,355,574	
Water Main Construction - Const Engr Balance*	<u>109,980</u>	

5,973,554

Sewer

Storm Sewer Improvements	200,000	
Sanitary Sewer Improvements (Lining)*	<u>300,000</u>	

500,000

DownTown Park Forest

Signage - Grant Program	4,000	
Repaint Exterior Fascia	5,000	
Dumpster Enclosures	10,000	
Interior LED Lighting Bldg 1&7 (ind. Offices)	7,500	
Recondition Roofs/Sealcoating	33,600	
Computer Upgrades	2,500	
Tenant Buildout	<u>50,000</u>	

112,600

Total Enterprise Funds

6,712,054

**Village of Park Forest
2022/2023 Budget**

Capital Projects

Traffic Signal at US30/Indiana Street	325,000	
Signage and Sculpture	10,000	
Somonauk Park Redevelopment - OSLAD Funding	250,000	
Winnebago Path Widening	65,000	
Central Park Redevelopment	25,000	
Equipment and Grounds Improvements	10,000	
Economic Development Incentive	20,000	
Indoor landfill/recycling bins	10,000	
Tool Lending Library	2,000	
Mini Forest	5,000	
LED Lighting Replacement	15,000	
Community Gardens (larger garden improvements)*	10,000	
Sustainability Incentives (rain & community gardens, energy efficiency improvements)	<u>15,000</u>	
Total Capital Projects		762,000

Motor Fuel Tax Fund

Illinois St Final Payment to IDOT for Construction	30,485	
Resurf. Shabbona & S. Orchard Dr Non FAU Sections - Const ¹	1,600,000	
Resurf. Shabbona & S. Orchard Dr Non FAU Sections - CE	160,000	
Resurf. Shabbona Dr(Sauk Trail to Indianwood Blvd) - Design ^{2,R}	104,440	
Resurf. Shabbona Dr(Sauk Trail to Indianwood Blvd) - Const ³	238,457	
Resurf. Shabbona Dr(Sauk Trail to Indianwood Blvd) - CE ²	<u>119,571</u>	
Total Motor Fuel Tax Fund		2,252,953

Housing Choice Voucher Program

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

TIF - Downtown

DownTown Shopping Area Sign	40,000	
HVAC Replacement - DownTown	35,000	
Orchard & Rt 30 LED Sign Replacement	100,000	
Tenant Buildout - 300 Victory Dr	220,000	
Implementation of DownTown Master Plan Objectives	<u>500,000</u>	
Total TIF - Downtown		895,000

Vehicle Service Fund

Police

Mobile Data Terminals for Squads	10,000
Three Police Vehicles @ \$45,000 ea*	135,000

Fire

Ambulance 63*	300,000
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**Village of Park Forest
2022/2023 Budget**

Recreation and Parks

Misc. Vehicle Repair/Recondition	10,000
Utility Cart Rebuild	5,000
Replace Toro Mower #138*	65,000
CNG Conversions*	15,000
Portable Service Lift*	6,000

Public Works

Refurbish 2.5 Ton Dump Truck #610*	90,000
Replace Ford F150 Pick Up Truck #662*	30,000
Anti-Icing Equipment-Brine Machine & Storage Tank*	<u>50,000</u>

Total Vehicle Services **716,000**

Total Village Capital Expenditures **15,176,317**

Village of Park Forest 2022/2023 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. A fund structure chart is on page 2-25.

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 & Community Health
- 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
2022/2023 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, 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 Vice-Chair of the Executive Board for the SouthCom combined dispatch agency and is a member of the Management and Finance Committee of the South Suburban Mayors and 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 Treasurer/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, worker's compensation and general liability claims, disciplinary proceedings, grievance resolution and contract negotiation. The Director of Human Resources/ATVM has responsibility for negotiating health and dental benefits through the Horton Group (broker and third party administrator) and serves as the Village's delegate to the Intergovernmental Risk Management Agency (IRMA - the Village's risk management pool). The Director of Human Resources/ATVM is the Staff Liaison to the Board of Fire and Police Commissioners and co-manages the Health and Wellness Taskforce

The Director of Communications/Assistant to the Village Manager function serves as the focus for activities related to the communication of information on Village news, services, programs and policies to current residents, potential residents, and businesses. These activities include copy writing, graphic design, ad placement, and various other form of information outreach. The Director of Communications/ATVM coordinates the production of print collateral, is the primary administrator for the Village website and official Village of Park Forest social media page. The overall public relations program includes the planning and coverage of special events, publications, advertising, news releases, etc. The Director of Communications/ATVM also assists in facilitating communication from elected officials and Village departments to residents, and is responsible for updating public announcements on cable access channels 4 (Comcast) and 99 (AT&T).

ACCOMPLISHMENT OF 2021/2022 BUDGET OBJECTIVES:

Village Manager:

One of the critical functions of the Manager is to ensure implementation of the Village Board's goals for the year. Historically, goals are the result of strategic planning. Due to the pandemic, strategic planning efforts came to a halt. Due to crowd restrictions, community forums/focus groups were canceled for data gathering. In 2021/2022, a community survey was developed. It was distributed by mail and available to the public through an on-line portal. Nearly 1,500 responses were received, tabulated and shared with the Village Board. B2B Strategic Solutions was engaged as a strategic planning facilitator to assist the Board with its goal-setting process. The Board adopted the following goals to guide the organization for the next 3 to 5 fiscal years.

- 1. To strengthen and enhance economic conditions to attract and retain businesses and employers to support a thriving local economy.**
- 2. To provide municipal services in a responsive and fiscally sustainable manner through continued collaboration, innovation, and regional leadership.**
- 3. To employ best practices to deliver high-quality services, maintain and develop infrastructure in an environmentally and fiscally sustainable manner.**
- 4. To mitigate effects of climate changes through management of Village resources, partnerships, and the natural environment.**
- 5. To continue to ensure the health, welfare, and safety of Village residents and property through the provision of excellent and innovative public safety services delivered with integrity and impartiality.**
- 6. To increase opportunities of engagement and maximize resources for all residents.**
- 7. To continue to develop public relations and innovative marketing and communications to promote Park Forest.**
- 8. To build upon the history of Park Forest and cultivate a culture that meets the future.**

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 packets 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 a Village Board Meeting to assess any questions or concerns prior to public discussion and/or action. 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 2021/2022, the only item officially tabled related to appointments for the newly established Police and Fire Advisory Council.

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

Work got underway in 2019/2020 to select a strategic planning facilitator and moved slowly through 2020/2021. This work concluded in mid-2021/2022.

- 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 (held virtually due to the pandemic) 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, agendas and minutes. 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 numerous calls, emails and written inquiries from residents throughout 2021/2022.

7. Monitor State and Federal legislative activities, as they affect local governments. Provide feedback to legislators on behalf 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. Due to the pandemic, the SSMMA Legislative Breakfast in February 2022 took place in a virtual capacity. Village Officials plan to attend a virtual Illinois Municipal League legislative lobby day in late-2021/2022.

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 2021/2022 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 minimum of a three-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 allow the Board to reduce the increase in the tax levy needs each year. Management believes this is an effective use of Unassigned Fund Balance in the General Fund while minimizing, as much as possible, the property tax impacts to residents. The following is a brief history of tax levies in the Village. 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 an overall increase of 1.1%, the lowest increase of the prior 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. The 2019 tax levy increased 1.5% due primarily to the increased cost of police and fire pensions. The 2020 tax levy increased 0.5% driven, again, by the increased cost of police and fire pensions. The 2021 tax levy decreased by 0.26%, the second levy decrease in the last four levies, while maintaining a 4.6-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 Vice-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).

Director of Human Resources/Assistant to the Village Manager 2021/2022
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 2021/2022 a phenomenon began on a national scale that was termed "The Great Resignation". Park Forest was not immune to the employment paradigm shift caused by the pandemic and other forces. To this end, there was a multitude of transitions amongst Village Staff. Hired and/or promoted positions included: (3) full-time and (1) part-time Administrative Assistant, (3) Public Works Maintenance Workers, (2) Public Works Crew Chiefs, a Chief Water Plant Operator, (2) Water Plant Operators, a Water Plant Maintenance Worker, a part-time DownTown Maintenance worker, a part-time Community Service Officer, a Police Chief, a Deputy Police Chief, a Police Commander, a Police Sergeant, (7) Police Officers, a Director of Economic Development & Planning, a Village Planner, an Assistant to the Village Manager/Human Resources Director, a Communications Director, an Assistant Cultural Arts Manager, a Tennis & Health Club Manager, an Accountant, an Accounts Payable Technician,. Also, a promotional list was established for the rank of Firefighter Lieutenant as was a lateral eligibility list for Police Officer.

In FY 2021/2022, the Village began to accept online applications for the first time, moving away from paper. Applications are now accepted via the Village website as well as from popular platforms for job seekers like LinkedIn and Indeed. In doing so, the Village has been able to become more visible to job seekers and seen significant increases in application numbers. This significant change has allowed to Village to become more modern in its practices and has resulted in more engagement with highly-qualified applicants.

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.

Due to the pandemic in 2021, the Health and Wellness Taskforce did not have as many

meetings. Planned financial planning workshops through ICMA-RC were canceled due to physical distancing constraints.

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 Illinois Public Labor Relations Association events were attended to keep abreast of changes related to the Employment Law changes affecting municipalities. Pandemic compliance, with guidance from the CDC, the state of Illinois, and with additional guidance from our insurance provider, IRMA, helped the village successfully navigate a complex period without major incident or disruption to services.

4. Organized employee events and programs targeted to increase employee morale, appreciation, policy education and overall employee well-being.

Unfortunately, all employee events were cancelled due to the pandemic. However, employee recognition efforts were creatively handled in a different manner to not lose sight of expressing appreciation to Village staff.

The Village's Employee Assistance Program (EAP) was used by various segments of the Village's workforce. In particular, EAP was used with two tragic cases where employees passed away while still employed by the Village. 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.

Pending COVID-19 conditions, the Village plans to resume a mid-summer employee social along with a year-end employee holiday party.

5. Served as the Village's claims coordinator for IRMA and managed 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. The Village's delegate for IRMA transitioned with the onboarding of a new Human Resources Director. The Director worked closely with the Community Health Manager for policy review, recordkeeping and employee communication pertaining to the pandemic.

6. Support the Board of Fire and Police Commissioners as they facilitate the processes of Police and Fire new hire eligibility lists, Police Commander Promotion, and Fire Lieutenant Promotion all of which will unfold in 2021 thru early 2022.

The Village attempted a simultaneous new recruitment for both fire and police in the fall of 2021. Low numbers of applicants made the effort unsuccessful. The Village, with the approval of the Board of Fire and Police Commissioners, then reassessed and determined that a lateral recruitment for police and a separate new recruitment for fire commencing several months apart would be most ideal. A new lateral recruitment list for police was

established in February 2022 with a new recruitment of fire personnel unfolding in the spring.

Facilitated the Board of Fire and Police Commissioners promotion process for the rank of Firefighter-Lieutenant, completed in February of 2022.

7. Provide support to Department Heads and supervisors on employee relation issues within their respective departments.

A host of employee relation issues were supported in 2021/2022, including grief counseling/EAP support, retirements, new hires, personnel policy matters and disciplinary cases.

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 2021-22, the village's continued to deliver news and information via the village website, social media, a monthly water bill insert, and media partnerships. This effort was again impacted by COVID-19 with a host of cancelations to in-person meetings, programs and events. One of the biggest outreach successes of 2021-22 was the overwhelming resident response to the village's first community survey in several years. Surveys were mailed to each home and numerous placements made online urging resident participation. Nearly 1,500 homes responded to the survey affording board members a host of feedback to consider as part of the strategic planning process.

2. Continue to build value in the Village's website.

Park Forest's website continues to be the information hub of the village. Residents are able to review board agendas, watching board meetings, view news stories, programs and events, and can apply to and register for a host of things through the site.

New in the 2021-22 fiscal year is the ability for applicants to apply online for career opportunities with the Village. The Village can now advertise and drive traffic to the website where job seekers can apply immediately. In the first three months, the village's application was submitted over 100 times.

3. Market the Village of Park Forest to those outside of the community to re-affirm Park Forest as a great value.

Due to the communications role being vacated in October 2021, efforts to meet this objective are currently on hold.

2022/2023 ADMINISTRATIVE OBJECTIVES AND PERFORMANCE MEASURES:

Village Manager Objectives:

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 carrying out 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 2022/2023 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. Organize 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. Support the Board of Fire and Police Commissioners as they facilitate the processes of Police and Fire new hire eligibility lists.
7. Provide support to Department Heads and supervisors on employee relation issues within their respective departments.

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 to fill budgeted openings. 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. 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, Executive Board and Board of Director meetings and partnership with assigned attorneys on litigated cases. Objective 6 will be measured by the timely accomplishment of various processes. Objective 7 will be measured by applying consistent policies, practices and procedures to reduce the Village's risk in litigated matters.

Communications 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.

Communications 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.

**Village of Park Forest
2022/2023 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. 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 2021/2022 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 for more detailed discussion on topics than may be possible at a Board Meeting.

Due the pandemic, a portion of board meetings in 2021/2022 took place via remote procedures.

- 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 2021/2022, 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. Due to the pandemic, public comment at virtual Board Meetings was facilitated via email. This severely hampered interaction with the public. Finally, the informal Saturday Morning Rules Meetings were canceled in several months due to the pandemic-related limits placed on group gatherings.

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

The Mayor communicated 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). He was appointed Chair of the Housing Committee.

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

The Mayor facilitated communication with a number of taxing bodies in 2021/2022.

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

The Mayor worked closely with Village Staff to maintain a continued emphasis on economic development, requiring and receiving frequent reports on the progress of several projects.

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.**

The Board completed a process in setting goals for the Village for the next 3 to 5 fiscal years.

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

With a new set goals, various strategies were brainstormed in late-2021/2022 to implement these goals.

Board Committees A, B and C each deliberated on projects assigned by the Mayor in early 2020/2021. Committee A brought forth a recommendation for a Police and Fire Advisory Council with final appointments still pending in late-2021-2022. Also in 2021-2022, Committee A began review the Unified Development Ordinance for potential revisions related to setback standards for front yard fences.

Committee B completed a review of the Village's change of occupancy inspection program late-2020/2021 with revisions made in early-2021/2022. Committee B also began work exploring the feasibility for establishing an Education Committee.

Committee C facilitated a process for rededicating several street names in the community with ties to the US Confederacy during the Civil War.

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 2020/2021, 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 included 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. In January 2022, 56 new appointments or re-appointments were approved for volunteer boards and commissions.

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

The Board engaged representatives of other taxing bodies a number of times in 2021/2022 to gain a better understanding of what those entities might be working on and how it might impact Park Forest.

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 and the South Suburban Mayors and Managers Association.

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

The Board of Trustees actively engaged in a strategic planning process toward setting goals. Goals were adopted in February 2022. A Financial Update took place in October 2021 and a subsequent update took place in February 2022 with the Six Month Financial Update. In particular, both sessions included a review of how the pandemic was impacting Village revenues and expenses.

11. Evaluate the Village Clerk and Attorney.

Village legal counsel is provided principally by the law firm Odelson, Sterk, Murphey, Frazier & McGrath (OSMFM). Some legal work is carried out by specialty firms such as Robbins, Schwartz, Nicholas, Lifton and Taylor. OSMFM 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 2021/2022 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 has been established for utility bills, allowing the Village to receive funds faster to again maximize earnings. A laddered CD portfolio was established with PMA from the CN settlement proceeds and this continues to provide the best possible returns while maintaining liquidity. Starting in 2018, The Illinois Funds daily rate yielded 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 laddered CD portfolio to include 5th 3rd Bank and PFM. These additional platforms allowed for competition between money managers to provide the best return possible on the Village’s funds. The interest rate environment saw a significant downturn in late FY 19-20 that had a significant impact on investment returns across all Village funds in FY’s 20-21 and 21-22. Additional investment instruments – municipal bonds – were added to the Village’s portfolio in FY 21-22 to further diversify it and to try to improve returns.

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 and the Village. Investment summary reports are issued at pension board meetings. An annual report is made to the Library Board regarding financial activity. The Treasurer also 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 2021, a total of 50 sets of minutes were produced. All minutes were presented at a subsequent meeting for approval and were placed on the Village website for public display.

SETS OF MINUTES PRODUCED

<i>Calendar Year</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>
<i>Number</i>	75	56	98	50	85	56	52	50

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.

A total of 281 requests for information were met under the purview of the Freedom of Information Act. The bulk of these requests were 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

<i>Calendar Year</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>
<i>Number</i>	<i>122</i>	<i>213</i>	<i>155</i>	<i>266</i>	<i>338</i>	<i>349</i>	<i>245</i>	<i>281</i>

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

The only election during 2021/2022 was the gubernatorial primary in June 2022. The Village Hall served as early voting site for Cook County residents.

2022/2023 BOARD OF TRUSTEE OBJECTIVES:

The Mayor's, Board of Trustees', Treasurer's and Clerk's objectives will continue to be as important in 2022/2023 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 2022/2023.

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
2022/2023
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.

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.

Fire & Police Advisory Council – Established in April 2021, this group will study matters related to fire and police operations. Recruitment of members to fill the five-person Council unfolded in 2021/2022 but has yet to be finalized.

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. 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 youth and families of the Village.

ACCOMPLISHMENTS OF 2021/2022 OBJECTIVES:

Board of Fire and Police Commissioners - The Board of Fire and Police Commissioners completed the process establishing a promotion-eligibility list for the rank of Firefighter Lieutenant. The Commission also presided over a later hire recruitment process for the position of Police Officer.

Cable Communications Commission - Cable Commission continued 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. A new 10-year Cable Franchise Agreement will be monitored as approved by the Board of Trustees in 2019.

Economic Development Advisory Group - The Economic Development Advisory Group worked to stimulate an environment that encourages Park Forest businesses to interact with each other and the community. They attended ribbon cuttings, shared press releases, and other promotional material via FB, word of mouth, and emails. EDAG selected Janet Fiorenzo as the 2021 Business Person of the Year. The EDAG incentive subcommittee reviewed several economic development incentive applications, paying particular attention to proposing conditional inducements which address systemic racism and economic inequality. The EDAG worked on their first PILOT (payment in lieu of taxes), in addition to securing

financial contributions for community activities related to sustainability, veterans, seniors and youth.

Environment Commission

The Park Forest Environment Commission continued to support the Wetlands Discovery Center, Thorn Creek Nature Center, and Butterfly Garden. The Commission organized a month-long celebration of Earth Month with various events, assisted the Village staff in the review of various ordinances and procedures that applied to the environment and investigated sustainability practices within the Village. Finally, the Commission organized and awarded the “Sustainability Award”, given to single family home residence, cooperative, apartment/condo, home business, institutional, and single family rental who improved their properties in the most environmentally sustainable ways.

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 implemented a ‘Landlord Incentive’ Program to encourage new and current landlords to rent to Housing Choice Voucher clients. The Housing Authority executed an aggressive repayment schedule to reimburse the Village for Administrative Expenses with a successful outcome. The Housing Authority has also started a Facebook page to share any resource information for our clients and all residents.

Human Relations - The Commission on Human Relations continues to celebrate local residents and suburbanites with the Good Egg Award by way of nominations of those who have gone beyond the call of duty. The Commission had multiple virtual cultural events for awareness and in-person to encourage the community to mingle amongst their neighbors and engage the community. These events included an in-person Ice Cream Social, a Commission Holiday Dinner for volunteers, a Coat Drive and Give-a-way, a virtual Poetry with a Purpose program, a weekly Virtual Trivia Game for Black History Month, a video created to showcase the new street unveiling along with a speaker to celebrate change for Black History Month. These events gave the opportunity for businesses to be showcased, local businesses and churches showing their community contributions through donations, created awareness, along with residents meeting their neighbors virtually and in-person. The Commission continue to celebrate other historical months, throughout the year, small events, proclamations and/or posters are created for display in the lobby. The Commission plans to continue partnerships with several organizations to host its annual job fair and they hope to expand to two job fairs a year (virtually and/or in-person), and potentially partner with Co-ops within the communities to create more engagement.

Parks and Recreation Advisory Board - The Parks and Recreation Advisory Board continues to undergo significant changes. Given this, and the general pandemic circumstances of 2021, the R&P Advisory Board spent the year reorganizing.

Planning and Zoning Commission - The Planning and Zoning Commission considered two major variations for fences, which the Commission recommended denial. Subsequently, the Board of Trustees and the Commission met to discuss the issues regarding the Unified

Development Ordinance (UDO) fence standards. The Commission considered and recommended three text amendments to the UDO which were all approved by the Village Board. The first was to permit light manufacturing uses in C-2 (Mixed Use) and C-3 (Corridor Commercial). The second text amendment was regarding Use Standards for Community Residences to ensure compatibility with a recent Illinois Supreme Court ruling. The third text amendment was to add Chapter XI, Stormwater Management, to the UDO. The Commission conducted an update and review of the Comprehensive Housing Plan, which included a review of the accomplishments to date. The Commission also met with staff from the Forest Preserve District of Cook County to learn about plans for Sauk Trail Woods Forest Preserve.

Senior Citizens Advisory Commission – Currently there are two open seats on the Commission, of which the members will actively seek appointments. The Commission continued 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. Due to COVID mitigations no in person events were planned or completed.

Veterans Commission – Two new Commissioners were appointed in 2021-2022. Also, a new chair and vice-chair were appointed. The Commission coordinated a socially-distant Veterans Day program at Freedom Hall. Several deliveries were made to adopted female Veterans at the Manteno Veterans Home for holidays, birthdays, etc. Fundraising efforts secured more than \$13,000 for the Commission’s donation fund. The Commission continued to staff the Veterans Closet & Resource Center with a roster of volunteers and a Volunteer Coordinator. The Commission will assist the Park Forest American Legion in co-sponsoring their annual Memorial Day program in late-2020/2021.

Youth Commission - The pandemic created several obstacles for the Youth Commission in 2020/21. Nearly all of their organized year-round activities geared towards families and youth were cancelled or postponed. The Commission was able to partner with Haunts Against Hunger in garnering food donations for Monee Township in October as well as partnered with Community Development in assisting with the Toy and Coat Drive in December.

2022/2023 BOARDS AND COMMISSIONS OBJECTIVES:

Board of Fire and Police Commissioners - The Board of Fire and Police Commissioners will oversee processes to establish new-hire eligibility lists for the positions of Firefighter-Paramedic and Police Officer.

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.

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 one on one business retention meetings, attend grand openings and ribbon cuttings, and update the business recruitment strategy. The group members will promote shopping locally, promote the Small Business Loan Program, establish a subcommittee to review loan applications, and will review submitted applications for incentives and make recommendations consistent with the Village's adopted Development Incentive Policy. The EDAG is also involved with the DownTown Master Plan Update and will promote the survey and map.social.

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. Organize and host Earth Month
3. Assist Village staff in the review of Ordinances as they apply to the environment.
4. Support the sustainability office.
5. Promote, review, and award the "Sustainability Award", given to the single family home residence, cooperative, apartment/condo, home business, institutional, and single family rental who improve their properties in the most environmentally sustainable ways.
6. Make an annual presentation to the Village Board on Commission goals and accomplishments.

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 plans to open the Waiting List. 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 and unity among the people in the Village's diverse population. This will be done by planning cultural celebrations and exhibits, partnering with local co-ops, training for mediation 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 through multiple events and celebrations of cultural history. The Commission will continue to host thought-provoking workshops, plays/skits, 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. The Commission will continue to create events that will increase community cohesiveness, job opportunities and cultural difference awareness.

Parks and Recreation Advisory Board - In support of the Village Board's 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 this mission:
 - The R&P Advisory Board will promote the Village’s parks, facilities and programs by hosting at least one community event per quarter that cultivates and supports an appreciation for nature, encourages a healthy lifestyles and builds community. Two of these events will be focused on *Community Health*. The Community Health events will be a physical fitness event engaging participation of local businesses and a community health awareness event.
 - The R&P Advisory Board will continue to collect and analyze data through monthly meetings, surveys, observation and evaluations, review the *Park Master Plan* and recommend potential revenue generating amenities for the parks.
 - The R&P Advisory Board *will advise on programs and facilities* that support the Youth Commission’s activities that will 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, amend the Village’s Unified Development Ordinance as needed, implement strategic plan goals for South Western Avenue Annexation, implement strategic plan actions regarding plans for DownTown Park Forest, and participate in training opportunities.

Senior Citizens Advisory Commission – The Senior Advisory Commission members will actively recruit to fill the two Commissioner vacancies. 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 and by hosting at least two virtual informational events per year. The Senior Advisory Commission will continue to utilize virtual methods to reach the community regarding resources available. The Commissioners will work with Village Board to adopt information presented in the Aging in a Changing Region strategic guide. 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 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 Matteson, the Office of Military Veterans at Prairie State College, the Student Veterans Center at Governors State University, and the South Suburban Special Recreation Association.

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 2022/2023 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. This group will also complete hiring, promotional and other processes as needed to support Fire and Police Departments. The Cable Commission will monitor the performance of Comcast in accordance with the Cable Television Franchise Ordinance and the franchise agreement. The Commission will continue its efforts to implement local origination programming. 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 Environment Commission will monitor on a monthly basis progress to meet its stated goals. The Human Relations Commission will sponsor workshops, trainings and celebrations related to the diversity of Park Forest, and to promote cultural awareness. The Recreation and Parks Advisory Board will monitor the parks and recreation system and update the Recreation & Parks Plan. The Planning and Zoning Commission will review all land use requests as needed and participate in the Illinois American Planning Association's annual conference. The Senior Citizens Advisory Commission will research issues impacting seniors 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
2022/2023 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, Murphey, Frazier & McGrath 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, Murphey, Frazier & McGrath or Klein, Thorpe and Jenkins, Ltd.

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

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

ACCOMPLISHMENT OF 2021/2022 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 19 new ordinances and 46 resolutions during 2021 in addition to providing interpretation of

various existing ordinances.

ORDINANCES ADOPTED

Calendar Year	2012	2013	2014	2015	2016	2017	2018	2019	2020	21
Number	26	13	19	19	15	27	25	29	21	19

RESOLUTIONS ADOPTED

Calendar Year	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Number	49	54	26	46	32	24	32	33	39	46

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

Legal counsel was instrumental in establishing property liens where necessary with regard to tax delinquent properties. Village legal counsel assisted in negotiations for the recovery of several properties through the Cook County No Cash Bid Program. Legal counsel also assisted with several sales transactions and property tax incentives for several businesses in the Village. Finally, legal counsel assisted with the sale Central Court Plaza and multiple Village-owned residential properties.

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

Both fire and police bargaining agreements were completed prior to 2021/2022.

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

One employee grievance was filed in 2021/2022 which necessitated the assistance of legal counsel. The matter was withdrawn before it reached presentation before the Board of Fire and Police Commissioners.

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). Legal counsel also provided interpretation on the Families First Coronavirus Response Act (FFCRA).

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.

No litigation was pursued on behalf of the Village Board in 2021/22.

2022/2023 LEGAL SERVICES OBJECTIVES:

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

2022/2023 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 2022/23 as may arise in the coming year.

**Village of Park Forest
2022/2023 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 2021/2022 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.

Village management needed to create a succession plan for the IT management of the Village. In so doing, the IT Technician position was eliminated and the hiring of a contracted IT Services firm was put in place.

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 2019/2020 Fiscal Year. The Village has submitted the 2020/2021 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 2021/2022 Fiscal Year. The Fiscal Year 2022/2023 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. The contract was renewed for another three-years in 2020.

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.

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 2019/2020, 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 2021/2022.

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. The IT Technician position has been eliminated and an outside vendor, Client First, has been contracted to fulfill the technician role. Client First will work in tandem with the IT Administrator to replace hardware, install software, conduct user training, and any other duties as assigned by the Administrator.

Client First has supplied an on-site technician twice a week and is available more if needed. The new technician is performing well and has been involved in multiple hardware and software rollouts already.

2. Install the new Dell EMC backup appliance to replicate our virtual server infrastructure. This will provide daily backups as well as long term yearly backups and protect against ransomware attacks and any other disaster recovery scenarios that may occur.

The new backup unit is installed and working well. It has the ability to backup the entire virtual server infrastructure while also performing file level restores. It runs on the 10GbE network and backs up all servers across the Village.

3. Work with the new IT vendor, Client First, as well as our new software security vendor Speartip to implement new security policies and procedures which will enhance the Village's defenses against the latest ransomware and virus attacks.

Speartip is installed on all endpoints and servers across the Village. Proactive monitoring and blocking of malware gets reported in real time to the Security Operations Center in St. Louis, MO. Alerts are sent immediately via email and SMS so incidents and threats are neutralized and restoration can take place.

4. Continue to evaluate IT policies and procedures.

Evaluation of policies is an ongoing yearly endeavor.

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

All departments will again be purchasing new desktops and laptops with the older units moving to less-used areas. The oldest units are removed from the network and sent to E-waste recycling.

2022/2023 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:

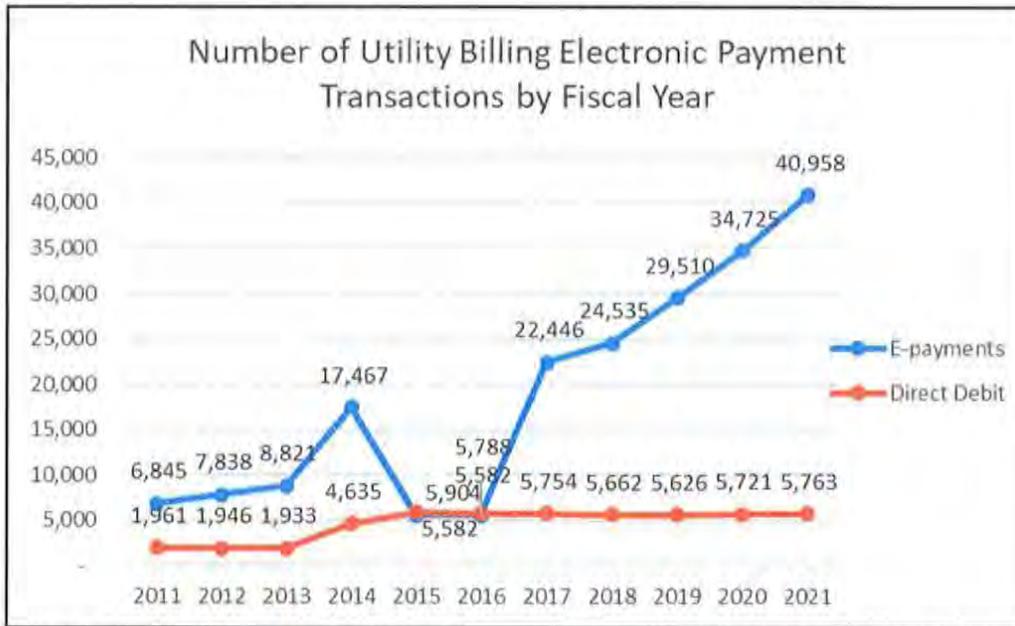
	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
Payroll checks processed	8,058	7,556	9,369	7,123	6,231
W-2s issued (calendar)	377	366	355	274	270
1099-Rs issued (calendar)	71	69	70	68	70
Accounts Payable paper checks	4,211	4,056	3,803	3,679	2,861
ACH Payments	2,621	2,721	2,701	2,615	2,754
Invoices Processed	12,091	11,936	11,546	10,700	9,772
1099-Misc issued (calendar)	453	420	381	209	202
1099-NEC issued (calendar)*	0	0	0	81	130
Accounts Receivable invoices	1,841	2,354	2,872	3,192	3,208

**New form for 2020, in prior year's 1099- Misc. included the Nonemployee compensation.*

	<u>2016/17**</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
Water Bills issued	100,882	101,071	101,095	101,340	102,331
Late Notices issued	40,446	40,706	39,825	29,200	36,068
Utility Billing E-payments	22,446	24,535	29,510	34,725	40,958
Utility Billing Direct Debits	5,788	5,662	5,626	5,721	5,763

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

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Vehicle Sticker Sales					
Passenger	10,362	9,527	9,320	7,620	7,323
Truck	584	493	465	389	399
RV	23	19	17	14	10
Motorcycle	210	154	132	122	104
E-payments	411	306	337	963	415



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

Information Technology Objectives:

1. Implement Connectwise client and server monitoring across all computers on the network. This will enable new functionalities and reporting tools as well as enable more centralized administration of all devices.
2. The State of Illinois is revamping their criminal justice networking and routing infrastructure. We will follow suit and more closely integrate our network with theirs. This will allow for faster communications and remove any bottlenecks in the current networking scheme.
3. Implement VOIP solutions at all of our satellite buildings to integrate with our existing Village Hall, Police, and Fire VOIP systems. This will reduce our monthly costs for phone service at each location and allow for 4 digit extension calling to all buildings.
4. Continue to maintain a 5 year rolling capital plan to replace aging equipment and minimize down time due to hardware failures and spread costs evenly across budget years.
5. Evaluate data storage and usage policies for employees to be sure we comply with state regulations and retention guidelines.

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, ransomware attacks, and general system maintenance. While the first four 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.

There were no significant network outages in fiscal year 2020-2021 other than routine maintenance for server updates and patching. This equates to about 99.9% uptime for staff and residents.

STAFFING:

<u>Manager's Office</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</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	0
Executive Asst. to the V. M.	1	1	1	1	1
Communications Coordinator****	0	0	0	0	1
HR Generalist****	0	0	0	0	1
Communications Specialist****	0	0	0	0	1
Administrative Assistant II****	1	1	1	1	0
Office Assistant ***	1	1	1	0.43	0.43
Farmers Market Manager (FTE)*	<u>0.2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	6.2	6	6	5.43	6.43

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	0	0	0
Accounting Manager	1	1	1	1	1
Accountant	1	1	1	1	1
Payroll & Benefits Specialist*	0.6	1	1	1	1
Accounts Payable Technician	1	1	1	1	1
Part-time Office Tech (FTE)*,***	<u>1.1</u>	<u>0.53</u>	<u>0.53</u>	<u>0.53</u>	<u>0</u>
	8.7	8.53	7.53	7.53	7
Subtotal Administration/Finance	14.9	14.53	13.53	12.96	13.43

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

Payroll changed from Part-time Payroll Specialist to Full-time Payroll & Benefits Specialist.

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

**FY19/20 IT Technician position eliminated.

***FY21/22 Finance PT Office Tech moves to Admin's Office Asst in the AM & Water Billing in the PM.

****FY22/23 Restructure the Communications Director position to Communications Coordinator and add a

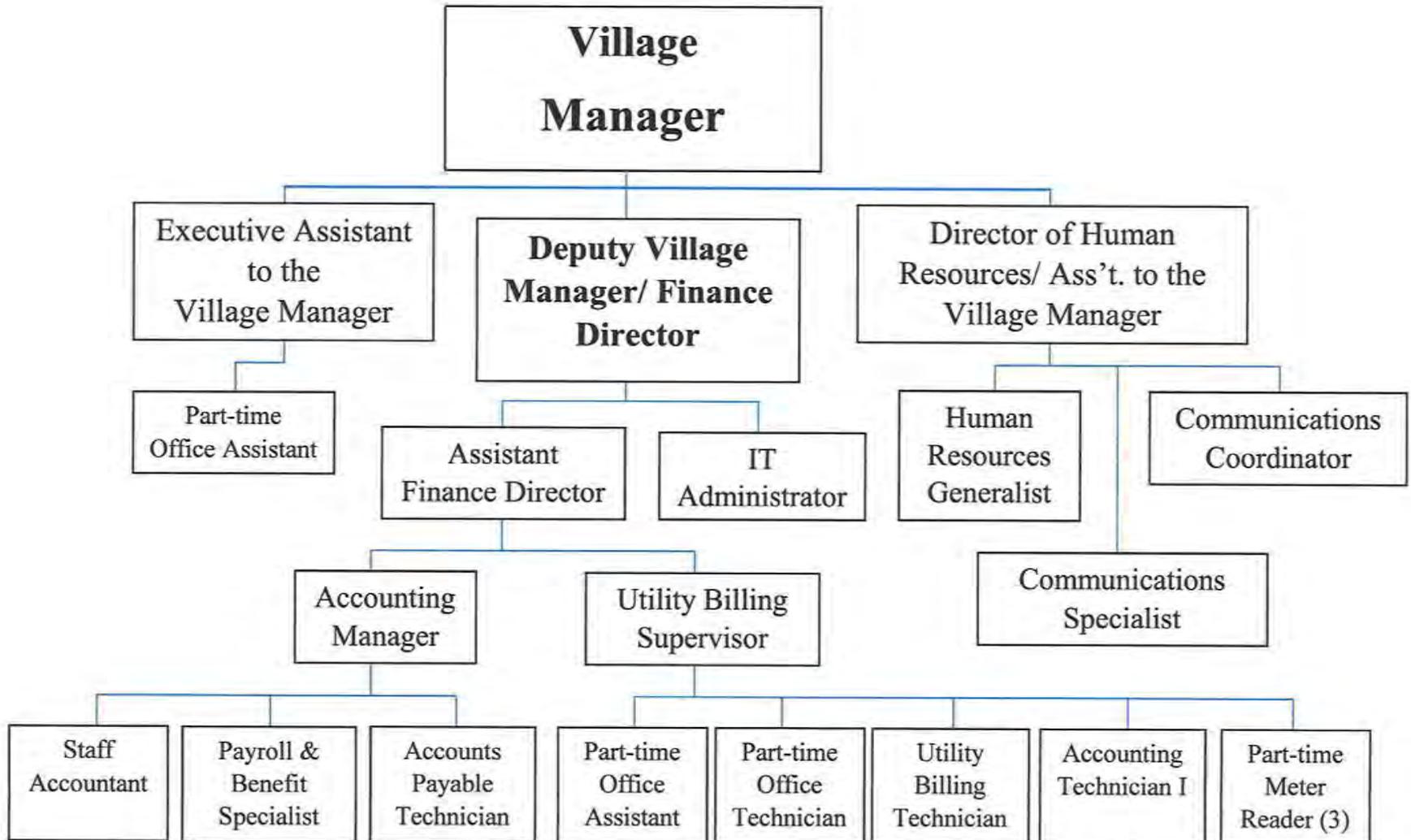
Communications Specialist position. Restructure Admin Assistant II position to an HR Generalist.

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 Assistant***	0	0	0	0.57	0.57
Part-time Office Technician***	<u>0.7</u>	<u>1.27</u>	<u>1.27</u>	<u>0.7</u>	<u>0.7</u>
	3.7	4.27	4.27	4.27	4.27
Total Positions:	18.6	18.8	17.8	17.23	17.7

Village of Park Forest Administration Department

Organizational Chart



**Village of Park Forest
2022/2023 Budget**

**ADMINISTRATION
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	1,203,582	1,274,070	1,249,955	1,347,084	6%
Overtime Salaries	99,621	1,540	1,140	1,542	0%
Temporary/Part-time Salaries	<u>0</u>	<u>135,936</u>	<u>134,636</u>	<u>71,600</u>	-47%
Total Personnel Services	1,303,203	1,411,546	1,385,731	1,420,226	1%
<u>Insurance Benefits</u>	150,954	186,410	167,768	265,936	43%
<u>IRMA</u>	809,035	1,325,082	1,005,479	1,125,082	-15%
<u>Employee Support</u>	294,016	399,993	345,814	373,654	-7%
<u>Professional Services</u>	216,699	343,957	470,533	315,969	-8%
<u>Legal Services</u>	168,403	263,065	0	263,065	0%
<u>Operating Supplies</u>	63,559	122,216	98,986	118,816	-3%
<u>Maintenance</u>	132,161	132,099	127,099	133,281	1%
<u>Capital Outlays</u>	25,716	101,100	51,800	88,000	-13%
<u>Miscellaneous</u>	79,704	131,205	103,330	131,205	0%
<u>Leases and Rentals</u>	10,067	10,268	10,268	10,474	2%
<u>Utilities</u>	<u>79,352</u>	<u>80,500</u>	<u>82,000</u>	<u>85,500</u>	6%
Subtotal	3,332,869	4,507,441	3,848,808	4,331,208	-4%
Transfer to Aqua Center*	0	250,000	250,000	250,000	0%
Transfer to Tennis and Health Club	35,000	615,000	615,000	15,000	-98%
Transfer to DownTown	0	155,036	155,036	155,036	0%
Transfer to Housing Authority*	0	30,000	0	30,000	0%
Transfer to Library	194,251	0	0	0	0%
Transfer to Capital Projects	185,000	185,000	185,000	185,000	0%
Transfer to Pension Funds	377,707	279,562	279,562	0	-100%
Transfer to Bond Retirement Fund	0	50,000	50,000	0	-100%
Transfer to Municipal Parking Fund	<u>0</u>	<u>75,000</u>	<u>75,000</u>	<u>0</u>	-100%
Total Transfers	791,958	1,639,598	1,609,598	635,036	-61%
TOTAL	<u>4,124,827</u>	<u>6,147,039</u>	<u>5,458,406</u>	<u>4,966,244</u>	-19%

**Village of Park Forest
2022/2023
Budget**

**ADMINISTRATION
SALARY DETAIL**

	6/30/2022 Base	Increase Salary 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
<u>Manager's Office</u>										
Thomas Mick Village Manager***	192,587	198,365		198,365	19,043	15,175	20,894	1,354	126	35
Jason Miller Director of Human Resources / ATVM	124,891	128,638	22.8	130,130	12,492	9,955	13,505	844	126	26
Angela Thurston Exec. Asst / Deputy Village Clerk	78,940	81,308	13.7	82,251	7,896	6,292	23,040	1,354	126	15
Vacant Communications Coordinator	70,179	72,284	12.5	73,122	7,020	5,594	23,409	1,354	126	15
Vacant HR Generalist	68,150	70,195	11.5	71,009	6,817	5,432	23,409	1,354	126	15
Vacant Communications Specialist	56,067	57,749	7.5	58,419	5,608	4,469	23,409	1,354	126	15
Elizabeth Garza Office Assistant (split: 43% Adm. 57% Wtr)	22,761	23,444	3.9	23,444	2,251	1,793	7,833	435	126	10
Overtime	500	500		500	48	38				
Part-time Help	500	500		500		38				
Retiree Health Insurance Stipend							7,000			
Subtotal Manager's Office	614,575	632,983		637,741	61,175	48,786	142,499	8,049	882	
<u>Board of Trustees / Elected Officials</u>										
Mayor***	20,000			20,000	1,920	1,530				
Trustees (6 @ \$7,500)	45,000			45,000	4,320	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, 11 holidays and 1 floating holiday annually.

***Vehicle or Vehicle Allowance received

Village of Park Forest
2022/2023
Budget

ADMINISTRATION
SALARY DETAIL

	6/30/2022 Base	Increase Salary 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Part-Time - Board Mtg Minutes 12 @ \$75 per hour	900			900	86	69				
Subtotal Board of Trustees / Elected Officials	71,100			71,100	6,326	5,440				
<u>Boards / Commissions</u>										
Temp/Part-time(Recorder of Minutes)	4,300			4,300	413	329				
Subtotal Boards / Commissions	4,300			4,300	413	329				
<u>Finance Department</u>										
Mark Pries Deputy Village Manager/Finance Dir	149,633	154,122	25,9	154,122	14,796	11,790	23,409	0	126	25
Vacant IT Administrator	129,261	133,139	22,9	133,139	12,781	10,185	23,409	1,354	126	20
Sharon Floyd Assistant Finance Director	117,819	121,354	20,9	121,354	11,650	9,284	15,599	1,354	126	25
Theresa McAvoy Accounting Manager	106,865	110,071	18,9	110,071	10,567	8,420	8,040	844	126	25
Analind Serna Accountant	60,586	62,404	10,3	64,025	6,146	4,898	6,991	435	126	15
Vacant Accounts Payable Technician	53,098	54,691	8,2	55,325	5,311	4,232	23,409	1,354	126	10
Rachel Trotman Payroll & Benefits Specialist	65,269	67,227	8,8	68,007	6,529	5,203	6,991	435	126	10
Overtime	1,000	1,030		1,042	100	80				

* Gross includes 4 mths of a 3.5% step increase for employees eligible.

**Employees with vacation/personal days also receive 12 sick days, 11 holidays and 1 floating holiday annually.

***Vehicle or Vehicle Allowance received

Village of Park Forest
2022/2023
Budget

ADMINISTRATION
SALARY DETAIL

	6/30/2022 Base	Increase Salary 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Subtotal Finance Department	683,531	704,038		707,085	67,880	54,092	107,848	5,776	882	
ADMINISTRATION TOTAL	1,373,506	1,412,421		1,420,226	135,794	108,647	250,347	13,825	1,764	

NOTE: Full-time employees who decline health insurance receive a \$1,500 stipend annually.

* Gross includes 4 mths of a 3.5% step increase for employees eligible.

** Employees with vacation/personal days also receive 12 sick days, 11 holidays and 1 floating holiday annually.

*** Vehicle or Vehicle Allowance received

**Village of Park Forest
2022/2023 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	636,741	
500100	Overtime	500	
500200	Temporary/Part-time	<u>500</u>	
Total Personnel Services			637,741

INSURANCE

510100	Health Insurance	135,499	
	Dental Insurance	8,049	
	Life Insurance	<u>882</u>	
			144,430
510120	Health Insurance Stipend (J. Brown & M. Dees)	<u>7,000</u>	
			7,000
510300	IRMA Premium Payment (This includes the premium for all Village departments, excluding enterprise funds.)	590,698	
	Volunteer Accident Coverage	531	
	Other Insurance and Wellness Programs (Health Miles, Health Expos, etc.)	<u>24,250</u>	
			615,479
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	358	
	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>9,603</u>
Total Health, IRMA and Other Insurance			1,276,512

EMPLOYEE SUPPORT

520000	Travel Expenses (Expenses related to attendance at 3CMA, ICMA, ILCMA & IPELRA conferences and remote training. Expenses include registration, transportation, meals, parking, lodging, etc.)		2,500
520100	Mileage Reimbursement		250
520200	Dues/Subscriptions		
	News Subscriptions	325	
	Notary Association (National & State)	40	
	ICMA (1)	1,200	
	ILCMA (2)	750	
	IL Public Employer Labor Relations Assoc. (IPELRA)	390	
	Personnel Journals	100	
	CityTech USA Human Resources list serve	390	
	Miscellaneous Dues/Subscriptions	<u>1,870</u>	
			5,065
520300	Training Expenses (tuition reimbursement, ILCMA, IPELRA, NPELRA, in-service training, education reimbursement and seminars.)	2,300	
	Employee Training (leadership, sexual harassment, etc.)	6,700	
	College Courses	2,000	
	Computer Training - All Village Departments	8,000	
	Employee Computer Purchase Loan Program*	50,000	
	Safety Training - All Village Departments	<u>2,500</u>	
			21,500
*-Not included in expense calculation, \$50,000 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.)		16,000
520610	FICA		48,786
520620	IMRF		<u>61,175</u>
Total Employee Support			156,776

PROFESSIONAL SERVICES

530000	Other Professional Services (Hiring processes, polygraphs, psychological testing credit backgrounds, investigations, name plates and engraving.)	9,000	
	Employee Recruitment Support (fire, police, mgt. staff)	15,500	
	Background Checks	5,000	
	Civic Plus Annual Fee	8,738	
	Archive Social	4,800	
	Village Hall Overhaul	19,000	
	Technical support for cable access channel broadcasts	4,000	
	Marketing & Promotions	15,100	
	Workforce Development Support	10,000	
	Communications and Marketing to Current/New Residents	<u>36,000</u>	
			127,138
531500	Physical Examinations (Ongoing and new hire physical exams and drug screenings for all required Village positions.)	20,000	
	Annual law enforcement mental health screenings	<u>7,500</u>	
			27,500
532600	Credit Card Service Charge		<u>1,000</u>
	Total Professional Services		155,638

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.)		40,000
540200	Printing/Copying Supplies Central supply purchasing for all Village departments		16,000
540300	Stationery/Envelopes/Forms		4,000
540350	Office Equipment/Furnishings		4,500
540400	Meeting Supplies		3,500

541100	Public Access Cable Purchases (Paid by PEG fees)		10,000
542100	Municipal Code Supplements (Adopted ordinances electronic codification.)		<u>4,700</u>
Total Operating Supplies			82,700

MAINTENANCE

550000	Contractual Equipment Leasing and Maintenance		
	Color Copier Maintenance & Repair	25,000	
	HP Printer Maintenance Contracts (Finance, Recreation & Parks, Building, Police, Fire)	17,000	
	All Other Copier/Printer Maintenance	<u>8,000</u>	
Total Maintenance			50,000

CAPITAL OUTLAYS

560000	Capital Outlays		
	Computer & Printer Replacements	<u>22,500</u>	
Total Capital Outlays			22,500

MISCELLANEOUS EXPENDITURES

590100	Postage (Centralized billing for all Village departments: Federal Express, messenger services, bulk mailings, water billing inserts, UPS, US mail, etc.)	30,000	
	Discover Magazine (1)	<u>2,000</u>	
			32,000
590800	Printing/Reproduction/Graphics Discover Magazine (1)		10,000

590900	Advertising		
	Help Wanted Advertising	8,500	
	Sponsorships of Village-wide Organizations (PF Baseball, Youth Basketball, Tall Grass Events, Historical Society, etc.)	11,000	
	Live, Grow, Discover College Scholarship Program	2,000	
	Misc. Advertising (Theater 47, Village Facilities, etc.)	5,000	
	Challenge Grant		
	Tall Grass	5,000	
	Historical Society	<u>5,000</u>	
			36,500
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		110,200
<u>LEASES AND RENTALS</u>			
600400	Vehicle Interfund Rentals		<u>10,474</u>
	Total Leases and Rentals		10,474
<u>UTILITIES</u>			
610000	Telephone		
	Phone service billing for Village	57,000	
	Internet connection (T-1 & Broadband)	25,000	
	Cell phone charges	<u>3,500</u>	
	Total Utilities		<u>85,500</u>
	TOTAL MANAGER'S OFFICE		2,595,041

**Village of Park Forest
2022/2023 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	<u>1,953</u>
		22,249
520300	Training Expense (IL Municipal League Conference, Municipal Clerks of Illinois Seminar, International Institute of Municipal Clerks Conference and miscellaneous other trainings)	8,300
520400	Books/Pamphlets	250
520610	FICA	5,440
520620	IMRF	<u>6,326</u>
	Total Employee Support	56,165

PROFESSIONAL SERVICES

530000	Strategic Planning Implementation/Team Building	<u>3,600</u>
	Total Professional Services	3,600

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

**Village of Park Forest
2022/2023 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>413</u>
Total Employee Support		2,942

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	3,900		
	R & P Advisory Board	1,200		
	(Clean Up Day, Camp Out, Chili Cook Off, PFAC Event)			
	Environment Commission Events	1,200		
	(Example: Earth Day)			
	Senior Commission Initiatives	1,200		
	Veterans Commission Events	1,200		
	(Ex: Veterans Day, Memorial Day)			
	Youth Commission Events	<u>1,200</u>		
	(Example: Youth Day)			<u>9,900</u>
	Total Operating Supplies			<u>10,630</u>
	TOTAL BOARDS AND COMMISSIONS			18,622

**Village of Park Forest
2022/2023 Budget**

**ADMINISTRATIVE - LEGAL SERVICES
DETAIL
01-01-03**

PROFESSIONAL SERVICES

530000	Local Court Reporter	4,000	
	Liquor Hearings (\$85 hr. for 5 hours)	925	
	Court Reporter (Misc. Hearings @ \$50 hr.)	5,000	
	Local Adjudication Court Reporter (2 hearings/month @ \$20 hr. for 3 hours)	1,940	
	Administrative Hearing Program		
	Parking Ticket Court		
	Hearing Officer Fees	2,200	
	Municipal Adjudication Court & Vehicle Seizure Hearings Hearing Fees (\$125/hr x 4 hrs x 24 hearings)	<u>13,000</u>	
			27,065
530100	Legal Services - Other (Litigation performed by consulting attorneys)		5,000
530110	Special Legal Services (Prosecutorial services, traffic and housing court - \$125/hour)		66,000
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 @ \$185/hour)		160,000
530140	Billable Services/Personnel Attorney (Litigation, contract negotiations with Fire and Police unions, grievances arising from personnel and labor contract)		<u>5,000</u>
	Total Professional Services		<u>263,065</u>
	TOTAL LEGAL SERVICES		263,065

**Village of Park Forest
2022/2023 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	706,043
500100	Overtime Salaries	<u>1,042</u>
Total Personnel Services		707,085

INSURANCE

510100	Health Insurance	107,848
	Dental Insurance	5,776
	Life Insurance	<u>882</u>
		114,506
Total Insurance		114,506

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	899
	Kiplinger Letter	110
	GMIS	100

	Other	<u>500</u>	4,099
520300	Training		
	Computer Network	5,000	
	GFOA State and National	16,773	
	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>	
			26,050
520400	Books/Pamphlets		300
520610	FICA		54,092
520620	IMRF		<u>67,880</u>
	Total Employee Support		157,771

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	
	GFOA Certificate of Achievement	530	
	Distinguished Budget Presentation	<u>445</u>	
			7,630
530300	Audit Services		
	External	15,995	
	Internal	<u>3,000</u>	
			18,995
531400	Computer Programming Services		
	Computer Programming Services	90,000	
	Security Software-SpearTip	<u>38,856</u>	
			128,856

532600	Credit Card Fees - Epay Vehicle Stickers		<u>500</u>
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Total Professional Services			155,981
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OPERATING SUPPLIES

540000	Other Operating Supplies		
	Register Tape - Front Counter	1,000	
	Miscellaneous	<u>1,000</u>	
			2,000

540100	Computer Supplies		15,886
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540350	Office Equipment/Furnishing		<u>1,600</u>
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Total Operating Supplies			19,486
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MAINTENANCE

550000	Contractual Equipment Maintenance - Other		
	Computer Maintenance	20,799	
	BS&A Contract	44,977	
	Executime Contract	10,885	
	Printer Maintenance	3,000	
	Software Contracts (Vehicle Stickers/Animal License)	1,500	
	Other Maintenance	<u>2,120</u>	

Total Maintenance			83,281
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CAPITAL OUTLAYS

560000	Capital Outlays		
	Computer Replacement	2,500	
	Networking Hardware	10,000	
	File Servers	10,000	
	Backup Appliance	15,000	
	MS Office Pro Licensing	<u>25,000</u>	

Total Capital Outlays			62,500
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MISCELLANEOUS EXPENDITURES

590100	Postage (Vehicle Stickers notices (2))		5,500
590800	Printing/Reproduction/Graphics		
	Vehicle Stickers & Animal Licenses	4,000	
	Vehicle Sticker Notice Printing/Mailing	3,200	
	Vehicle Sticker Envelopes	1,000	
	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>	
			10,450
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>18,130</u>
	TOTAL FINANCE DEPARTMENT		<u>1,318,740</u>
	TOTAL ADMINISTRATION		4,331,208

**Village of Park Forest
2022/2023 Budget**

POLICE DEPARTMENT

DEPARTMENT MISSION AND FUNCTION

The mission of the Police Department is to protect life and property and to enhance the quality of life through increased safety for all citizens by 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-one sworn officers with one additional sworn officer position fully funded by the Illinois Statewide Auto Theft Taskforce, and nine full-time civilian employees. Part time employees are utilized to assist with Records Division duties, fulfill the Community Service Officer (CSO) role, and seasonally serve as Crossing Guards.

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.

SUPPORTS SERVICES

The Support Services Division consists of a Deputy Chief who oversees a Commander, the Records Supervisor and the entire Records Section staff, and the Community Engagement Coordinator. One Police Facility Maintenance Worker, two part-time CSO's, and the Crossing Guard Program are also part of the division.

The **Support Services Deputy Chief's** responsibilities include overseeing the functions of the Records Division, management of the lock-up facility and related processes, managing the police department vehicle fleet and quartermaster system, overseeing evidence retention processes and the evidence room, 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, as well as Crime Free Housing.

The **Administrative Adjudication Program**, or M-court, provides an alternative method for adjudicating parking violations, municipal ordinance offences and violations of the Village's vehicle seizure ordinance. An appointed local hearing officer adjudicates parking tickets and/or municipal citations; however, his/her ruling can be appealed through the Circuit Court. 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, vehicle sticker violations, and many offenses committed by youth, without the need for referral to the formal juvenile justice system.

The Vehicle Seizure Ordinance is intended to send a strong message to violators that committing crimes while using a vehicle is not tolerated 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 the Police Department to be used as additional funding for youth services, which has historically resulted in over \$20,000 being spent on the youth of Park Forest through programs such as the Youth Violence Prevention Engagement (YVPE), Unity Day, Safe Halloween, and Teen Zone, partnerships with Park Forest and regional schools, and by generally enhancing services to young people.

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, retention, and expungement, preparing court/bond transfers, complying with Freedom of Information Act requests, 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 and one full-time and one part-time Administrative Assistant.

The position of **Community Engagement Coordinator** is a full-time civilian position which focuses on youth services, especially where juvenile delinquency and young people who have experienced trauma intersect with law enforcement, as well as victim services. The position manages the Youth Violence Prevention Engagement and also coordinates the screening program (ACCESS) of all juveniles in Police Department custody for Adverse Childhood Experiences (ACE) and the associated resources to which the Police Departments facilitates connection. The position also oversees Handle With Care, a program implemented in early 2020 that allows the Police Department to make notification to schools when becoming aware that a student has been part of a traumatic experience, while ensuring the schools are equipped to provide trauma-informed responses.

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, 6 Sergeants, and 27 personnel the rank of patrol officer, which includes one officer assigned to the Illinois Statewide Auto Theft Taskforce through grant funding.

The **Patrol Division** currently operates on a 12-hour shift format on two-month rotations between night and day shift. Officers proactively seek to prevent, interrupt, and solve crime, enforce ordinance violations, traffic violations, and parking violations 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, of one Commander, one Sergeant and five Patrol Officers. One extra Sergeant position is used to assist with supervisory shortages and overall staffing levels of the Patrol Division.

The Police Department increases functionality and efficiency by having members assigned to several **multi-jurisdictional task forces**. Two personnel are generally assigned to each team which includes the South Suburban Emergency Response Team (SSERT), 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 teams' 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 and search and rescue.

The **Investigations Division** consists of a Detective Commander, a Detective Sergeant and 5 Detectives and is responsible for more serious and complex criminal investigations, as well as conducting background checks and other duties. The unit is tasked with investigating serious "crimes against persons" such as homicides, sexual assaults, armed robberies, etc, as well as other high-priority felony crimes. It is also responsible for tracking and referring serious juvenile offenders to both Cook and Will County Juvenile Courts. Several detectives are assigned to the South Suburban Major Crimes Task Force (SSMCTF), a multi-jurisdictional homicide unit.

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 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 program, now overseen by the Community Engagement Coordinator and a police officer who is also a juvenile officer, 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 help youth adopt healthy life-outlooks. 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.

In early 2018 the Police Department implemented a program whereby all juveniles taken into custody at the Police Department are screened for Adverse Childhood Experiences (ACE) 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 the Community Engagement Coordinator or by officers who are certified juvenile officers and who have received trauma-informed training.

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) which allows police personnel to give bicycles and/or computer tablets to school children in each of the Park Forest elementary through junior high schools each month. Unity Day, National Night Out, and the Eastgate Pop-Up Party are Police Department-led events to foster positive interaction between law enforcement and youth, while the Police Department also participates 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 liaison officers at 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. Unfortunately, some of these events could not take place in 2021 due to the on-going Covid-19 pandemic.

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 is 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.

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 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.

COVID-19

Any reporting on Police Department activity, programs, enforcement, and budgeting through 2021 necessarily requires recognition that the continuing COVID-19 pandemic had an impact on public safety operations. While pandemic concerns appeared to subside moving into the summer of 2021, new variants and a resurgence in cases affected the ability for people to gather, for business establishments to conduct normal business operations at full capacity, and for meetings to be conducted in-person. As of the writing of this document in early 2022, policy requiring the wearing of masks while indoors, the use Personal Protective Equipment (PPE) in the field, and social distancing for all personnel just expired. Despite these mitigation efforts as well as a large number of personnel receiving vaccines, numerous police

department personnel contracted Covid-19, resulting in prolonged recovery and quarantine periods, necessitating overtime to cover personnel shortages.

Information provided on crime and traffic data, enforcement efforts, community relations events, and budgeting in 2020 and 2021 should be viewed in light of the extraordinary circumstances presented by the pandemic, which resulted in anomalies in the data compared to prior years.

TRANSPARENCY

The Police Department prides itself on its history of transparency and accountability, working to always find ways to enhance these approaches to building trust with the community. This will be the second year that use-of-force data is included in annual reporting. This is possible due to more formal and detailed tracking of use-of-force since June of 2017. Additionally, the 2018/2019 budget was the first in which the Police Department began reporting citizen complaint data, and it continues in this document.

ACCOMPLISHMENT OF 2020/2021 IMPLEMENTATION OF THE BOARD'S 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, albeit social distancing and with PPE, and with vehicle patrols when businesses were shuttered. During these business checks officers often interacted with others where possible in an effort to promote a safe environment in business districts (when open) and to prevent crimes like burglaries when closed. In 2021 officers reported conducting over 4,395 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. Traditional seasonal events including 4th of July activities, Unity Day, National Night Out, Safe Halloween, and other events throughout the Village business districts were once again held, but modified for social distancing due to the continued pandemic. Events such as Main Street Nights and the Farmer's Market also remained open with social distancing and/or modified arrangements, and officers continued to conduct community-policing oriented foot patrols while utilizing PPE at those events.

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.

Driving habits were impacted by the pandemic and a variety of other factors, and offenses like speeding and reckless driving increased. Based on those observed changes, Directed Focuses often addresses traffic issues, including speeding enforcement on main thoroughfares. Other Directed Focus worked to keep roadways clear during winter with snow route parking enforcement and to address running vehicles left unattended, a frequent source for vehicle thefts.

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.

During the 2021 patrol period, police officers conducted over 2,400 traffic stops and reported handling over 2,300 illegal parking situations. Traffic stops led to 163 vehicle seizures, which resulted from using a vehicle in offenses such as DUI (39 total DUI arrests were made in 2021), driving with an invalid driver's license, possession of drugs, and other misdemeanor and felony charges. An additional 103.5 hours of traffic enforcement were provided by the Police Department partaking in Illinois Department of Transportation-funded DUI, seatbelt, and distracted driving enforcement initiatives throughout the year. Another example of keeping roadways safe for travel was the Police Department's enforcement of snow routes, with many vehicles moved through compliance. When that was not feasible, citations were written with a total of 114 citations issued for snow route violations in 2021.

The Investigations Division will focus a portion of resources on obtaining and executing search warrants for locations narcotics are determined to be sold. The Community Action Team will be re-implemented as staffing levels permit.

The Community Action Team was not implemented through 2021 due to the pandemic and the inability to have 2-person units through most of the year as well as staffing issues, however the Investigations Division still focused on proactive investigations when possible and served 10 search warrants. Those search warrants resulted in the recovery of 11 illegally possessed handguns plus ammunition, over \$200,000 in illegally gained currency, illegal narcotics, stolen property, identity theft and credit card fraud items, and 8 adults were arrested with a total of 41 felony charges filed, with additional charges pending. Six vehicles were also seized for asset forfeiture.

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 continued to provide a juvenile court diversion program for juveniles found liable through the M-court system when possible, due to limitations imposed by the pandemic. When it occurred, the Youth Violence Prevention Engagement (YVPE) took place on Saturday mornings with social distancing and all

participants in face masks. During the program the Community Engagement Coordinator and a police officer provided mentoring and training through a curriculum-based violence prevention program to a total of 30 youth in 2021. 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. As of February of 2022 the program had an overall recidivism rate of just 8%. The Police Department continued to implement ACCESS- Adverse Childhood Critical Events and Safety Screener- a screening that is completed with all juveniles in Police Department custody, with a goal of identifying at-risk factors in a juvenile's environment and directing them and their families to community resources. In 2021 the Police Department provided case management to 127 juveniles, including referrals for Adverse Childhood Experiences (ACE) through the use of the ACCESS screening tool, with 127 positive responses including sexual abuse, running away, physical abuse, and parental abuse. Those with positive responses were connected with the appropriate resources.

Police personnel will build/maintain relationships with students at 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 continued giving away computer tablets in the eight grammar schools across Park Forest, raffled off to those students who attained goals encouraging positive behavior set out by the individual schools as part of the sixth year of the BICYCLE program. In 2021 the Police Department gave Park Forest students 45 computer tablets purchased with asset forfeiture and/or vehicle seizure funds. Additional tablets were given away through the community events. Police Department members also participated in numerous school events throughout the school year.

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.

After not holding PAAC for two years due to the pandemic and following an assessment of resources and priorities, it was determined that PAAC would be discontinued and that the Police Department would place an increased focus on services for at-risk youth moving forward.

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.

The Police Department attended numerous community events in both a public safety and community policing effort, including the Memorial Day Observation on the Village Green, the Village-sponsored Pride Day event, the annual Veterans Day Recognition at Freedom Hall, Main Street Nights, the Fire Department's Open House, Trunk or Treat

in Downtown Park Forest, and the inaugural Holiday Market in Downtown Park Forest.

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.

In April of 2021 the Police Department introduced their newest police vehicle, which had a custom autism awareness wrap. The Police Department also had a custom autism awareness patch produced which was given to department members and offered to the public for a donation to raise funds for Special Olympics Illinois.



Custom wrap on the Police Department's newest police vehicle

In April of 2021 the Police Department held a Youth Violence Prevention Week Giveaway in downtown Park Forest in partnership with Park Forest-Chicago Heights School District 163 and the Urban Youth Trauma Center.

In April of 2021, the Police Department held an Autism Summit, bringing together families of someone with autism, service providers, and law enforcement to engage in dialogue, build relationships, and for the Police Department to learn what might be done to improve services to those with intellectual disabilities.

In June of 2021 the Police Department completed their leg of the Special Olympics Illinois Torch Run, despite it not being officially held due to the pandemic, raising \$4,160 for that cause. Through additional events such as the Plane Pull at O'Hare International Airport, the Truck Convoy and Coffee for Champions, a total of \$15,160.00 was raised for that cause in 2021.

In June of 2021 the Police Department participated in 7-Eleven's Operation Chill, providing free Slurpee coupons during interactions with youth in the community.

Independence Day festivities resumed in 2021 and the Police Department organized the largest 4th of July parade in recent history. The parade included a total of 130 vehicles and 410 participants. Among the hundreds of volunteers, Broken Arrow and Stoney the Cowgirl brought 6 horses to appear in the parade.

In July of 2022, the Police Department, in partnership with the Fire Department, Public Works, Economic Development, the Manager's Office, and School District 163, hosted the Eastgate Pop-Up party, grilling food and providing activities for residents of the Eastgate neighborhood.

In August of 2021, the Police Department encouraged neighborhoods to hold block parties for National Night Out and attended those celebrations. The Police Department also hosted Unity Day, which was held during a Main Street Nights event. Bounce houses and activities were provided, food given away, live music performed, a touch-a-truck event hosted, a resource fair provided, and a large police presence was on hand to interact with participants in a community policing effort.

In November of 2021 the Police Department made a donation of dolls of various races and body types to the Will County Children's Advocacy Center.

In November of 2021, a Deputy Chief participated in "Real Men Read", reading to students at Barack Obama School of Leadership and STEM.

In December of 2021, the Police Department conducted an in-house food drive, with the donations given to the St. Irenaeus Catholic Church food pantry.

In December of 2021, personnel participated in the Westside Children's Therapy IGNITE Program, an intensive, therapeutic program for children that are typically 2-6 years old, which helps them develop the fundamental skills to be successful in a school environment.

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 continued to engage citizens and have positive interactions while patrolling their assigned Problem Oriented Policing areas. An online interactive map was launched in April of 2016 that allowed residents to identify and contact their POP officer and was continued through fiscal year 2021/2022. Additionally, the Police Department continued to actively utilize 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 2021. As an example, 82 junk/abandoned vehicle issues were resolved in that year. 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 when they occurred.

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 impacted quality of life in Park Forest. In 2021, the Police Department issued 572 Crime Free Housing licenses and 200 Municipal Ordinance Violation citations were issued to property owners for failure to obtain a Crime Free Housing license. As of early 2022 there were 3,866 properties registered through the Crime Free Housing program. In 2021 the Police Department issued 9 warning notices to landlords regarding minor criminal or quasi-criminal behavior on the part of their tenants or visitors at the rental property. Eleven Notices of Eviction for serious criminal offenses were sent to landlords in 2021. In most cases the problem tenants moved out voluntarily with no action required by the Village, but formal eviction proceedings were necessary against one tenant. After the COVID-19 pandemic caused a halt to Crime Free Housing seminars in 2020, these beneficial programs resumed in 2021, with The Police Department training 16 landlords in the benefits and processes of the Village's Crime Free Housing program. While the effectiveness of the Crime Free Housing program was impacted by the pandemic, activity for this vital program is returning to normal levels. As a testament to the effectiveness of the Crime Free Housing Program, over 130 problem renters have been removed from properties since the program's inception in March of 2008, with only 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 2022 over 1,000 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.

The Police Department partnered with the Department of Public Works and the Village of Richton Park to have the speed limit on Central Park/ Main Street reduced from 35 to 30 miles per hour in January of 2022.

The Police Department, in partnership with the Manager's Office, worked to update Village Ordinance to make the parking of 2nd division vehicles on residential property and on vacant commercial property illegal in early 2022.

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.

During the 2021/2022 fiscal year the Police Department, through a partnership with the Building and Grounds Department, added a two-room interior building to the garage bays to house additional evidence in one half and to store maintenance equipment in the other.

The Police Department will continue to seek grant funding to supplement equipment and training needs. The Police Department will also efficiently use funds from the state and federal asset forfeiture funds to obtain resources and supplement the budget.

The Police Department received grant funding of \$22,750 for October 2020 through September 2021 from the Illinois Criminal Justice Authority (ICJIA) in support of the Total Access Collaborative for Trauma Informed Care (TACTIC).

The Police Department received grant funding of \$33,152 for October 2020 through May 2021 from the South Suburban Juvenile Justice Council to support the implementation and continued development of a trauma-informed approach to responding to youth.

The Police Department utilized over \$6,600 in Illinois Department of Transportation STEP grant funding for traffic enforcement initiatives for occupant protection, speeding, distracted driving and impaired driving through the IDOT fiscal year 2021.

In October 2021, the Police Department received \$9,500 in grant funding from SAMSHA and the University of Illinois-Chicago to help fund program evaluation for

In November 2021 the Police Department was awarded a \$10,000 grant from the Intergovernmental Risk Management Agency for funding for the body worn camera program.

The Police Department received \$8,982.22 in state asset forfeiture funds in 2021 and also seized \$241,341.66 in cash and property that same year. Seizing initiates the process of asset forfeiture, but does not mean it was actually awarded. The Police Department utilized \$4,322.84 of asset forfeiture funds on an Evidence Room air purifier and evidence supplies in 2021.

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. The Police Department utilized Police Law Institute, monthly on-line training, to meet state mandates and ensure personnel were trained on changes in legislation and received refresher training in existing laws and procedures.

In-person training resumed in 2021 after it was halted through much of 2020 due to the pandemic. In-house training in 2021 covered topics as varied as officer health and wellness, juvenile law, policies and procedures, blood borne pathogens, hazardous materials, de-escalation techniques, fitness, use of force topics, and sexual harassment education. Two outdoor range days allowed for firearms training with both rifles and the newly issued Glock model 17, as well as less lethal shotgun and felony traffic stop training. The felony traffic stop training was scenario based, testing officers on judgement and responsiveness.

The Police Department held its 6th annual Command Staff Leadership Workshop (CSLW) for sergeants in November of 2021 at Irons Oaks in Olympia Fields. Training covered public communication for both public relations and crisis communications for supervisors. Originally scheduled for September of 2021, the commander's CSLW was postponed to February of 2022 due to the pandemic. The February training was leadership and organizational behavior training by an outside instructor.

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.

Legislation implemented in 2018 required police officers to have 2 years of service prior to receiving Crisis Intervention Team certification. The Police Department had all but five Field Operations personnel who qualified for the training as of early 2022. Until new officers are eligible to become Crisis Intervention Team certified, they receive crisis and mental health-related training. All sworn personnel but six were certified Juvenile Officers (four of those being recently hired officers), and all non-probationary officers but one had attended interview and interrogation training or were scheduled to attend in early 2022.

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.

The Police Department will be a leader in law enforcement transparency.

Reporting of annual data on citizen complaints and their resolutions as well as use-of-force data is continued in the 2022/2023 budget. This document is also posted on the Village website.

The Police Department continued to use social media throughout 2021/2022 to inform the public about serious events taking place within in the Village and other information impacting police service and public safety.

The Chief of Police served as a staff liaison for Committee A, a committee of trustees tasked with creating a Police and Fire Advisory Council. The council was officially created by ordinance in 2021 and will serve as a liaison between the community and the Police and Fire Departments in an effort to provide for increasingly effective communication, accountability, and 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.

The Police Department is at the forefront of law enforcement interacting with the community through social media and is known both regionally and nationally for efforts in building community relations through this format, being repeatedly featured in Chicago news market programming and beyond. For example, a social media post in August of 2021 of two personnel fixing the badly damaged bicycle of a young boy was picked up by CBS2 Chicago and featured in a lengthy news piece highlighting the work of the officers.

Additional efforts at meeting the goal of sustaining the Village's role as a catalyst for innovative change in the region in 2021 include the following:

In September of 2021 the Chief of Police served as the keynote speaker for the Suburban Law Enforcement Academy graduation, at which the Police Department had four officers-in-training.

In fall of 2021, three Police Department personnel received Active Bystandership for Law Enforcement (ABLE) train-the-trainer certification. This program, sponsored by Georgetown Law, seeks to "create a police culture in which officers routinely intervene as necessary to prevent misconduct, avoid police mistakes, and promote officer wellness". It is planned to have these new instructors present the training to the department in 2022.

The Chief of Police was appointed to the International Association of Chiefs of Police Juvenile Justice and Child Protection Committee in November of 2021.

In January of 2022 the Chief of Police appeared as a panelist on a FOX32 News special titled, "Saving Our Streets", where he discussed solutions to the rising levels of violent crime in the Chicago region.

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.

2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
18,052	15,644	17,126	17,529	19,509	19,113	17,251	17,651	18,432	18,073

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 over a longitudinal period.

UCR data the Police Department recorded for Index Crimes for the preceding 7 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. Crimes can be cleared by the arrest of the offender, but they can also be “exceptionally cleared” for a variety of reasons, including a victim unwilling to prosecute, the offender being identified but the state unwilling to prosecute, or other reasons outside of the control of a law enforcement agency. Starting in 2015, only clearances in which the offender was criminally 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. This means that the column reflecting clearances (C) does not reflect the total number of cases cleared, but only those cleared by the arrest of the offender.

	2015	C	2016	C	2017	C	2018	C	2019	C	2020	C	2021	C
Criminal Homicide	1	0	2	1	1	1	1	1	1	2	1	0	0	0
Rape	14	6	2	0	6	4	4	4	12	6	6	0	11	2
Robbery	26	6	35	10	26	20	24	12	25	10	12	3	9	2
Aggravated Battery	29	17	32	24	25	14	32	19	35	24	50	26	19	6
Burglary	95	12	112	20	70	7	74	8	62	6	30	4	7	2
Theft	279	75	210	43	217	36	219	27	251	30	151	7	53	5
Vehicle Theft	21	3	33	11	41	3	51	2	50	11	42	2	16	4
Arson	3	0	5	0	3	0	7	0	3	1	2	0	6	3
Total Index Crime	468	119	431	109	389	85	412	73	439	90	294	42	289	24

C: Clearances by arrest only

Additionally, under UCR reporting a single event can have more than one clearance. For example, the Police Department cleared one criminal homicide in 2019 with the arrest of two persons, resulting in data for one incident but two clearances. Additionally, the number of incidents reported does not necessarily reflect the number which occurred in a single year. For example, while 11 rapes were reported in 2021, some of the reported incidents occurred several years prior or more. For those reasons, understanding year to year crime trends requires looking beyond UCR reporting alone.

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 active cases the division handled each year, and will include cases that remained active from any previous year.

Year	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
# Cases Investigated	333	263	273	286	223	225	297	408	391	405

Clearance rates include all cases cleared by 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. 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. As such, the clearance rate is the number of cases successfully closed each year (CBA and exceptionally cleared) divided by the total number of cases closed that year. For example, in 2021 the Investigations Division closed out 270 cases, of which 220 were Cleared by Arrest, Exceptionally Cleared, or Unfounded.

Year	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Clearance Rate	87%	89%	94%	85%	72%	78%	89%	87%	94%	82%

Cases which are still actively being investigated are not factored into the clearance rate. 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 2021 is provided below. Traffic stops may be resolved through moving citations, compliance citations, or with a warning.

	2015	2016	2017	2018	2019	2020	2021
Traffic Stops	4,042	3,668	4,576	3,579	3,390	2,602	2,459

Parking citation data for 2012 through 2021 is reflected in the below chart.

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Citations	3,161	3,093	3,132	3,012	3,271	5,241*	4,470*	4,268*	3,026*	4,628*

* 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.

Unlike the traffic stop data, 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 and may not be formally recorded in all cases.

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 2013 to 2021:

	2013	2014	2015	2016	2017	2018	2019	2020	2021
Alarms	357	7	383	149	318	421	367	18	193
Alcohol	12	26	11	18	11	21	18	12	6
Animal	42	50	54	59	95	108	121	82	59
Assault	0	4	7	4	2	2	4	3	2
Battery	10	21	24	21	12	7	18	9	6
Cell Phone/ While Driving*	14	91	88	27	174	57	223	1	0
Curfew	13	4	14	18	23	6	7	12	6
Crime Free Housing	27	54	241	180	294	170	194	198	198
Criminal Damage	7	6	1	4	5	5	4	4	9
Discharge Air Gun	2	1	0	2	1	2	2	0	0
Disorderly Conduct	39	23	60	34	23	31	35	9	25
Disorderly House	1	4	3	3	0	3	4	3	1
License, Registration	166	304	304	104	353	88	54	33	26
Junk Vehicles	1	6	4	3	6	7	1	1	2
Obstruct/Resist Police	13	5	6	9	10	13	11	6	4
Possession of Cannabis**	46	86	113	128	170	148	117	34	44
Possession of Drug Paraphernalia**	3	11	12	24	36	37	21	2	8
Possession of Tobacco	2	3	4	2	1	5	1	3	2
Theft	6	13	30	9	13	5	2	3	3
Trespass	20	9	12	12	25	5	9	6	1
Truancy	11	2	8	8	8	7	4	0	0
Unattended Vehicle							34	12	84
Miscellaneous***	41	33	2	118	69	130	129	84	148
Total	833	763	1381	936	1649	1278	1380	535	827

* As of 2020 distracted driving citations could not be written on municipal citations any longer.

** New legislation in 2020 legalized the possession of cannabis under certain circumstances.

*** Miscellaneous- 113 of these municipal citations were for Failure to Wear Seatbelt. Other citations were issued for noise violations, vehicle equipment 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
2021	392	2	90	2*	129
2020	371	0	84	0	126
2019	391	0	109	0	155
2018	403	0	89	0	125
2017	416	0	98	0	143
2016	348	1	79	1	113
2015	335	1	61	2	77

*One of the fatal traffic crashes in 2021 was attributed to cardiac arrest of the motorist.

Transparency and Accountability

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 following chart provides citizen complaint data regarding police officer conduct by year:

Year	Total Citizen Complaints	Unfounded	Exonerated	Not Sustained	Sustained
2021	12	4	5	0	3
2020	4	1	2	0	1
2019	5	1	4	0	0
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.

Under policy, a Use of Force Report Form is completed by every individual officer who uses any type of force, with a separate form completed for every individual against whom force was used. Also under policy, "use of force" includes the pointing of a firearm or Taser at a person, even if the weapon or control device was not fired. (Most displays of a firearm or Taser do not result in a discharge.) The below chart indicates the total number of incidents each year in which any use of force was used, the total number of officers and suspects injured in use of force incidents, as well as the total number of firearm and Taser discharges each year.

Year	2019	2020	2021
# of Incidents	74	54	43
# Officer Injured	5	7	8
# Suspects Injured	8	5	8
# Firearm Discharges	0	0	0
# Taser Discharges	7	4	9

Given the above data, it should be clear that use of force incidents are relatively low compared to the total number of police-citizen contacts. For example, the total number of formal incidents in 2021 was 19,927 (calls for service plus traffic stops), and does not include the numerous informal interactions which did not result in an incident number being generated. As a result, use of force was used in 0.22% of all police incidents that resulted in an incident number. That percentage is far lower when the numerous amount of informal police-citizen contacts is considered. Finally, the Police Department remains

compliant with submitting required use of force data to the FBI National Use-of-Force Data Collection site through the Illinois State Police.

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 engagement 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 maintaining the public’s trust through transparency. The following chart shows the Police Department’s continued increasing reach via social media:

	Facebook	Twitter	Instagram
	# of followers		
Mar-22	19,300	3,400	4,250
Mar-21	18,300	3,300	4,200
Mar-20	16,400	3,000	4,000
Mar-19	12,300	2,600	3,600
Mar-18	10,700	1,800	3,300
Mar-17	8,500	750	2,300
Mar-16	3,500	300	100
Mar-15	2,000		

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 providing training in firearms, control devices, Taser, fitness, use of force, and various other topics.

In late 2021, three personnel attended an Active Bystandership for Law Enforcement (ABLE) train-the-trainer course. ABLE training seeks to “create a police culture in which officers routinely intervene as necessary to prevent misconduct, avoid police mistakes, and promote officer health and wellness”. Those in-house instructors were scheduled to provide that training to all sworn staff in March of 2022.

The Department subscribes to the Police Law Institute, an on-line training service that provides monthly training for police personnel on legal and procedural updates. This training fulfilled the requirements of most state mandated training in 2021 and all sworn personnel were required to complete this monthly training. Additionally, the Illinois Law Enforcement Training and Standards Board (ILETSB) website was used for mandatory on-line training to satisfy additional mandates or additional training as needed.

Roll call training is shorter blocks of training provided by watch commanders in roll call. While it is generally material provided directly by the watch commander, from time to time a department-wide roll call training is provided. For example, in March of 2021, the entire police department received roll call training on interacting with those who are deaf or hard of hearing. Watch commanders are encouraged to provide roll call training at all roll calls that call volume allows.

Generally, select personnel attend a variety of training conferences relevant to their special assignments or positions, 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 10-week law enforcement executive leadership training program. The Police Department also holds a yearly Command Staff Leadership Workshop (CSLW) separately for Commanders and Sergeants where advanced leadership topics are address.

In 2021, the Police Department utilized a novel leadership development opportunity by allowing one personnel that was expected to be promoted to sergeant in 2022 to serve as a class supervisor at the Suburban Law Enforcement Academy. This also afforded the Police Department the opportunity to have 4 recruits in that class, alleviating challenges in having new police officer candidates trained as all of the police academies state-wide had long waiting lists due to back-ups caused by the Covid-19 pandemic.

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.

The Police Department continues to seek ways to implement and improve training, and adds curriculum as deemed necessary and as resources allow.

STAFFING:

Positions	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</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	6	6	6	6	6
Police Officer ²	27	27	26	26	26
ISATT Replacement Officer ¹	0	0	1	1	1
Community Engagement Coordinator ²	0	0	1	1	1
Records Supervisor	1	1	1	1	1
Admin. Assistant I ³	0	0	0	0	1
Records Clerk (FT) ³	5	5	5	5	4
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	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Positions	55.1	55.1	56.1	56.1	56.1

¹In March of 2020 the Police Department joined the Illinois Statewide Auto Theft Taskforce, which included the grant-funded reimbursement for the assigned officer's salary and fringe benefits. A replacement officer position was added and is anticipated to remain until June 30, 2023 when the grant is completed. Unless additional funding is provided, that position will be eliminated through attrition closer to that date.

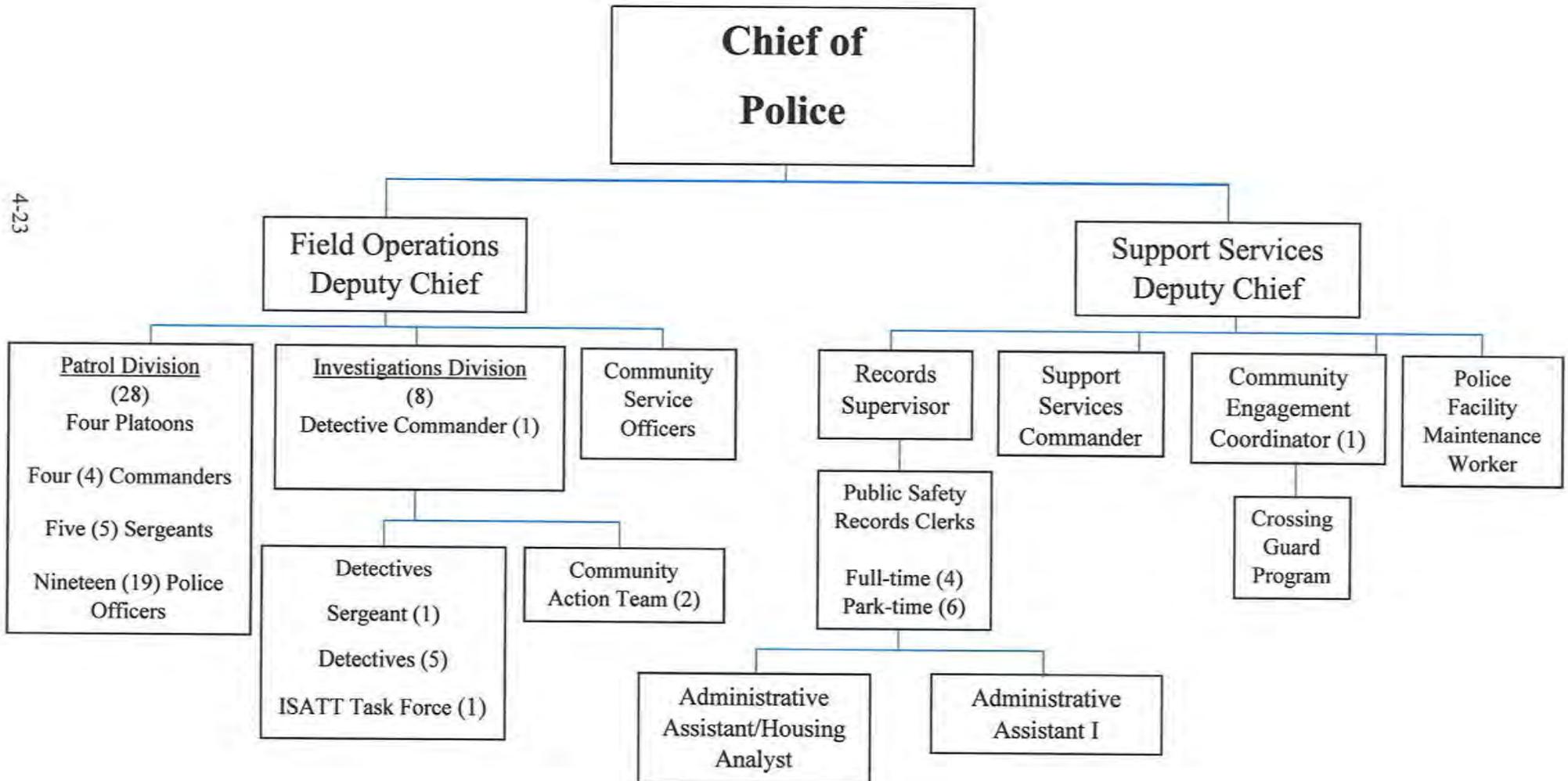
²In 2019 the Police Department discontinued participation in the HIDTA Task Force and the corresponding police officer position was eliminated. The Community Engagement Coordinator position was created and the sworn personnel previously in the Community Policing Unit was transferred to the Field Operations Division to assist with staffing shortages. As a result, the number of Police Officers was reduced from 27 to 26, but the civilian Community Engagement Coordinator position added.

³In 2022 a full-time Records Clerk position is reclassified to an Administrative Assistant I.

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

Village of Park Forest Police Department Organizational Chart

4-23



**Village of Park Forest
2022/2023 Budget**

**POLICE DEPARTMENT
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	4,493,382	4,844,158	4,844,158	4,995,401	3%
Overtime Salaries	363,933	424,723	424,723	437,464	3%
IRMA Workers Comp Reimb	(10,946)	0	0	0	0%
Temporary/Part-time Salaries	<u>172,855</u>	<u>265,820</u>	<u>250,000</u>	<u>236,500</u>	-11%
Total Personnel Services	5,019,224	5,534,701	5,518,881	5,669,365	2%
<u>Insurance</u>	763,216	921,534	921,534	915,304	-1%
<u>Employee Support</u>	2,404,831	2,775,384	2,773,729	2,857,776	3%
<u>Professional Services</u>	456,035	484,787	480,150	536,368	11%
<u>Operating Supplies</u>	152,138	183,273	153,980	193,203	5%
<u>Maintenance</u>	12,661	20,000	11,000	15,000	-25%
<u>Capital Outlays</u>	168,604	56,000	50,000	25,900	-54%
<u>Miscellaneous</u>	12,748	10,300	10,300	10,300	0%
<u>Leases and Rentals</u>	315,764	325,237	325,237	334,994	3%
<u>Utilities</u>	<u>18,578</u>	<u>20,060</u>	<u>20,060</u>	<u>20,060</u>	0%
TOTAL	<u>9,323,799</u>	<u>10,331,276</u>	<u>10,264,871</u>	<u>10,578,270</u>	2%

Village of Park Forest
2022/2023
Budget

POLICE DEPARTMENT
SALARY DETAIL

	6/30/2022 Base	Increase 3.00% Non-Union(Sworn)	7/1/2022 Grade & Step	Gross*	Pension Police 71.80%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days**
NON-UNION										
Paul Winfrey Acting Chief of Police ¹	144,573	148,910	25.8	150,637	108,157	2,184	20,894	1,354	126	35
Brian Rzycki (Gross incl \$4,600 CST pay) Deputy Chief of Police ¹	135,725	139,797	23.9	144,397	103,677	2,094	20,894	1,354	126	35
John Deceault (Gross incl \$4,600 CST pay) Deputy Chief of Police ¹	131,133	135,067	23.8	141,234	101,406	2,048	20,894	1,354	126	30
Michael Baugh (Gross incl \$4,600 CST pay) Commander	123,711	127,422	21.9	132,022	94,792	1,914	20,894	1,354	126	30
Devin R. Strahla (Gross incl \$4,600 CST pay) Commander	123,711	127,422	21.9	132,022	94,792	1,914	1,500	1,354	126	30
Lloyd E Elliot (Gross incl \$4,600 CST pay) Commander	123,711	127,422	21.9	132,022	94,792	1,914	23,409	1,354	126	30
James Varga (Gross incl \$4,600 CST pay) Commander	123,711	127,422	21.9	132,022	94,792	1,914	13,505	1,354	126	30
Todd Beilke (Gross incl \$4,217 CST pay) Commander	123,711	127,422	21.9	131,639	94,517	1,909	23,409	1,354	126	30
Kristopher Vallow Commander	119,528	123,114	21.8	124,542	89,421	1,806	20,894	1,354	126	25
Retired Police Chief eff 8/5/2022	22,004	22,664	25.9	22,664	16,273	329	3,482	226	55	
Subtotal Non-Union	1,171,518	1,206,662		1,243,201	892,618	18,026	169,775	12,412	1,189	

*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
2022/2023
Budget

POLICE DEPARTMENT
SALARY DETAIL

	6/30/2022 Base	Increase 3.00% Non-Union(Civilian)	7/1/2022 Grade & Step	Gross**	Pension IMRF 9.60%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days**
<u>SUPPORT STAFF</u>										
Amanda J Casey Records Supervisor	84,560	87,097	13,9	87,097	8,361	6,663	13,505	844	126	20
Rachel Wax Community Engagement Coordinator	72,638	74,817	12,6	75,685	7,266	5,790	7,833	435	126	10
Brittani Barnett Records Clerk	67,558	69,585	8,9	69,585	6,680	5,323	8,040	435	126	15
Yolanda Martinez Records Clerk	67,558	69,585	8,9	69,585	6,680	5,323	6,991	435	126	22
Natasha Robertson Admin Assistant I	67,558	69,585	8,9	69,585	6,680	5,323	13,505	1,354	126	20
Christy Coyle Admin Assistant I	67,558	69,585	8,9	69,585	6,680	5,323	13,505	1,354	126	15
Lee Neal Records Clerk	58,870	60,636	8,5	61,339	5,889	4,692	20,894	1,354	126	10
Katherine Worley Records Clerk	65,269	67,227	8,8	68,007	6,529	5,203	7,833	435	126	10
Lazaro Diaz Sr Facility Maintenance	60,058	61,860	7,7	62,578	6,007	4,787	14,073		126	10
Subtotal Support Staff	611,627	629,977		633,046	60,772	48,427	106,179	6,646	1,134	
Total Non-Union & Support Staff	1,783,145	1,836,639		1,876,247	953,390	66,453	275,954	19,058	2,323	

^AGross 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 ¹

Village of Park Forest
2022/2023
Budget

POLICE DEPARTMENT
SALARY DETAIL

<u>UNION</u>	6/30/2022 Base	Increase 3.00%	7/1/2022 Grade & Step	Gross*	Pension Police 71.80%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days**
Jonathan Mannino Sergeant	111,964	115,323	Step C+	115,323	82,802	1,672	20,894	349	290	25
Julius Moore Sergeant	111,964	115,323	Step C+	115,323	82,802	1,672	1,500	1,354	290	25
Paul Morache Sergeant	107,658	110,888	Step B+	110,888	79,618	1,608	1,500	844	280	20
Justin Rimovsky Sergeant - Step B+ 9/26/22	103,516	106,621	Step A+	109,739	78,793	1,591	20,894	1,354	277	20
Meghan J Vold Sergeant - Step B 3/20/23	101,987	105,047	Step A	106,178	76,236	1,540	7,833	435	267	15
Alex M Bregin Sergeant	101,987	105,047	Step A	105,047	75,424	1,523	20,894	1,354	265	20
Mitchell G. Greer Police Officer	99,716	102,708	Step I	102,708	73,744	1,489	1,500		260	25
Craig Taylor Police Officer	98,265	101,213	Step H	101,213	72,671	1,468	20,894	1,354	255	25
Retired Sergeant eff 7/2/2022	2,821	2,905	Step C++	2,905	2,086	42	1,741	113	8	

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

[†]Vehicle

See Note on last page of Salary Detail for explanation of ^A and **

**Village of Park Forest
2022/2023
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2022 Base	Increase 3.00%	7/1/2022 Grade & Step	Gross*	Pension Police 71.80%	FICA 7.65% [^]	Health	Dental	Life	Vacation/ Personal Days**
James W. Kessler Police Officer	98,265	101,213	Step H	101,213	72,671	1,468	1,500		255	25
David Habecker II Police Officer	98,265	101,213	Step H	101,213	72,671	1,468	23,409	1,354	255	20
Kristopher Kush Police Officer	98,265	101,213	Step H	101,213	72,671	1,468	23,040	1,354	255	24
Timothy Hoskins Police Officer	98,265	101,213	Step H	101,213	72,671	1,468	20,894	1,354	255	23
Evelyn A Piszczor Police Officer	96,815	99,719	Step G	99,719	71,598	1,446	23,409	844	252	15
Haytham N Elyyan Police Officer - Step G 6/29/23	93,092	95,885	Step F	95,885	68,845	1,390	20,894	1,354	242	15
Ryan F Purdy Police Officer	93,092	95,885	Step F	95,885	68,845	1,390	20,894	1,354	242	15
Charles A Karl Police Officer	93,092	95,885	Step F	95,885	68,845	1,390	6,991	435	242	15
Karolis Sitkauskas Police Officer	93,092	95,885	Step F	95,885	68,845	1,390	23,040	1,354	242	15

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

[^]Vehicle

See Note on last page of Salary Detail for explanation of [^] and **

Village of Park Forest
2022/2023
Budget

POLICE DEPARTMENT
SALARY DETAIL

	6/30/2022 Base	Increase 3.00%	7/1/2022 Grade & Step	Gross*	Pension Police 71.80%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days**
Vacant Police Officer	93,092	95,885	Step F	95,885	68,845	1,390	23,409	1,354	242	10
Vacant Police Officer	93,092	95,885	Step F	95,885	68,845	1,390	23,409	1,354	242	10
Stuart L Walden Police Officer - Step F 9/13/22	87,707	90,338	Step E	94,605	67,926	1,372	1,500		239	15
Garrick A Enns Police Officer - Step F 9/13/22	87,707	90,338	Step E	94,605	67,926	1,372	6,991	435	239	15
Brian A King Police Officer - Step F 10/16/22	87,707	90,338	Step E	94,178	67,620	1,366	23,409	1,354	237	15
Vanessa A Gauna Police Officer - Step F 11/6/22	87,707	90,338	Step E	93,751	67,313	1,359	6,991	435	237	15
Jennifer Keith Police Officer - Step F 3/26/23	87,707	90,338	Step E	91,618	65,782	1,328	13,505	844	232	13
Regis Bowers Police Officer - Step E 12/17/22	81,680	84,130	Step D	87,473	62,806	1,268	7,833	435	219	10
Luis F Ibarra, Jr Police Officer - Step E 4/29/23	81,680	84,130	Step D	85,085	61,091	1,234	14,073		214	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
2022/2023
Budget**

**POLICE DEPARTMENT
SALARY DETAIL.**

	6/30/2022 Base	Increase 3.00%	7/1/2022 Grade & Step	Gross*	Pension Police 71.80%	FICA 7.65%^A	Health	Dental	Life	Vacation/ Personal Days**
Tierra Scott Police Officer -Step D 11/18/22	77,083	79,395	Step C	82,309	59,098	1,193	7,833	435	207	10
Vacant Police Officer -Step D 5/2/23	77,083	79,395	Step C	80,124	57,529	1,162	23,409	1,354	202	10
Vacant Police Officer -Step C 5/2/23	71,055	73,186	Step B	74,142	53,234	1,075	23,409	1,354	186	10
Rodell L Noriega Police Officer -Step B 9/24/22 & Step C 5/17/23	65,737	67,709	Step A	72,639	52,155	1,053	23,409	1,354	184	10
Oscar A Quezada Zendejas Police Officer -Step B 9/24/22 & Step C 5/17/23	65,737	67,709	Step A	72,639	52,155	1,053	7,833	435	184	10
Matthew D Venn Police Officer -Step B 9/24/22 & Step C 5/17/23	65,737	67,709	Step A	72,639	52,155	1,053	15,130	844	184	10
Vacant - ISATT Officer Replacement Police Officer -Step C 5/2/23	71,055	73,186	Step B	74,142	53,234	1,075	23,409	1,354	186	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
2022/2023
Budget

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2022 Base	Increase 3.00%	7/1/2022 Grade & Step	Gross*	Pension Police & IMRF	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days**
Subtotal Union	2,983,687	3,073,195		3,119,154	2,239,553	45,226	507,273	29,901	7,866	
Total Non-Union, Support and Union Part-Time	4,766,832	4,909,834		4,995,401	3,192,943	111,679	783,227	48,959	10,189	
Record Clerks	132,662	136,642		137,777	3,741	10,540				
Community Service Officers	43,969	45,288		45,813	4,398	3,505				
Crossing Guards	52,910	52,910		52,910		4,048				
Subtotal Part-Time	229,541	234,840		236,500	8,139	18,093				
Overtime										
Administration/Records	58,181	59,926		59,926	5,753	4,584				
Field Operations	366,542	377,538		377,538		5,474				
Subtotal Overtime	424,723	437,464		437,464	5,753	10,058				
Disability Pension Health Insurance							43,596			
Retiree Health Insurance Stipend							29,333			
POLICE DEPT. TOTAL	5,421,096	5,582,138		5,669,365	3,206,835	139,830	856,156	48,959	10,189	

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 a \$1,500 stipend 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).

*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
2022/2023 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

Regular Salaries			
500010	Administration/Records	1,876,247	
500020	Field Operations	<u>3,119,154</u>	4,995,401
Overtime Salaries			
500110	Administration/Records	59,926	
500120	Field Operations	<u>377,538</u>	437,464
Part-time Salaries			
500210	Record Clerks	137,777	
	Community Service Officers	45,813	
	Crossing Guards	<u>52,910</u>	236,500
Total Personnel Services			5,669,365

INSURANCE

510100	Health Insurance	783,227	
	Dental Insurance	48,959	
	Life Insurance	<u>10,189</u>	842,375
510110	Health Insurance - Disability		43,596
510120	Health Insurance - Stipend		<u>29,333</u>
Total Insurance			915,304

EMPLOYEE SUPPORT

520000	Travel Expenses Airfare, hotel, mileage, and tolls for training, 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 North American Police Work Dog Assoc. (NAPWDA) FBI National Academy Assoc. Dues So. Sub. Assoc. Chiefs of Police-Chief/ Deputy Chiefs Suburban Major Accident Reconstr. Team (SMART) Illinois Law Enforcement Alarm System (ILEAS) South Suburban Major Crimes Task Force - (SSMCTF) South Suburban Emergency Response Team - (SSERT) Miscellaneous Dues		410 120 300 175 500 240 1,000 1,500 <u>500</u>	4,745
520300	Training <u>Administration</u> Executive Development Conf-Chief/Deputy Chiefs Monthly FBI/ SSACOP Retrainers Miscellaneous Conferences- Command Staff Lynwood Police Dept. Outdoor Range Use Fee Misc Training Conferences for Staff	1,500 400 3,000 1,000 <u>1,707</u>	7,607	
	<u>Crime Prevention and Control</u> NEMRT fee - (45 Employees @ \$95) TRI-River fee Police Supervisor School Misc. Outside Training Course Fees Educational Assistance/ Career Development	4,275 2,870 4,400 6,300 <u>18,000</u>	35,845	
	<u>Crime Investigations/ Tactics</u> Homicide Investigators Conference ITOA Conference (2 attendees @ \$100) ILEAS Conference (2 attendees @ \$100) Specialized Investigation Training	600 200 200 <u>500</u>	<u>1,500</u>	44,952
520400	Books and Pamphlets Honors Ceremony Miscellaneous books/pamphlets	2,000 <u>1,403</u>		3,403

520610	FICA	139,830
520620	IMRF	74,664
520621	Police Pension Contributions (Levy + \$14,000 PPRT)	<u>2,586,002</u>
Total Employee Support		2,857,776

PROFESSIONAL SERVICES

530500	Strays/Impounding Fees	4,500
532600	Credit Card Service Charge	2,010
535700	SouthCom contribution - Police share (80%) x (\$662,322)	<u>529,858</u>
Total Professional Services		536,368

OPERATING SUPPLIES

540000	Other Operating Supplies	
	<u>Administration</u>	
	Miscellaneous Office Supplies and equipment	9,917
	<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.	5,924
	Simunition Rounds	1,000
	Taser practice/duty cartridges	2,680
	Less lethal practice rounds	1,700
	Range Maintenance	3,000
	<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

Crime Free Housing/Municipal/Vehicle Seizure Hearings

	Miscellaneous office supplies, envelopes, tapes for hearings, suspension fees, recording fees	<u>2,418</u>	42,509
540100	Computer Software/Supplies <u>Administration</u> LEXIPOL fee FLOCK ALPR fees TI Line for LiveScan Watchguard Warranties/Replacement Evidence Management BEAST Misc. Supplies, fees & software LEADS On-Line fee MSI "MOVE" & "MOS" M-Ticket database fee Ink cartridges, DVD's, CD's, computer paper, Software	4,400 20,000 3,300 29,036 3,600 3,000 1,428 4,050 <u>12,500</u>	81,314
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 New Officer Uniform/Equipment 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, Pop Ups, TEEN ZONE, etc.	<u>6,000</u>

9,500

Total Operating Supplies	193,203
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MAINTENANCE

550200	Equipment Maintenance and Repair - Other	
	Building Security cameras	2,400
	Building Maintenance	<u>12,600</u>

Total Maintenance	15,000
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CAPITAL OUTLAYS

560000	Other Capital Outlays	
	Computer System Upgrades	15,900
	Building Renovations	<u>10,000</u>

Total Capital Outlays	25,900
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MISCELLANEOUS EXPENDITURES

590100	Postage	
	<u>Administration</u>	
	Daily department mail	3,300
	<u>Administrative/Municipal Hearings</u>	
	Cost of sending violation notices	3,400
	<u>Vehicle Seizure Program</u>	
	Cost of sending notices - certified	300
	<u>Community Policing/Crime Free Housing</u>	
	Letters and miscellaneous mailings	<u>1,000</u>

8,000

590200	Radio/Telephone Communications Expense	
	Non Contract Parts Maintenance	<u>2,300</u>

Total Miscellaneous Expenditures	10,300
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LEASES AND RENTALS

600400	Vehicle Interfund Rentals		<u>334,994</u>
	Total Leases and Rentals		334,994

UTILITIES

610000	Telephone		
	MetTel	8,060	
	Verizon Cellular	<u>12,000</u>	
	Total Utilities		<u>20,060</u>

TOTAL POLICE DEPARTMENT **10,578,270**

**Village of Park Forest
2022/2023 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 we are charged to protect. The area protected includes 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.

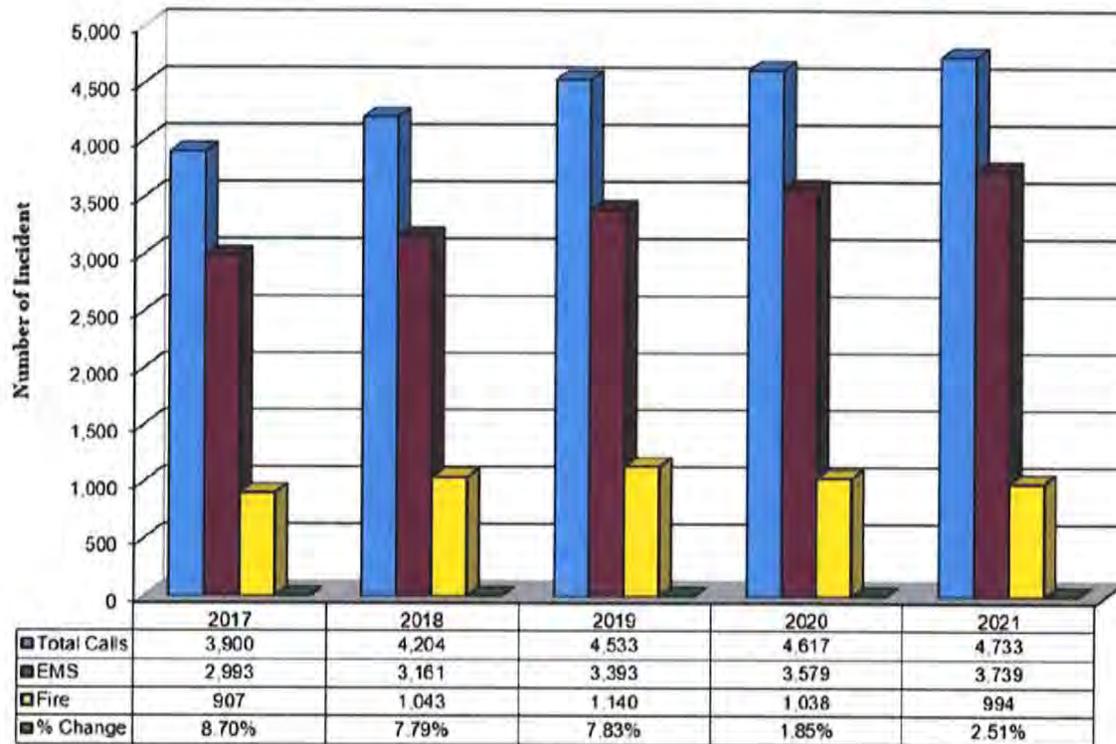
The Park Forest Fire Department is a full-service, combination organization consisting of career, paid-on-call and volunteer personnel. Services provided include fire suppression, emergency medical, technical rescue, hazardous materials, surface water rescue, public education, fire prevention, fire/arson 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 fire, emergency medical, and special team responses. 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 Commander, a Shift Lieutenant, and six firefighter/paramedics all working under the general direction of the Deputy Chief/Fire Chief. The emergency operations division responds to more than 4,500 emergent and non-emergent incidents each year. All full-time members are trained and responsible to maintain certifications as firefighter, paramedic, hazardous material operation, rope rescue, confined space, fire service vehicle operator and blue card command as a minimum. Most members maintain advanced certifications in multiple disciplines. The Office of the State Fire Marshall and the Illinois Department of Public Health have continuing education requirements. In order to facilitate this training, the department has invested in multiple blended training curriculums. These curriculums include on-line modules and hands-on/in person classes. The operations division is responsible to set-up and coordinate this training.

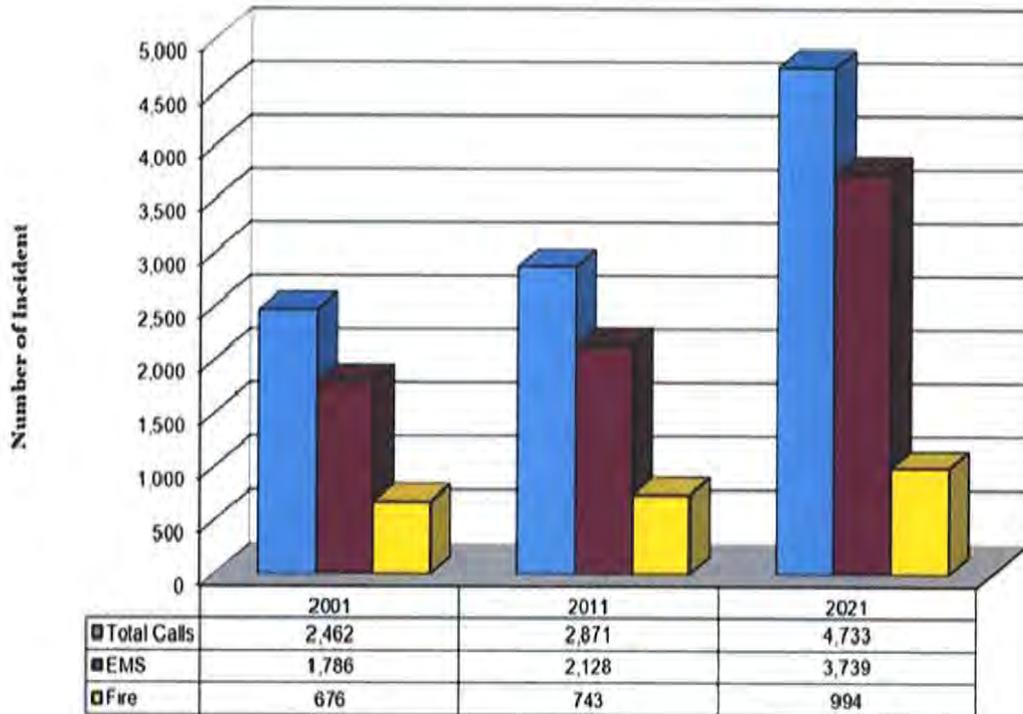
The primary focus of the Fire Prevention Bureau is the elimination of conditions which pose a fire risk. These activities include annual fire inspections coupled with a positive public education campaign to reduce the human elements which annually contribute to numerous fires. Public education efforts 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. The Fire Prevention Bureau and the activities provided are conducted under the direction of the Fire Prevention Captain. Each Shift Commander and Lieutenant are assigned an inspection/preplan district. They are responsible to complete inspections on occupancies in their district on an annual basis. Hireback personal are used for public education activities.



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 vehicle maintenance division has a mechanic on each shift and report directly to a Lieutenant who oversees their activities.

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 six 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.



Note: Fire Department Staffing remained the same from 2001 to 2011 (7 members per shift with 5 person minimum staffing daily). In 2021, thanks to a grant, we were finally able to increase staffing to 8 members per shift with 6 person minimum staffing daily. Call volume increased 92% from 2001 to 2021 and 65% from 2011 to 2021.

ACCOMPLISHMENTS OF 2021/2022 BUDGET OBJECTIVES:

The following objectives were established to work in concert with Board Goals:

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/>.*

- *The Fire Department hosted and participated in training conducted by the Illinois Fire Service Institute that discussed tactics and strategies employing the newest scientific research.*

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 infrastructure improvement activities to assure firefighting capabilities and access for emergency vehicles.*
 - *Consult with Recreation and Parks as they work through plans for parks and open spaces insuring accessibility and appropriate urban/wildland interfacing. In 2021 the fire department secured funds thru foreign fire tax fund to purchase a light weight zodiac boat and two ice water rescue suits. Both items were in response to the new lake in Somonauk Park.*
- *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.*

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.*
 - *Due to the effects of the on-going Covid pandemic, The Fire Department had limited access to in-person contact with area students. To overcome this hurdle, The Fire Department developed and delivered on-line school programs and educational presentations.*
- *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 2021 this included, Main Street Nights, block parties and picnics, Youth Day, Career Days, and Safe Halloween. The Fire*

Department also partnered with Rich Township High Schools and provided a burn cell demonstration to their 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.*
 - *The Fire Department implemented an Internship program for local high school students and graduates that gives them the opportunity to explore a career in the Fire Service. In 2021, two of these interns graduated or are enrolled in paramedic class. The department also welcomed another new Rich East graduate into the Prairie State Fire Academy. This individual graduated from the Fire Academy in February 2021 and is awaiting certification in Basic Operations Firefighter. He has also completed his EMT-B class and is currently testing to get into paramedic school.*
 - *In January of 2022, the Fire Department met with the director of an organization called the Black Fire Brigade. This organization provides mentoring and guidance to young men and woman from the Southside of Chicago and South Suburbs. The program teaches EMT-B classes and holds their students to a very high standard. The Park Forest Fire Department is working with the Black Fire Brigade to sponsor students.*

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 the locally adopted sprinkler ordinance was reworded 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 90% clearance rate on all code violations. Inspection figures for 2021 show a total of 145 inspections completed. The Fire Prevention Bureau has a goal of conducting one original inspection for all commercial properties, and two on high-hazard and assembly uses annually.*
- 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. In the last year the department added an additional 2 residential sprinkler homes. This brings the total to over 40 residential occupancies retrofitted with NFPA 13 D Fire Sprinkler Systems. In an effort to make the village's sprinkler requirement more universally applied without deterring prospective investors from buying investment properties the sprinkler ordinance was reworded. The threshold for retrofitting fire sprinkler systems is now 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 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, technical rescue, water rescue and fire investigation assistance with the MABAS 27 and MABAS 24 departments. The Investigation Team is part of the Will-Cook-Grundy 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. Recently, the Fire Department was awarded a regional grant for a Bariatric Ambulance. This Ambulance will replace the existing shared ambulance and provide a safer means of moving and transporting bariatric patients. This will lessen the chance of injuries of both the Firefighter/Paramedics and patient as well as provide a much needed resource for bariatric patients. This ambulance was put into service in February 2022. 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. In 2019, The Fire Department partnered with nine other fire departments from both MABAS 27 & MABAS 24 to participate in a regional grant for station alerting equipment. The group was*

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.*
- *The Fire Department continues to partner with Prairie State College in many of their fire and EMS programs. Park Forest not only hosts events but have a significant number of members who participate as instructors.*
- *The Fire Department hosts 18 live fire training activities annually. These training sessions are open to all area departments.*
- 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.
 - *In December of 2020, the department installed a water bottle filling station in an effort to reduce the number of plastic water bottles sent to landfills. This system tracks how many water bottles are saved every time it dispenses water. As of 3/3/22, staff has saved over 4720 bottles of water. 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. Starting on 1/1/2022 the department began using a program called Target Solutions for all training records. This includes reports sent to the OSFM for certification purposes. Also starting 1/1/2022, our mechanics developed and instituted computer based apparatus check system. This new system not only helps with our green initiatives, it provides a much easier and trackable format for running reports. 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 wastewater. For drying our turnout gear, the gear dryer uses less energy than our previous unit and uses ambient air to dry the gear. This also has a benefit by extending the lifespan of the turnout gear by controlling the drying temperature and time. In addition, as the fire department completes its capital plan for updating the fire department, measures have been taken to use less energy. These include updating lighting to more efficient LED lights,*

having NICOR gas install water diaphragms on all faucets and showers to reduce water use, and using automatic soap dispensing to wash towels and rags. In January 2022, the department transitioned all of the station's lighting system to all LED. The department participated with NICOR's energy efficiency program and converted all the station's sinks and showers to low flow saving on water consumption. The adopted fire sprinkler ordinance also meets green initiatives. A research project was conducted by FM Global and the Home Fire Safety Coalition on the environmental impact of residential structure fires and homes protected by fire sprinkler system. The results showed that a fire in a sprinkler protected home gave off 97.8 % less greenhouse emissions and reduced water usage by 50% to 90%. The results of this study can be found by going to HFSC web site at <https://homefiresprinkler.org/fire-sprinklers-are-green/>

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: The benchmarks for turnout times are measured by looking at specific measures that are suggested by the NFPA. The overall average for all calls that the fire department responded to in 2021 was 46 seconds. While this overall average is below our benchmark, the department is below our first measured benchmark that measures how long it takes personnel once dispatched to an ambulance to be on-board the response vehicle and placing the vehicle en-route within 60 seconds. The department reached this goal 71% of the time. The main reason for this is 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.

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 2021, ALS responses once again exceeded this benchmark (99%), while BLS responses missed the benchmark at 45% compliance. Overall, the average response time for an ambulance call is 00:04:20. The majority of calls not within the 4-minute benchmark are in our most southern response areas within Will County. Multiple/concurrent responses also play a role in longer response times.

Fire Prevention: Fire prevention continues to reach the benchmark of completing internal plan reviews (those not requiring special evaluation) in under 10-working days on a consistent basis within the Fire Prevention Bureau. However due to Covid-19 and the closing of many

businesses and institutions 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) was not met in 2021. With the department's re-organization and the addition of a shift commander on each shift, each shift commander has become a state certified inspector. Each shift commander is now assigned an inspection district that will rotate on an annual basis. This will not allow us to meet our goal of providing inspections for each occupancy, but will get our shift commanders into every building within the three-year rotation.

Public Education: The fire prevention division was forced to deal with many of the same road blocks as the inspectors. Due to Covid-19 many schools were closed or not allowing outside personnel in their buildings. For this reason, the department concentrated its outreach and educational programs to coincide with other events such as Main Street Nights, open houses and the farmers market. Fire Prevention increased social media platform messages and public educators participated in multiple zoom 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 met and exceeded benchmarked categories.

NFPA 1710: The National Fire Protection Association's (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 compliment 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 2021, the Fire Department met the standard of a 60-second or less turnout 92% of the time. In 12 of 13 incidents, the Fire Department met the initial company response standard of 240-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 overall satisfaction (these are computer generated random numbers correlated to call numbers). While only a limited number of these voluntary surveys are returned (17.5% in 2021), those returned indicate 78.5% of the citizen's rate services as "exceeding expectations", while 97.1% of the responses rate the services as having met or exceeded their expectations overall.

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 2021 was 43.5% which is down from the previous two years.

Performance Measure	Benchmark	Benchmark		
		19/20	20/21	21/22
<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	73%	73%	71%
<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	48%	42%	45%
<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.	245	*	145
<u>Fire Prevention:</u> Assist Community Development activities by providing timely technical support and plan review of prospective businesses.	Internal Plan Reviews completed within 10 working days.	✓	*	✓
<u>Public Education:</u> Maintain the school educational programs reinstated last year.	Conduct all-risk 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 ≥ 3,000 contacts a year.	✓	*	*
<u>Fire Suppression:</u> Keep the number of fires at or below the average for communities	85 fires or 3.3 fires per 1,000	✓	✓	✓

between 10,000 and 24,999 in the Midwest Region.	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.	✓	✓	✓
<u>Fire Suppression:</u> Property loss per capita lower than average	\$46.40 per capita	\$49.54	✓	✓
<u>Fire Suppression:</u> Property loss per 1000 population served below Midwest average	\$19,633 per 1000 population	\$49,545	\$22,002	✓
<u>Fire Suppression:</u> Average property loss per incident over all types of fires compared nationally	\$21,414 for 2015	\$72,666	✓	✓
<u>NFPA 1710:</u> Met standard for turnout time on all actual structure fires.	60-seconds	11/15	13/16	12/13
<u>NFPA 1710:</u> Met standard for initial company response time on all actual structure fires.	240-seconds	8/15	8/16	12/13
<u>Survey Responses:</u> Respondents to the survey rate the services above average.	90% of respondents.	71%	78%	✓
<u>Collection:</u> Exceed the industry average for ambulance billing collection.	> 65% collection	✓	✓	43.5%

Citizen Complaints: In 2021, the Fire Department began to track all citizen complaints. All complaints that included any allegation of misconduct, poor job performance, breach of duty or violation of policy or procedures are investigated by administration and each case is closed with one of the following dispositions:

Unfounded- When the investigation discloses that the alleged acts did not occur or did not involve a department member.

Exonerated- When the investigation discloses that the alleged acts 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.

Park Forest Fire Department Citizen Complaints					
Year	Total Complaints	Unfounded	Exonerated	Not sustained	Sustained
2021	2			2	

STAFFING:

The issue of adequate staffing is very a 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’s (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.

The department has 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 Fire Department received a grant in 2020 which allowed for the hiring of two additional firefighter/paramedics in January 2021. These two additional firefighter/paramedics will be grant funded at 100% for three years. This, along with department re-organization, has allowed us to increase the minimum staffing from 5 to 6 daily starting in March 2021. The increase will keep a minimum of two personal together on all calls. This will not only better serve the citizens of Park Forest but shall provide a safer work environment by always having two firefighter/paramedics on every call. In order to make this change sustainable the department also underwent a reorganization, moving the day time Lieutenant back to shift and not filling the Deputy Chief position until shift commanders are fully trained on inspections and code enforcement. When that occurs the department will not fill the captain position thru attrition and will re-appointment a Deputy Chief. While the new minimum staffing level is up to six firefighter/paramedics on-duty each day, staffing is now down two administrative positions during the day. 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, these moves minimized 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:

Position	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22*</u>	<u>2022/23*</u>
Fire Chief	1	1	1	1	1
Deputy Fire Chief	1	1	1	1	1
Fire Captain	1	1	1	1	1
Shift Commander	0	0	3	3	3
Fire Lieutenant	4	4	3	3	3
Firefighter/Paramedic	19	18	18	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	28.4	28.4	28.4

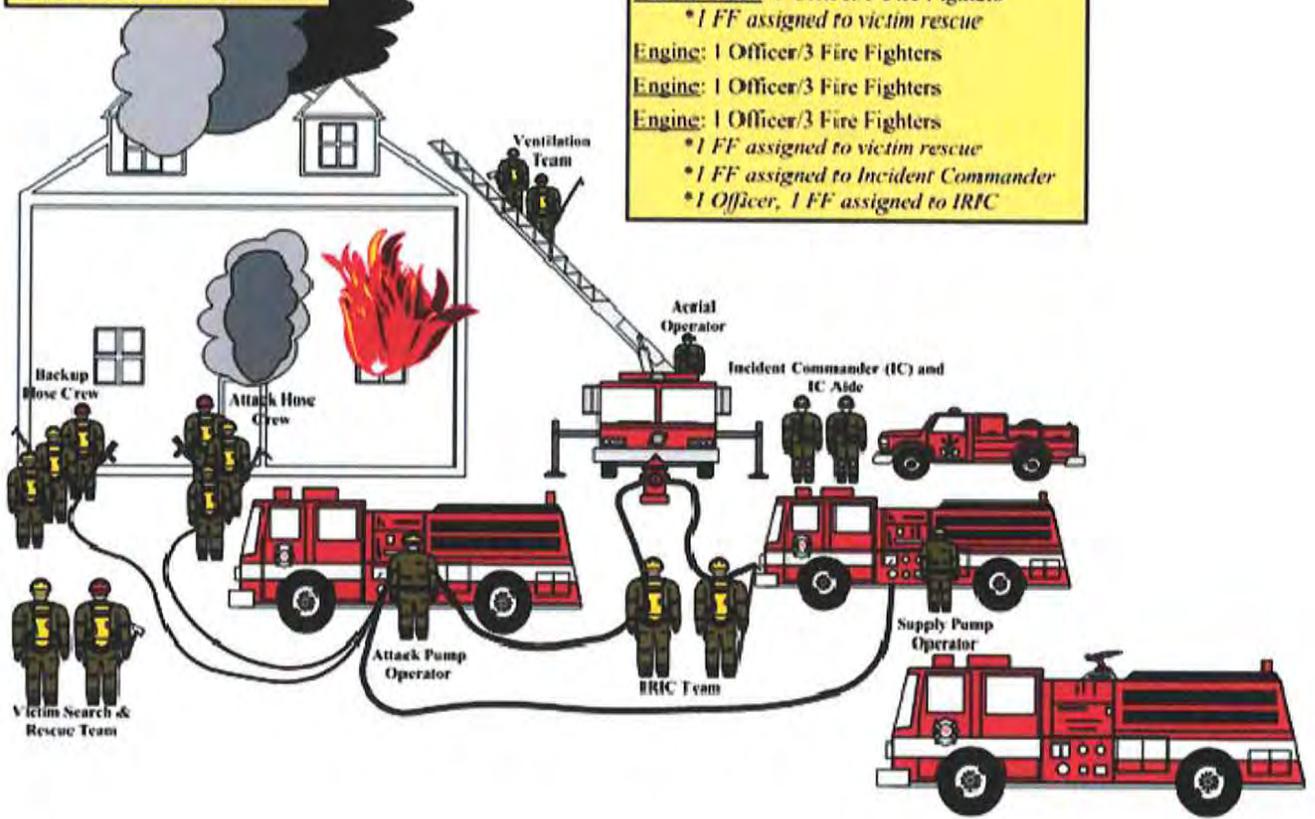
Initial Full-Alarm assignment capability deployed within 8 minutes (NFPA 1710):

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	3
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	6

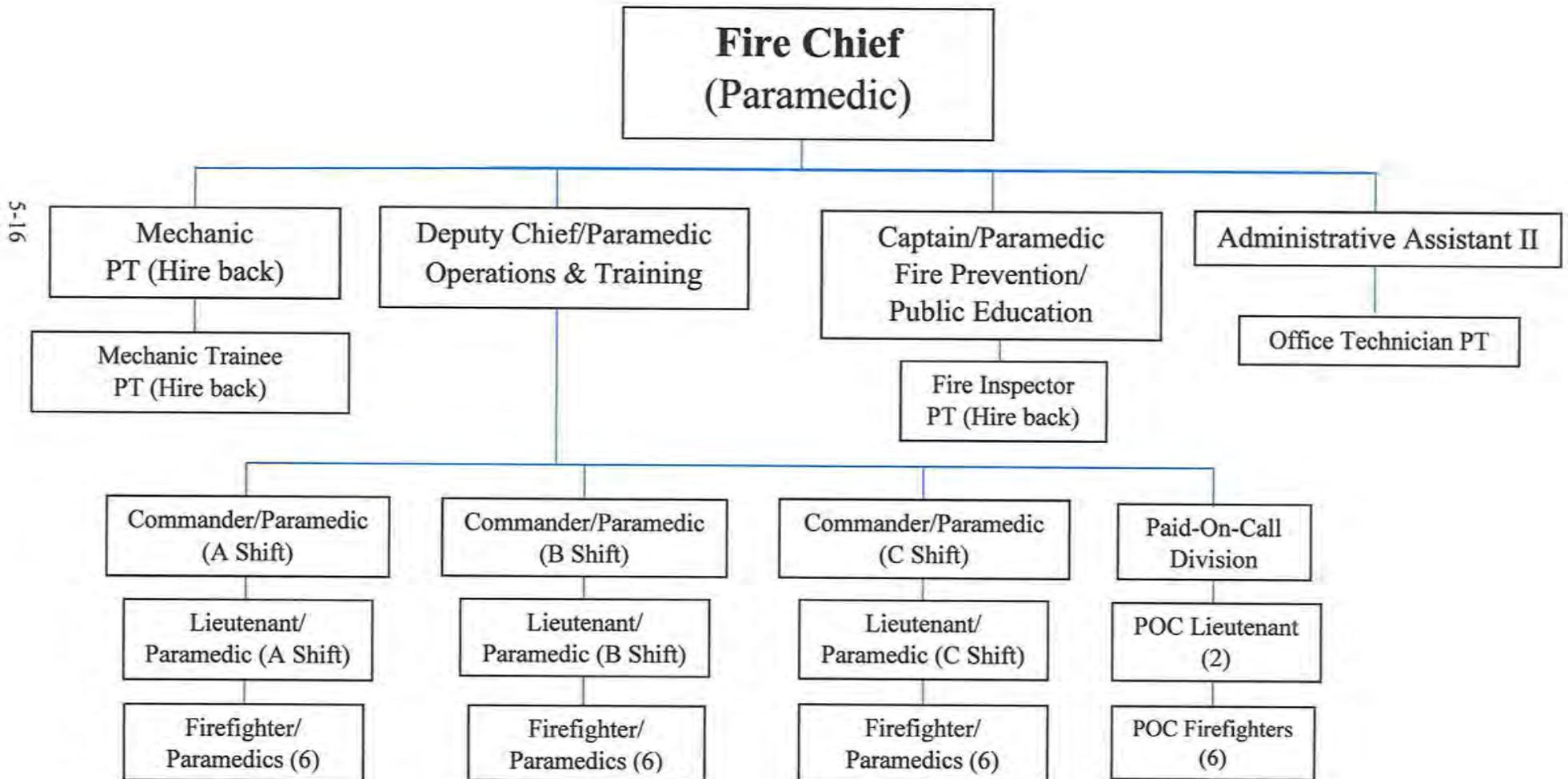
* = Single member filling multiple roles during minimum staffing situations.

15 PERSONNEL REQUIRED
*17 if Aerial Device and
 Supply Pump are in Operation*

TOTAL ON SCENE: 17
 Incident Command Vehicle: 1 Chief Officer
 Ladder Truck: 1 Officer/3 Fire Fighters
 *1 FF assigned to victim rescue
 Engine: 1 Officer/3 Fire Fighters
 Engine: 1 Officer/3 Fire Fighters
 Engine: 1 Officer/3 Fire Fighters
 *1 FF assigned to victim rescue
 *1 FF assigned to Incident Commander
 *1 Officer, 1 FF assigned to IRIC



Village of Park Forest Fire Department Organizational Chart



**Village of Park Forest
2022/2023 Budget**

**FIRE DEPARTMENT
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	2,600,906	2,776,159	2,751,424	2,896,185	4%
Overtime Salaries	239,367	253,639	269,855	261,248	3%
Temporary/Part time Salaries	22,270	106,123	40,000	109,307	3%
IRMA Workers Comp Reimb.	<u>(72,243)</u>	<u>0</u>	<u>(43,874)</u>	<u>0</u>	0%
Total Personnel Services	2,790,300	3,135,921	3,017,405	3,266,740	4%
<u>Insurance</u>	437,783	495,899	468,062	488,784	-1%
<u>Employee Support</u>	1,409,541	1,583,502	1,583,502	1,667,331	5%
<u>Professional Services</u>	78,967	83,672	83,762	132,464	58%
<u>Operating Supplies</u>	77,201	74,590	69,090	71,590	-4%
<u>Maintenance</u>	16,264	24,500	30,600	27,500	12%
<u>Capital Outlays</u>	81,003	79,650	77,375	89,600	12%
<u>Miscellaneous</u>	391	2,350	2,500	2,500	6%
<u>Leases and Rentals</u>	361,944	380,042	380,042	399,044	5%
<u>Utilities</u>	<u>8,962</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	0%
TOTAL	<u>5,262,356</u>	<u>5,870,126</u>	<u>5,722,338</u>	<u>6,155,553</u>	5%

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED
<u>Foreign Fire Insurance Fund</u>				
Revenue	23,557	20,000	28,007	20,000
Expenditures	<u>18,781</u>	<u>20,000</u>	<u>18,000</u>	<u>20,000</u>
Change in Fund Balance	4,776	0	10,007	0
Ending Fund Balance	<u>31,630</u>	<u>31,630</u>	<u>41,637</u>	<u>41,637</u>

**Village of Park Forest
2022/2023
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

8-15

	6/30/2022 Base	Increase 3.00%	7/1/2022 Grade & Step	Gross	Pension Fire 64.40%	FICA 7.65% [^]	Health	Dental	Life	Vacation/ Personal Days*
<u>NON UNION*</u>										
Tracy Natyshok Fire Chief ¹	149,633	154,122	25,9	154,122	99,255	2,235	1,500	844	126	35
Vacant (Gross incl \$3,238 paramedic)										
Deputy Fire Chief ¹	135,725	139,797	23,9	143,035	92,115	2,074	23,409	1,354	126	20
Phillip L Myers (Gross incl \$3,238 paramedic)										
Fire Captain	123,711	127,422	21,9	130,660	84,145	1,895	7,833	435	126	30
Subtotal Non-Union	409,069	421,341		427,817	275,515	6,204	32,742	2,633	378	
<u>UNION</u>										
William C. Brei Shift Commander/Paramedic	115,649	119,118	039,C	119,118	76,712	1,727	20,894	1,354	300	15
Mark N Cotrano Shift Commander/Paramedic	115,649	119,118	039,C	119,118	76,712	1,727	0	0	300	10
Patrick Hisel Shift Commander/Paramedic	115,649	119,118	039,C	119,118	76,712	1,727	15,130	1,354	300	15
Neil Grove Shift Commander/Paramedic	115,649	119,118	039,C	119,118	76,712	1,727	23,409	1,354	300	10
Taylor J Bordewyk Lieutenant/Paramedic	101,935	104,993	040,F+	104,993	67,615	1,522	23,409	1,354	265	12

¹ Vehicle assigned

See Note on last page of Salary Detail for explanation of [^] and *

**Village of Park Forest
2022/2023
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2022	Increase	7/1/2022		Pension	FICA				Vacation/ Personal
	Base	3.00%	Grade & Step	Gross	Fire 64.40%	7.65% ^A	Health	Dental	Life	Days*
Tyler J Triemstra Lieutenant/Paramedic	101,935	104,993	040,F+	104,993	67,615	1,522	15,766	844	265	10
Edward A Wright Firefighter/Paramedic	99,721	102,712	040,G	102,712	66,147	1,489	6,991	179	260	14
Carolyn Lopez Firefighter/Paramedic	97,061	99,972	040,F	99,972	64,382	1,450	15,130	1,354	252	11
5-19 Cory Murdoch Firefighter/Paramedic	97,061	99,972	040,F	99,972	64,382	1,450	13,505	477	252	11
Nathan Marconi Firefighter/Paramedic	97,061	99,972	040,F	99,972	64,382	1,450	7,833	435	252	9
Kevin L Grove Firefighter/Paramedic	97,061	99,972	040,F	99,972	64,382	1,450	23,409	1,354	252	9
Drew R Sparks Firefighter/Paramedic	97,061	99,972	040,F	99,972	64,382	1,450	23,409	1,354	252	8
Michelle L Paradise Firefighter/Paramedic	97,061	99,972	040,F	99,972	64,382	1,450	15,766	844	252	8
James R Baum Firefighter/Paramedic	97,061	99,972	040,F	99,972	64,382	1,450	15,766	844	252	8

¹ Vehicle assigned

See Note on last page of Salary Detail for explanation of [^] and *

**Village of Park Forest
2022/2023
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2022	Increase	7/1/2022		Pension	FICA				Vacation/ Personal
	Base	3.00%	Grade & Step	Gross	Fire 64.40%	7.65% [^]	Health	Dental	Life	Days*
Kevin Meredith Firefighter/Paramedic	97,061	99,972	040,F	99,972	64,382	1,450	15,130	844	252	8
Thomas W Marconi Firefighter/Paramedic	92,606	95,384	040,E	95,384	61,427	1,383	23,409	1,354	239	8
Joseph P Spanier Firefighter/Paramedic	92,606	95,384	040,E	95,384	61,427	1,383	23,409	1,354	239	8
Elizabeth K Vlahakis Firefighter/Paramedic	92,606	95,384	040,E	95,384	61,427	1,383	0	0	239	8
Kyle Zelhart Firefighter/Paramedic	92,606	95,384	040,E	95,384	61,427	1,383	23,409	1,354	239	5
Steven Dees Firefighter/Paramedic	92,606	95,384	040,E	95,384	61,427	1,383	23,409	1,354	239	5
Shane Krivanec Firefighter/Paramedic <small>040,D 11/04/23</small>	80,203	82,609	040,C	86,801	55,900	1,259	7,833	435	219	5
Ryan Miller Firefighter/Paramedic <small>040,D 03/30/23</small>	80,203	82,609	040,C	84,089	54,153	1,219	7,833	435	212	5
Jacob J Chavez Firefighter/Paramedic <small>040,C 01/04/23</small>	74,194	76,420	040,B	79,276	51,054	1,150	8,040	435	199	5
Jori A Boren Firefighter/Paramedic <small>040,C 01/04/23</small>	74,194	76,420	040,B	79,276	51,054	1,150	8,040	435	199	5

[^] Vehicle assigned

See Note on last page of Salary Detail for explanation of [^] and *

Village of Park Forest
2022/2023
Budget

FIRE DEPARTMENT
SALARY DETAIL

	6/30/2022	Increase	7/1/2022	Pension	FICA	Health	Dental	Life	Vacation/ Personal	
	Base	3.00%	Grade & Step	Fire	7.65% ^A				Days*	
			Gross							
Total Union	2,314,499	2,383,924	2,395,308	1,542,578	34,734	360,929	21,101	6,030		
Total Non-Union and Union	2,723,568	2,805,265	2,823,125	1,818,093	40,938	393,671	23,734	6,408		
<u>SUPPORT STAFF</u>				IMRF 9.60%						
Traci Apt Administrative Assistant II	70,932	73,060	9,9	73,060	7,014	5,589	14,073	844	126	25
Nicole Hallberg Part-time Office Assistant - 37.5%	18,903	19,470	2,9	19,470		1,489				
Total Support Staff	89,835	92,530		92,530	7,014	7,078	14,073	844	126	
Paid On Call	87,220	89,837		89,837		6,873				
Hire Back Mechanic				14,000		203				
Hire Back Mechanic - Training				6,500		94				
Overtime	253,639	261,248		261,248		3,788				
Disability Pension Health Insurance							17,478			
Retiree Health Insurance Stipend							22,000			
FIRE DEPT. TOTAL	3,154,262	3,248,880		3,287,240	1,825,107	58,974	447,222	24,578	6,534	
ALLOCATIONS:										
Vehicle Services				-20,500		-297				
FIRE DEPARTMENT TOTAL	3,154,262	3,248,880		3,266,740	1,825,107	58,677	447,222	24,578	6,534	

¹ Vehicle assigned

See Note on last page of Salary Detail for explanation of ^A and *

**Village of Park Forest
2022/2023
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

6/30/2022 Base	Increase 3.00%	7/1/2022 Grade & Step	Gross	Pension Fire 64.40% IMRF 9.60%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days*
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NOTE: Salaries for Jacob J Chavez and Jori A Boren are funded by a (SAFER) grant through 12/31/2023.

All career uniform personnel receive an annual \$750 clothing allowance.

Full-time non-union employees who decline health insurance receive a \$1,500 stipend annually and union employees receive one extra day off.

^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.

^l Vehicle assigned

See Note on last page of Salary Detail for explanation of ^A and *

**Village of Park Forest
2022/2023 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	2,896,185
500100	Overtime Salaries	255,248
500170	Overtime Salaries - Prevention	6,000
500200	Temporary/Part-time	<u>109,307</u>
Total Personnel Services		3,266,740

INSURANCE

510100	Health Insurance	407,744
	Dental Insurance	24,578
	Life Insurance	<u>6,534</u>
		438,856
510110	Health Insurance - Disability	17,478
510120	Health Insurance - Stipend	22,000
510130	Sick Time Saving Incentive (8.2.1)	<u>10,450</u>
Total Insurance		488,784

EMPLOYEE SUPPORT

520000	Travel Expenses	
	National Conferences	2,250
	Outside Training Classes	1,500
	State/Local Conferences	<u>1,250</u>
		5,000

520200	Dues/Subscriptions		
	Trade Publications/Newsletters/Bulletins	250	
	MABAS Division	4,500	
	NFPA National Codes Subscription	1,350	
	Combined Area Response Team Dues	650	
	IAFC, IFSAP, NFPA, ISFSI, FDSOA, NAFI	650	
	State/Local Associations		
	IFCA, Metro-Chiefs, IAFF, 4th Dist., 3rd Dist.	<u>100</u>	
			7,500
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	1,000	
	Paramedic/EMT/EMS Training	4,850	
	Firefighter II Academy	8,000	
	Outside Training Programs (firefighting related)		
	FAE, HazMat, Confined Space	<u>5,000</u>	
			28,600
520400	Books/Pamphlets		
	Administrative Manuals, Fire Protection		
	Handbook, Municipal Directory	300	
	Fire Prevention/Public Education/Investigation,		
	Baby-sitters, School Programs, Investigation Text	300	
	EMS, Paramedic Texts, PHTLS Text	<u>400</u>	
			1,000
520610	FICA		58,677
520620	IMRF		7,014
520622	Fire Pension Contributions (Levy + \$8,000 PPRT)		<u>1,559,540</u>
	Total Employee Support		1,667,331

PROFESSIONAL SERVICES

535700	SouthCom contribution - Fire share		<u>132,464</u>
	Total Professional Services		132,464

OPERATING SUPPLIES

540000	Other Operating Supplies		
	Computer Supplies, Legal Ads	7,040	
	Safety Goggles, adapters, polish,	7,000	
	Confined Space/ Technical Rescue Equipment	5,000	
	Fire Prevention handouts, Twilight Parade, Open House	4,960	
	Stretcher, miscellaneous medical equipment	<u>3,500</u>	
			27,500
540300	Stationery/Forms		
	CO Forms, Smoke Detector Forms	<u>250</u>	
			250
540350	Office Equipment/Furnishings		
	Replacement of chairs, file cabinets	<u>1,500</u>	
			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		
	Detergents, Towels, Cleaners	<u>1,300</u>	
			1,300
540900	Uniforms/Protective Clothing		
	Uniform Allowance/Expense	20,250	
	New Hires/Replacements	<u>6,500</u>	
			26,750
541100	Public Information/Education		
	Jr. Fire Marshall Hats, Fire Prevention Week,		
	Keep Wreath Red, Baby-sitter Classes	<u>1,750</u>	
			1,750
541400	Paint/Hardware/Small Tools		
	Repair of tools, jacks, etc.	700	
	Replacement/Upgrade Tools	500	
	Equipment Related	900	
	Station Related	<u>900</u>	
			3,000
541900	Audio/Visual Materials		
	Fire Related	300	
	Public Education/Fire Safety	<u>300</u>	
			600

542400	Medical Supplies Oxygen, Exam Gloves, Trauma Gloves, Batteries, Jump Bags, Chemstrips, B/P Cuffs	<u>8,040</u>	<u>8,040</u>
Total Operating Supplies			71,590

MAINTENANCE

550000	Contractual/Equipment Maintenance Defibrillators	500	
	Miscellaneous Equipment Maintenance	1,000	
	Cot Maintenance Contract	<u>3,000</u>	4,500
550200	Equipment Maintenance and Repair Maintenance Contract - Radios/Pagers	5,000	
	Maintenance Contract - Weather Sirens	2,800	
	Radio Replacement/Reprogramming	3,200	
	Extinguisher Recharging	1,000	
	Air Quality Testing	2,500	
	AED Maintenance	2,000	
	Station Equipment Repairs	5,000	
	Hydrostatic Testing	600	
	Cellular Repairs	<u>900</u>	<u>23,000</u>
Total Maintenance			27,500

CAPITAL OUTLAYS

560000	Capital Outlays Protective Clothing	19,300	
	Fire Station Maintenance	9,000	
	Fire Station Furnishings	7,500	
	Special Teams Equipment	9,000	
	Pagers/Radios	11,000	
	Training Site Maintenance/Upgrades	10,000	
	Firefighting Equipment	8,000	
	Computer System Upgrades	<u>15,800</u>	
Total Capital Outlays			89,600

MISCELLANEOUS EXPENDITURES

590100	Postage	500	
590200	Radio/Communications		
	Radio Batteries	500	
	Knox Box Program	1,000	
	Opticom/Repairs	<u>500</u>	
	Total Miscellaneous Expenditures		2,500

LEASES AND RENTALS

600400	Vehicle Interfund Rentals		<u>399,044</u>
	Total Leases and Rentals		399,044

UTILITIES

610000	Telephone		
	MetTel	5,000	
	Verizon Cellular	4,000	
	Wireless Internet Connection Charges	<u>1,000</u>	
	Total Utilities		<u>10,000</u>
	TOTAL FIRE DEPARTMENT		6,155,553

Village of Park Forest 2022/2023 Budget

RECREATION, PARKS & COMMUNITY HEALTH

DEPARTMENT FUNCTION:

The Department of Recreation, Parks & Community Health 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 Department of Recreation, Parks & Community Health.

The department also operates under the philosophy that its facilities are available to all residents of Park Forest for a reasonable cost and its programs and services are available to everyone, regardless of one's ability to pay, their ethnic background or orientation. In its interactions, the Department will treat all peoples with dignity and respect.

The department's mission is to enhance the quality of life for all peoples and to advance the use and enjoyment of parks, recreation and environmental conservation under the guiding values of Community-Health & Wellness, Sustainability and Social Equity. Staff also organizes its programming around the *Three Pillars* of the National Recreation and Parks Agency (NRPA). These three pillars, which coordinate well with the Boards Goals, 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 department was renamed the Department of Recreation, Parks & Community Health and the position of Community Health Coordinator was added. These services included 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. The Community Health Coordinator resumed these visits April of 2021 due to the restrictions caused by the pandemic in 2020. The responsibilities for the Park Forest Main Street Market falls under Recreation, Parks & Community Health; the Community Health Coordinator oversees this program as well. In 2021, 10 new vendors were added to the roster. Other services provided by the Community Health Coordinator include managing the medical equipment loan closet, providing shot records for former patients of the Park Forest Health Department, monthly blood pressure checks to village employees, responding to calls for home health agency assistance and well-being checks as referred by the Park Forest Fire Department. Programming services include developing Community Health programs and events that focus on encouraging residents to participate in healthy activities and to make healthier lifestyle choice. Responsibilities also

include being the backup personnel for sanitation inspection of restaurants, daycares and businesses and food vendors of the Farmers Market. This also includes monitoring businesses for COVID protocol violations.

The Teen Zone meets Tuesday – Friday after school to 6:30 pm. Teen Zone has successfully resumed services this school year, operating under the same COVID Guidelines as Park Forest-Chicago Heights School District 163. Teen Zone has seen 240 youth each week during services. Unfortunately, several cases of COVID and school closings throughout the school year have forced Teen Zone to shut down for cleaning and the overall safety of its participants. Goals for the 2022/23 program include developing a mentor and entrepreneurship program to help build the skills needed to be successful adults and productive members of society. The Teen Zone Coordinator is looking forward to resuming the annual college tour for the spring of 2023, visiting East Coast Universities. Small local college tours are the focus for the fall of 2022. The Teen Jobs Connection assisted several residents, providing jobs for two teens willing to brave the harsh cold and snow this winter. These teens benefited from the opportunity to build relationships and learn the value of hard work and determination.

Park Forest Summer Camps have been operating for over five decades in various formats within the Village. Attendance has varied from the mid 100's and up, with 2019 attendance reaching a five-year high of 217. Due to the Coronavirus, Park Forest was one of few summer camp options in 2021, hosting 30 campers and hiring four staff. The Recreation Supervisor plans to open 75 slots for our 2022 camp year, following COVID Guidelines. Campers, age 5-12, will learn valuable life skills such as team building, socialization, and conflict resolution. Personal growth skills include swimming and exploring their creativity through art classes, discovering abilities and traits they may not have known, and exploring who they are as individuals. Summer Camp is a fixture in the Village, with a significant percentage of returning campers each year. The ultimate reward of the summer camp program are the many campers who return as staff counselors, demonstrating the many ways that camp positively affected their own lives.

The Coronavirus also affected community trips offered by Recreation, Parks & Community Health. However, as COVID Guidelines permit, trips continue to be offered, broadening the departments reach throughout the Village and South Suburban region.

While the COVID-19 Pandemic suspended sports programming for much of 2020, in-person programming was able to resume in 2021, allowing for the return of the youth basketball and Bitty Ball leagues. Staff took a cautious approach reducing the overall amount of teams and participants, but a successful season was had showing promise for the year to come. Other highlights of the year include: Mama's Birds Summer Performing Arts Camp, Men's Softball and soccer.

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, 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 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 Department of Recreation, Parks & Community Health 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 & Community Health full and complete access to the Rec Center and freedom to program the facility any time of the day or night. It also requires consideration regarding accessibility and interior changes to completely separate the Rec Center from the school facility and yet allow 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. 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 and 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 Department of Recreation, Parks & Community Health 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, 4 picnic pavilions, 2 skate parks, a Rail Fan Park, a dog park and more.

A crew of eight skilled, professional individuals maintains all parks, recreation & municipal facilities. These professional skills include Certified HVAC Technician, Electrician, Journeyman Carpenter and Roofer, Playground Safety Inspector and Technicians, Mechanic, Master Gardener, Welder, Licensed Arborist and Licensed Pesticide Applicator and Operator. Staff continually takes advantage of opportunities to add to their training and to maintain their certifications and licenses.

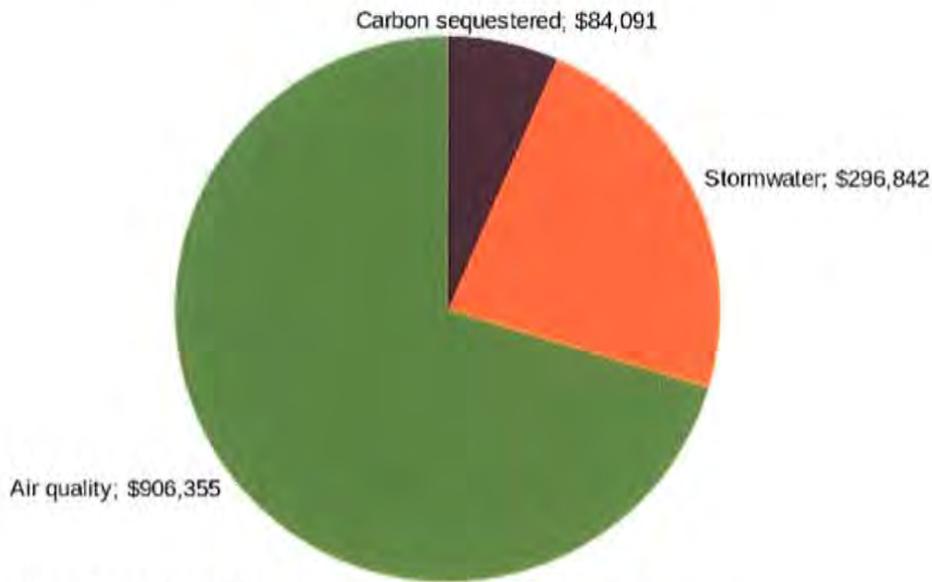
Maintenance of the parks and facilities is accomplished through the budget process and replacements and upgrades to equipment are scheduled through the Five-Year Capital Improvements Plan. The population and recreational needs in Park Forest, and nationally, change from year to year and some facilities 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 in both facility improvements and by removing some equipment 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.

With a total *Standing Eco Value* estimated at \$6,473,000, the mature urban forest in parks and parkways is one of the Village’s most valued assets, extremely beneficial to both the environment and the community as a whole.

- Urban trees save energy by reducing surface temperatures and shading buildings.
- They store carbon dioxide and remove pollutants from the air.
- They intercept stormwater and help reduce flooding.
- Residents preferentially buy properties that have more trees, suggesting that trees increase property values.

For over 25 years the Village has made a concerted effort to proactively manage this valuable resource.

The US Department of Agriculture, Forest Service Center for Urban Forest Research calculates that 100 trees will remove 53 tons of carbon dioxide per year, 430 pounds of other air pollutants and collect 139,000 gallons of rainwater. A recent study by The Chicago Region Tree Initiative, provides an informative picture of the Village's urban forest. As illustrated by the chart below, Park Forests trees (including trees on public and private property) provide an annual benefit to the Village of \$1,287,300.



Value of Park Forest Urban Forests

As seen in the table below, public trees provide an annual benefit of approximately \$537,074, directly to residents, businesses, and the environment with a *Standing Value* of \$10,373,854.

Annual Values	
Benefits to Residents	\$498,915/year
Benefits to Environment	\$38,159/year
SUBTOTAL (Each Year)	\$537,074/year
Standing Values	
As a Commodity	\$3,900,854
As an Ecological Resource	\$6,473,000
SUBTOTAL	\$10,373,854

The Village of Park Forest was one of the recipients of the 2020 Urban & Community Forestry Grant, funded by the Illinois Department of Natural Resources and administered by The Morton Arboretum. This grant funded a comprehensive tree inventory and an Urban Forestry Management Plan (UFMP).

The inventory identified that Park Forest currently manages 3,260 trees throughout its parkways and rights-of-way. A complete inventory that includes park trees will be finalized by June of 2022. Additionally, the inventory identified 2,082 open planting spaces, representing significant potential to expand the Urban Forest resource. Completed in 2021, the inventory serves as the basis for this Urban Forestry Management Plan, detailing how these trees will be managed for the benefit of the Village of Park Forest, and its residents over the next 10 years; 2022, through 2032.

The Urban Forest is one of the Village’s greatest assets and offers both strengths and improvement opportunities. The principle strength is the fact that there are 87 species represented in the tree population, providing good diversity for a smaller municipal population. The primary opportunity is the 2,082 plating spaces identified by the inventory. Because the existing tree population is predominantly middle aged to mature, the potential for the Village to focus on new plantings is considerable.

The UFMP sets the first priority as near term maintenance. Once this necessary maintenance is complete, Park Forest can focus on enhancements rather than remedial action. To advance the Urban Forestry program and the long-term benefits to the Village, the Urban Forest Management Plan addresses each of the strengths and opportunities, defining goals and milestones for each. The ultimate goal being to develop an urban forestry program, able to realize the greatest benefit for the Village, based on data from the inventory, as well as input from stakeholders and residents of the Village of Park Forest.

SEVEN-YEAR URBAN FORESTRY SUMMARY

Year	2015	2016	2017	2018	2019	2020	2021
Trees Pruned	729	932	715	85	24	0	45
Ash Treated	11	0	0	0	0	0	0
Ash Removed	0	1	4	0	0	0	0
Storm or Vehicle Accident Damaged	0	0	0	2	10	47	5
Storm Damaged - Pruned*	0	0	0	0	0	13	12
Trees Removed*	63	38	61	233	149	38	139
Removed For DPW*	N/A	N/A	N/A	4	1	0	2
Trees Planted							
Memorial*	N/A	N/A	N/A	3	4	2	8
Grant Funded*	N/A	N/A	N/A	21	44	43	300
Cost Share*	N/A	N/A	N/A	1	9	0	5
Park Projects*	N/A	N/A	N/A	39	10	2	22
Total Trees Planted	20	61	27	70	67	47	335
Resident Contacts	25	52	84	54	61	20	35

* Includes new data tracked for 2018

Unique to the Village's Department of Recreation, Parks & Community Health 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, Recreation Center, Park Forest Aqua Center, Public Safety Building, 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 Department of Recreation, Parks & Community Health 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 more than 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 public and recreational facilities.

ACCOMPLISHMENT OF 2021/2022 RECREATION PARKS & COMMUNITY HEALTH OBJECTIVES:

To address the Board's strategic vision Recreation, Parks & Community Health adopted the following goals and objectives for the 2021/2022 fiscal year.

1. Continue the Lifecycle Plan projects, coordinating with the Recreation & Parks Advisory Board.

Staff continues to review Lifecycle Plan Projects and implement them as funding allows. This year advancements were made in the development of the Somonauk Nature Adventure Park which will complete in summer of 2022.

2. Continue to expand Teen Services and youth programming.

Teen Services and youth programming have continued to be a challenge throughout the pandemic. However, staff has been diligent in providing a safe and positive space for youth ages 12-18 despite closures due to rising COVID case numbers.

3. Expand Community Health programming and initiatives.

Two community blood drives were held in conjunction with American Red Cross in 2021. Vaccination clinic were offered to the community through partnership with Jewel Osco Pharmacy

4. Continue to expand participation in the Main St. Market, both vendors and shoppers.

Ten new vendors were added to the roster in 2021.

5. Continue the pricing plan for programs and services.

Pricing remains under constant review to balance affordability to residents and yet minimize impacts 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. The Comprehensive Municipal Facilities Study that was authorized in 2021, is set to begin in Spring 2022. This project will better project long-term costs for each building.

2022/2023 RECREATION PARKS & COMMUNITY HEALTH OBJECTIVES:

Recreation, Parks & Community Health is adopting the following goals and objectives for the 2022/2023 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 Department of Recreation, Parks & Community Health 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 & Community Health programs. Note that there are new measures included for which there is little historical data. These will be tracked going forward.

PROGRAM PARTICIPATION BY CALANDER YEAR

Activity/ Category	2014	2015	2016	2017	2018	2019	2020	2021
Youth Basketball	215	254	369	299	213	213	19	170
Soccer	63	102	116	71	56	40	0	44
Volleyball	N/A	N/A	83	19	0	12	0	17
Cheer Camp	25	25	33	11	9	14	0	11
Summer Camps	180	237	182	182	185	217	0	25
Dance/Performing Arts	283	185	460	246	189	180	26	40
Mind & Body (Fitness)	123	95	135	36	112	63	43	21
Special Interests	107	96	146	128	83	108	9	4
First Aid/Safety/CPR/ Babysitter by Fire Dept.	N/A	N/A	N/A	N/A	39	41	6	22
Men's Softball (Teams)	N/A	N/A	16	16	15	9	7	8
Individual Sports	463	528	76	42	56	34	3	60
Teen Zone Weekly Average	280	250	360	400	400	340	0	240
Pavilion Rentals/ Equipment	159	172	186	192	129	140	50	109
Swim Lessons	335	381	335	N/A	N/A	207	0	207
Lifeguard Saves	N/A	121	105	N/A	N/A	231	0	8
Youth Tennis Lessons	40	24	33	25	30	32	0	81
Trip Participants /# of Trips	877/22	255/13	356/14	699/37	327/25	719/39	41/23	98/27
Wetlands & Discovery Center Activities	642	807	465	225	150	75	0	0
Blood Pressure Check (Village Hall)	N/A	N/A	N/A	N/A	N/A	108	36	54
Flu shots (Village Hall)	N/A	N/A	N/A	N/A	N/A	57	21	99
Food Pantry Visits	N/A	N/A	N/A	N/A	N/A	70	8	0
Cholesterol Screenings	N/A	N/A	N/A	N/A	N/A	N/A	10	0
Blood Drive (Units collected)	N/A	N/A	N/A	N/A	N/A	N/A	35	75
Resident Concerns/ Contacts	N/A	N/A	N/A	N/A	N/A	15	20	10
Sr. Resident Contacts	N/A	N/A	N/A	N/A	N/A	1,490	266	537

ESTIMATED ATTENDANCE: COMMUNITY EVENTS

Resident Event	Date	Attendance/ Volunteers/ Hours
First Day in Nature	1/1/2021	Cancelled
Easter Eggstravaganza	3/27/2021	200
Clean-Up Our Parks	N/A	N/A
MSN/ Resident Appreciation	6/23/2021	700
Main Street Nights (MSN)	6/30/2021	500
MSN Concert & Fireworks	7/4/2021	800
Fireworks - Central Park	7/4/2021	600
Main Street Nights (MSN)	7/7/2021	500
Main Street Nights (MSN)	7/14/2021	600
Main Street Nights (MSN)	7/21/2021	650
Main Street Nights (MSN)	7/28/2021	500
MSN/ Unity Day	8/4/2021	700
MSN/ Movie Night	8/11/2021	450
Main Street Nights (MSN)	8/18/2021	400
Central Park Campout		N/A
Community Art Project		N/A
Youth Day		N/A

Newly tracked data for the past three year includes estimations of the number of participants at various community events and volunteer work days and is tabulated below.

FREEDOM HALL SERIES ATTENDANCE

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	20/21
Main **	914 (6)	1,327 (6)	1,592(7)	1,096 (6)	1,313 (6)	1,213 (5)	950 (5)
Matinee **	1,469 (6)	1,167 (6)	1,316(6)	1,249 (6)	1,818 (6)	854 (5)	560 (5)
Family	713 (4)	546 (3)	328(2)	481 (3)	412 (2)	500 (2)	0

* Number of performances in parentheses.

** 2 shows for spring of 2020 cancelled.

STAFFING:

<u>Position</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
Director of Recreation & Parks	1	1	1	1	1
Assistant Director	1	1	1	1	1
Tennis and Health Club Manager	1	1	1	1	1
Head Tennis Pro (Part-time)	1	1	1	1	1
Cultural Arts Manager	1	1	1	1	1
Assistant Cultural Arts Manager ^{1, 2}	0	0	0	0	1
Recreation Supervisor I	1	1	1	1	1
Community Health Coordinator	1	1	1	1	1
Administrative Assistant ¹	1	1	1	1	2
Office Assistant ¹	2	2	2	2	0
Crew Chief/ Village Forester	1	1	1	1	1
Building Maintenance Coordinator	1	1	1	1	1
Building Maintenance Specialist	1	1	1	1	1
Park Maintenance Worker	5	5	5	5	5
Facility Custodian	1	1	1	1	1
Office Technician (PT-FTE)	.8	.8	.8	.8	.8
Thorn Creek Naturalist*(PT-FTE)	1	1	1	1	1
Main Street Market Manager ²	0	.2	.2	.2	0
Total Positions	20.8	21.0	21.0	21.0	20.8

* Reimbursed by Thorn Creek

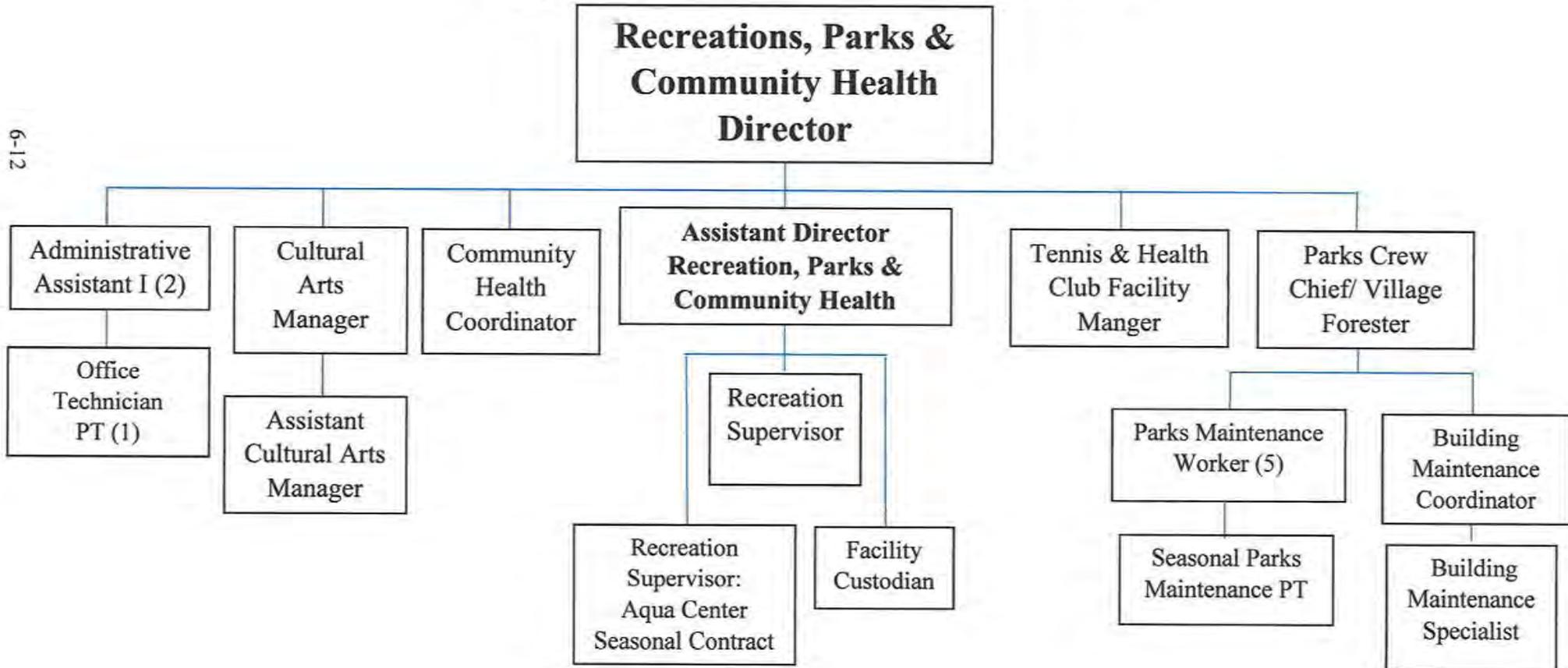
¹ FY 22/23 Freedom Hall Office Assistant position was reclassified as Assistant Cultural Arts Manager. Recreation & Parks Office Assistant position was reclassified as Administrative Assistant I.

² FY 22/23 Main Street Market Manager responsibilities become part of Assistant Cultural Arts Manager responsibilities.

Village of Park Forest

Recreation, Parks & Community Health Department

Organizational Chart



**Village of Park Forest
2022/2023 Budget**

**RECREATION, PARKS AND COMMUNITY HEALTH
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	1,164,188	1,211,220	1,236,721	1,247,047	3%
Overtime Salaries	17,210	20,610	21,576	20,982	2%
Temporary/Part-time Salaries	<u>153,218</u>	<u>282,603</u>	<u>201,048</u>	<u>290,846</u>	3%
Total Personnel Services	1,334,616	1,514,433	1,459,345	1,558,875	3%
<u>Insurance</u>	235,825	266,426	238,108	264,908	-1%
<u>Employee Support</u>	250,437	282,510	277,174	261,268	-8%
<u>Professional Services</u>	118,936	440,560	356,653	366,185	-17%
<u>Operating Supplies</u>	112,207	152,331	144,279	152,331	0%
<u>Maintenance</u>	142,649	146,851	151,575	146,851	0%
<u>Capital Outlays</u>	170,596	961,114	373,224	450,000	-53%
<u>Miscellaneous</u>	53,310	154,500	140,776	115,500	-25%
<u>Leases and Rentals</u>	97,437	108,358	94,783	127,321	18%
<u>Utilities</u>	<u>71,288</u>	<u>102,107</u>	<u>87,196</u>	<u>76,107</u>	-25%
TOTAL	<u>2,587,301</u>	<u>4,129,190</u>	<u>3,323,113</u>	<u>3,519,346</u>	-15%

**Village of Park Forest
2022/2023
Budget**

**RECREATION, PARKS and COMMUNITY HEALTH
SALARY DETAIL**

	6/30/2022 Base	Salary Increase 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Robert Gunther Director of Recreation & Parks	142,508	146,783	24,9	146,783	14,091	11,229	15,766	844	126	35
Kevin Adams Asst Dir of Recreation & Parks	99,762	102,755	18,7	103,947	9,979	7,952	20,894	1,354	126	25
Todd Cann Parks Crew Chief/Village Forester	88,789	91,453	14,9	91,453	8,779	6,996	20,894	1,354	126	30
6-14 Brad M Skoryi Tennis & Health Club Manager	74,756	76,999	14,4	80,449	7,723	6,154	8,040	435	126	15
Charles Sabey Cultural Arts Manager	88,789	91,453	14,9	91,453	8,779	6,996	14,073	844	126	30
Daniel Dessecker Building Maintenance Coordinator	82,883	85,369	14,7	86,359	8,290	6,606	6,991	435	126	15
Craig J Yohn Building Maintenance Specialist	66,218	68,205	9,7	68,996	6,624	5,278	14,073	1,354	126	10
Adina McCollough Recreation Supervisor	70,932	73,060	9,9	73,060	7,014	5,589	15,599	1,354	126	15
Victor Blackful Assistant Cultural Arts Manager	57,705	59,436	9,3	60,125	5,772	4,600	6,991	435	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, 11 holidays and 1 floating holiday annually.

**Village of Park Forest
2022/2023
Budget**

**RECREATION, PARKS and COMMUNITY HEALTH
SALARY DETAIL**

6-15

	6/30/2022 Base	Salary Increase 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Teresa Brown Administrative Assistant I	58,870	60,636	8,5	61,339	5,889	4,692	15,599	844	126	10
Vacant Administrative Assistant I	56,880	58,586	8,4	59,266	5,690	4,534	23,409	1,354	126	10
Kevin D Rogge II Parks Maintenance Worker	64,339	66,269	7,9	66,269	6,362	5,070	20,894	844	126	15
Fidel Morales Parks Maintenance Worker	64,339	66,269	7,9	66,269	6,362	5,070	16,171	844	126	11
Leonard Porter Parks Maintenance Worker	62,163	64,028	7,8	64,771	6,218	4,955	15,766	844	126	15
David Thiesen Parks Maintenance Worker	52,340	53,910	7,3	54,535	5,235	4,172	7,833	435	126	10
Jose L Vazquez Parks Maintenance Worker	48,859	50,325	7,1	50,909	4,887	3,895	6,991	435	126	10
David A Brown Facility Custodian	51,143	52,677	3,8	53,288	5,116	4,077	20,894	1,354	126	10
Margaret Lewis Community Health Coordinator	84,560	87,097	13,9	87,097	8,361	6,663	1,500	0	126	20
Sub-Total	1,315,835	1,355,310		1,366,368	131,171	104,528	252,378	15,363	2,268	

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

**Employees with vacation/personal days also receive 12 sick days, 11 holidays and 1 floating holiday annually.

**Village of Park Forest
2022/2023
Budget**

**RECREATION, PARKS and COMMUNITY HEALTH
SALARY DETAIL**

	6/30/2022 Base	Salary Increase 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Part-time Help	369,783	380,642		380,642	10,922	29,119				
Overtime	23,813	24,259		24,259	2,329	1,856				
Retiree Health Insurance Stipend							7,000			
Sub-Total	1,709,431	1,760,211		1,771,269	144,422	135,503	259,378	15,363	2,268	
ALLOCATIONS										
Tennis				-175,731	-9,728	-13,443	-11,540	-435	-126	
Aqua Center				-12,800	-1,229	-979	0	0	0	
Library				-2,412	-232	-185	0	0	0	
Vehicle Services				-20,060	-1,901	-1,535	0	0	0	
Downtown P. F.				<u>-1,391</u>	<u>-119</u>	<u>-106</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Subtotal				-212,394	-13,209	-16,248	-11,540	-435	-126	
RECREATION/PARKS TOTAL	1,497,037	1,547,817		1,558,875	131,213	119,255	247,838	14,928	2,142	

Allocations reflect regular, overtime and part-time salaries.

NOTE: Full-time employees who decline health insurance receive a \$1,500 stipend 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, 11 holidays and 1 floating holiday annually.

**Village of Park Forest
2022/2023 Budget**

**RECREATION , PARKS & COMMUNITY HEALTH- GENERAL SUPPORT
DETAIL
01-11-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries Full-time administrative and supervisory staff Parks Department staff	499,742 <u>66,993</u>	566,735
500100	Overtime Salaries		451
500200	Temporary/Part-time		<u>32,339</u>
Total Personnel Services			599,525

INSURANCE

510100	Health Insurance Dental Insurance Life Insurance	242,838 14,928 <u>2,016</u>	259,782
510120	Health Insurance Stipend		<u>3,500</u>
Total Insurance			263,282

EMPLOYEE SUPPORT

520000	Travel Expenses (Personal vehicle usage reimbursements)		2,300
520200	Dues/Subscriptions		1,000
520300	Training Expenses		4,000
520610	FICA		45,864
520620	IMRF		<u>57,555</u>
Total Employee Support			110,719

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	20,000	
	Thorn Creek Woods/OPRT Management Commissions	18,000	
	SSSRA Contribution (moved from Program Services)	38,626	
	July 4th Event Support	<u>9,600</u>	
	(Stage & equipment, entertainment, transportation for Parade Grand Marshall, etc.)		86,226
532600	Credit Card Service Charges		<u>6,250</u>
	Total Professional Services		104,476

OPERATING SUPPLIES

540000	Other Operating Supplies	9,380	
	Volunteer Activities	<u>10,000</u>	19,380
	Total Operating Supplies		19,380

CAPITAL OUTLAYS

560000	Capital Outlays		
	Computer Upgrades	<u>6,200</u>	
	Total Capital Outlays		6,200

MISCELLANEOUS EXPENDITURES

590100	Postage for Recreation and Parks Brochure		5,000
590900	Advertising and Marketing (Print three brochures)		24,000
591200	Other Special Events		
	Concert Series Village Green (8 events)	30,000	
	Other Events	<u>10,000</u>	40,000
	Total Miscellaneous Expenditures		69,000

UTILITIES

610000 Telephone 6,170

Total Utilities **6,170**

TOTAL RECREATION, PARKS & COMMUNITY HEALTH- GENERAL SUPPORT **1,178,752**

**Village of Park Forest
2022/2023 Budget**

**RECREATION, PARKS & COMMUNITY HEALTH - FREEDOM HALL
DETAIL
01-11-04**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	131,518
500100	Overtime Salaries	2,859
500200	Temporary/Part-time	<u>9,331</u>
Total Personnel Services		143,708

EMPLOYEE SUPPORT

520610	FICA	10,994
520620	IMRF	<u>12,900</u>
Total Employee Support		23,894

PROFESSIONAL SERVICES

530000	Other Professional Services (Piano tuning, sound tech and other miscellaneous services)	22,500
531800	Freedom Hall Events Artists Contracts	89,760
532600	Credit Card Service Charge	<u>1,300</u>
Total Professional Services		113,560

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 Caulk & Paint Windows	<u>10,000</u>
Total Capital Outlays		10,000

MISCELLANEOUS EXPENDITURES

590100	Postage for series brochures	1,500
590800	Printing	500
590900	Advertising and Marketing	28,000
591100	Freedom Hall events expenses	<u>9,500</u>
Total Miscellaneous Expenditures		39,500

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Park maintenance equipment charges)	<u>4,063</u>
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Total Leases and Rentals		<u>4,063</u>
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UTILITIES

610600	Public Utilities Cell Phone Charges (Electric, gas and water)	<u>23,829</u>
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Total Utilities		<u>23,829</u>
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TOTAL RECREATION, PARKS & COMMUNITY HEALTH - FREEDOM HALL		376,326
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Village of Park Forest
2022/2023 Budget

RECREATION , PARKS & COMMUNITY HEALTH - COMMUNITY HEALTH
DETAIL
01-11-09

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	95,581
500100	Overtime Salaries	700
500200	Farmers Market Manager	<u>7,800</u>
Total Personnel Services		104,081

INSURANCE

510100	Health Insurance	1,500
	Life Insurance	<u>126</u>
Total Insurance		1,626

EMPLOYEE SUPPORT

520610	FICA	7,962
520620	IMRF	<u>9,243</u>
Total Employee Support		17,205

PROFESSIONAL SERVICES

530000	Other Professional Services	<u>2,000</u>
Total Professional Services		2,000

OPERATING SUPPLIES

540000	Other Operating Supplies	<u>2,000</u>
Total Operating Supplies		2,000

**Village of Park Forest
2022/2023 Budget**

**RECREATION, PARKS & COMMUNITY HEALTH - FACILITIES MAINTENANCE
DETAIL
01-11-22**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	285,143
500100	Overtime Salaries	8,519
500200	Temporary/Part-time	<u>60,994</u>
Total Personnel Services		354,656

EMPLOYEE SUPPORT

520300	Training Expenses	3,500
520610	FICA	27,131
520620	IMRF	<u>28,192</u>
Total Employee Support		58,823

OPERATING SUPPLIES

540000	Other Operating Supplies (Paints, hardware, small tools, horticultural supplies and repair parts for park maintenance)	<u>45,951</u>
Total Operating Supplies		45,951

MAINTENANCE

550500	Contractual Grounds Maintenance	
	Wetlands Management	2,000
	Contract Mowing	30,447
	Urban Forestry Operations	<u>80,000</u>
Total Maintenance		112,447

CAPITAL OUTLAYS

560000	Capital Outlays	
	Tree Inventory/Management Plan	16,800
	Wood Planer	5,000
	Somonauk Park- Resurface Parking Lot	80,000
	Playground Safety Surface Maintenance- Various Parks	7,000
	Play Equipment Upgrades- Various Parks	10,000
	Playground Renovation- Indiana Park	<u>65,000</u>
	Total Capital Outlays	183,800

LEASES and RENTALS

600400	Vehicle Interfund Rentals	
	Park maintenance equipment charges	<u>92,105</u>
	Total Leases and Rentals	92,105

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, PARKS & COMMUNITY HEALTH - FACILITIES MAINT. 873,890

**Village of Park Forest
2022/2023 Budget**

**RECREATION , PARKS & COMMUNITY HEALTH- PROGRAM SERVICES
DETAIL
01-11-25**

PERSONNEL SERVICES

Salaries and Wages

500100	Overtime Salaries		3,347
500200	Temporary/Part-time Seasonal Program Staff (fee supported)	103,920	
	Teen Zone Coordinator & Support Staff	38,496	
	P.T. Naturalist (reimbursed)	<u>36,050</u>	
			<u>178,466</u>
Total Personnel Services			181,813

EMPLOYEE SUPPORT

520610	FICA		13,909
520620	IMRF		<u>6,698</u>
Total Employee Support			20,607

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Misc. Professional Services	10,486	
	Softball umpire fees	7,120	
	Summer Camp Expenses	28,000	
	Trip related expenses	75,543	
	South Suburban Special Recreation Association*	<u>0</u>	
			121,149
* - South Suburban Special Recreation Association moved to General Support			
530800	Instructional Services - Contractual		<u>25,000</u>
Total Professional Services			146,149

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

TOTAL RECREATION, PARKS & COMMUNITY HEALTH - PROGRAM SERVICES 382,569

**Village of Park Forest
2022/2023 Budget**

**BUILDINGS and GROUNDS
DETAIL
01-11-07**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	168,070
500100	Overtime Salaries	5,106
500200	Temporary/Part-time	<u>1,916</u>
Total Personnel Services		175,092

EMPLOYEE SUPPORT

520610	FICA	13,395
520620	IMRF	<u>16,625</u>
Total Employee Support		30,020

OPERATING SUPPLIES

540000	Other Operating Supplies (Paints, hardware, small tools, cleaning supplies and chemicals and paper products/towels)	<u>45,000</u>
Total Operating Supplies		45,000

MAINTENANCE

550200	Equipment Repairs (HVAC, plumbing and electrical upkeep of buildings and equipment)	12,632
550400	Contractual Maintenance (Custodial service and other contractual repairs)	<u>10,000</u>
Total Maintenance		22,632

CAPITAL OUTLAYS

560000	Capital Outlays	
	Emergency Purchases/Repairs/Replacements	10,000
	Tuckpointing	9,000
	Replace HVAC/Board Conference Room	7,500
	Replace HVAC/ Lobby	9,000
	Department Office Space Upgrades	20,000
	Interior Public Space Upgrades/ Counter Security	60,000
	Interior Office Upgrades- RPCH Department	6,000
	Police- Rebuild Courtyard Wall	6,000
	Police- Replace HVAC-Variou s	9,500
	Police- Roof Replacement	75,000
	Municipal Garage- Replace Galvanized Water Lines	8,000
	Municipal Garage- Replace Upper Windows- West Wall	10,000
	Municipal Garage - R&P Shed Upgrades	10,000
	Rec Center- Misc. Maintenance/ Equip. Upgrades	<u>10,000</u>
	Total Capital Outlays	<u>250,000</u>

Total Capital Outlays 250,000

LEASES and RENTALS

600400	Vehicle Interfund Rentals	<u>31,153</u>
	Total Leases and Rentals	31,153

UTILITIES

610600	Public Utilities (Electric, gas and telephone)	<u>20,000</u>
	Total Utilities	<u>20,000</u>

TOTAL BUILDINGS and GROUNDS 573,897

TOTAL RECREATION, PARKS & COMMUNITY HEALTH 3,519,346

**Village of Park Forest
2022/2023 Budget**

PUBLIC WORKS DEPARTMENT

DEPARTMENT FUNCTION:

The Department of Public Works (DPW) is responsible for the design, installation, construction, maintenance, repair and replacement of the Village's infrastructure. In particular, the roadway system, sanitary sewer system, storm sewer system, street lighting systems, and water supply, purification and distribution systems. In addition, the department manages two Metra commuter parking lots, oversees its vehicle/equipment 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 department operations, global information system (GIS) initiatives, computer replacement, the Jolly Trolley bus service and miscellaneous department operating expenses.

The water, sewer, refuse collection, and commuter parking services and programs are operated through separate enterprise funds. The accomplishments, objectives and performance measures for these services and programs are discussed, along with their respective budget details, in the Enterprise Funds section of this 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 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 the Motor Fuel Tax 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 2021/2022 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 Olthoff Inc., a pavement patching project done by D Construction, and the 50/50 sidewalk/concrete replacement 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 2022. 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, 2022.

In 2005, DPW entered into an interagency agreement with Rich Township as a third party vendor to operate the Jolly Trolley bus service for the Village. Every 3 years the agreements have been renewed. In November 2021, the Village renewed another 3-year agreement to provide continued service from January 1, 2022 to December 31, 2024.

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). DPW budgeted money for safety vests and safety supplies. Ear plugs, safety glasses, and work gloves were purchased. Two employees have utilized a \$100 safety shoe allowance for employees to purchase steel toe boots. All Public Works staff completed Sexual Harassment Awareness Training. Public Works Crew completed Blood Borne Pathogens Training.

4. Provide engineering support to other Village departments.

DPW worked with the Park Forest Fire Department to replace existing lighting in the fire house and storage building to LED lighting.

5. Maintain and/or improve Village infrastructure while incorporating any applicable new technologies.

The Public Works section of the budget supports street maintenance 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. Maintenance continued but no new technologies were applied this fiscal year. Online Zoom meetings were utilized in-place of in-person project meetings due to COVID 19 pandemic.

6. Find additional sources of funding to assist with improving Village infrastructure.

DPW increased funding from \$4,000 to \$10,000 for a 50/50 sidewalk replacement program for residents who wish to replace public sidewalk across their property.

7. Provide continued education trainings and/or workshops for professional development.

Staff attended various Suburban Public Works Directors Association monthly meetings.

8. Complete Capital Outlay projects.

IT Dept. replaced computers for those DPW employees who are eligible. DPW completed construction/installation work for the RT 30 Sidewalk Extension project and completed the resurfacing of the DPW/Parks maintenance yard.

9. Maintain sidewalks and improve sidewalk ramps for ADA accessibility.

DPW contracted with Olthoff Inc. for sidewalk replacement and ADA improvements at various locations Village wide.

10. Evaluate rates as needed.

No rates were evaluated at this time.

2022/2023 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>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Jolly Trolley Passengers	12,444	11,331	10,407	4,344*	5,758

* In April 2020, Covid 19 pandemic started and ridership declined.

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.

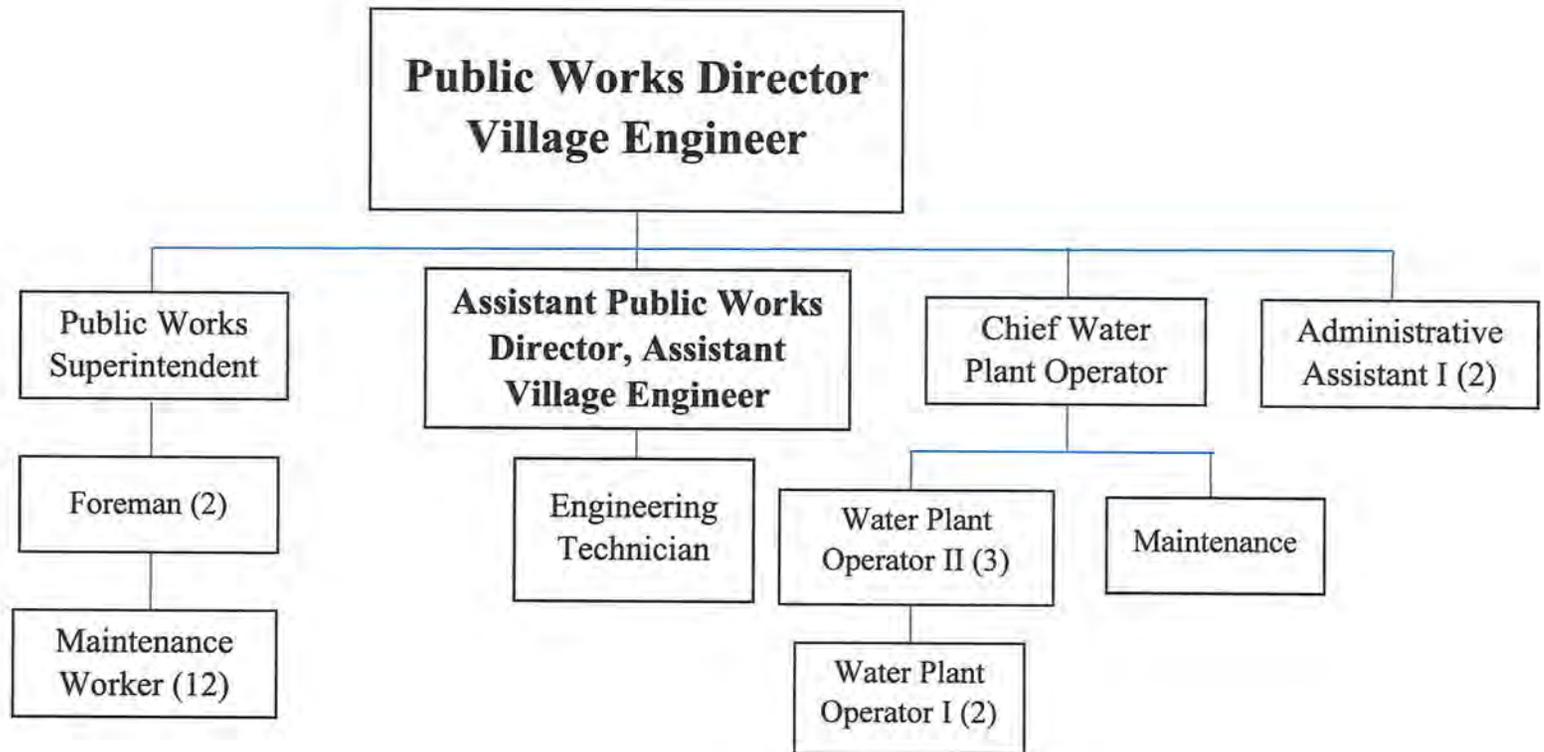
STAFFING:

<u>Position</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</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	0.5	0.5
Administrative Assistant I**	0	0	0	0	1
Administrative Assistant II**	1	1	1	1	0
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	19.5	19.5
Sub-Total Positions – Water	<u>10.7</u>	<u>11.27</u>	<u>11.27</u>	<u>11.27</u>	<u>11.27</u>
TOTAL DPW/Water	30.7	31.27	31.27	30.77	30.77

*FY22 position changed to part time.

*FY23 Administrative Assistant II position reclassified to Administrative Assistant I.

Village of Park Forest Public Works Department Organizational Chart



**Village of Park Forest
2022/2023 Budget**

**PUBLIC WORKS DEPARTMENT
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	437,332	460,903	452,474	457,719	-1%
Part-time Salaries	0	3,357	2,169	3,530	5%
Overtime Salaries	46,846	62,356	53,720	64,227	3%
IRMA WC	<u>-37,306</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Personnel Services	446,872	526,616	508,363	525,476	0%
<u>Insurance</u>	119,587	130,817	123,326	126,021	-4%
<u>Employee Support</u>	92,305	106,546	96,871	95,444	-10%
<u>Professional Services</u>	161,885	142,099	139,924	148,876	5%
<u>Operating Supplies</u>	9,731	13,799	12,849	13,887	1%
<u>Maintenance</u>	448,779	2,841,137	445,808	1,038,829	-63%
<u>Capital Outlays*</u>	316,308	691,900	124,199	3,178,510	359%
<u>Miscellaneous</u>	762	650	650	650	0%
<u>Leases and Rentals</u>	312,679	320,845	319,392	329,109	3%
<u>Utilities</u>	<u>7,712</u>	<u>5,640</u>	<u>8,542</u>	<u>8,555</u>	52%
TOTAL	<u>1,916,620</u>	<u>4,780,049</u>	<u>1,779,924</u>	<u>5,465,357</u>	14%

* - Funding for \$3,168,510 in FY 22/23 comes from \$1.8 million of FY 20/21 General Fund assigned fund balance, \$600,000 of FY 21-22 General Fund assigned fund balance, \$400,000 from CARES Act funding and \$300,000 moved from FY 22/23 Contractual Street Maintenance providing a total of \$3.1 million in identified funding that does not come from FY 22/23 General Fund revenues. \$68,510 will be funded from FY 22/23 General Fund revenues.

**Village of Park Forest
2022/2023
Budget**

**PUBLIC WORKS DEPARTMENT
SALARY DETAIL**

	6/30/2022 Base	Salary Increase 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Roderick Ysaguirre Director of Public Works***	149,633	154,122	25,9	154,122	14,796	11,790	23,409	1,354	126	32
Nicholas Christie Asst Dir of Public Works/VE***	123,711	127,422	21,9	127,422	12,233	9,748	1,500	1,354	126	25
Vacant Engineering Technician	85,787	88,361	14,8	89,386	8,581	6,838	20,894	1,354	126	16
Arteilla J Sanchez Administrative Assistant I	53,098	54,691	8,2	57,068	5,479	4,366			126	10
Jasmine M Ayala Part-time Administrative Assistant	33,186	34,182	8,2	35,299	3,389	2,700				
Brett Millsap Superintendent	106,865	110,071	18,9	110,071	10,567	8,420	20,894	1,354	126	20
Larry M Stilts Foreman	82,883	85,369	14,7	86,359	8,290	6,606	14,073	844	126	23
Donald J Kloss Foreman	82,883	85,369	14,7	86,359	8,290	6,606	13,505	844	126	15
Kennety Hall Maintenance Worker	70,932	73,060	9,9	73,060	7,014	5,589	14,073	844	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, 11 holidays and 1 floating holiday annually.

***Vehicle assigned.

**Village of Park Forest
2022/2023
Budget**

**PUBLIC WORKS DEPARTMENT
SALARY DETAIL**

	6/30/2022 Base	Salary Increase 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Gerritt Van Der Bilt Maintenance Worker	70,932	73,060	9,9	73,060	7,014	5,589	15,766	844	126	20
Lance Krout Maintenance Worker	70,932	73,060	9,9	73,060	7,014	5,589	20,894	1,354	126	20
Robert Bruns Maintenance Worker	70,932	73,060	9,9	73,060	7,014	5,589	13,505	1,354	126	20
7-8 Glenn Towry Maintenance Worker	70,932	73,060	9,9	73,060	7,014	5,589	20,894	1,354	126	15
Kevin Lisowski Maintenance Worker	70,932	73,060	9,9	73,060	7,014	5,589	13,505	1,354	126	15
Ronald Emery Maintenance Worker	70,932	73,060	9,9	73,060	7,014	5,589	20,894	1,354	126	15
Brandon D McAlister Maintenance Worker	66,218	68,205	9,7	68,996	6,624	5,278	7,833	435	126	15
Ramon Florez Maintenance Worker	66,218	68,205	9,7	68,996	6,624	5,278	23,040	1,354	126	10
Matthew S Stacey Maintenance Worker	57,705	59,436	9,3	61,379	5,892	4,695	1,500	1,354	126	10
Mark A Kellogg Maintenance Worker	55,752	57,425	9,2	59,149	5,678	4,525	23,040	1,354	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, 11 holidays and 1 floating holiday annually.

***Vehicle assigned.

**Village of Park Forest
2022/2023
Budget**

**PUBLIC WORKS DEPARTMENT
SALARY DETAIL**

	6/30/2022 Base	Salary Increase 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Jhett J Anderson Maintenance Worker	53,865	55,481	9,1	57,146	5,486	4,372	6,991	435	126	10
Overtime	205,178	211,333		211,333	20,288	16,167				
Retiree Health Insurance Stipend							3,500			
Subtotal	1,719,506	1,771,092		1,784,505	171,315	136,512	279,710	20,494	2,394	
ALLOCATIONS										
Public Works Vehicle Service				-69,539	-6,676	-5,320	0	0	0	
Refuse Collection				-30,824	-2,959	-2,358	-4,682	-271	-25	
Water General				-378,719	-36,357	-28,972	-107,413	-8,005	-951	
Water Supply and Purification				-9,208	-884	-704	0	0	0	
Water Distribution				-382,020	-36,674	-29,225	0	0	0	
Sanitary Sewer				-370,684	-35,586	-28,357	-50,597	-4,143	-490	
Downtown Park Forest				<u>-18,035</u>	<u>-1,731</u>	<u>-1,380</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Subtotal				-1,259,029	-120,867	-96,316	-162,692	-12,419	-1,466	
PUBLIC WORKS TOTAL	460,477	512,063		525,476	50,448	40,196	117,018	8,075	928	

NOTE: Employees (except for Administrative Assistants) receive an annual \$100 safety shoe allowance.
Full-time employees who decline health insurance receive a \$1,500 stipend 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, 11 holidays and 1 floating holiday annually.

***Vehicle assigned.

**Village of Park Forest
2022/2023 Budget**

**PUBLIC WORKS DEPARTMENT
DETAIL
01-17-00**

PERSONNEL SERVICES

Salaries and Wages

Regular Salaries			
500000	Regular Salaries	314,362	
500200	Part-time Salaries	3,530	
500040	Regular Salaries - MFT Eligible	<u>143,357</u>	461,249
Overtime Salaries			
500100	Overtime Salaries	10,567	
500140	Overtime Salaries - MFT Eligible	<u>53,660</u>	<u>64,227</u>
Total Personnel Services			525,476

INSURANCE

510100	Health Insurance	113,518	
	Dental Insurance	8,075	
	Life Insurance	<u>928</u>	122,521
510120	Health Insurance Stipend		<u>3,500</u>
Total Insurance			126,021

EMPLOYEE SUPPORT

520000	Travel Expenses (Reimbursement for lodging and travel expenses for conferences and seminars)		1,900
520100	Car/Mileage (Mileage and Toll reimbursement for business travel)		100

540200	Printing/Copying Supplies (Village maps, CAD printer paper/ink)	500
540350	Office Equipment/Furnishings	350
540800	Cleaning Supplies/Paper Products (Cleaning supplies, paper towels, shop towel rental)	200
540900	Uniforms/Protective Clothing (Uniform rental (1/2 in Water Dist), Hi Vis jackets, T shirts for crew and office), safety supplies	6,500
541100	Public Info/Education Supplies	100
541200	Plant Mtrls/Fertlizr/Chem/Soil (General Lawn Restoration)	250
541400	Paint/Hardware/Small Tools (Tools, hardware, Red/White/Pink marking paint, lath/hubs, welding supplies, fieldbooks/diaries)	<u>2,600</u>
Total Operating Supplies		13,887

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Contractual traffic signal and streetlight knockdown repairs and replacement, equipment repairs, plotter maintenance)	31,600
550200	Equipment Maintenance and Repair - Other (Parts for tool maintenance and repairs)	1,000
550400	Contractual Building and Facility Maintenance (Yard gates, bulb recycling, common space)	2,000
550500	Contractual Grounds Maintenance (RT 30 fence repairs, tree removal, storm clean up, fly dump pick up)	11,500
550600	Contractual Street Maintenance * Street Patching * \$350,000 to be reimbursed by DCEO Grant	850,000 <u>52,067</u> 902,067

550700	Street Maintenance Supplies (Asphalt, cones, barricades, sand bags, street light supplies)		12,312
550800	Contractual Sidewalk Maintenance (Contractual sidewalk replacement)*	65,000	
	(50% billed to homeowners program)	<u>10,000</u>	
			75,000
	<i>* previously \$60,000 in MFT Fund</i>		
552300	Street Name Sign Maintenance Supply		1,750
552400	Traffic Signs Maintenance Supplies		<u>1,600</u>
	Total Maintenance		1,038,829

CAPITAL OUTLAYS

560000	Other Capital Outlays		
	Computer System Upgrades	2,000	
	Road Improvements - Various Locations*	2,892,988	
	Road Improvements - Construction Engr*	275,522	
	Tree Removal	<u>8,000</u>	
	Total Capital Outlays		3,178,510

* - Funding for these projects is detailed in the expenditure summary on page 7-6 of this section.

MISCELLANEOUS EXPENDITURES

590800	Printing Reproduction and Graphics (Project Plans)		250
591000	Legal Notices (Notice to Bidders)		<u>400</u>
	Total Miscellaneous Expenditures		650

LEASES and RENTALS

600400	Vehicle Interfund Rentals - General (Internal vehicle rental rate charges)		136,522
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600440	Vehicle Interfund Rentals - MFT (Internal vehicle rental rate charges)	189,087
600500	Other Equipment Rental (Oxygen, argon/CO2, acetylene, cylinder rental charges, miscellaneous equipment rental)	<u>3,500</u>
Total Leases and Rentals		329,109

UTILITIES

610000	Telephone (Verizon Cell Phones (1/2 in Water General))	7,980
610700	Public Utility Service - Security Lighting (Apache St - resident utility bill , CN Fence land lease)	<u>575</u>
Total Utilities		<u>8,555</u>
TOTAL PUBLIC WORKS		5,465,357

Village of Park Forest 2022/2023 Budget

ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT

DEPARTMENT FUNCTION:

The Economic Development and Planning Department (EDPD) has five key functions: Economic Development, Planning, Community Relations, Sustainability, and DownTown Property Management. Economic Development, Planning and Community Relations are described in this section. Sustainability became part of EDPD in Fiscal Year (FY) 2018 and are described in more detail in the Capital Projects Fund section of this budget. Downtown Property Management and its budget became part of the EDPD at the beginning of FY 2019 and are described in the DownTown Property Management portion of this budget.

Economic Development's function is to support existing businesses and attract new businesses to the Village of Park Forest. Staff regularly visit existing businesses to help ensure their concerns are identified and their needs are met. Economic Development's responsibilities include providing information about changes in Village Code and Ordinances, changes in County, State and Federal regulations, and new Village or other organization initiatives. The Economic Development Department assists businesses with approvals for signage and/or business expansions. Communication with existing businesses is accomplished through highly successful quarterly Business Connection events, which include speakers and networking opportunities for local businesses. A quarterly newsletter is sent to all businesses following Business Connection events.

Economic Development maintains close communication with property owners who possess vacant land and/or buildings and represent opportunities for new business development.

The Economic Development staff promotes commercial and industrial areas of the Village including the following locations:

- DownTown
- Blackhawk Tower Plaza
- 211th Metra Station
- Business Park
- Western Avenue
- Orchard Park Plaza
- Illinois Street Shopping Center
- Sauk Trail Business Corridor
- Norwood Square

The Economic Development staff is often the first point of contact for businesses considering Park Forest as their next location. From receiving the first call, the Economic Development staff continues to coordinate with the businesses through acquisition and/or leasing of property, construction, permitting, registration, and the eventual business opening. Economic Development staff works very closely with the DownTown Management Office to bring in new businesses to DownTown Park Forest.

The Director of Economic Development and Planning Department is the liaison to the Economic Development Advisory Group (EDAG). The liaison provides advice and counsel to the EDAG on economic development matters and makes recommendations to the Village

Board on applications for development incentives. Economic Development staff participate in several economic development organizations, which enables the Village of Park Forest access to groups of businesses seeking new locations.

The planning function of the EDPD provides guidance to property owners, developers, citizens, and other units of government on planning and zoning issues. The Planner reviews applications for subdivision review, rezoning, variations, and special uses. Additionally, the Planner coordinates application review and consideration from staff, the Planning and Zoning Commission, and Village Board. The Planner fulfills the liaison position for the Planning and Zoning Commission and supports comprehensive planning and site plan review for new developments.

Major long-range plan completed and still applicable to the Village include:

- *Strategic Plan for Land Use and Economic Development (Strategic Plan), 2008*
- *211th Street Metra Station Transit-Oriented Development (TOD) Plan, 2008*
- *Homes for a Changing Region, 2012*
- *Growing Green: Park Forest Sustainability Plan, 2012*
- *211th Street Metra Station Transit-Oriented Development (TOD) Implementation Study, 2012*
- *Hidden Meadows Concept Plan, 2016*
- *Comprehensive Housing Plan, 2018*
- *Climate Action and Resilience Plan, 2019*

The TOD Plan was adopted by the Board in January 2008. The Strategic Plan was adopted in November 2008. In FY 2012, the Board adopted 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 plan and study is part of the Village's Comprehensive Plan. Many EDPD goals and objectives reflect plan and study implementation measures.

EDPD is responsible for ensuring 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 Community Relations function of EDPD includes the responsibility to provide wide ranging activities focused on broadening community awareness and maintaining a high quality of life. The Community Relations function includes facilitating a variety of racially diverse programs designed to ensure a unitary housing market in the Village of Park Forest

and the southern suburbs in which all races participate equitably 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. Community Relations staff handles complaints related to housing discrimination, 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 2021/2022 ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT OBJECTIVES:

Maintain an environment that encourages new residential and business opportunities.

The multifamily market analysis completed in FY2020, has been widely shared with various potential developers and the study is linked to the land listings on-line. A developer has been identified for the lot at the NW corner of Cunningham and Main Streets. He has submitted a purchase agreement and site concept for two 3-story apartment buildings with eight units each. The proposal is consistent with the multifamily residential study. Another developer has submitted a concept for the 211th Street TOD area and a second developer has submitted a residential plan for 2 acres of the former Marshall Field's parking lot consistent with the study.

Traditional in person trade shows and meetings sponsored or offered by the International Council of Shopping Centers (ICSC) were not held due to COVID-19-19. Subsequently, staff participated in a variety of webinars and on-line meetings. Staff virtually attended the December 9-10, 2021, ICSC RECon virtual broadcast from New York; a webinar that discussed the pandemic's impact on retail real estate; and a presentation on downsizing space to appeal to retail tenants wanting smaller spaces. EDPD staff participated in the Illinois Chapter of Certified Commercial Investment Member (CCIM) meeting, which provided a comprehensive list of new and active retailers in the greater Chicagoland area.

Staff accesses a one-year - \$40,000 - subscription to Buxton's Mobilytics and Match program to attract retail and assist existing retailers better understand local market conditions. Funding for this subscription was provided through the Will Cook Enterprise Zone.

Pandemic conditions provided staff time to explore structural constraints of the Cook County tax assessment, valuation, appeals, policies, and actions. Staff participated in a Cook County Finance committee meeting in December 2020 to draw attention to the disparate impact of the Assessor's decision to reduce home values in communities of color based on the employment rate. EDPD staff is coordinating with Cook County Assessor's office representatives to develop a way to address taxing anomalies, which adversely affect Park Forest.

Staff worked with the EDAG to organize an incentive review subcommittee. The subcommittee enables the EDAG to leverage civic engagement and other conditions for

incentives. In FY2021, the EDAG recommended approval of new incentive requests for 30 North Street and 2250 South Western Avenue and renewals for 25 South Street and 30 South Street. Collectively, 85 jobs were retained and 45 new jobs created through these four incentive requests. In FY2022, the EDAG reviewed and recommended an incentive renewal request for 2562 South Western Avenue to retain five jobs and recommended approval of an incentive with a PILOT Agreement (payments in lieu of taxes) for 2551 South Western Avenue. The intent of this incentive is to fill a vacant space and provide a job opportunity for one Park Forest resident.

In 2021, the Unified Development Ordinance was revised to amend the use standards for community residences and to add storm water management to the UDO.

New businesses in Park Forest include Windland Inc., Krajina Expedite Inc., Universal Healthcare Staffing LLC, and Wings Galore DBA. Three businesses are scheduled to open before the end of FY2022 including:

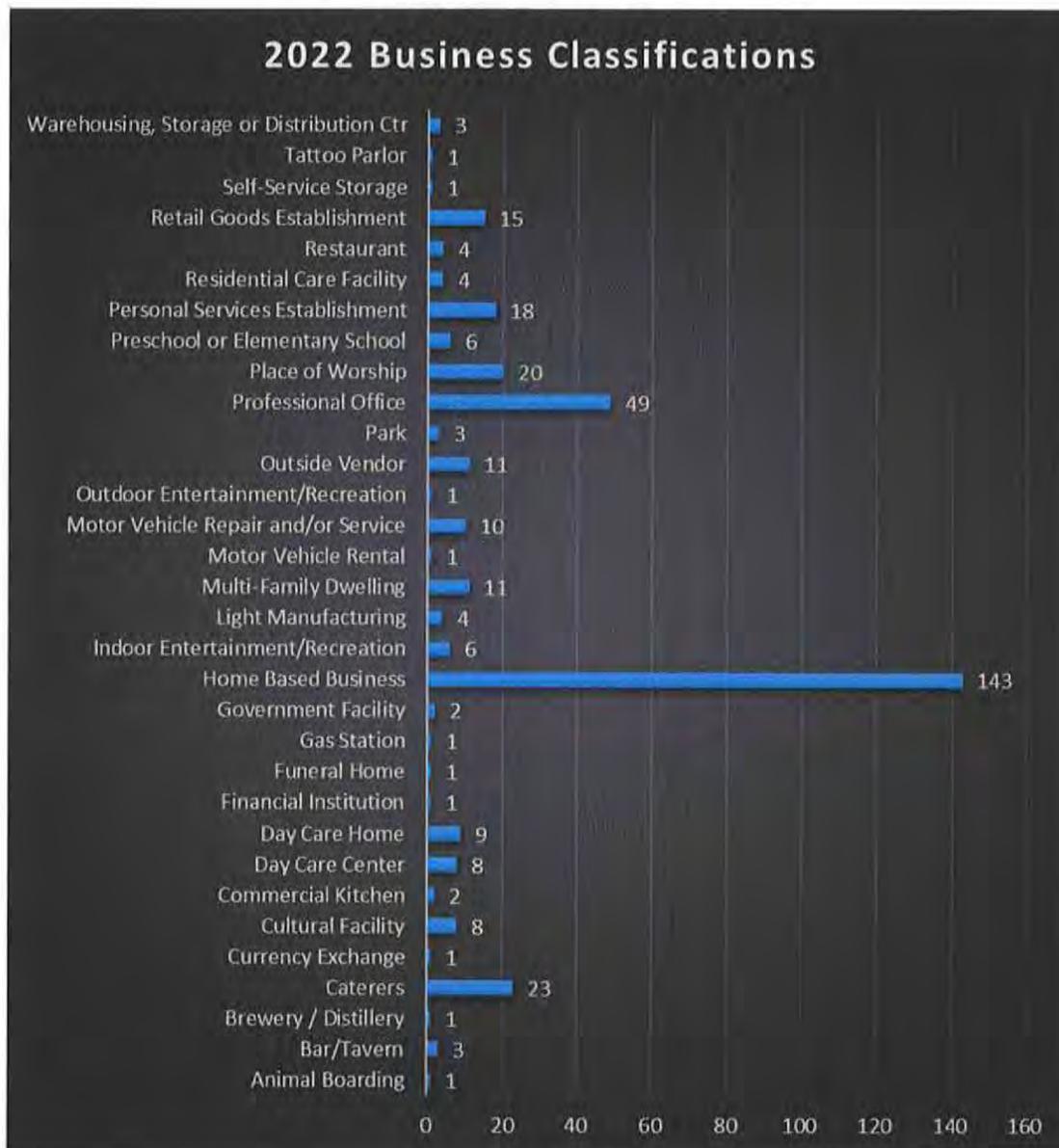
- *Stacy's Bistro LLC*
- *Inner City Empowerment DBA*
- *Auto-Lab Express*

In addition, five caterers joined the Poppin' Plates commercial kitchen totaling 22 active members. Park Forest has 17 new home-based businesses in the last fiscal year.

Jet Foods Park Forest, LLC did not proceed with opening and staff is working with the property owner to identify other uses for available spaces along with potential subdivision and sale of outlots.

The former Chase Bank at 202 Forest Boulevard sold to Inner City Empowerment DBA. Johnny's II sold to Wings Galore DBA.

Central Court Plaza is under contract and closing should occur within FY2021/2022. The buyer is following up with various retail and service tenant leads for the three vacant storefronts and is obtaining cost estimates for replacing roofs and making façade improvements.



Support existing businesses.

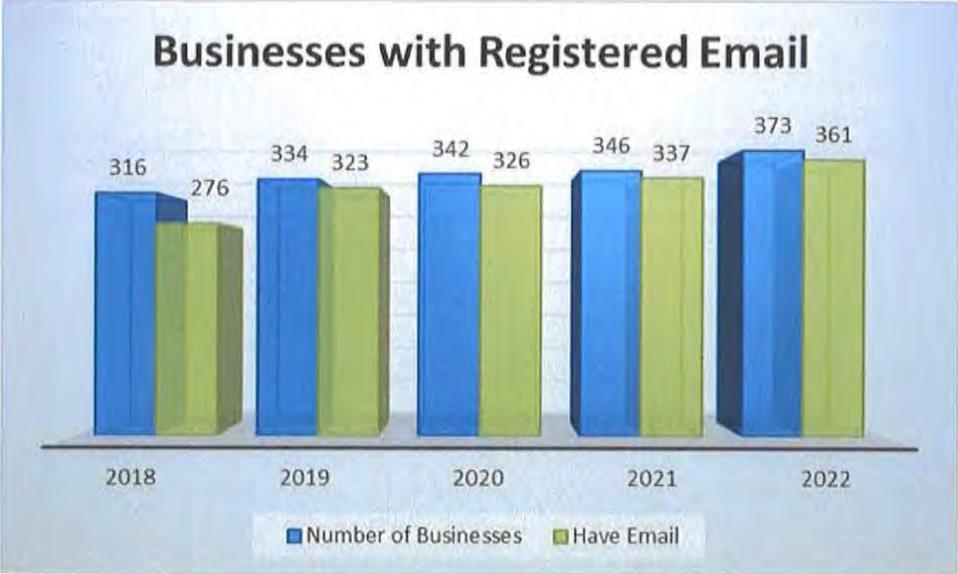
The EDAG selected Janet Fiorenzo, owner of Tower Cleaners, as the 2021 Sam Montella Park Forest Business Person of the Year. Mrs. Fiorenzo will be recognized with a reception and presentation of the award at the April 25, 2022 Village Board Meeting. This is Mrs. Fiorenzo’s third win.

The EDAG and EDPD staff drafted a business loan program seeded with \$100,000 of COVID-19 relief funds. The program will be marketed in Spring 2022.

In September 2021, Staff held their first in person business connection event (business breakfast) since the pandemic began. The event’s topic was *Managing Priorities as an Entrepreneur* and was presented by Cultivate Advisors. The presentation was well received by business owners in the community. They were grateful to have in-person events.

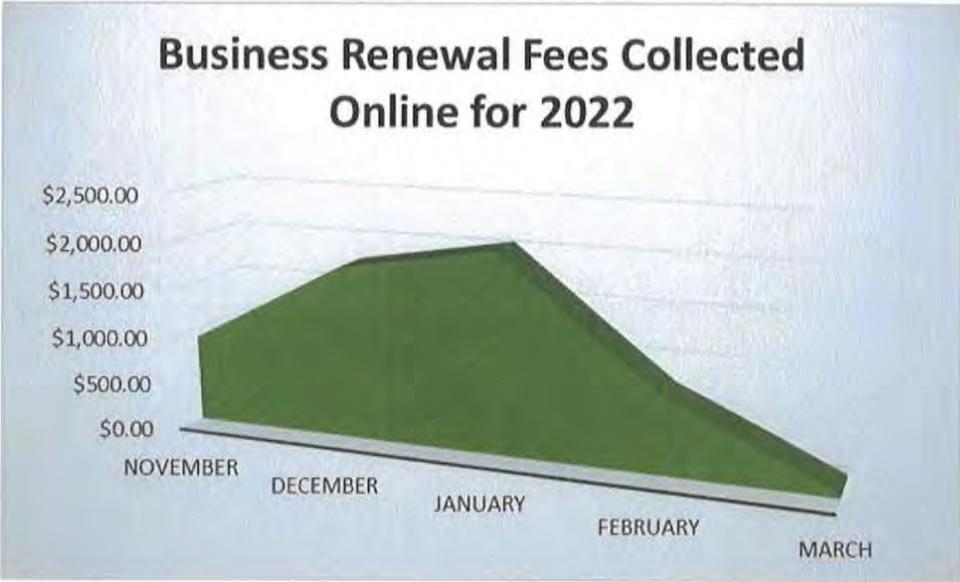
Unfortunately, as the second surge moved through the region, the December business breakfast was cancelled due to the Omicron variant. The next business breakfast is anticipated to take place in May 2022.

Two business newsletters were produced and distributed to all Park Forest businesses.



Majority of communication is done via email.

The 2022 business renewal cycle (which started in mid-November 2021) offered businesses the choice of paying fees online. The online payment option provides an additional convenience for the business owner and streamlined the process for staff. Total fees collected online through March 2022 equal \$5,605.00.



The 2021 /2022, Shopping & Services Guide includes a business survey, which is still ongoing. The EDPD is seeking resident and business input on business-focused issues. The goal of the survey is to obtain data from Park Forest residents. This includes what business types, services, and employment they would like in Park Forest. The survey also has questions about the Shopping and Services Guide. This includes how often they utilize the guide, how they utilize the guide, and how many new businesses were identified using the Guide. Eighty-three surveys have been returned between May 17, 2021 and March 9, 2022.

Implement the Comprehensive Plan

EDPD completed the 2019 Cook County No Cash Bid program, which resulted in the Village of Park Forest obtaining scavenger sale certificates for 182 Washington Street, 307 Meota Street, 426 Winnebago Street, and 346 Oakwood Street. Tax deed was awarded for 346 Oakwood. EDPD staff sought 16 residential properties during the 2021 Scavenger Sale, held in February 2022.

EDPD staff has set-up, equipped, and will launch a tool lending library in the near future. The library will provide tools and training to Village residents. The library will help promote self-reliance and the ability for residents to resolve code compliance issues on their own.

During FY 2022, the South Suburban Land Bank and Development Authority (SSLBDA) acquired vacant and abandoned homes through the abandonment process. Additional homes are in the process of acquisition. Eight (8) SSLBDA homes were sold. During FY 2022, the SSLBDA conveyed eleven properties in the Eastgate neighborhood to the Village of Park Forest.

The South Suburban Trades Initiative (SSTI) completed the rehabilitation of 336 Early Street in 2020. Both 336 Early Street and 305 Sauganash Street were sold to owner occupants. The proceeds of the sales are earmarked for a new forgivable loan program designed to encourage purchase of SSLBDA properties. The SSTI completed rehabilitating 117 Wilson Street and it will be for sale in FY2022. The next SSTI rehabilitation is located at 74 Marquette and should be completed in Summer 2022 for potential use by the AmeriCorps NCCC team. The 2022-2023 house has been identified and is located at 76 Winslow.

The Village was awarded \$250,000 from the Illinois Housing Development Authority Round 1 of the Strong Communities Program. These grant funds will be used for eligible reimbursements up to \$40,000 per property. Funds can also be used to demolish vacant and blighted houses.

The Villages of Park Forest, Richton Park, and Matteson continue to work with the Regional Transportation Authority to identify and implement alternative transportation options that meet the unique needs of area residents and employees.

Park Forest was one of five municipalities selected to participate during 2021 in the “Aging in a Changing Region” program, run by the Metropolitan Mayors Caucus, the Chicago Metropolitan Agency for Planning and Planning/Aging, funded by a grant from the RRF

Foundation for Aging. EDPD staff collaborated with Recreation, Parks and Community Health Staff on the *Aging in a Changing Region*, which resulted in policy and programmatic recommendations. Policy recommendations deal with Park Forest's approach to and handling of its support for aging-in-community, while programmatic recommendations address Park Forest's key aging-in-community challenges and opportunities.

Promote a thriving and stable housing market.

Community Relations is currently in the process of working on the second phase of video marketing tools which feature local residents and businesses. The marketing tools will highlight local hidden gems to include Village amenities. Videos will be uploaded to the Village website, sent out via eBulletin, and distributed through social media outlets. A Park Forest Community Relations YouTube page was created to showcase current and forthcoming videos.

The Commission on Human Relations participates in special and monthly meetings (virtual and in-person) panels, workshops and conferences for various groups. The groups include the following:

- Committee for Economic Development
- Mayors and Managers Diversity Issues Task Force
- Neighbor Works America
- National Housing Conference
- Black Enterprise
- University of Chicago Public Policy and Leadership
- Illinois Housing Coalition
- National Fair Housing Training Academy
- City of Chicago Human Relations
- Chicago Area Fair Housing Alliance
- South Suburban Housing Center

Generate a positive residential experience for increased resident retention and residential growth.

Community Relations staff hosted the first year of random acts of kindness for resident volunteers. This included dinner certificates with local catering businesses, special treats, wine gifts, and a special t-shirt that celebrates the resident as a Super Volunteer of Park Forest.

Community relations staff hosted the third year of Park Forest Oscar awards. Due to COVID-19, awardees and a guest were invited to receive their award and enjoy a reception. The event was recorded and uploaded to the Village website and to local social media platforms. The awards showcased over 25 residents and local businesses.

Community Relations and Commission on Human Relations were tasked to highlight local street unveilings and celebrate Black History Month together in one program. Several Village Board members were assigned the task of rededicating streets named after Confederate Generals and slave owners. After much discussion, input from residents, and research, the decision was made to change four streets. The streets included Davis, Early, Jackson, and Lee. Residents living on the selected streets were invited to the unveilings. A viewing and

reception program was provided to all local residents. A guest speaker was invited to speak and close out the rededication program.

Community Relations staff hosted its second Sunset Soiree event. This event is an outdoor dining experience with entertainment with all-white décor. Attendees come from Park Forest and travel from surrounding communities and the Chicagoland area. This is a ticketed event, which utilizes local businesses for the food, dessert and wine.

Community Relations staff hosted its third annual outdoor Food, Wine & Sangria Crawl throughout DownTown. Residents and guest are able to stroll DownTown Park Forest and enjoy food trucks, local foods, and wine tastings from local businesses and caterers. Crawl activities included a Paint n' Sip, samples, raffles, and a DJ for entertainment. These activities helped highlight local amenities.

Community Relations staff collaborated with Fifth Third Bank and Respond Now to host a Housing Fair and House Tour. Participants were guided by Respond Now and local realtors and given the opportunity to visit with vendors. Vendors included bankers, loan officers, and realtors. The event closed with an opportunity to tour local properties available for purchase.

Community Relations staff hosted three small business fairs, Music and Artistry Fair on Lester Road in the DownTown. These fairs showcased local and surrounding area small business vendors with a resident event included to increase participation. The activities included a Paint n' Sip, Outdoor Karaoke, and DJ for entertainment.

Community Relations staff and the Commission on Human Relations collaborated with local black owned businesses and caterers to spotlight their services by way of a Black Foodie's and Black Business Crawl throughout the DownTown. They also conducted bi-weekly trivia contests virtually on several social media platforms for the month of February to celebrate Black History Month. Community Relations staff observed and celebrated other heritages and cultures through small events, proclamations, and/or posters created for display in the lobby.

Community Relations staff and the Commission on Human Relations hosted an Ice Cream Social to help residents reacquaint themselves to networking and socialization. A local business was used for ice cream, Italian ice, and a variety of activities.

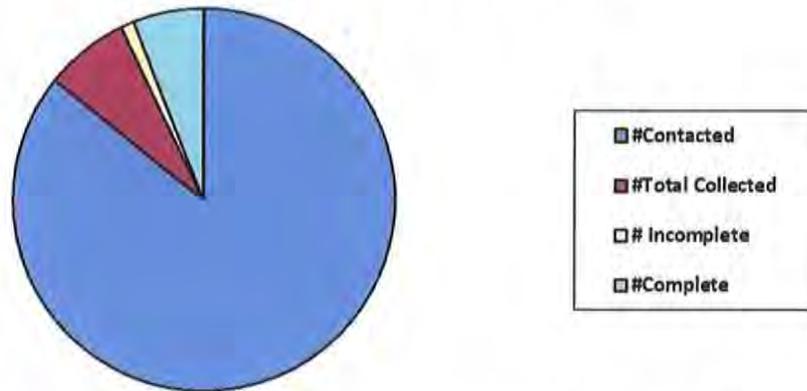
Community Relations staff and the Commission on Human Relations hosted their fourth annual holiday dinner with local commission groups. This dinner allows volunteers to interact over a meal, network, and build rapport with each other.

Community Relations staff and the Commission on Human Relations hosted its second annual coat drive for local and surrounding area residents. Local businesses and churches donated funds and or coats to this drive.

Community Relations staff hosted its fourth annual outdoor house music event on the Village Green in DownTown Park Forest. The event is well attended with over three thousand attendees and is used to spotlight local DJs, caterers, food trucks, and vendors. The event attracts traffic to the DownTown and helps bring attention to Park Forest.

The EDPD created the Residential Repair Community Assistance Program (CAP) to assist residents with tree violations for the second year. This program was designed to assist income-qualified homeowners with removing dead or dying trees or dead tree branches on their property for which the homeowner has received a Village code enforcement letter or citation. The CAP program paid 80 percent of the cost of the work, up to a maximum of \$1,500 per property. Any costs that exceeded \$1,500 were paid for by the homeowner. Over 300 residents were contacted, and 21 homeowners completed the program. This program will continue until funds are depleted.

COMMUNITY ASSISTANCE PROGRAM 21/22



Implement marketing programs and outlets to increase awareness of the variety of housing opportunities.

Community Relations is currently in the process of working on the second phase of video marketing tools which feature local residents and businesses. The marketing tools will highlight local hidden gems to include Village amenities. Videos will be uploaded to the Village website, sent out via eBulletin, and distributed through social media outlets. A Park Forest Community Relations YouTube page was created to showcase current and forthcoming videos.

Community Relations continues to update the “Living in Park Forest” page on the Village website to feature residents and events in the community.

2022/2023 ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT OBJECTIVES AND PERFORMANCE MEASURES:

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 or to acquire and rehabilitate existing commercial sites.

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 rehabilitation of five additional residential properties in the Village.
- D. Coordination with the Cook County Forest Preserve District to make improvements in Sauk Woods that will enhance the Eastgate neighborhood.

Community Relations Objectives

Community Relations staff 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 staff 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. Create on-going educational opportunities for housing providers, realtors, and home-seekers to learn about fair housing issues, home ownership assistance, and other housing-related issues.
 - B. Create on-going opportunities for cultural exchange among residents.
 - C. Equip interested Village staff, Board/Commission members, mediators, and multi-family housing representatives with the tools necessary to serve a diverse constituency.
 - D. Host event/s with local housing outlets to build relationships and determine how to attract more residents to buy and/or rent in the Village.
 - E. Create visual means (videos/brochures) to show case the Village as a safe and fun environment to relocate or live.
 - F. Create a culturally diverse group to create and promote multi-culturalism, harmony, and cohesion.
 - G. Create a template for local residents to follow to create a community social media platform.
 - H. Create events/workshops around current issues to increase awareness of resources.
 - I. Create a multicultural drama team to increase awareness of cultural differences and traditions in the community.
 - J. Celebrate residents and volunteers by recognition events and/or acts of kindness.

2. A positive residential experience will be measured by:
 - A. Create on-going opportunities for residents and potential new residents to experience enriching workshops and social networking events.
 - B. Celebrate a different culture or highlight a significant social issue through a variety of means each month.
 - C. Conduct multiple bus tours to increase awareness of Village amenities, facilities, programs, and new businesses to acknowledge and enhance community values and unity.
 - D. Continue programs for residents to be highlighted for their talents, hobbies, or interest.
 - E. Provide a new resident welcoming packet.
 - F. Publish and distribute a semi-annual community calendar of events to highlight the arts, leisure activities, and natural scenery of Park Forest.
 - G. Promote rental assistance, foreclosure prevention, housing counseling, and other housing resources to avoid evictions or home loss.
 - H. Partner with local schools to increase the awareness of current issues and solutions.
 - I. Partner with local schools to undertake meaningful projects across the community, connecting young adults with the older generation to make a cross-generational impact.
 - J. Provide informational fair housing events

3. Implementation of marketing programs will be measured by:
 - A. Continuously update the housing page on the Village website to court new residents, and incorporate the ability to request a new resident packet instantly by email.
 - B. On-going radio ads and a Village-wide eBulletin to increase awareness of Park Forest.
 - C. Implement measures to promote past events as a way of promoting the Village.
 - D. Increase use of media sources, LED signage, eBulletin services, and local videos to highlight everyday positive activities in the Village.
 - E. Increase awareness of community issues by regularly receiving updates from the Police Department and address through resources.

PERFORMANCE MEASURES:

	2017	2018	2019	2020**	2021***	2022****
Quarterly Business Meeting Attendance	186	221*	288	131	70	-
Number of Quarterly Business Meetings	5	4	5	5	4	-
Business License Renewal Packages Sent						
Mailed	258	260	246	250	275	317
Emailed	<u>62</u>	<u>67</u>	<u>70</u>	<u>89</u>	<u>67</u>	<u>64</u>
Total	320	327	316	339	342	381
Business License Renewal Application Submission						
Interactive PDF	97	111	120	130	133	165
Handwritten	<u>230</u>	<u>205</u>	<u>195</u>	<u>208</u>	<u>199</u>	<u>203</u>
Total	327	316	315	338	330	368

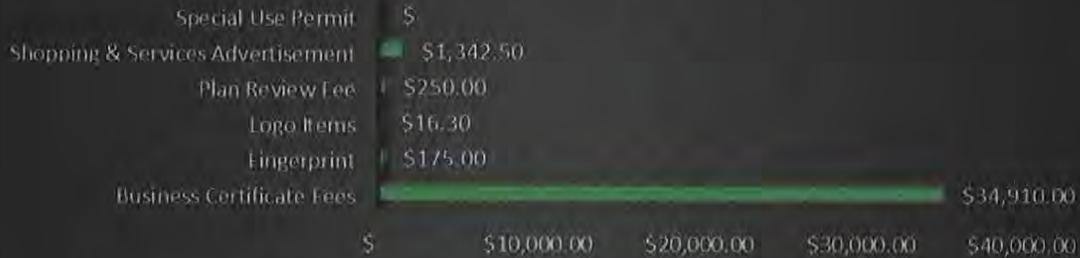
* Count includes July's CSEDC Quarterly Economic Forum at Freedom Hall; 119 attended.

**All meetings were conducted via Zoom webinars.

***Three meetings were conducted via Zoom webinars.

**** Data as of 3/8/22; still gathering data for calendar year.

ECONOMIC DEVELOPMENT FEE COLLECTION 7/1/21 to 3/8/22



	Business Certificate Fees	Fingerprint	Logo Items	Plan Review Fee	Shopping & Services Advertisement	Special Use Permit
Total	\$34,910.00	\$175.00	\$16.30	\$250.00	\$1,342.50	\$0

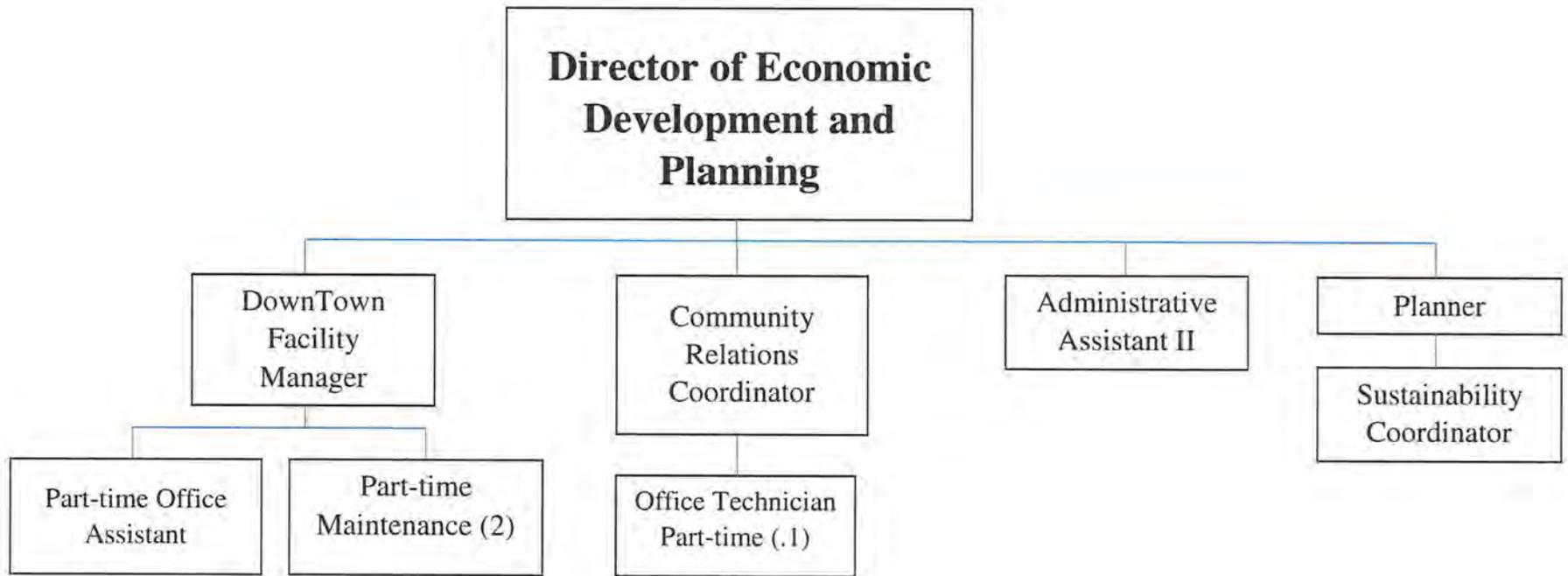
STAFFING:

<u>Position</u>	<u>2018/19*</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
Director of Economic Development & Planning	1	1	1	1	1
Assistant Director of Economic Development & Planning	1	1	1	1	0
Planner	0	0	0	0	1
Community Relations Coordinator	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1
Sustainability Coordinator**	.5	.5	.5	.5	1
Office Technician (part-time)	.1	.1	.1	.1	.1
Total	4.6	4.6	4.6	4.6	5.1

* Oversight of the Sustainability Coordinator moved from Administration to Economic Development

** Sustainability Coordinator moved to FT in 2022

Village of Park Forest Economic Development Department Organizational Chart



**Village of Park Forest
2022/2023 Budget**

**ECONOMIC DEVELOPMENT
and PLANNING SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	398,652	412,758	398,139	410,066	-1%
Overtime Salaries	92	740	740	762	3%
Part-time Salaries	<u>16,178</u>	<u>28,088</u>	<u>23,654</u>	<u>11,304</u>	<u>-60%</u>
Total Personnel Services	414,922	441,586	422,533	422,132	-4%
<u>Insurance</u>	31,479	34,962	31,480	28,001	-20%
<u>Employee Support</u>	87,072	104,937	81,772	93,232	-11%
<u>Professional Services</u>	8,908	33,500	32,800	33,500	0%
<u>Operating Supplies</u>	1,983	16,642	8,600	16,717	0%
<u>Capital Outlays</u>	3,587	0	0	2,500	100%
<u>Miscellaneous</u>	71,382	147,150	136,050	128,600	-13%
<u>Utilities</u>	<u>2,132</u>	<u>2,800</u>	<u>1,670</u>	<u>2,000</u>	<u>-29%</u>
TOTAL	<u>621,465</u>	<u>781,577</u>	<u>714,905</u>	<u>726,682</u>	-7%

**Village of Park Forest
2022/2023
Budget**

**ECONOMIC DEVELOPMENT AND PLANNING
SALARY DETAIL**

	6/30/2022 Base	Increase Salary 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Sandra Zoellner Director of Economic Development & Planning	117,610	121,138	25,2	122,543	11,764	9,375	1,500	0	126	30
Andrew Brown Economic Development Planner	72,228	74,395	14,3	76,326	7,327	5,839	6,991	435	126	15
Evelyn Randle Community Relations Coordinator	84,560	87,097	13,9	87,097	8,361	6,663	7,833	844	126	20
Anne Lotton Administrative Assistant II	68,536	70,592	9,8	71,411	6,855	5,463	7,833	435	126	12
Carrie Malfeo Sustainability Coordinator	50,568	52,085	7,2	52,689	5,058	4,031	1,500	0	126	10
Office Technician (Part-time)	10,849	11,174	2,5	11,304	0	865				
Overtime	740	762		762	73	58				
ECONOMIC DEVELOPMENT & PLANNING TOTAL	405,091	417,243		422,132	39,438	32,294	25,657	1,714	630	

NOTE: Full-time employees who decline health insurance receive a \$1,500 stipend 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, 11 holidays, and 1 floating holiday annually.

**Village of Park Forest
2022/2023 Budget**

**ECONOMIC DEVELOPMENT & PLANNING
DETAIL
01-19-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	410,066
500100	Overtime Salaries	762
500200	Part-time Salaries	<u>11,304</u>
Total Personnel Services		422,132

INSURANCE

510100	Health Insurance	25,657
	Dental Insurance	1,714
	Life Insurance	<u>630</u>
Total Insurance		28,001

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)	4,500
520100	Car/Mileage Reimbursement	2,000
520200	Membership Dues/Subscriptions	
	South Suburban Housing Center	500
	Chicago Area Fair Housing Alliance	200
	Illinois Municipal Human Rights Association	50
	American Planning Association (Planner)	600
	American Planning Association (PZC)	750
	International Council of Shopping Centers	125

	Illinois Economic Development Assoc	250	
	International Economic Development Council	500	
	3CMA - Associate Membership	400	
	Southland Black Chamber of Commerce	500	
	Downtown Promotion Reporter	250	
	South Suburban Small Business Association	350	
	LoopNet-commercial brokerage/marketing	2,400	
	STDB Online-retailer marketing	1,500	
	ArcGIS (AGOL) Mapping Services	500	
	Mid America Economic Development Council	300	
	Posternywall	<u>125</u>	
			9,300
520300	Training Staff Development		
	Registration for workshops and conferences		5,000
520400	Books/Pamphlets		700
520610	FICA		32,294
520620	IMRF		<u>39,438</u>
	Total Employee Support		93,232

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Sanitarian Fees	11,250	
	Special Events Support	5,800	
	Business Marketing Support (speaker fees)	3,200	
	Design of Community Calendar (2)	3,000	
	South Suburban Housing Center	4,500	
	Constant Contact (2)	2,000	
	Housing & Econ Dev Website Development (videos)	1,500	
	MakerLab Programming	<u>1,250</u>	
			32,500
532600	Credit Card Service Charge	<u>1,000</u>	
			<u>1,000</u>
	Total Professional Services		33,500

OPERATING SUPPLIES

540000	Other Operating Supplies		
	Office Supplies	1,567	
	Miscellaneous Copies	<u>500</u>	
			2,067
540400	Department Sponsored Meetings (Business Connection events, Realtor/Broker/Econ Dev events, housing plan/climate action plan implementation)	5,650	
	Civic Leadership Development Program	<u>9,000</u>	
			<u>14,650</u>
	Total Operating Supplies		16,717

CAPITAL OUTLAYS

560000	Capital Outlays		
	Computer replacement	<u>2,500</u>	
			<u>2,500</u>
	Total Capital Outlays		2,500

MISCELLANEOUS EXPENDITURES

590100	Postage		
	Shopping & Services Guide	2,625	
	Community Calendar (2)	4,625	
	Miscellaneous mailings	<u>2,750</u>	
			10,000
590800	Printing/Reproduction/Graphics		
	Economic Development Material	1,500	
	Shopping & Services Guide	13,000	
	Utility Bill Inserts	3,500	
	Special Events	5,500	
	Community Calendar	<u>13,000</u>	
			36,500
590900	Advertising		
	Ads for Special and Cultural Events (radio, boosts)	2,500	
	Business/Industry attraction and retention	4,000	
	Visitor/New Resident attraction and retention	5,000	
	Sign Grant Program (outside DownTown Park Forest)	<u>5,000</u>	
			16,500
591000	Public Notices		
	Zoning Variances, Appeals, Ordinance Revisions		1,750

591200	Other Special Events Expense	
	Community Engagement & Cultural Awareness (Hispanic & Women's History Month, LGBTQ weekend, Sunset Soiree	22,100
	Commission on Human Relations events (Black History Month, Good Egg Awards, Job Fair, Holiday dinner)	8,000
	Shop Local Event	600
	Diversity Dinners	1,000
	South Suburban Housing Center Annual Meeting	600
	EDAG Business Person of the Year Award	400
	New Business Open and Business Retention Events	1,150
	Resident Appreciation Events (2 months, multiple events)	9,500
	Response to Current Events (e.g., Police & Neighborhood activities)	3,000
	Promotional items (logo and sustainability promotion)	9,000
	Support for EDAG Initiatives	2,500
	Comprehensive Housing Plan Implementation	2,000
	Attendance at trade shows/job fairs (Business Expos, Career Fairs, ICSC, SelectChicago)	<u>4,000</u>
		<u>63,850</u>
	Total Miscellaneous Expenditures	<u>128,600</u>

UTILITIES

610000	Telephone	<u>2,000</u>
	Total Utilities	<u>2,000</u>

TOTAL ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT **726,682**

**Village of Park Forest
2022/2023 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 2021/2022 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.

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 2021 the Grants Seeking Task Force saw approval of 15 grants for \$4,145,732 bringing the total figure to \$46.1 million approved including prior years. In 2020 the Grants Seeking Task Force saw approval of 24 grants for \$3,151,690. In 2019 the Task Force saw approval of 20 grants for \$2,640,787. In 2018 the Task Force saw approval of 17 grants for \$896,532. In 2017 the Task Force saw approval of 10 grants for \$1,874,875. In 2016 the Task Force saw approval of 27 grants for \$9,327,548. In 2015 the Task Force saw approval of 10 grants for \$1,088,195. In 2014 the Task Force saw approval of 20 grants for \$2,859,250. In 2013 the Task Force saw approval of 10 grants for \$920,000. In 2012 the 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**
*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**
*Abandon Property Program Demolition Rehab (Round 4) (IHDA/SSLBDA) - \$250,000***
*House Demolition (CDBG) - \$135,000**
*(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 - \$480,000 ***
*Greenest Region Ameri-Corp Member - \$18,000 **
*Urban Water Grant - Rain Garden - - \$30,000 ***
*Upgrades to Fire Station Alert System (FEMA) - \$54,709 **
*Services for children Impacted by Violence & Drama Year1(ICJIA) - \$662,000 ***
*Services for children Impacted by Violence & Drama Year 2 (ICJIA) - \$378,000 ***
*Somonauk Nature Adventure Park Improvements (OSLAD) - \$395,000 ***
*Sanitary Sewer Relining Eastgate (CDBG) - \$300,000 ***
*Safer Covid-19 Recruitment Grant - \$785,000 ***
*AFG Ambulance grant - \$270,000 ***
*Covid-19 Community Relief for Cook and Will Counties - \$734,135 ***
*Shabbona Drive ReSurfacing (Sauk Trail to Indianwood) - \$2,653,600 ***
*Road Reconstruction/Water main Replacement (DECO) - \$350,000 ****
*LED Streetlighting Replacement Program - \$320,000 **
*Sinple Family Demo/Rehab Round 1 (IHDA/SCP) - \$250,000 ***
*Village Hall Improvements (DECO) - \$100,000 ****
*SouthCom & BI Technology Upgrades (DOJ/COPS/CJS) - \$276,000 ***

* 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 2021, 80 new vacant properties registered. Also in 2021 a total of 266 citations have been written on properties through the Adjudication process to resolve outstanding property code violation matter of enforcement. In 2020 a total of 112 citations were written. In 2019 a total of 226 citations were written. In 2018 a total of 195 citations were written. In 2017 a total of 149 citations were written. Since 2007, 206 properties have been brought to the civil court process. A total of 93 properties were ultimately pursued to demolition with 25 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 was 490. In 2019, that average was 434. In 2020 that average was 376. In 2021 that average was 322.

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. In 2019 that average was 322. In 2020, that average was 163. In 2021, that average was 136.

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.

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
2019	0	0
2020	0	0
2021	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 2021. 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.

2022/2023 COMMUNITY DEVELOPMENT DEPARTMENT OBJECTIVES AND PERFORMANCE MEASURES:

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>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Number of Building Permits Issued	738	868	835	956
Amount Collected in Permit Fees	\$99,865	\$118,075	\$144,611	\$111,955
Total Valuation of Work	\$7,329,309	\$9,216,286	\$9,148,950	\$8,345,081
Contractor's License Fees	\$35,800	\$36,450	\$40,650	\$41,850
Residential Inspection Fees	\$80,450	\$68,550	\$67,650	\$70,250
Real Estate Transfer Tax Stamps	\$150,415	\$248,891	\$180,351	\$344,240
Housing Court/Adjudication Fines	\$40,302	\$38,438	\$19,941	\$29,668
Civil Court/Liens	\$9,799	\$0	\$0	\$0
Buildings & Grounds Maintenance Income	\$110,236	\$151,305	\$79,121	\$107,552
Buildings & Grounds Maintenance Expense	\$84,775	\$109,893	\$95,830	\$88,159
Elevator/Escalator Inspection Fees	\$3,900	\$3,300	\$2,900	\$3,150
Number of Houses Vacant *	526	434	376	322
Number of Houses in Foreclosure *	490	322	163	136
Number in Foreclosure and Occupied *	346	226	112	88
Vacant Building Registration Program	\$27,400	\$17,800	\$11,800	\$12,000
New Vacant Building Registration Units	137	89	89	60
* Annual Average				

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
<u>Inspections</u>				
No Access	29	48	28	34
Inspector Initiated	1,855	1,834	2,351	2,165
Call-in/Referral Complaints	536	475	286	423
Single Family Inspections	651	568	547	743
Multifamily Inspections	382	468	212	295
New Construction	1,666	1,788	2,088	2,285
Violations	6,095	5,904	4,221	4,715
<u>Abatement</u>				
No Access	3	4	2	1
Inspector Initiated	999	994	1,385	2,125
Call-in/Referral Complaints	392	322	231	318
Single Family Inspections	420	324	197	373
Multi-family Inspections	58	70	57	54
Violations	4,700	4,932	2,347	3,497
<u>Overall Inspection Totals</u>	6,991	6,895	7,384	8,781
Certificates of Occupancy Issued	912	998	663	744
Number of Citations Issued	195	226	103	266
Days Representing Citations	10,728	18,776	4,125	6,385
Average Days Per Citation	76	83	40	24

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>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
Director	1	1	1	1	1
Code Enforcement Manager	1	1	1	1	1
Housing Inspector	2	2	2	2	2
Seasonal Code Enforcement Inspector	.5	.5	.5	.5	.5
Program Manager	1	1	1	1	1
Housing Case Worker	3	3	3	2	2
Housing Case Worker (part-time)	0	0	0	.5	0
Administrative Assistant II	1	1	1	1	0
Administrative Assistant I	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>2</u>
Total	10.5	10.5	10.5	10.0	9.5

Village of Park Forest Community Development Department Organizational Chart



**Village of Park Forest
2022/2023 Budget**

**COMMUNITY DEVELOPMENT
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	452,596	470,624	471,455	468,158	-1%
Overtime	188	1,000	507	0	-100%
Temporary/Part-time Salaries	<u>20,787</u>	<u>21,030</u>	<u>23,438</u>	<u>22,408</u>	7%
Total Personnel Services	473,571	492,654	495,400	490,566	0%
<u>Insurance</u>	71,573	77,749	68,000	63,862	-18%
<u>Employee Support</u>	90,317	105,485	90,347	95,848	-9%
<u>Professional Services</u>	2,597	15,400	2,000	15,400	0%
<u>Operating Supplies</u>	7,179	6,600	5,850	6,600	0%
<u>Maintenance</u>	85,249	85,792	81,767	86,792	1%
<u>Capital Outlays</u>	1,277	3,800	2,997	1,900	-50%
<u>Miscellaneous</u>	4,718	5,200	4,033	5,200	0%
<u>Leases and Rentals</u>	14,236	14,236	14,236	15,103	6%
<u>Utilities</u>	<u>4,041</u>	<u>6,000</u>	<u>4,000</u>	<u>5,000</u>	<u>-17%</u>
TOTAL	<u>754,758</u>	<u>812,916</u>	<u>768,630</u>	<u>786,271</u>	-3%

**Village of Park Forest
2022/2023
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT
SALARY DETAIL**

9-13

	6/30/2022 Base	Salary Increase 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Lawrence Kerestes Director of Community Development	142,508	146,783	24,9	146,783	14,091	11,229	14,073	844	126	35
Tiffany Perry Program Mgr/Exec Dir HA	80,083	82,485	14,6	83,442	8,010	6,383	1,500		126	20
Jerry C. Martin Code Enforcement Manager	88,789	91,453	14,9	91,453	8,779	6,996	15,766	844	126	30
Kathleen E. Fisher Housing Inspector	67,558	69,585	8,9	69,585	6,680	5,323	14,073	844	126	25
Eshe McGee Housing Inspector	67,558	69,585	8,9	69,585	6,680	5,323	13,505	1,354	126	20
Mattie Tyson Housing Case Worker	67,558	69,585	8,9	69,585	6,680	5,323	6,991	435	126	25
Karla Dixon Housing Case Worker	65,269	67,227	8,8	68,007	6,529	5,203	8,040	435	126	15
Audretta Bell Admin. Assistant I	53,098	54,691	8,2	61,918	5,944	4,737	6,991	435	126	10
Lashawna R Cook Admin. Assistant I	53,098	54,691	8,2	57,068	5,479	4,366	1,500		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, 11 holidays and 1 floating holiday annually.

**Village of Park Forest
2022/2023
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT
SALARY DETAIL**

	6/30/2022	Salary Increase	7/1/2022							
	Base	3.00%	Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Inspector - Seasonal Part-time	21,506	22,151	2.7	22,408		1,714				
Subtotal	707,025	728,236		739,834	68,872	56,597	82,439	5,191	1,134	
ALLOCATIONS										
Housing (Housing Case Worker @ 100%)				-68,007	-6,529	-5,203	-8,040	-435	-126	
Housing (Code Enforcement Manager @ 5%)				-4,573	-439	-350	-788	-42	-6	
Housing (Housing Inspector @ 5%)				-3,479	-334	-266	-704	-42	-6	
Housing (Housing Inspector @ 40%)				-27,834	-2,672	-2,129	-5,402	-542	-50	
Housing (Program Manager @ 95%)				-79,270	-7,610	-6,064	-1,425	0	-120	
Housing (Housing Case Worker @ 95%)				<u>-66,106</u>	<u>-6,346</u>	<u>-5,057</u>	<u>-6,641</u>	<u>-413</u>	<u>-120</u>	
Subtotal				-249,268	-23,930	-19,069	-23,000	-1,474	-428	
COMMUNITY DEVELOPMENT DEPARTMENT TOTAL	707,025	728,236		490,566	44,942	37,528	59,439	3,717	706	

NOTE: Code Enforcement Officer & Housing Inspectors receive an annual \$75 safety shoe allowance.
Full-time employees who decline health insurance receive a \$1,500 stipend 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, 11 holidays and 1 floating holiday annually.

**Village of Park Forest
2022/2023 Budget**

**COMMUNITY DEVELOPMENT
DETAIL
01-20-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	468,158
500200	Temporary/Part-time	<u>22,408</u>
Total Personnel Services		490,566

INSURANCE

510100	Health Insurance	59,439
	Dental Insurance	3,717
	Life Insurance	<u>706</u>
		<u>63,862</u>
Total Insurance		63,862

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 (ICC 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		37,528
520620	IMRF		<u>44,942</u>
	Total Employee Support		95,848

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.)	<u>86,792</u>
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Total Maintenance		86,792
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CAPITAL OUTLAYS

560000	Capital Outlays Computer Replacement	<u>1,900</u>
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Total Capital Outlays		1,900
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MISCELLANEOUS EXPENDITURES

590100	Postage	5,000
591000	Public Notices	<u>200</u>

Total Miscellaneous Expenditures		5,200
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LEASES AND RENTALS

600400	Vehicle Interfund Rentals	<u>15,103</u>
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Total Leases and Rentals		15,103
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UTILITIES

610000	Telephone Cell Phone Charges (5)	<u>5,000</u>
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Total Utilities		<u>5,000</u>
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TOTAL COMMUNITY DEVELOPMENT DEPARTMENT		786,271
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**Village of Park Forest
2022/2023 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
2022/2023 Budget**

**RECREATION AND PARKS
COMBINED ENTERPRISE FUNDS
(Aqua Center and Tennis and Health Club)**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 BUDGET	PERCENT CHANGE
REVENUE					
Services	181,335	267,187	314,249	300,337	12%
Sales	10,808	18,250	8,627	18,250	0%
IRMA Surplus Distribution	0	0	221	0	0%
Interest	751	8,000	119	8,000	0%
Merchandise Sales	55	0	0	0	0%
Contributions/Donations	2,000	0	0	0	0%
Transfer in from American Rescue Plan	0	250,000	0	0	-100%
Transfer from General Fund	<u>35,000</u>	<u>615,000</u>	<u>865,000</u>	<u>265,000</u>	-57%
TOTAL REVENUE	<u>229,949</u>	<u>1,158,437</u>	<u>1,188,216</u>	<u>591,587</u>	-49%
<u>Net Income(Loss)</u>	(248,943)	313,358	518,201	(245,206)	-178%
Debt Principal Repayment		-			
Depreciation	<u>67,553</u>	<u>66,609</u>	<u>61,116</u>	<u>73,746</u>	
Cash Flow	(173,760)	395,967	579,317	(171,460)	
<u>Beginning Net Cash</u>			474,675	1,053,992	
<u>Ending Net Cash</u>			1,053,992	882,532	

**Village of Park Forest
2022/2023 Budget**

**RECREATION AND PARKS
COMBINED ENTERPRISE FUNDS
(Aqua Center and Tennis and Health Club)**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	100,093	104,776	70,731	96,814	-8%
Overtime Salaries	171	2,270	0	2,323	2%
Temporary/Part-time Salaries	<u>53,593</u>	<u>86,790</u>	<u>57,590</u>	<u>89,394</u>	3%
Total Personnel Services	153,857	193,836	128,321	188,531	-3%
<u>Insurance (IRMA)</u>	5,971	32,590	13,535	19,912	-39%
<u>Employee Support</u>	9,614	32,925	24,163	28,879	-12%
<u>Professional Services</u>	70,390	229,747	199,124	229,747	0%
<u>Operating Supplies</u>	41,586	58,470	44,641	58,470	0%
<u>Maintenance</u>	26,385	23,540	31,040	23,540	0%
<u>Capital Outlays</u>	20,633	95,000	78,380	125,900	33%
<u>Depreciation</u>	67,553	66,609	61,116	73,746	11%
<u>Transfers to Other Funds</u>	37,640	0	0	0	0%
<u>Miscellaneous</u>	1,024	7,900	7,900	7,900	0%
<u>Leases and Rentals</u>	4,282	4,712	4,745	5,418	15%
<u>Utilities</u>	<u>39,957</u>	<u>99,750</u>	<u>77,050</u>	<u>74,750</u>	-25%
TOTAL EXPENSES	<u>478,892</u>	<u>845,079</u>	<u>670,015</u>	<u>836,793</u>	-1%

**Village of Park Forest
2022/2023 Budget**

**PUBLIC WORKS
COMBINED ENTERPRISE FUNDS
(Municipal Parking, Refuse Collection, Water and Sewer)**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Parking Lot Fees	7,977	22,326	10,728	11,800	-47%
Charges for Service	1,562,808	1,541,659	1,527,630	1,558,762	1%
Water Sales					
Residential	5,802,327	6,208,244	5,926,697	6,539,918	5%
Commercial	1,224,141	1,317,902	1,358,423	1,526,638	16%
Infrastructure Fee	301,908	302,071	306,247	306,247	1%
Sanitary District Fees	186,447	186,926	189,128	189,128	1%
Sewer User Fees					
Residential	983,643	1,059,190	1,007,011	1,118,082	6%
Commercial	226,262	250,943	236,417	265,524	6%
Sewer Tap Fees	10,428	5,000	3,690	4,500	-10%
Interest	3,351	4,101	2,824	2,912	-29%
Merchandising & Jobbing	-880	1,200	22,391	10,000	733%
Utility Warranty	2,085	2,086	2,064	2,064	-1%
Transfer from Other Funds	0	1,775,000	1,815,000	1,440,000	-19%
Miscellaneous Income	<u>4,329</u>	<u>3,500</u>	<u>2,141</u>	<u>3,000</u>	-14%
TOTAL REVENUE	<u>10,314,826</u>	<u>12,680,148</u>	<u>12,410,391</u>	<u>12,978,575</u>	2%
Net Income(Loss)	949,245	1,619,329	2,443,881	2,252,145	39%
Major Capital Outlays	793,941	(5,834,520)	(3,902,007)	(6,107,854)	5%
Debt Principal Repayment	1,191,816	(1,315,929)	(1,315,929)	(1,241,432)	-6%
Loan Proceeds	0	5,000,000	1,666,666	3,333,333	-33%
Depreciation	<u>1,118,767</u>	<u>1,223,177</u>	<u>1,223,177</u>	<u>1,156,735</u>	-5%
Cash Flow	4,053,769	692,057	115,788	(607,073)	
Beginning Net Cash			5,638,821	5,754,609	
Ending Net Cash			5,754,609	5,147,536	

**Village of Park Forest
2022/2023 Budget**

**PUBLIC WORKS
COMBINED ENTERPRISE FUNDS
(Municipal Parking, Refuse Collection, Water and Sewer)**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	1,690,657	1,772,107	1,726,370	1,791,029	1%
Overtime Salaries	120,755	192,283	151,491	196,602	2%
Temporary/Part-time Salaries	<u>88,155</u>	<u>155,329</u>	<u>102,819</u>	<u>118,358</u>	-24%
Total Personnel Services	1,899,567	2,119,719	1,980,680	2,105,989	-1%
<u>Insurance</u>	273,814	302,489	295,624	340,228	12%
<u>IRMA</u>	138,164	327,582	236,502	350,694	7%
<u>Employee Support</u>	115,943	408,447	366,536	364,367	-11%
<u>Professional Services</u>	1,478,275	1,597,414	1,492,842	1,597,318	0%
<u>Operating Supplies</u>	633,150	742,467	608,935	749,229	1%
<u>Maintenance</u>	1,267,417	1,611,964	1,088,988	1,498,221	-7%
<u>Capital Outlays</u>	296,500	587,600	528,537	365,700	-38%
<u>Depreciation</u>	1,118,767	1,223,177	1,223,177	1,156,735	-5%
<u>Interest Expense</u>	248,016	219,473	219,473	250,247	14%
<u>Transfer to Other Funds</u>	1,195,522	1,200,121	1,200,121	1,204,710	0%
<u>Miscellaneous</u>	56,718	57,696	57,129	58,030	1%
<u>Leases & Rentals</u>	392,222	400,780	400,030	412,412	3%
<u>Utilities</u>	<u>251,506</u>	<u>261,890</u>	<u>267,936</u>	<u>272,550</u>	4%
TOTAL EXPENSES	<u>9,365,581</u>	<u>11,060,819</u>	<u>9,966,510</u>	<u>10,726,430</u>	-3%

Village of Park Forest 2022/2023 Budget

AQUA CENTER

DEPARTMENT FUNCTION:

The Department of Recreation, Parks & Community Health operates a four-pool outdoor aquatics complex, the Park Forest Aqua Center. 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 for the facility to move into a management agreement to oversee the daily operations. 2020 brought about changes once again to the facility as the COVID-19 pandemic forced the cancellation of the season. Additionally due to complications with the original service provider’s management agreement, in 2020 the Trustee Board approved a 3-year contract with CELTS Aquatics Group (CELTS) to manage the Park Forest Aqua Center. 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 be the responsibility of CELTS Aquatics Group.

ACCOMPLISHMENT OF 2021/2022 BUDGET OBJECTIVES:

1. Maximize opportunities presented by the CELTS partnership to enhance member experience and services offered.

2021 brought about an increase to swim lesson revenue not seen in recent years, along with increased rental income. Additional events such as an in-pool obstacle course and a more personal experience for Adult Pool members added to member experience.

2. Add additional amenities and features to upgrade the facility.

The WIBIT Wednesday (in-pool obstacle course) was added in 2021.

3. Expand revenue streams with a focus on day camps and party rentals.

2021 saw an increase in party rentals and corresponding revenue not seen in recent years.

4. Implement new programming and offerings to veterans and seniors

A senior rate was offered in 2021 and plans for a Military Service discounted days will take place in 2022.

5. Continue to evaluate pool operations with regard expense vs. revenue.

Staff continues to evaluate operational expenses to maintain fiscal responsibly as well as affordability to residents and other guests.

2022/2023 AQUA CENTER OBJECTIVES:

1. Continue to maximize opportunities presented by the CELTS partnership to enhance member experience and services offered.
2. Continues to add to member experience.
3. Continue to expand revenue streams with a focus on day camps and party rentals.
4. Implement new programming and offerings to veterans and seniors
5. Continue to evaluate pool operations with regard expense vs. revenue.

PERFORMANCE MEASURES:

In compliance with Federal and State issued COVID19 Guidelines, the 2020 Park Forest Aqua Center season was cancelled. There were no activities or programs.

12-Year Trends - Park Forest Aqua Center Season Pass Sales:

Season	Passes Issued	% Passes Sold to Park Forest Residents
2021	1,154	56.0%
2020	Cancelled	0%
2019	1,092	52.0%
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%

**Village of Park Forest
2022/2023 Budget**

**AQUA CENTER
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Services	46,521	101,850	157,665	132,500	30%
Sales	(101)	1,750	295	1,750	0%
Merchandise Sales	55	0	221	0	0%
Interest	663	8,000	119	8,000	0%
Transfer from General Fund	<u>0</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	0%
TOTAL REVENUE	<u>47,138</u>	<u>361,600</u>	<u>408,300</u>	<u>392,250</u>	8%
<u>Net Income(Loss)</u>	(172,107)	(106,263)	26,928	(82,602)	-22%
Depreciation	<u>62,264</u>	<u>61,320</u>	<u>56,488</u>	<u>65,957</u>	
Cash Flow	(109,843)	(44,943)	83,416	(16,645)	
<u>Beginning Net Cash</u>			465,428	548,844	
<u>Ending Net Cash*</u>			548,844	532,199	

* Ending net cash reserved for the following year operations and capital items.

**Village of Park Forest
2022/2023 Budget**

**AQUA CENTER
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	2,742	10,991	0	11,251	2%
Overtime Salaries	145	1,513	0	1,549	2%
Temporary/Part-time Salaries	<u>990</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Personnel Services	3,877	12,504	0	12,800	2%
<u>Insurance(IRMA)</u>	1,510	2,593	1,676	2,593	0%
<u>Employee Support</u>	-33	2,405	0	2,208	-8%
<u>Professional Services</u>	65,488	222,465	193,410	222,465	0%
<u>Operating Supplies</u>	23,885	30,970	27,541	30,970	0%
<u>Maintenance</u>	10,389	7,200	14,700	7,200	0%
<u>Capital Outlays</u>	7,630	39,000	22,380	65,900	69%
<u>Depreciation</u>	62,264	61,320	56,488	65,957	8%
<u>Transfers to Other Funds</u>	17,640	0	0	0	0%
<u>Miscellaneous</u>	900	7,000	7,000	7,000	0%
<u>Leases and Rentals</u>	2,141	2,356	2,061	2,709	15%
<u>Utilities</u>	<u>23,554</u>	<u>80,050</u>	<u>56,116</u>	<u>55,050</u>	-31%
TOTAL EXPENSES	<u>219,245</u>	<u>467,863</u>	<u>381,372</u>	<u>474,852</u>	1%

**Village of Park Forest
2022/2023 Budget**

**AQUA CENTER
DETAIL
53-11-33**

PERSONNEL SALARIES

Salaries and Wages

500000	Regular Salaries	11,251
500100	Overtime Salaries	<u>1,549</u>
Total Salaries		12,800

INSURANCE

510300	IRMA Premium	<u>2,593</u>
Total Insurance		2,593

EMPLOYEE SUPPORT

520610	FICA	979
520620	IMRF	<u>1,229</u>
Total Employee Support		2,208

PROFESSIONAL SERVICES

530000	Other Professional Services (ActiveNet Fees, CELTS Aquatic Group Mgmt. Contract)	219,325
530300	Audit Services (annual)	140
532600	Credit Card Service Charge	<u>3,000</u>
Total Professional Services		222,465

OPERATING SUPPLIES

540000	Other Operating Supplies (Paints and hardware, small tools, cleaning supplies, paper products, towels and office supplies)	24,970
541600	Chemicals	<u>6,000</u>
Total Operating Supplies		30,970

MAINTENANCE

550200	Equipment Repairs (Mechanical systems, plumbing, electrical, upkeep of building and equipment)	3,500
550500	Contractual Grounds Maintenance	<u>3,700</u>
Total Maintenance		7,200

CAPITAL OUTLAYS

560000	Capital Outlay		
	Replace Pool Filter Medium	28,000	
	Replace Valves	6,000	
	Pool Deck - Maintenance/Repairs	5,000	
	Pool Bottom - Maintenance/Repairs	5,000	
	Televisе Drain Lines	5,000	
	Computer System Upgrades	1,900	
	Parking Lot - Reseal/ Stripe	10,000	
	Interior Upgrades - Lobby	<u>5,000</u>	
	Total Capital Outlay		65,900
560700	Depreciation		<u>65,957</u>
Total Capital Outlays			131,857

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>2,709</u>
Total Leases and Rentals		2,709

UTILITIES

610000	Telephone	2,050
610600	Public Utilities (Electric, natural gas and telephone)	<u>53,000</u>
Total Utilities		<u>55,050</u>

TOTAL AQUA CENTER		474,852
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Village of Park Forest 2022/2023 Budget

TENNIS and HEALTH CLUB

DEPARTMENT FUNCTION:

The Department of Recreation, Parks & Community Health operates the Park Forest Tennis and Health Club, a six-court facility with health and exercise equipment, pro shop and full service lounge.

Originally, opening in 1974, the club was managed by the private sector until 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 retired 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 consistently drawn from a greater number of non-residents. While there is a significant difference of resident to non-resident membership, this does provide considerable exposure to the Village. "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 with abbreviated summer hours. Staff has recently evaluated the membership and service fee structure to maximize revenue and yet be competitive in the market. This evaluation resulted in a 10% increase in membership and court fees for the 2019/20 season. There will be no fee increase for the 21/22 season.

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. Six men's and women's teams, at all ability levels, travel to such clubs as Five Seasons (Burr Ridge), XS Tennis (Chicago), Naperville, Oak Brook, Hinsdale and many others. This is many more teams than other, larger area clubs are able to muster. 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, twice a week for two

hours as well as patronizing the Courtside Lounge and the Matteson Tennis Club reserves three courts, each Saturday for 1 to 1½ hours. Special Olympics of Illinois (SOIL) has moved from the Homewood facility to the Park Forest Tennis & Health Club for their practice. Also, the club has added the Royals Softball Team during the winter. The Royals utilize a tennis court and the upstairs workout space for off-season strength and conditioning. For several years, Olivet University and Purdue Northwestern University have chosen the Park Forest Tennis and Health Club as their home court for both practice and intercollegiate matches. Back at the club this season, Chicago State men's and women's teams and Prairie State College men's teams. Altogether, these four collegiate teams add over \$30,000 in revenue. The Tennis Club has also expanded services within the Park Forest area: they have utilized space to accommodate the Line Dancing group and have become emergency evacuation sites for multiple Park Forest Schools.

ACCOMPLISHMENTS OF 2021/2022 BUDGET OBJECTIVES:

1. Continue to upgrade the facility as needed to increase membership and lesson base.

New LED court lights, installed in 2019 have reduced electric usage considerably.

2. Continue implementation of the new marketing and pricing strategy.

Staff continues to successfully market to members of area clubs that have closed. Staff maintains regular contact with area schools and colleges to use the facility for their team practice and tournaments. Chicago State University and Prairie State College are now using the club for practice and matches. There are now a total of four area colleges and universities taking advantage of the facility.

3. Staff will continue to explore additional programming options to maximize use of the club.

In compliance with Federal and State issued COVID19 Guidelines, few programming options were allowed, or available in 2021.

2022/2023 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 programming options to maximize use of the club and to promote tennis as a life sport to residents.

PERFORMANCE MEASURES:

Season	Resident	Non- Resident	Total Sales	New Members
2021	31 (14%)	197 (86%)	228	37
2020	28 (11%)	232 (89%)	260	26
2019	22 (12%)	216 (88%)	238	22
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%)	389	n/a
2010	93 (24%)	302 (76%)	395	n/a

**Village of Park Forest
2022/2023 Budget**

**TENNIS and HEALTH CLUB
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Services	134,814	165,337	156,584	167,837	2%
Sales	10,909	16,500	8,332	16,500	0%
Contributions & Donations	2,000	0	0	0	0%
Interest	88	0	0	0	0%
Transfer from General Fund	<u>35,000</u>	<u>615,000</u>	<u>615,000</u>	<u>15,000</u>	-98%
TOTAL REVENUE	<u>182,811</u>	<u>796,837</u>	<u>779,916</u>	<u>199,337</u>	-75%
<u>Net Income (Loss)</u>	(76,836)	419,621	491,273	(162,604)	
Depreciation	<u>5,289</u>	<u>5,289</u>	<u>4,628</u>	<u>7,789</u>	
Cash Flow	(71,547)	424,910	495,901	(154,815)	
<u>Beginning Net Cash</u>			9,247	505,148	
<u>Ending Net Cash</u>			505,148	350,333	

**Village of Park Forest
2022/2023 Budget**

**TENNIS and HEALTH CLUB
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	97,351	93,785	70,731	85,563	-9%
Overtime Salaries	26	757	0	774	2%
Temporary/Part-time Salaries	<u>52,603</u>	<u>86,790</u>	<u>57,590</u>	<u>89,394</u>	3%
Total Personnel Services	149,980	181,332	128,321	175,731	-3%
<u>Insurance(IRMA)</u>	4,461	29,997	11,859	17,319	-42%
<u>Employee Support</u>	9,647	30,520	24,163	26,671	-13%
<u>Professional Services</u>	4,902	7,282	5,714	7,282	0%
<u>Operating Supplies</u>	17,701	27,500	17,100	27,500	0%
<u>Maintenance</u>	15,996	16,340	16,340	16,340	0%
<u>Capital Outlays</u>	13,003	56,000	56,000	60,000	7%
<u>Depreciation</u>	5,289	5,289	4,628	7,789	47%
<u>Transfer to Other Funds</u>	20,000	0	0	0	0%
<u>Miscellaneous</u>	124	900	900	900	0%
<u>Leases and Rentals</u>	2,141	2,356	2,684	2,709	15%
<u>Utilities</u>	<u>16,403</u>	<u>19,700</u>	<u>20,934</u>	<u>19,700</u>	0%
TOTAL EXPENSES	<u>259,647</u>	<u>377,216</u>	<u>288,643</u>	<u>361,941</u>	-4%

**Village of Park Forest
2022/2023 Budget**

**TENNIS and HEALTH CLUB
DETAIL
54-11-59**

PERSONNEL SALARIES

Salaries and Wages

500000	Regular Salaries	85,563
500100	Overtime Salaries	774
500200	Temporary/Part-time	<u>89,394</u>
Total Salaries		175,731

INSURANCE

510100	Health Insurance	8,601
510120	Health Insurance Stipend	3,500
510300	IRMA Premium	<u>5,218</u>
Total Insurance		17,319

EMPLOYEE SUPPORT

520200	Dues/Subscriptions (Tennis team entry fees)	3,500
520610	FICA	13,443
520620	IMRF	<u>9,728</u>
Total Employee Support		26,671

PROFESSIONAL SERVICES

530000	Other Professional Services (ActiveNet Service Fees, Exterminator, equipment servicing)	2,000
530300	Audit Services (annual)	282
532600	Credit Card Service Charge	<u>5,000</u>
Total Professional Services		7,282

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	1,000
540500	Beverage purchases for resale	10,000
540600	Accessories purchases for resale (Pro Shop)	<u>6,500</u>
Total Operating Supplies		27,500

MAINTENANCE

550200	Equipment Repairs (HVAC, plumbing, electrical, upkeep of building and equipment)	1,600
550400	Contractual Maintenance (Custodial Maintenance, Security system, etc.)	12,740
550500	Contractual Grounds Maintenance	<u>2,000</u>
Total Maintenance		16,340

CAPITAL OUTLAYS

560000	Capital Outlays	
	Exterior Foundation Drain-North Wall	5,000
	Resurface Courts	50,000
	Replace/Upgrade Exercise Equipment	<u>5,000</u>
	Total Capital Outlays	60,000
560700	Depreciation	<u>7,789</u>
Total Capital Outlays		67,789

MISCELLANEOUS EXPENDITURES

590900 Advertising and Marketing Expense 900

Total Miscellaneous Expenditures 900

LEASES and RENTALS

600400 Vehicle Interfund Rentals
(Maintenance activities performed by Parks staff) 2,709

Total Leases and Rentals 2,709

UTILITIES

610000 Telephone 1,700

610600 Public Utilities
(Electric, gas and telephone) 18,000

Total Utilities 19,700

TOTAL TENNIS and HEALTH CLUB 361,941

**Village of Park Forest
2022/2023 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.

- As of 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 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.

As of the 2019/2020 budget, personnel costs for the Municipal Parking Fund will no longer be included 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.

PAST 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 successful in attracting many additional customers as lot usage only increased by approximately 30 vehicles in each lot. Lot usage continued to be approximately 1/3 of capacity and continued to decline.

Therefore, 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, CN completed various parking lot improvements. 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 2021/2022 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.

- Maintain and repair pavement, sidewalk, fare boxes, gates, grounds, pavement markings, parking lot lights and any miscellaneous items.

DPW repaired lights, filled potholes as needed and provided funds for grounds and equipment maintenance. Due to AT&T discontinuing service of their 3G network, DPW needed to upgrade the 3G modems to 4G LTE modems in the 4 payment boxes. This upgrade insures payment software service and to maintain credit card acceptance and processing. Ancillary benefits include, reduced power consumption, faster and more reliable communications, and the compatibility with all models of payment terminals.

- Snow and ice removal operations.

DPW removed snow and ice as conditions required. Funds were provided to purchase calcium chloride pellets.

- 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. TruGreen provided weed control at Lot 1.

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.
Usage ceased in Fiscal 2019 – Lot closed.*

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.
Usage decreased to 178 in Fiscal 2019.
Usage decreased to 68 in Fiscal 2020.
Usage decreased to 20 in Fiscal 2021.*

3. Evaluate rates as needed.

Rates were increased from \$1/day to \$1.25/day starting in Fiscal 2015. Rates remain the same for Fiscal 2022.

4. Research and/or incorporate any applicable new technologies for infrastructure improvements.

Due to AT&T discontinuing service of their 3G network, DPW needed to upgrade the 3G modems to 4G LTE modems in the 4 payment boxes. This upgrade insures payment software service and to maintain credit card acceptance and processing. Ancillary benefits include, reduced power consumption, faster and more reliable communications, and the compatibility with all models of payment terminals.

2022/2023 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 #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:

	2017	2018	2019	2020	2021
Commuters served at 211 th St. Station *	32,099	22,566*	0	0	0
Commuters served at Matteson Station	46,117	48,295	50,993	14,518	7,584

Customer calculation is based on revenue received.

* On September 1, 2018, this lot was closed.

**Village of Park Forest
2022/2023 Budget**

**MUNICIPAL PARKING FUND
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Parking Lot Fees	7,977	22,326	10,728	11,800	-47%
Transfer from General Fund	0	75,000	75,000	0	-100%
Interest	<u>2</u>	<u>2</u>	<u>1</u>	<u>1</u>	-50%
TOTAL REVENUE	<u>7,979</u>	<u>97,328</u>	<u>85,729</u>	<u>11,801</u>	-88%
<u>Net Income(Loss)</u>	(41,978)	14,416	33,773	(40,624)	-382%
Depreciation	<u>30,588</u>	<u>28,374</u>	<u>28,374</u>	<u>26,160</u>	
Cash Flow	(11,390)	42,790	62,147	(14,464)	
<u>Beginning Net Cash</u>			10,482	72,629	
<u>Ending Net Cash</u>			72,629	58,165	

**Village of Park Forest
2022/2023 Budget**

**MUNICIPAL PARKING FUND
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>IRMA</u>	982	1,146	741	217	-81%
<u>Professional Services</u>	1,652	4,002	2,266	2,378	-41%
<u>Operating Supplies</u>	1,316	2,640	1,530	2,270	-14%
<u>Maintenance</u>	11,025	41,550	14,506	16,400	-61%
<u>Depreciation</u>	30,588	28,374	28,374	26,160	-8%
<u>Utilities</u>	<u>4,394</u>	<u>5,200</u>	<u>4,539</u>	<u>5,000</u>	-4%
TOTAL EXPENSES	<u>49,957</u>	<u>82,912</u>	<u>51,956</u>	<u>52,425</u>	-37%

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.

**Village of Park Forest
2022/2023 Budget**

**MUNICIPAL PARKING FUND
DETAIL
51-17-00**

INSURANCE

510300	IRMA Premium	<u>217</u>
Total Insurance		217

PROFESSIONAL SERVICES

532600	Credit Card Service Charges	<u>2,378</u>
Total Professional Services		2,378

OPERATING SUPPLIES

540000	Other Operating Supplies (Spare keys, snow and ice materials, paper rolls, signage bank bags)	2,000
540200	Printing/Copying Supplies (Notices, public information, etc.)	100
541400	Paint/Hardware/Small tools	<u>170</u>
Total Operating Supplies		2,270

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, veg control)	4,400
551000	Parking Lot Maintenance (Various repair/replacement parts for gates and lighting)	<u>2,000</u>
Total Maintenance		16,400

CAPITAL OUTLAYS

560700	Depreciation	<u>26,160</u>
Total Capital Outlays		26,160

UTILITIES

610600	Public Utilities (Electricity for parking lot lighting)	<u>5,000</u>
Total Utilities		<u>5,000</u>

TOTAL MUNICIPAL PARKING FUND **52,425**

Village of Park Forest 2022/2023 Budget

REFUSE COLLECTION FUND

DEPARTMENT FUNCTION:

Garbage, recycling, electronic waste pickup, 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 Services Inc. located in Homewood, IL. Homewood Disposal Services Inc. is the parent company of Nu-Way Disposal and Star Disposal companies. On November 16th, 2021, the Village entered into a new contract with Homewood Disposal Services Inc. commencing on January 1, 2022 through December 31, 2033.

The program in place for this new 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. 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, or tires 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 Disposal will provide collection service on Wednesday for that week only.

Yard waste collection begins April 1st to November 30th. Residents may use 30-gallon biodegradable paper bags purchased from any local store. If a bag is purchased from a local store, residents will need to purchase a sticker from Star Disposal to cover the cost of pick up and disposal. Alternatively, upon the request of the resident, Star Disposal will provide a 95 gallon wheeled yard waste cart for rent. Residents can rent additional carts if necessary. These rented containers will be used for yard waste from April through November and they can also be used for regular refuse from December through March. 3 to 4 bundles of branches per week will also be picked up at no additional cost. Branches must be tied together, cut into 5 foot lengths (max) and no branch may be greater than 4 inches in diameter. Christmas tree pick up service will also be provided at no additional cost during the month of January only.

The 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 every other week. Larger (95-gallon) 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 \$15,000 from Star Disposal for the sale of all residential recyclable materials collected in Park Forest.

The electronic waste (E-waste) recycling pick up service consists of the following:

1. Single family homes are permitted to place up to 2 (two) television/monitors of any size, per year, per home.
2. There is no pick up limit for all other E-waste materials.
3. Residents need to call Star Disposal to schedule an E-waste pick up.
4. E-waste recycling pick up will coincide with the normal Tuesday collection day.

Illinois Law defines E-waste as, but is not limited to, televisions, monitors, printers, computers (desktop, laptop, notebook, and tablet), electronic keyboards, fax machines, video cassette recorders, digital music players, digital video players/recorders, video game consoles, small scale servers, scanners, electronic mice, digital converter boxes, cable receivers, and satellite receivers.

Effective January 1, 2022, an ordinance was passed by the Village Board that established refuse rates through December 31, 2026. These rates are as follows:

\$25.03 per month for January 1, 2022 – December 31, 2022
\$25.87 per month for January 1, 2023 – December 31, 2023
\$26.75 per month for January 1, 2024 – December 31, 2024
\$27.65 per month for January 1, 2025 – December 31, 2025
\$28.57 per month for January 1, 2026 – December 31, 2026

ACCOMPLISHMENT OF 2021/2022 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 2021, the Village Sustainability Team organized and promoted several events. The first was a Shredding event in May in which we collected 7,500 lbs of paper to be securely shredding and recycled into tissue paper products and 220 lbs of cardboard to be recycled. The second was a Composting event in June that diverted 600 lbs of food and yard waste out of the landfill. Finally, the Sustainability team hosted their annual Recycle Fest in July where 6,000 lbs of electronics, 50 TVs, 125 pairs of glasses 5,300 lbs of clothes and shoes, 70 lbs of medication, 164 lbs of polystyrene, 31 flags, 12 bikes, and 188 trophies were collected for reuse or recycled.

In addition to annual events, the Village Sustainability Team collected and recycled 87 lbs of batteries, 56 lbs of plastic bags and 112 ink/laser cartridges through internal recycling programs.

From 2016, we have diverted 55,500 lbs of shredded paper, 81,215 lbs of electronics, 704 TVs, 1,041 pairs of glasses, 15,608 lbs of clothes and shoes, 163 lbs of plastic bags, 188 lbs of medication, 322 lbs of polystyrene, 15,267 books, 112 flags, 29 bikes, 252 trophies, 339 ink/laser cartridges and 130 lbs of batteries, and 130 from the landfill to reuse or recycle.

2. Evaluate rates necessary to fully cover costs.

On November 16, 2021, the Village entered into a new contract with Homewood Disposal Services Inc. commencing on January 1, 2022 through December 31, 2033. 5 years of new refuse rates are identified above. Rates for the proposed budget have been recommended at a level necessary to support operations. Beginning January 2022 the rates set and outlined above shall serve as the yearly evaluation needed to support this fund's operations.

2022/2023 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:

	2017	2018	2019	2020	2021
Garbage (tons)	6,134	5,933	6334	7,473	7,104
Recyclables (tons)	1,006	965	918	965	982
Yard waste (tons)	406	549	569	570	558

Total (tons)	7,546	7,447	7,821	9,008	8,644
Electronic Waste (each)		*			
TV/Monitor		332	205	312	271
Computer		9	0	1	7
Other		67	0	38	52
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" represents any other electronic device that is not a TV or computer monitor.

**Village of Park Forest
2022/2023 Budget**

**REFUSE COLLECTION FUND
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Charges for Service	1,562,808	1,541,659	1,527,630	1,558,762	1%
Interest	<u>518</u>	<u>708</u>	<u>200</u>	<u>200</u>	<u>-72%</u>
TOTAL REVENUE	<u>1,563,326</u>	<u>1,542,367</u>	<u>1,527,830</u>	<u>1,558,962</u>	1%
EXPENSES					
<u>Personnel Services</u>	28,863	29,927	29,927	30,824	3%
<u>Insurance</u>	4,534	4,956	4,956	4,978	0%
<u>IRMA</u>	19,226	36,873	23,835	42,542	15%
<u>Employee Support</u>	789	5,755	5,685	5,317	-8%
<u>Professional Services</u>	1,301,147	1,340,513	1,332,776	1,355,351	1%
<u>Transfer to Other Funds</u>	141,754	144,093	144,093	148,682	3%
<u>Miscellaneous</u>	<u>14,052</u>	<u>14,090</u>	<u>14,052</u>	<u>14,090</u>	<u>0%</u>
TOTAL EXPENSES	<u>1,510,365</u>	<u>1,576,207</u>	<u>1,555,324</u>	<u>1,601,784</u>	2%
<u>Net Income (Loss)</u>	52,961	(33,840)	(27,494)	(42,822)	
<u>Beginning Net Cash</u>			569,304	541,810	
<u>Ending Net Cash</u>			541,810	498,988	

**Village of Park Forest
2022/2023 Budget**

**REFUSE COLLECTION FUND
DETAIL
56-17-53**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries		<u>30,824</u>
Total Personnel Services			30,824

INSURANCE

510100	Health Insurance	4,682	
	Dental Insurance	271	
	Life Insurance	<u>25</u>	
			4,978
510300	IRMA Premium		<u>42,542</u>
Total Insurance			47,520

EMPLOYEE SUPPORT

520610	FICA		2,358
520620	IMRF		<u>2,959</u>
Total Employee Support			5,317

PROFESSIONAL SERVICES

530000	Other Professional Services (Contractual garbage collection) (Street Sweeping Debris Overage)	1,352,356 <u>1,000</u>	1,353,356
530300	Audit Services	<u>1,995</u>	
	Total Professional Services		1,355,351

TRANSFER TO OTHER FUNDS

581000	Indirect Cost to General Fund (Reduced by \$30,000 for municipal bldg. pick-up)	<u>148,682</u>	
	Total Transfer To Other Funds		148,682

MISCELLANEOUS EXPENDITURES

590100	Postage (Refuse portion of Utility Bill)	<u>14,090</u>	
	Total Miscellaneous Expenditures		<u>14,090</u>

TOTAL REFUSE COLLECTION FUND **1,601,784**

**Village of Park Forest
2022/2023 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. User fees are used to fund daily operation and maintenance of water supply, purification and distribution, as well as, fund capital improvement projects and debt service.

Past projects and funding history

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 Consulting Engineers 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 the funding for this project through the use of the established \$3 per month Water Main Infrastructure Replacement Fee to pay back the IEPA loan. This fee is collected in addition to the regular usage charges in place. In 2015, the water plant began feeding a blended phosphate to the water treatment process to reduce corrosion and potential for discolored water. 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 for this project through the use of a Village Board approved five year water rate increase plan to pay back the debt service. The last increase was made in Fiscal Year 2018 in the amount of \$15.64 per 1000 gallons of water used. In May of 2018 the Village Board approved another five 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 16.42
21/22	18.11 17.24
22/23	19.01 18.11

For the 20/21 Fiscal Year, the Village Board approved a rate freeze for one year due to COVID-19.

The Village is currently seeking another 5 million low interest loan to replace the ground storage tank at the Water Treatment Plant and to replace additional water mains village wide. These projects are scheduled to begin in 2022. These projects are reflected in this budget and continued rate increases are needed to pay back this future loan. In December 2021, the Village Board approved another five year water rate increase as outlined below.

<u>Fiscal Year</u>	<u>Rate (\$) per 1,000 gallons used</u>
22/23	18.97
23/24	19.91
24/25	20.91
25/26	21.95
26/27	23.05

With this budget, the Village will continue in its efforts to improve the distribution system.

ACCOMPLISHMENT OF 2021/2022 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.

During the 2021 construction season, DPW completed the replacement of 6 inch water main along Dogwood St and upsizing it to an 8 inch water main. This project was selected to help improve fire flow deficiencies to the east side of Western Ave. throughout the Cedarwood Coop area. This project replaced 7 existing hydrants and added 4 more fire hydrants, for a new total of 11 hydrants.

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 2021 Water Quality Report was accessible online for viewing and printed for any resident who requested a hard copy. No reports were directly mailed to customers. This report covered the Village's water operations from January 1 thru December 31, 2020. This is an ongoing effort. In 2012 the Village won "Best Tasting Water" in the South Suburbs and in the State of Illinois. In 2014, 2018, 2019, 2020, and 2022 the Village won "Best Tasting Water" in the South Suburbs. There was no contest in 2021 due to COVID 19 Pandemic.

3. Maintain wells, pumps, water plant, mains, hydrants, storage, and meters.

Baxter and Woodman (BW) Consulting Engineers designed a new 0.5 million gallon elevated storage tank to be built at the Water Treatment Plant. BW also designed 2.5 miles of water main to be replaced at various locations village wide. The Water Plant replaced the second transformer/rectifier for one of the Water Plant's OSEC units that make bleach. 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 as needed.

4. Repair water main breaks quickly and efficiently.

DPW repaired 160 water main breaks throughout the 2021 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 a concrete restoration contract with Olthoff Inc. and an asphalt restoration contract with D Construction. DPW staff completed the parkway grass restoration work throughout the year. Restoration work for those repairs that took place in the winter are completed in the spring and 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). Water Plant Manager attended Reasonable Suspicion Awareness Training. This covered topics related to drug and alcohol use and knowing the signs. Public Works crews attended Trench Collapse Refresher Training and Work Zone Safety Training. Baxter and Woodman (BW) Consulting Engineers completed a Risk and Resilience Plan of the Village's water system in 2020/21. As a follow up, BW completed an Emergency Response Plan.

8. Continue to improve the water distribution system researching and/or incorporating any applicable new technologies for infrastructure improvements.

ME Simpson completed a Commercial Water Meter Evaluation project which sought to ensure water meters were accurately reading water usage. In turn, Aleck Plumbing was contracted to replace 12 commercial water meter that needed replacement. New water meters utilizing latest water reading technologies were installed. ME Simpson also completed a water system Leak Detection project which utilized the latest technology in sound locating to detect underground water main leaks. 10 underground leaks were immediately repaired by Public Works crew.

9. Evaluate rates as needed.

In November 2021, 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, water plant staff attended: Water Loss – Hands on Leak Detection Training, Water Main Service Line and Street Light Location Training, and an Annual Regulatory Update Seminar.

2022/2023 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>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Water main breaks repaired	154	120	128	109	160
Water valves replaced/added	0	7	18	6	14 3 added
Water service valves replaced	150	148	130	138	117
Multi-Family Looped service requests (New category for 2009) *	0	0	0	0	0
Hydrants replaced	2	15	20	7	14 4 added
Water main replaced (Ft)	10,000	1,157	1,636	0	4080
Water main installed (Ft)	0	4,590 (Autumn Ridge to Agrati Inc.)	0	0	0
Water pumped (gallons)	460,653,000	544,697,000	557,336,000	547,224,000	523,717,000
Water billed (gallons)	389,029,436	379,323,060	386,234,250	382,244,460	381,584,730

*In 2016, the Village stopped maintenance of multi-family water lines.

STAFFING:

Water Fund staffing includes Public Works Department staff at the Water Plant and Finance Department staff at the Water Billing Office (front counter at Village Hall).

<u>Position</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
Chief Water Plant Operator	1	1	1	1	1
Assistant Chief Water Plant Operator	1	1	1	1	0
Water Plant Operators II	3	3	3	3	3
Water Plant Operator I	1	1	1	1	2
Utility Billing Supervisor	1	1	1	1	1
Accounting Technician I	1	1	1	1	1
Utility Billing Technician	1	1	1	1	1
Full Time Maintenance Worker	1	1	1	1	1
Office Assistant - Part-time	0	0	0	.57	.57
Office Technician - Part-time	<u>0.7</u>	<u>1.27</u>	<u>1.27</u>	<u>.70</u>	<u>.70</u>
Total Positions – Water Fund	10.7	11.27	11.27	11.27	11.27

Note: Staffing schedule does not include three Meter Readers whom are paid on a per-read basis.

**Village of Park Forest
2022/2023 Budget**

**WATER FUND
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Water Sales					
Residential	5,802,327	6,208,244	5,926,697	6,539,918	5%
Commercial	1,224,141	1,317,902	1,358,423	1,526,638	16%
Infrastructure Fee	301,908	302,071	306,247	306,247	1%
Utility Billing-Write Off	(200)	0	0	0	0%
Federal Grants ARPA	0	1,400,000	1,440,000	1,440,000	3%
Sanitary District Fees	186,447	186,926	189,128	189,128	1%
Utility Warranty	1,042	1,043	1,032	1,032	-1%
Merchandising & Jobbing	(880)	1,200	22,391	10,000	733%
Tap on Fees	5,418	0	0	0	0%
Interest Income	2,142	2,448	1,911	1,911	-22%
Miscellaneous Income	9	1,500	641	1,000	-33%
TOTAL REVENUE	<u>7,522,354</u>	<u>9,421,334</u>	<u>9,246,470</u>	<u>10,015,874</u>	6%
<u>Net Income(Loss)</u>	958,639	2,113,012	2,733,106	2,638,735	25%
Debt Principal Repayment	(1,239,601)	(1,267,545)	(1,267,545)	(1,192,441)	-6%
Major Capital Outlays	(1,079,058)	(5,434,520)	(3,547,890)	(5,807,854)	7%
Loan Proceeds	0	5,000,000	1,666,666	3,333,333	-33%
Depreciation	<u>896,769</u>	<u>989,571</u>	<u>989,571</u>	<u>936,143</u>	-5%
Cash Flow	(463,251)	1,400,518	573,908	(92,084)	
<u>Beginning Net Cash</u>			2,898,179	3,472,087	
<u>Ending Net Cash</u>			3,472,087	3,380,003	

**Village of Park Forest
2022/2023 Budget**

**WATER FUND
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	1,303,507	1,366,046	1,322,970	1,382,079	1%
Overtime Salaries	108,634	176,833	138,007	180,689	2%
Temporary/Part-time Salaries	<u>73,271</u>	<u>117,447</u>	<u>80,994</u>	<u>90,191</u>	-23%
Total Personnel Services	1,485,412	1,660,326	1,541,971	1,652,959	0%
<u>Insurance</u>	210,971	232,497	232,994	275,288	18%
<u>IRMA</u>	101,765	238,448	171,813	254,704	7%
<u>Employee Support</u>	92,369	319,385	286,312	285,500	-11%
<u>Professional Services</u>	138,078	129,308	110,880	132,698	3%
<u>Operating Supplies</u>	631,002	736,127	604,105	737,926	0%
<u>Maintenance</u>	1,079,717	1,243,478	864,061	1,207,385	-3%
<u>Capital Outlays</u>	240,619	87,600	28,537	165,700	89%
<u>Depreciation</u>	896,769	989,571	989,571	936,143	-5%
<u>Interest Expense</u>	240,136	212,192	212,192	243,573	15%
<u>Transfer to Other Funds</u>	909,121	909,121	909,121	909,121	0%
<u>Miscellaneous</u>	22,671	23,600	23,191	23,750	1%
<u>Leases & Rentals</u>	295,710	305,219	304,469	314,142	3%
<u>Utilities</u>	<u>219,375</u>	<u>221,450</u>	<u>234,147</u>	<u>238,250</u>	8%
TOTAL EXPENSES	<u>6,563,715</u>	<u>7,308,322</u>	<u>6,513,364</u>	<u>7,377,139</u>	1%

**Village of Park Forest
2022/2023
Budget**

**WATER DEPARTMENT
SALARY DETAIL**

	6/30/2022 Base	Salary Increase 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Wendy M Schafer Chief Water Plant Operator	103,255	106,353	18,8	107,587	10,328	8,230	15,130	844	126	20
Matthew Fuhri Water Plant Operator II	74,479	76,713	10,9	76,713	7,364	5,869	14,073	844	126	15
Richard A Carr Water Plant Operator II	74,479	76,713	10,9	76,713	7,364	5,869	15,766	844	126	15
15-9 Mark Djordjevich Water Plant Operator II	71,962	74,121	10,8	74,981	7,198	5,736	15,766	844	126	10
Patrick D Benson Water Plant Operator I	70,932	73,060	9,9	73,060	7,014	5,589	20,894	1,354	126	15
Elizabeth J Schell Water Plant Operator I	70,932	73,060	9,9	73,060	7,014	5,589	20,894	1,354	126	25
Marcy Gott Utility Billing Supervisor	88,789	91,453	14,9	91,453	8,779	6,996	20,894	1,354	126	30
Lorri Bailey Utility Billing Technician	67,558	69,585	8,9	69,585	6,680	5,323	1,500	0	126	20
Osvaldo Sanchez Maintenance Worker	53,098	54,691	8,2	56,258	5,401	4,304	15,766	844	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, 11 holidays and 1 floating holiday annually.

**Village of Park Forest
2022/2023
Budget**

**WATER DEPARTMENT
SALARY DETAIL**

	6/30/2022 Base	Salary Increase 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Laura O'Connor Accounting Technician	62,163	64,028	7,8	64,771	6,218	4,955	6,991	435	126	12
Michelle Davis Part-time Office Technician -70%	35,286	36,345	2,9	36,345	3,489	2,780				
Elizabeth Garza Office Assistant (split: 43% Adm, 57% Wtr)	30,172	31,077	3,9	31,077	2,983	2,377				
Meter Readers (3)	50,244	50,244		50,244	0	3,844				
Overtime	51,152	52,687		52,687	5,058	4,031				
Retiree Health Insurance Stipend							6,000			
Subtotal	904,501	930,130		934,534	84,890	71,492	153,674	8,717	1,260	
ALLOCATIONS										
Sanitary Sewer				-51,522	-4,946	-3,941	-4,408	-268	-56	
Water General				378,719	36,357	28,972	107,413	8,005	951	
Water Supply and Purification				9,208	884	704	0	0	0	
Water Distribution				<u>382,020</u>	<u>36,674</u>	<u>29,225</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Subtotal				718,425	68,969	54,960	103,005	7,737	895	
WATER DEPT. TOTAL				1,652,959	153,859	126,452	256,679	16,454	2,155	

NOTE: Water Plant Operators & Maintenance Worker receive an annual \$100 safety shoe allowance.
Full-time employees who decline health insurance receive a \$1,500 stipend 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, 11 holidays and 1 floating holiday annually.

**Village of Park Forest
2022/2023 Budget**

**WATER FUND - GENERAL SUPPORT
DETAIL
60-19-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	582,952
500100	Overtime Salaries	5,091
500200	Temporary/Part-time	<u>87,720</u>
Total Personnel Services		675,763

INSURANCE

510100	Health Insurance	250,679	
	Dental Insurance	16,454	
	Life Insurance	<u>2,155</u>	
			269,288
510120	Health Insurance Stipend		6,000
510300	IRMA Premium		204,704
510400	IRMA Deductible Payments		<u>50,000</u>
Total Insurance			529,992

EMPLOYEE SUPPORT

520000	Travel Expenses (Reimbursement for lodging, travel expenses for conferences and seminars)	1,200
520100	Car/Mileage (Tolls & Mileage reimbursement for business travel)	100
520200	Dues/Subscriptions (American Water Works Association, South Suburban Water	

	Works Association, etc.)	2,439
520300	Training (Seminars, tuition reimbursement, workshops, professional development, License renewal)	1,200
520400	Books and Pamphlets (Design standards, reference/code books)	250
520610	FICA	51,696
520620	IMRF	<u>60,048</u>
Total Employee Support		116,933

PROFESSIONAL SERVICES

530000	Other Professional Services (JULIE charges,(1/2 in General), material testing, bank fees, meter testing, Sebis Direct, BSI Online)	36,000
530300	Audit Services	10,198
532600	Credit Card Service Charges	<u>60,000</u>
Total Professional Service		106,198

OPERATING SUPPLIES

540000	Other Operating Supplies (Office Supplies)	400
540300	Stationery/Forms (Water bill forms, Door Hangers)	500
540350	Office Equipment/Furnishings	500
540900	Uniform and Protective Clothing (Safety vests, safety shoe allowance (\$100 ea) for crew and office)	<u>2,073</u>
Total Operating Supplies		3,473

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Meter interrogator repairs and software support, other equipment repairs, VTS Scada License, security camera license)	13,000
550200	Equip Maint & Repair-Other (Hydrant Meters)	<u>2,400</u>
Total Maintenance		15,400

CAPITAL OUTLAYS

560000	Other Capital Outlay Computer Replacement	<u>5,700</u>	5,700
560700	Depreciation	<u>936,143</u>	
Total Capital Outlays			941,843

DEBT SERVICE

570000	Debt Service*		
	G.O. Bond Principal (Water Plant)	835,000	
	IEPA Loan 2011 Wtr Mn Repl - L17-3142	166,631	
	IEPA Loan 2016/2017 Wtr Mn Repl - L17-5288	<u>190,810</u>	
		1,192,441	
	*Not included in income calculation		0
570100	Interest Expense	<u>243,573</u>	
Total Debt Service			243,573

TRANSFER TO OTHER FUNDS

581000	Indirect Cost to General Fund	<u>909,121</u>
Total Transfer to Other Funds		909,121

MISCELLANEOUS EXPENDITURES

590100	Postage (Water bill mailing, CCR mailing, Sebis Direct)	22,150
590800	Printing Reproduction and Graphics (Plans and specs, Consumer Confidence Report/CCR)	1,000
591000	Legal Notices (Notices to bidders)	<u>600</u>
Total Miscellaneous Expenditures		23,750

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Internal vehicle and equipment rental charges)	<u>13,864</u>
Total Leases and Rentals		13,864

UTILITIES

610000	Telephone (Verizon cell phones(1/2 in General), Johnson Controls)	1,850
610600	Public Utility Services (Nicor, Damage to Utilities)	<u>5,000</u>
Total Utilities		<u>6,850</u>

TOTAL WATER FUND - GENERAL SUPPORT **3,586,760**

**Village of Park Forest
2022/2023 Budget**

**WATER FUND - SUPPLY AND PURIFICATION
DETAIL
60-19-51**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	545,955
500100	Overtime Salaries	<u>49,221</u>
Total Personnel Services		595,176

EMPLOYEE SUPPORT

520610	FICA	45,531
520620	IMRF	<u>57,137</u>
Total Employee Support		102,668

PROFESSIONAL SERVICES

530000	Other Professional Services (Laboratory/water testing)	21,000
530200	Engineering/Architectural Services (Soils testing, Permit Assistance)	5,000
530700	Environmental Permit Fees (Lime Lagoon Portion)	<u>500</u>
Total Professional Services		26,500

OPERATING SUPPLIES

540000	Other Operating Supplies (Repair parts, WP supplies, lab equipment, first aid supplies Hydrochloric acid for press, Red B Gone)	30,000
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540800	Cleaning Supplies/Paper Products (Cleaning supplies, towel rental)	3,500
540900	Uniform and Protective Clothing (Uniform rental WP, safety supplies, safety shoe allowance (\$100 ea), vests, HI Vis jackets, Tshirts for WP staff)	4,000
541400	Paint/Hardware/Small Tools	2,000
541500	Salt (Water softening salt (Menards) and sodium hypochloride)	20,000
541600	Lime/Water Chemicals (Lime, carbon dioxide, soda ash, phosphates, hydrofluosilicic acid, and lagoon acid)	<u>602,920</u>
Total Operating Supplies		662,420

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Contractual repairs of pumps, motors, meters, vehicles, valves,) clean filtrate tank, SCADA - Work done by Contractor)	150,588
550200	Equipment Maintenance and Repair - Other (Equipment repair parts - Work done by staff)	45,000
550400	Contractual Building/Facility Maintenance (WP/Tower maint. - Contractual or Day Labor, mowing)	183,397
551500	Lime Residuals Disposal (Lime sludge removal WP & Lagoon)	220,000
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>54,000</u>
Total Maintenance		656,985

CAPITAL OUTLAYS

560000	<u>Other Capital Outlay</u>		
	Interim Remediation (Lime Lagoon 2), #ILG640194	70,000	
	Well Maintenance - Well 6 (Components and Casing)	90,000	
	Elevated Tower - Const Balance (IEPA Loan)*	2,259,333	
	Elevated Tower - Const Egr Balance *	82,967	
	<i>*not included in income calculation - will be capitalized</i>		<u>160,000</u>
	Total Capital Outlays		160,000

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Internal vehicle and equipment rental charges)		15,324
600500	Other Equipment Rental (Rental of pumps, generators, cylinder (oxygen, propane, acetylene) rentals, tools, etc.)		<u>1,500</u>
	Total Leases and Rentals		16,824

UTILITIES

610000	Telephone (Cell Phones (Verizon), Call ONE, SCADA Metro Cloud/cell data)	17,000	
610600	Public Utilities (Electricity and natural gas for WP and Remote Sites)		<u>209,000</u>
	Total Utilities		<u>226,000</u>

TOTAL WATER FUND - SUPPLY AND PURIFICATION **2,446,573**

**Village of Park Forest
2022/2023 Budget**

**WATER FUND - DISTRIBUTION
DETAIL
60-19-52**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	253,172
500100	Overtime Salaries	126,377
500200	Part-time Salaries	<u>2,471</u>
Total Personnel Services		382,020

EMPLOYEE SUPPORT

520610	FICA	29,225
520620	IMRF	<u>36,674</u>
Total Employee Support		65,899

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)	8,533
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		72,033

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Equipment & tool maintenance, main break locating services, leak detection survey)	15,000
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		535,000

CAPITAL OUTLAYS

560000	Other Capital Outlay	
	IEPA Water Main Const Balance (IEPA Loan) ** ¹	3,355,574
	Water Main Construction - Const Egr Balance *	<u>109,980</u>
		3,465,554

** not included in income calculation - will be capitalized*

¹ *Project to also be funded with American Rescue Plan Act (ARPA) Funding*

Total Capital Outlays **0**

LEASES and RENTALS

600100	Ground Lease (Autumn Ridge Water Tower - Yr 3 of 4th Term)	1,157
600400	Vehicle Interfund Rentals (Internal vehicle and equipment rental charges)	281,797

600500	Other Equipment Rental (Rental of pumps, generators, tools, etc.)	<u>500</u>
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Total Leases and Rentals	<u>283,454</u>
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UTILITIES

610600	Public Utility Services	<u>5,400</u>
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Total Utilities	<u>5,400</u>
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TOTAL WATER FUND - DISTRIBUTION	<u>1,343,806</u>
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TOTAL WATER DEPARTMENT	7,377,139
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**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	582,952	545,955	253,172	1,382,079
500100 Overtime	5,091	49,221	126,377	180,689
500200 Temporary/Part-time	<u>87,720</u>	<u>0</u>	<u>2,471</u>	<u>90,191</u>
Total Salaries	675,763	595,176	382,020	1,652,959
<u>INSURANCE:</u>				
510100 Insurance Premium	269,288	0	0	269,288
510120 Insurance Stipend	6,000	0	0	6,000
510300 IRMA Premium	204,704	0	0	204,704
510400 IRMA Deductible	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>50,000</u>
Total Insurance	529,992	0	0	529,992
<u>EMPLOYEE SUPPORT:</u>				
520000 Other Travel	1,200	0	0	1,200
520100 Car/Mileage	100	0	0	100
520200 Dues/Subscriptions	2,439	0	0	2,439
520300 Training	1,200	0	0	1,200
520400 Books and Pamphlets	250	0	0	250
520610 FICA	51,696	45,531	29,225	126,452
620611 Pension Expense-Opeb	0	0	0	0
520620 IMRF	60,048	57,137	36,674	153,859
520623 Pension Expense	0	0	0	0
521200 Compensated Absences	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Employee Support	116,933	102,668	65,899	285,500
<u>PROFESSIONAL SERVICES:</u>				
530000 Other Professional Services	36,000	21,000	0	57,000
530200 Engineering/Architectural Services	0	5,000	0	5,000
530300 Audit Services	10,198	0	0	10,198
530700 Permit Fees	0	500	0	500
532600 Credit Card Service Charges	<u>60,000</u>	<u>0</u>	<u>0</u>	<u>60,000</u>
Total Professional Services	106,198	26,500	0	132,698
<u>OPERATING SUPPLIES:</u>				
540000 Other Operating Supplies	400	30,000	45,500	75,900
540300 Stationery/Forms	500	0	0	500
540350 Office Equipment/Furnishings	500	0	0	500
540800 Cleaning Supplies/Paper Products	0	3,500	0	3,500
540900 Uniforms and Protective Clothing	2,073	4,000	8,533	14,606
541200 Plants, Chemicals and Fertilizers	0	0	11,000	11,000
541400 Paint/Hardware	0	2,000	7,000	9,000
541500 Salt	0	20,000	0	20,000
541600 Lime/Chemicals	<u>0</u>	<u>602,920</u>	<u>0</u>	<u>602,920</u>
Total Operating Supplies	3,473	662,420	72,033	737,926

**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	13,000	150,588	15,000	178,588
550200 Equip. Maint. and Repair - Other	2,400	45,000	40,000	87,400
550400 Contractual Bldg./Facility Maint.	0	183,397	0	183,397
551500 Sludge Disposal	0	220,000	0	220,000
551800 Well Maintenance Supplies	0	4,000	0	4,000
551900 Contractual Well Maintenance	0	54,000	0	54,000
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	15,400	656,985	535,000	1,207,385
<u>CAPITAL OUTLAYS:</u>				
560000 Other Capital Outlay	5,700	160,000	0	165,700
560700 Depreciation	<u>936,143</u>	<u>0</u>	<u>0</u>	<u>936,143</u>
Total Capital Outlays	941,843	160,000	0	1,101,843
<u>DEBT SERVICE:</u>				
570100 Interest Expense	<u>243,573</u>	<u>0</u>	<u>0</u>	<u>243,573</u>
Total Debt Service	243,573	0	0	243,573
<u>TRANSFER TO OTHER FUNDS:</u>				
581000 Indirect Cost to General Fund	<u>909,121</u>	<u>0</u>	<u>0</u>	<u>909,121</u>
Total Transfers to Other Funds	909,121	0	0	909,121
<u>MISCELLANEOUS:</u>				
590100 Postage	22,150	0	0	22,150
590800 Printing Reproduction and Graphics	1,000	0	0	1,000
591000 Legal Notices	<u>600</u>	<u>0</u>	<u>0</u>	<u>600</u>
Total Miscellaneous	23,750	0	0	23,750
<u>LEASES AND RENTALS:</u>				
600100 Ground Lease	0	0	1,157	1,157
600400 Vehicle Interfund Rentals	13,864	15,324	281,797	310,985
600500 Other Equipment Rental	<u>0</u>	<u>1,500</u>	<u>500</u>	<u>2,000</u>
Total Leases and Rentals	13,864	16,824	283,454	314,142
<u>UTILITIES:</u>				
610000 Telephone/Telegraph	1,850	17,000	0	18,850
610600 Public Utilities	<u>5,000</u>	<u>209,000</u>	<u>5,400</u>	<u>219,400</u>
Total Utilities	6,850	226,000	5,400	238,250
<u>FUND TOTAL</u>	3,586,760	2,446,573	1,343,806	7,377,139

Village of Park Forest 2022/2023 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 fiscal 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 which is performed by village staff and/or hired contractors, as well as capital improvement projects such as sewer main, manhole, and lift station repair and/or 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 December 2021, the Village Board approved a 5-year sewer rate increase outlined below.

Fiscal Year 22/23	\$ 3.47
Fiscal Year 23/24	\$ 3.64
Fiscal Year 24/25	\$ 3.82
Fiscal Year 25/26	\$ 4.02
Fiscal Year 26/27	\$ 4.22

Sewer rates are based on per 1000 gallons of water used and apply to all customers.

ACCOMPLISHMENT OF 2021/2022 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 approximately 31,992 feet and televised approximately 24,780 feet of sanitary and/or storm sewers as general maintenance and in preparation for a future lining and replacement capital projects, Gasvoda & Associates performed routine maintenance on the sanitary lift stations, Buckeye Power Sales performed routine maintenance of facility generators and DPW repaired or replaced 17 manholes and 4 storm sewer inlets.

- Timely response to investigate calls of a potential sewer back up in the public sanitary mains.

DPW responded to approximately 69 calls regarding sewer backups.

- Timely response to street flooding.

Prior to and in some cases, during rain events, DPW clears debris from sewer inlets to alleviate the potential of street flooding.

- Inspection services for sanitary sewer lateral/building drain repairs and outdoor cleanout installations.

In calendar year 2021, DPW inspected 71 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). Public Works staff attended Trench Collapse Refresher Training and Work Zone Safety Training,

3. Improve sewer infrastructure by reconstructing and/or replacing sewers and appurtenances as necessary; researching and/or incorporating any applicable new technologies.

Michels Pipeline lined 11,485 feet of 8 inch sanitary sewers in Eastgate Neighborhood. Iroquois Paving replaced 131 feet of storm sewer and installed 28 feet of new storm sewer along Well St. Sunset Sewer and Water replaced 225 feet of sanitary sewer in Eastgate neighborhood.

4. Find additional sources of funding to assist with improving Village infrastructure.

DPW was awarded a grant from the Cook County Community Development Block Grant (CDBG) for \$300,000 for sanitary sewer lining in the Eastgate neighborhood of the Village.

5. Provide continued education trainings and/or workshops for professional development.

Staff attended Illinois Association of Flood and Storm Water Management (IAFSM) Training. This covers continuing education, regulation updates, and other topics. DPW staff also 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.

6. Complete Capital Outlay projects.

Michels Pipeline lined 11,485 feet of 8 inch sanitary sewers in Eastgate Neighborhood. Iroquois Paving replaced 131 feet of storm sewer and installed 28 feet of new storm

sewer along Well St. Sunset Sewer and Water replaced 225 feet of sanitary sewer in Eastgate neighborhood.

7. Evaluate rates as needed.

In November 2021, the Village Board approved a 5-year sewer rate increase as outlined above.

2022/2023 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>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Sanitary sewer replaced (linear feet)	0	0	0	2,422	225
Sanitary sewer televised (linear feet)	12,018	1,220	8,607	3,360	24,780
Sanitary sewer cleaned (linear feet)	54,225	46,412	47,919	45,230	31,992
Sanitary sewer lined (linear feet)	0	0	6,185	3,360	11,485
Storm sewer replaced (linear feet)	195	591	162	0	131
Storm Sewer installed (linear feet) *			426	0	28

* New performance measure started in 2019 and consists of new storm sewer installed that was not previously in service.

**Village of Park Forest
2022/2023 Budget**

**SEWER FUND
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Sewer User Fees					
Residential	983,643	1,059,190	1,007,011	1,118,082	6%
Commercial	226,262	250,943	236,417	265,524	6%
Utility Warranty	1,043	1,043	1,032	1,032	-1%
Transfers from Other Funds	0	300,000	300,000	0	-100%
Sewer Tap Fees	5,010	5,000	3,690	4,500	-10%
Misc. Income	4,520	2,000	1,500	2,000	0%
Interest Income	<u>689</u>	<u>943</u>	<u>712</u>	<u>800</u>	-15%
TOTAL REVENUE	<u>1,221,167</u>	<u>1,619,119</u>	<u>1,550,362</u>	<u>1,391,938</u>	-14%
<u>Net Income(Loss)</u>	(20,377)	(474,259)	(295,504)	(303,144)	-36%
Debt Principal Repayment	(47,785)	(48,384)	(48,384)	(48,991)	1%
Major Capital Outlay	(285,117)	(400,000)	(354,117)	(300,000)	-25%
Depreciation	<u>191,410</u>	<u>205,232</u>	<u>205,232</u>	<u>194,432</u>	-5%
Cash Flow	(161,869)	(717,411)	(492,773)	(457,703)	
<u>Beginning Net Cash</u>			2,160,856	1,668,083	
<u>Ending Net Cash</u>			1,668,083	1,210,380	

**Village of Park Forest
2022/2023 Budget**

**SEWER FUND
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	358,287	376,134	373,473	378,126	1%
Overtime Salaries	12,121	15,450	13,484	15,913	3%
Temporary/Part-time Salaries	<u>14,884</u>	<u>37,882</u>	<u>21,825</u>	<u>28,167</u>	-26%
Total Personnel Services	385,292	429,466	408,782	422,206	-2%
<u>Insurance</u>	58,309	65,036	57,674	59,962	-8%
<u>IRMA</u>	16,191	51,115	40,113	53,231	4%
<u>Employee Support</u>	22,786	83,307	74,539	73,550	-12%
<u>Professional Services</u>	37,398	123,591	46,920	106,891	-14%
<u>Operating Supplies</u>	831	3,700	3,300	9,033	144%
<u>Maintenance</u>	176,676	326,936	210,421	274,436	-16%
<u>Capital Outlays</u>	55,880	500,000	500,000	200,000	-60%
<u>Depreciation</u>	191,410	205,232	205,232	194,432	-5%
<u>Interest Expense</u>	7,880	7,281	7,281	6,674	-8%
<u>Transfer to Other Funds</u>	144,647	146,907	146,907	146,907	0%
<u>Miscellaneous</u>	19,995	20,006	19,886	20,190	1%
<u>Leases & Rentals</u>	96,512	95,561	95,561	98,270	3%
<u>Utilities</u>	<u>27,737</u>	<u>35,240</u>	<u>29,250</u>	<u>29,300</u>	-17%
TOTAL EXPENSES	<u>1,241,544</u>	<u>2,093,378</u>	<u>1,845,866</u>	<u>1,695,082</u>	-19%

**Village of Park Forest
2022/2023 Budget**

**SEWER FUND
DETAIL
70-19-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	378,126
500100	Overtime Salaries	15,913
500200	Temporary/Part-time wages	<u>28,167</u>
Total Personnel Services		422,206

INSURANCE

510100	Health Insurance Premium	55,005
	Dental Insurance	4,411
	Life Insurance	<u>546</u>
		59,962
510300	IRMA Premium	33,231
510400	IRMA Deductible Payments	<u>20,000</u>
Total Insurance		113,193

EMPLOYEE SUPPORT

520300	Training (Seminars, workshops, professional development, license renewal)	720
520610	FICA	32,298
520620	IMRF	<u>40,532</u>
Total Employee Support		73,550

PROFESSIONAL SERVICES

530000	Other Professional Services (Arro Lab (EFF) Tests, Sebis Direct, Decanting disposal)	12,500
530200	Engineering/Architectural Services (EFF oversight, NPDES compliance plan, engineering, studies, flow testing)	77,007
530300	Audit Services	1,684
530700	Environmental Permit Fees (Stormwater and EFF Portion)	1,500
532600	Credit Card Service Charges	<u>14,200</u>
Total Professional Services		106,891

OPERATING SUPPLIES

540000	Other Operating Supplies (office supplies, small tools, design stds, code books)	2,500
540900	Uniform and Protective Clothing (Uniform Rental)	5,333
541400	Paint/Hardware/Small tools	<u>1,200</u>
Total Operating Supplies		9,033

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Maint/repairs done by contractors to Lift stations, EFF, SCADA integration)	45,000
550200	Equipment Maintenance and Repair - Other (Parts purchased & repairs done by DPW to Lift stations, EFF, 20% cost of water meter purchases)	10,000

551600	Sewer Maintenance Supplies (Pipe, castings, stone, asphalt, rings, frames, couplings, mastic, lids float solvent, grates, inlets, CB's, MH's, chimney seals, liners)	30,000
551700	Contractual Sewer Maintenance (Various repairs, cleaning & TV, correct cross connects, tree removal pavement restoration, disposal of spoils stockpile, SLRAT)	<u>189,436</u>
Total Maintenance		274,436

CAPITAL OUTLAYS

560000	Capital Outlays	
	Storm Sewer Improvements	200,000
	Sanitary Sewer Improvements (lining)*	<u>300,000</u>
		200,000

* Not included in income calculation - will be capitalized.

560700	Depreciation	<u>194,432</u>
Total Capital Outlays		394,432

DEBT SERVICE

570000	Debt Service*	
	IEPA Loan (Sewer Rehab)	<u>48,991</u>
		0

* Not included in income calculation. IEPA Loan amount is estimated.

570100	Interest Expense	<u>6,674</u>
Total Debt Service		6,674

TRANSFERS TO OTHER FUNDS

581000	Indirect Cost to General Fund	<u>146,907</u>
Total Transfer to Other Funds		146,907

MISCELLANEOUS EXPENDITURES

590100	Postage (Mailing of bills, shut off notices, and miscellaneous)	19,440
590800	Printing/Reproduction/Graphics (Project Plans)	250
591000	Legal Notices (Notice to Bidders)	<u>500</u>
Total Miscellaneous Expenditures		20,190

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Internal vehicle rental charges)	93,470
600500	Other Equipment Rental (Pump and generator rental, miscellaneous)	<u>4,800</u>
Total Leases and Rentals		98,270

UTILITIES

610000	Telephone (EFF Wireless subscription)	300
610600	Public Utilities (Electricity for lift stations)	<u>29,000</u>
Total Utilities		<u>29,300</u>

TOTAL SANITARY SEWER FUND **1,695,082**

**Village of Park Forest
2022/2023 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. The DownTown Property Management Office 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, 2021

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-five years' operating and other revenues	14,002,937
Total Outside Sources of Funds	\$ 23,313,048

Village Funds

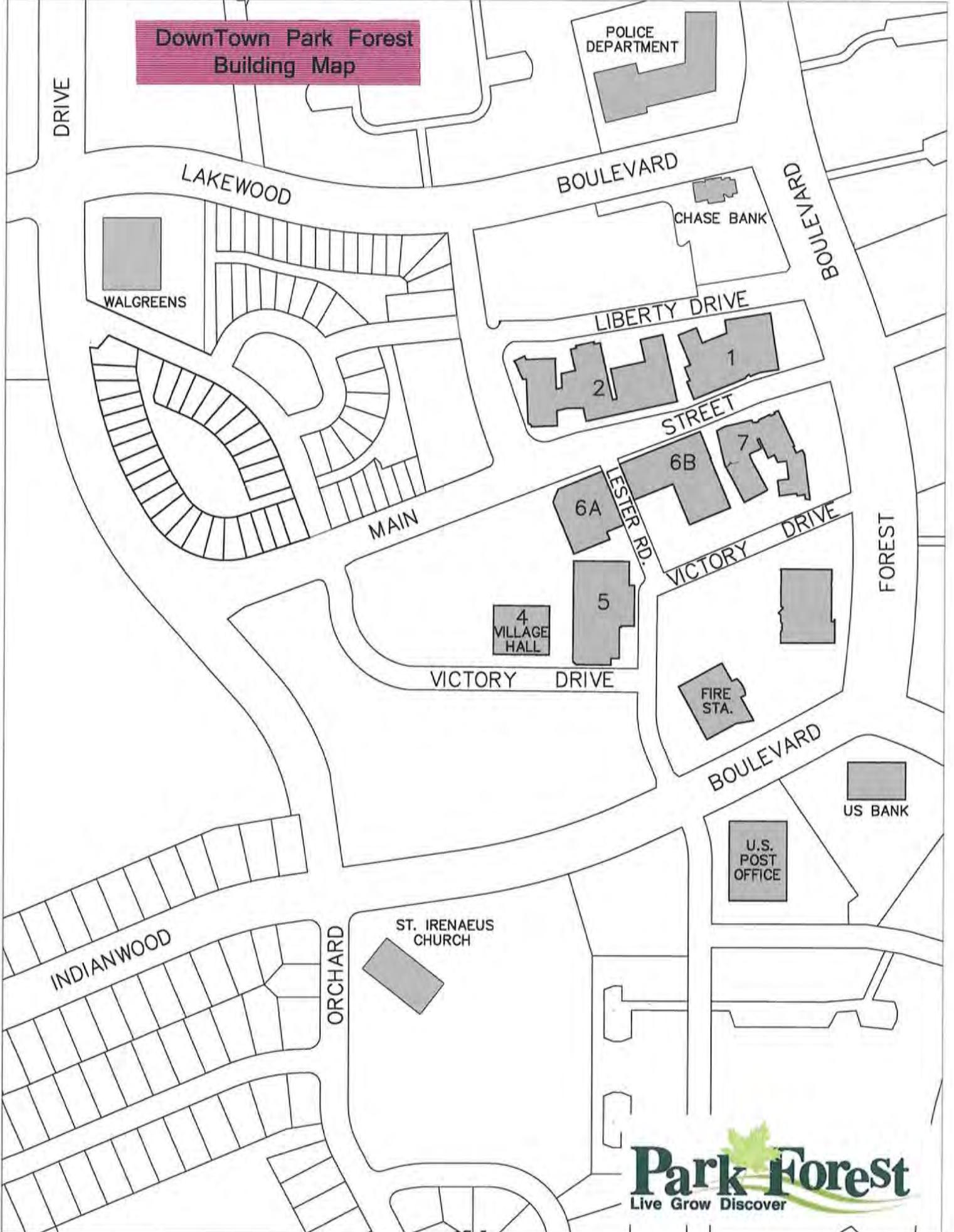
Motor Fuel Tax	\$ 850,000
Transfers from the General Fund:	
Identified CAM beginning Fiscal 2001	3,702,031
Other Transfers	2,796,720
	\$ 7,348,751

Borrowing

1999 Borrowing paid by Tax Increment	\$ 1,640,000
Total Funding Through 2021	\$ 32,301,799

* 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 \$7,348,751, represents only 23 percent of the total cost of the project as of June 30, 2021. In Fiscal 2021, the TIF generated \$1,076,672 in net increment. This represented a 14.7 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 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 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 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're 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 2600 square feet at 339 Main Street.

Fiscal Year 2019/2020 was a busy year for the DownTown. VanGuard Management closed after 16 months in business. Legendary Cutz & Stylez moved into 348 Victory Dr and signed a two-year lease (formerly Magic Touch in Matteson). Serenity's Place Café & Bakery opened up offering an alternative breakfast and lunch menu. Epic Community Development Center, Destiny Housing, IDEALalter, Southland Painting, Drywall & More, Metals Network, Healing Steps Counseling, Step By Step Counseling, and True Compassion Foundation all signed one year leases for office space. Respond Now (Chicago Heights) is moving their offices to Park Forest, while keeping their food bank in Chicago Heights. With the recent legalization of cannabis, Elevated Education moved their offices to Park Forest – they provide education for those in the cannabis industry and provides instruction on opening a cannabis business. Southland Caterers downsized and moved out of 315 Main Street but remains in the larger unit of 319 Main Street. Vintrendi Wine Company increased the size of their business from 300 square feet to 2,700 square feet when they moved to 339 Main Street.

Fiscal Year 2020-2021 was a tough year for DownTown businesses, the community, and the world itself. COVID-19 hit many small businesses hard. Fortunately, the DownTown did not lose any businesses due to the pandemic. Instead, the DownTown gained 13 new businesses. Many service industries are renting offices on the second floor: D.Vine Boutique, Von Material Services, Body By Magic Touch, Up 'N Arms, and JR

Photography Services. Several offices expanded: Southland Cook County Juvenile Justice, Reach A Village, and 364 Forest Boulevard was built out for the expansion of the Hudzik Art Studio. Four new retail spaces were added: LemonZone, Hodge Podge, Dulce By Dori, and Downs Fitness. Poppin Plates received a grant to expand the commercial kitchen and training center to 343 Main Street where the caterers will now be able to showcase their work daily.

Fiscal Year 2021-2022 was the second year for business' and communities suffering with the continued pandemic COVID. Park Forest continued to thrive and support the Downtown businesses through payment options and no late fees. With that assistance, the Downtown did not lose any business for the second year of COVID. Instead, two new retail locations were opened: LoLo's Gourmet Cookies and K-Spot Bar & Grill. Two more businesses expanded their services and size of their rental space. Serenity's Café & Bakery bought Southland Caterers and merged the two. Serenity's not only houses a café, but also catering to the public and private sectors. Dulce By Dori expanded and additional 800 square feet. She offers children's cupcake decorating classes, private events with activities for children, and adult baking classes as well. Congresswoman Robin Kelly has moved a political office to the Downtown to provide space for her volunteers.

Per the lease activity for the DownTown leases, below are the long-standing businesses that have been in the DownTown between 10 and 29 years.

Comgraph	29	
Patricia Moore Art Studio	28	
Muzicnet	24	
Southland Caterers	24	
Tall Grass Arts Assoc.	22	
Rich Township Sr. Ctr.	20	
Simpson Foundation	20	
State Farm Insurance/M. Jordan	20	
Tall Grass Art School	20	
IPO	19	
Park Forest Chiropractic	19	
Mark of Excellence	18	
L. Upshaw Realty	18	
Allstate Insurance	17	
Oasis Salon	16	
Wilson Realty Group	16	(formerly Westbrook Realty)
Tower Cleaners	16	
Park Forest Podiatry	15	
Fieldcrest Dance Studio	14	

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.

In 2019, the Cook County Assessor's Office maintained assessments for Village-owned DownTown buildings at the same rate as the 2019 assessments.

The Cook County Assessor's Office has proposed a fair market value for DownTown Park Forest of \$1,011,096, which represents a 96 percent increase over the 2019 fair market value. As a result, the Village has initiated a new appeal of the property value to manage the resulting property taxes. The results were anticipated in mid-2021. However, due to scheduling issues at the Assessor's office, the results of the appeals process is delayed to at least summer-2022. Traditionally, the first installment of the taxes are 55% of the prior year. If the valuation appeal is effective, a reduction in property taxes may be realized with the second installment.

History of Occupancy

<u>Year</u>	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<u>%</u>	75%	75%	84%	80%	74%	75%	76%	74%	83%	83%

The following tenancy information is for Village-owned buildings as of March 1, 2022.

DownTown Occupancy

	<u>Square Feet</u>		<u>Percent Occupied</u>
	<u>Vacant</u>	<u>Occupied</u>	
Building #1			
Main Floor	3,000	17,414	85%
2nd Floor Office	<u>0</u>	<u>14,832</u>	<u>100%</u>
Total Building #1	3,000	32,246	91%
Building #4B			
Main Floor	-	18,528	100%
**Building #5			
Main Floor	-	21,626	100%
2nd Floor Loft	2,360	0	0%
**Building #6A			
Main Floor	0	14,650	100%
2nd Floor Loft	<u>7,500</u>	<u>0</u>	<u>0%</u>
Total Building #6A	7,500	14,650	34%
Building #6B			
Main Floor	8,281	13,846	63%
Building #7			
Main Floor	4,091	14,322	78%
2nd Floor Office	<u>0</u>	<u>5,918</u>	<u>100%</u>
Total Building #7	4,091	20,240	83%
TOTAL FOR BUILDINGS:	<u>25,232</u>	<u>121,136</u>	<u>83%</u>

**Buildings 5 & 6A have now added the second floor space, beginning FY 20-21

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 \$1.50 per square foot.

Following is the square footage for each of the properties as identified in the covenants:

<u>Village-owned Properties</u>	Per Covenants Square Feet	Adjusted Square Feet
Building #1	35,246	35,246
Building #4A	86,817 *	-
Building #4B	18,528	27,800
Building #5	23,986	23,986
Building #6A	22,250	22,250
Building #6B	22,127	22,127
Building #7	<u>24,331</u>	<u>24,331</u>
Sub-total Village-owned	233,285	155,740
<u>Non Village-owned Buildings</u>		
Theatre Bldg. (CAM \$36,600)	36,904	36,904
Building #3	<u>10,928</u>	<u>10,928</u>
Sub-total Outside Owned	47,832	47,832
<u>TOTAL SQUARE FOOTAGE</u>	<u>281,117</u>	<u>203,572</u>

* Removed Marshall Fields and added Lower Level Village Hall square feet of 9,272

* 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 are assessed at \$1.50 per square foot. The budget for these costs is as follows:

Common Area Costs		Estimated 2021/2022	Projected 2022/2023
Salaries			
Management (Mgr. 25%/Office 20%)		\$ 28,588	\$ 30,477
Grounds (80%) (PW/R&P/PT/OT)		62,643	62,418
		\$ 91,231	\$ 92,895
Benefits		\$ 31,824	\$ 29,872
Liability Insurance (IRMA)		5,000	5,000
Common Utilities		14,300	24,480
Operating Supplies		15,000	19,600
Maintenance			
General Maintenance		\$ 97,000	75,550
Salt		3,700	3,200
Snow Plowing		25,000	25,200
Landscaping		10,000	10,000
		\$ 293,055	\$ 285,797
Total Common Area Costs		\$ 384,286	\$ 378,692

In addition to CAM revenue from Village-owned and non-Village owned buildings listed, Aunt Martha's has paid CAM over the 23 year period of \$994,447.22 (\$3,452.94 each month / \$41,435.28 annually).

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.

The following is a running total of Common Area Maintenance (CAM) charges and costs since the Plat covenants were instituted.

Common Area Maintenance Activity				
Fiscal				Cumulative
Year		Revenue	Expense	Balance
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)
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		243,562	279,147	(1,122,379)
2020		85,500	263,998	(1,300,877)
2021		81,935	293,055	(1,511,997)
2022	est	81,940	285,797	(1,715,854)

- (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

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. Because of the balance in the DownTown fund, it was not necessary for the Village to make its customary payment of CAM in Fiscal Years 19-20 and 20-21. This amount is typically \$155,036, based on the square footage of Village-owned buildings. However, the Fiscal Year 2021/2022 transfer of CAM will occur as the funds are needed. Given that the Village of Park Forest is the highest contributor to CAM, an appropriate way to use the fund balance is for CAM expenses if it is needed.

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.

The Village has accomplished a great number of the goals and recommendations from the plans described above. These accomplishments are described throughout this budget narrative. Those planning efforts, however are nearly 20 years old, the DownTown buildings are more than 60 years old, and the current design of the shopping district is approaching 30 years old. Furthermore, in 2020 the State Legislature approved an extension of the DownTown TIF for another 12 years. The Village, therefore, will

initiate the results of the updated DownTown Master Plan, completed in 2022, in order to position DownTown Park Forest for the future.

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, OAI ground level, Artistic Flow, JET Foods, Vintrendi, Sienna's Sweet Shop, Downs Fitness, Legendary Cutz & Stylez, K Spot Bar & Grill, and Franciscan Medical Office installed an existing sign for the DownTown location.

For several years, the DownTown Management Office has offered a Pole Banner Program. The banners are placed on the canopy columns in the DownTown along Main Street, Forest Boulevard, Founders Way, and Artists Walk to bring attention to the businesses. The DownTown has a vendor that assists in designing a six foot pole banner for the business at a reasonable rate. Many businesses have taken advantage of this and currently there are 16 banners displayed.

The DownTown now has its own FaceBook page to highlight and share information about the registered businesses in Park Forest and provide the businesses resources for everyday operations, funding, and information and education. That page can be found at: <https://www.facebook.com/ParkForestILBusinesses> .

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.

For Fiscal Year 2019/2020 the spaces at 315 Main and 388 Forest Boulevard were built-out to vanilla box spaces, making them more readily rentable spaces. At 315 Main an ADA restroom was installed. 388 Forest Boulevard was fully renovated. In addition, the intersection at Cunningham Drive and Main Street was repaired. Over the years the brick pavers have been damaged with ongoing traffic, weather, and street plowing. The pavers were torn out and replaced with stamped concrete and new sidewalks. The sidewalk ramps were replaced with handicapped accessible ramps and are now code compliant. The DownTown Office, Parks, Recreation, and Community Health, and the Sustainability Officer partnered to install new trash/recycle containers on Main Street and the Village Green. The DownTown is upgrading the wayfinding signs to bring a new awareness to the DownTown Business District. Safe Step was contracted again to address the sidewalk tripping hazards on Main Street, Forest Boulevard, and Victory Drive. Approximately 24 trip hazards were identified and are suitable for repair using the saw cutting process.

For Fiscal Year 2020/2021 the DownTown again contracted with SafeStep to address sidewalk tripping hazards in a more cost effective manner. Safe Step LLC surveyed both sides of Main Street and Victory Drive and identified areas that were displaced more than ½ inch. A total of 27 individual areas were identified and all but one were suitable for repair using the saw cutting process. The sidewalk block on the last area was replaced to address the tripping hazard. The north and south sides of Main Street were repaired as well as Victory Drive. Buildout was completed for 311 Main Street for K Spot Bar & Grill. Contractors did a standard 'vanilla box along with one ADA restroom'. KSpot Bar & Grill was responsible for their remaining buildout. Dining On The Green was updated with a fresh coat of paint in the hall and restrooms. The bar island was updated for a more practical use. The décor was updated. These small renovations will enable the banquet hall to be used for multiple purposes especially after many had to cancel their events due to COVID-19. Comcast Business expanded its advanced network infrastructure in DownTown Park Forest, adding a half mile of fiber optic cable along Forest Boulevard, Victory Drive, Main Street and Liberty Drive. The expansion, which will bring Comcast's network to more than 100 additional area businesses, is designed to help boost the local economy and make the DownTown even more attractive to businesses, residents and visitors. ComEd also upgraded its infrastructure to enhance reliability in the DownTown. The enhancements include replacing some of the underground cable and switchgears. The parking lots in the DownTown are in much need of repair. The South lot located in front of Franciscan Alliance Physician's office and the lot accommodating Aunt Martha's was repaired, paved and sealed.

For Fiscal Year 2021/2022, major efforts to beautify the Downtown Park Forest for curb appeal and those working in the second floor offices took place. Both second floor hallways of Building 1 & Building 7 were painted and a chair rail was added to the halls in Building 7. Decorative pieces were added to each lobby and chairs and flowers bring a warmth as you walk through to the various offices. A new Shop Local, Shop Park Forest sign was designed and installed on the south side of Building 5. It is located above the dumpster area; on the second floor. The dumpster enclosures at Building 7 were torn down and new ones installed. Materials used for this project are chain length fencing.

This material stand up better to the weather and to vehicles that may hit the gates and sides. The parking lots in Building 1 & 7, were seal coated and stripped. Along with this work, No Parking Overnight signs were posted to deter residents from parking in the business customer parking. New gutters and downspouts were installed on Buildings 6A, 6B & 7. Tenants feel safer as cameras were installed in the second floor hallways of Building 1 & 7. Along with the key pin pad and cameras, the Downtown has been proactive in deterring any unwanted visitors to roam and mingle in the office hallways. The DownTown again contracted with SafeStep to address sidewalk tripping hazards in a more cost effective manner. Safe Step LLC surveyed Artists Walk and around the flag display and identified areas that were displaced more than ½ inch. A total of 15 individual areas were identified and all but one were suitable for repair using the saw cutting process. The sidewalk block in front of 361 Artists Walk was replaced to address the tripping hazard. The east side of Artists Walk (under the canopy) was repaired.

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 2022/2023 include rent and licenses in the amount of \$967,480 based on current leases and a Village transfer of \$155,036 for Common Area Maintenance (if needed). Common area revenue in the amount of \$81,940 represents Aunt Martha's, Building #2, and 202 Forest Boulevard. Total revenue is projected at \$1,235,656. Projected expenses for the DownTown are anticipated to be \$1,357,524. The net loss is projected at \$277,288. The Ending Net Cash is \$323,156.

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.

STAFFING:

<u>Position</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</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
2022/2023 Budget
DOWNTOWN PARK FOREST
REVENUES**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUES					
DownTown Rent	620,107	720,000	725,232	773,000	7%
Farmers Market*	5,680	0	0	0	0%
Common Area Revenue	124,265	51,911	81,938	85,000	64%
Hall Rental	31,575	15,000	20,500	26,000	73%
Other Business Licenses	(18,375)	30,000	30,000	36,000	20%
Transfer from General Fund (CAM)	0	155,036	155,036	155,036	0%
Interest	1,333	1,700	300	700	-59%
LED Sign Revenue	2,046	1,656	2,500	2,500	51%
Miscellaneous	<u>(3,454)</u>	<u>5,000</u>	<u>2,100</u>	<u>2,000</u>	-60%
TOTAL REVENUE	<u>763,177</u>	<u>980,303</u>	<u>1,017,606</u>	<u>1,080,236</u>	10%
<u>Net Income(Loss)</u>	<u>(241,765)</u>	<u>(465,825)</u>	<u>(381,570)</u>	<u>(277,288)</u>	-40%
Major Capital Outlay	0	0	0	0	0%
Depreciation	<u>56,887</u>	<u>141,289</u>	<u>135,862</u>	<u>92,346</u>	-35%
Cash Flow	(184,878)	(324,536)	(245,708)	(184,942)	
<u>Beginning Net Cash</u>			753,806	508,098	
<u>Ending Net Cash</u>			508,098	323,156	

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
2022/2023 Budget**

**DOWNTOWN PARK FOREST
EXPENSES**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	99,509	110,497	111,973	116,463	5%
Overtime Salaries	2,096	1,500	2,200	1,500	0%
Temporary/Part time Salaries	<u>65,593</u>	<u>86,493</u>	<u>85,272</u>	<u>89,156</u>	3%
Total Personnel Services	167,198	198,490	199,445	207,119	4%
<u>Insurance</u>	1,606	1,626	1,626	1,626	0%
<u>IRMA</u>	25,000	25,000	25,000	25,000	0%
<u>Employee Support</u>	6,069	38,854	38,854	36,414	-6%
<u>Professional Services</u>	33,152	21,000	13,500	21,000	0%
<u>Property Taxes</u>	363,957	175,000	155,550	375,000	114%
<u>Operating Supplies</u>	18,380	22,800	23,300	22,800	0%
<u>Maintenance</u>	218,597	296,080	285,700	234,630	-21%
<u>Capital Outlays</u>	24,283	302,500	304,606	112,600	-63%
<u>Depreciation</u>	56,887	141,289	141,289	92,346	-35%
<u>Miscellaneous</u>	1,548	1,500	1,100	1,500	0%
<u>Bad Debt</u>	0	39,000	39,000	39,000	0%
<u>Transfer to Other Funds</u>	0	83,429	83,429	89,724	8%
<u>Rentals</u>	2,141	2,150	1,180	1,355	-37%
<u>Utilities</u>	<u>86,124</u>	<u>97,410</u>	<u>85,597</u>	<u>97,410</u>	0%
TOTAL EXPENSES	<u>1,004,942</u>	<u>1,446,128</u>	<u>1,399,176</u>	<u>1,357,524</u>	-6%

**Village of Park Forest
2022/2023
Budget**

**DOWNTOWN PARK FOREST
SALARY DETAIL**

	6/30/2022 Current Base	Salary Increase 3.00%	7/1/2022 Grade & Step	Gross*	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Heather N Jones Facility Manager	93,130	95,924	18,5	97,037	9,316	7,423	1,500	0	126	15
Kelli L Hallberg Office Asst - 25 hrs/wk = 1300 hrs annually	29,838	30,733	3,6	31,090	2,985	2,378				
Maintenance Worker @ 25 hrs/wk (1300 hrs/year @ avg hrly rate of 24.23/hr)	31,506	32,451	2,9	32,451	3,115	2,483				
Maintenance Worker @ 25 hrs/wk (1300 hrs/year @ avg hrly rate of 18.40/hr)	23,928	24,645	2,1	25,615	2,459	1,960				
Overtime				1,500	144	115				
ALLOCATIONS										
Public Works				18,035	1,731	1,380				
Recreation and Parks				<u>1,391</u>	<u>119</u>	<u>106</u>				
TOTAL DOWNTOWN PARK FOREST	178,402	183,753		207,119	19,869	15,845	1,500	0	126	

NOTE: Full-time employees who decline health insurance receive a \$1,500 stipend 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, 11 holidays and 1 floating holiday annually.

**Village of Park Forest
2022/2023 Budget**

**DOWNTOWN PARK FOREST
DETAIL
80-00-00**

PERSONNEL SERVICES

500000	Regular Salaries		
		DownTown	97,037
		Public Works	18,035
		Recreation and Parks	<u>1,391</u>
			116,463
500100	Overtime Salaries		
		Public Works / Recreation & Parks	1,500
500200	Temporary/Part-time		
		Downtown	<u>89,156</u>
	Total Personnel Services *		207,119

INSURANCE

510100	Health/Life Insurance		1,626
510300	IRMA Premiums		<u>25,000</u>
	Total Insurance*		26,626

EMPLOYEE SUPPORT

520200	Membership Dues		700
520610	FICA		15,845
520620	IMRF		<u>19,869</u>
	Total Employee Support *		36,414

PROFESSIONAL SERVICES

530000	Marketing - Design and Development	2,500
530100	Legal Fees (Tax protest, revisions, collections, background chk, etc)	5,000
530200	Engineering/Architectural (Architectural Bid Specs for Buildout)	7,500
532600	Credit Card Fees	<u>6,000</u>
Total Professional Services		21,000

PROPERTY TAXES

532500	Property Taxes	<u>375,000</u>
Total Property Taxes		375,000

OPERATING SUPPLIES

540000	Other Operating Supplies (Janitorial/Electrical/MT)	13,500
540050	Common Area Supplies (Sidewalk, landscaping supplies, door locks)	3,000
540800	Cleaning Supplies/Paper Products	1,300
541400	Paint, hardware and small tools	1,000
541500	Salt	<u>4,000</u>
Total Operating Supplies		22,800

MAINTENANCE

550150	LED Sign (Rt 30 and Orchard)*	4,500
550300	Equipment Maintenance	2,000

550400	Contractual Building/Facility Maintenance		
	Janitorial Service	15,000	
	Building & Structural Maintenance & Repair HVAC	66,000	
	Alarm Monitoring	8,000	
	Internet Service (HVAC units/ConfRm/DTPF/DOTG)	5,000	
	LED Connection/Verizon	420	
	Trash Collection/Star Disposal	10,000	
	Elevator Inspection and Maintenance	1,280	
	Elevator Quarterly Inspections	880	
	Window Cleaning	800	
	Tenant Buildout (2nd FL offices: carpet/painting)	<u>10,000</u>	
			117,380
550450	Common Area General Maintenance *		
	Parking Lot Patching & Striping	26,000	
	Gutters / Downspouts repair/Replacement	12,500	
	Sidewalk Repairs & Streetscaping upgrades	5,000	
	Exterior Canopy & Support Beams Repair	7,500	
	Purchase of Hometown Heroes Pole Banners	4,000	
	DownTown Winter Decorations SavATree	20,000	
	DT Winter Decorations/Snow Flakes	<u>550</u>	
			75,550
550500	Contractual Grounds Maintenance		
	Snow Plowing	25,200	
	Landscaping	<u>10,000</u>	
			<u>35,200</u>
	Total Maintenance		234,630

CAPITAL OUTLAYS

560000	Other Capital Outlays		
	Signage - Grant Program	4,000	
	Repaint Exterior Fascia	5,000	
	Dumpster Enclosures	10,000	
	Interior LED Lighting Bldg 1&7 (ind. Offices)	7,500	
	Recondition Roofs/Sealcoating	33,600	
	Computer Upgrades	<u>2,500</u>	
			62,600
560700	Depreciation		92,346

564700	Capital Improvement Tenant Buildout	<u>50,000</u>	<u>50,000</u>
Total Capital Outlays			204,946

TRANSFER TO OTHER FUNDS

580000	Transfer to General Fund - Indirect Costs	<u>89,724</u>	
Total Transfer To Other Funds Expenditures			89,724

MISCELLANEOUS EXPENDITURES

590900	Advertising (Promotional material etc.) ePark News ads, CVB ads, Canva Print Subscription		1,500
591951	Bad Debt		<u>39,000</u>
Total Miscellaneous Expenditures			40,500

LEASES and RENTALS

600400	Vehicle Interfund Rentals	<u>1,355</u>	
Total Leases and Rentals			1,355

UTILITIES

610000	Telephone		6,630
610600	Gas and Electric (Vacant Spaces and Office)		66,300
610680	Common Area Utilities		<u>24,480</u>
Total Utilities			<u>97,410</u>

TOTAL DOWNTOWN PARK FOREST **1,357,524**

**Village of Park Forest
2022/2023 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 February 2009, 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 more than 15 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 FY 2022, the Village will own 95 single family residential lots, 12 commercial/industrial lots, one large residentially zoned lot (former Wildwood School property), and two commercial properties with existing buildings (Blackhawk Shopping Center and Central Court Plaza).

The Village is working to obtain judicial deeds for six blighted houses requiring demolition and owns three vacant houses which are candidates for sale and rehabilitation. One of these houses will be rehabilitated with the 2021-2022 South Suburban Trades Initiative (SSTI) (74 Marquette Street). The other two houses (336 Oswego Street and 178 Nauvoo Street) will be stabilized with grant funds and then sold for private rehabilitation. The South Suburban Land Bank and Development Authority (SSLBDA) currently owns six houses and one vacant lot that are to be marketed for sale. They are in the process of seeking judicial deeds on another 21 abandoned houses. The Village/SSLBDA's acquisition and ultimate sale and rehabilitation 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 19 scattered residential vacant lots - those not located in the Eastgate neighborhood - have been 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 vacant parcels the Village owns have been acquired through the tax scavenger/No Cash Bid process. Currently, four residential properties are in the process of being acquired through this process. These include two vacant lots and two houses. The No Cash Bid process is established by Cook County to enable jurisdictions to obtain properties that are at least two years tax delinquent. Most of the costs to the jurisdiction 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. EDPD staff review available properties each year to determine if acquisition is in the Village's best interests.

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 recommend incurring these higher costs for truly strategic properties. In the future, this process will likely only be used for properties which need to be demolished or strategic commercial/industrial properties. Most vacant, abandoned residential properties will now be acquired by the SSLBDA through the abandonment process on behalf of the Village. Once the Judicial Deed is granted to the Village, it is immediately transferred to the Land Bank. In this way, the legal and maintenance expenses are paid by the Land Bank, which also benefits by retaining any proceeds realized by the sale of property.

The Strong Communities Program (SCP) grant awarded to the Village by the Illinois Housing Development Authority (IHDA) will pay up to \$5,000 per property (with a blighted single family house). So, when the Village does obtain vacant, abandoned residential properties (with a house on them), this grant can be used to reimburse the Village's expenses. This funding source will be used for the six houses in Eastgate described earlier.

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 FY 2022, EDPD staff proposes land acquisition be limited to No Cash Bid, court order, donation, and the 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. 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 FY 2022 mowing season (summer 2021/spring 2022), the Village's Capital Projects Fund will incur the cost of regular mowing on approximately 136 vacant residential properties and five commercial lots. Three of the commercial lots are large vacant parcels where a building was demolished recently. The Village owns two commercial properties with 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 experience, these expenses average \$3,500 per month for seven 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.

A significant program that is based in the Capital Projects Fund is the SSTI. The SSTI is a joint project with the Village, South Suburban College, and Prairie State College, supported with funding from the Illinois Housing Development Authority. In FY2018-2019, the SSTI rehabilitated the Village-owned house at 305 Sauganash Street, in FY2019-2020, it rehabilitated the house at 336 Early Street, and in FY2020-2021 the program rehabbed 117 Wilson. Both houses have been sold, and all Village expenses for rehabilitation, project management, acquisition and sale, property maintenance (prior to rehab), and legal have been reimbursed to the Capital Projects Fund. The net profit from both houses, and subsequent sales of SSTI houses, will be used to create a forgivable loan program to incentivize the acquisition of SSLBDA owned houses for owner occupancy. The SSTI program, therefore, ultimately has a net zero impact on the Capital Projects fund. However, the fund has to pay for the costs described above until each property is sold. The 117 Wilson single family home was withheld from sale while the final destination of a refugee family was determined. The 117 Wilson home is projected to be sold prior to the end of the 2021/2022 fiscal year.

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 typically is not 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 promoting 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, Parks, and Community Health 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, Parks, and Community Health Department funds. In 2020-2021, the iconic Welcome to Park Forest sign, located on Western Avenue north of Illinois Street was rehabilitated. The 2020 AmeriCorps NCCC Team removed the old community organization signs and cleaned the sign, Village Staff painted the sign, and each organization had new signs made. Staff will install the new signs. As a result, this sign was refurbished for very little expense to the Village.

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 a new Downtown Business District sign in Fiscal Year 2022 will come from a reallocation of \$40,000 in CN funds that was 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 to install a sign on Western Avenue or Sauk Trail that promotes Downtown Park Forest.

Several locations will be explored for this new sign. The Village owns a small parcel located south of the CVS Store. The Village obtained the tax deed to this parcel in 2008 for the sole purpose of creating a location for a sign to promote Downtown Park Forest. Because this parcel is located approximately 200 feet south of intersection of Main Street and Western Avenue, it is not an ideal place for the sign. Other locations will be explored that will likely require easements, including the First Midwest Bank property on Western Avenue, and Rich East High School property on Sauk Trail.

Additional proposed signs would be located along each of the major and minor arterials that serve the Village of Park Forest. Funding for these signs, which are described below, will

have to be allocated in future fiscal years.

- 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, Wing's Galore, 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 needs to be replaced.

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 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 is 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, Parks & Community Health, 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 history of many other communities that have revitalized themselves includes the element of public art in some way and the Art Team has spent much time considering ways to promote the arts within the Village and how best to engage residents. This has included sponsoring public art projects at several Main Street Nights as well as the addition of the four art pieces to the Village Green, with these four pieces on display for a two-year period. Additionally, the art team designed, had installed and organized the dedication ceremony for the two new plaques honoring Etel Billig and Kim Thayil on Artists Way in the DownTown. Other projects in the offing include a fourth mural, the rotation of the art pieces on the Village Green and continued community projects to promote the arts within the Village.

Given the circumstances of the past few years, there were no public art initiatives or projects, as in the past. The lease of the four sculptures on display in the Village Green was extended through the spring of 2022. Proposals are being accepted for a new display and a new artist will be featured for the remainder of 2022 through spring of 2024.

CAPITAL PROJECTS – Somonauk Park Redevelopment (33-02)

Work continues on the OSLAD Grant funded Somonauk Nature Adventure Park. This is a two-year project with completion scheduled for June of 2022.

Highlights of this redevelopment include a two-acre pond, reminiscent of the lagoons in the Chicago park system with their islands, boathouses and fishing piers. Other amenities include terraces to sit and overlook the park on giant “porch swings,” a brook and zip-lines. Programming will include fishing from several fishing piers and recreational kayaking. In addition, existing walking paths, outside of the park development footprint will be converted to a 10-foot wide, multi-use trail. This enhancement is outlined in the Park Forest Bike and Pedestrian Plan.

CAPITAL PROJECTS – Central Park Redevelopment (33-02)

The Lifecycle Plan also includes the redevelopment of Central Park. While no detailed plans have been developed for this project, \$25,000 is included in this year’s budget to continue accumulating funds.

CAPITAL PROJECTS – Winnebago Park Multi-Use Path (33-02)

Identified in the Bike & Pedestrian Plan as one of the links in the Village wide system, the access path is currently a wood chip surface. The path will be converted to a 10-foot wide, multi-use trail.

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 the DownTown Business District sign described above in “Major Sign Initiative”.

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 (CMAP) 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 Coordinator to continue the Village’s sustainability efforts. The Sustainability Coordinator’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 \$20,000 each year to supplement the Serve Illinois grant. A new GRCorps Member is hired each fall, and serves for approximately 10 months.

In February 2019, the Board adopted the *Climate Action and Resilience Plan* (CARP). 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. The CARP provides more specific guidance for the work of the Sustainability Staff and the Village as a whole.

ACCOMPLISHMENT OF 2021/2022 BUDGET OBJECTIVES

1. Continue the implementation of the Park Forest Sustainability Plan (PFSP)

In summer 2020, the Village benefitted from a fifth team of volunteers with the AmeriCorps National Civilian Conservation Corps (NCCC). Sustainability-related work completed by the NCCC team included support of St. Irenaeus Community Garde and Food Pantry, assistance at the Recycle Fest, trail replacement at Thorn Creek

Woods Nature Preserve, and painting trash cans salvaged from DownTown Park Forest to make them recycle cans.

The Sustainability office installed 12 LEED Certified Communities logos on all Village facilities. The locations include: each Village Hall entrance, each entrance of the Police Station and Fire Station, the Water Treatment Plant, the Aqua Center, Discovery Center, Tennis and Health Club, Freedom Hall, and Recreation Center.

The DownTown Management Office added recycling signs to garbage and recycling enclosures serving Village-owned DownTown properties.

Continued implementation of Village Hall recycling programs for shredded paper, plastic bags and film, and used ink/laser cartridges. These are all items that the waste hauler does not accept.

Added battery recycling collection boxes at Village Hall, Police Department, Fire Department, and the Water Treatment Plant. Collections to date are shown below.

Material	Action	Unit	2020	2021	Total
Batteries (Big Green Box)	Recycled	pounds	43	45	88

Continued emails of Green Tips of the Month to Village staff.

Conducted a Village staff recycling quiz to test the staff's knowledge and further educate them on how to recycle right.

Entered into a three-year Electric Aggregation program which will supply Park Forest with 100 percent renewable wind energy from the Midwest at the same ComEd rate through NIMEC/MC2. The Village will receive a civic contribution of \$50,000 each year.

Continued promoting an incentive for businesses to make energy efficiency improvements in conjunction with ComEd or Nicor.

Worked with the Recreation, Parks, and Community Health Department to become a Certified Tree City USA in 2020.

Continued researching options for installing solar panels at the Park Forest Water Treatment Plant, gained additional project proposals, hosted Village staff meetings, presented project proposal to the Board, and conducted a structural analysis of the roof.

The 2021 Growing Green Recycle Fest took in 75,000 pounds of shredded paper, 6,000 pounds of electronics, 50 televisions, 125 eyeglasses, 5,300 pounds of clothing and shoes, 70 pounds of medication, 12 flags, 12 bikes, and 188 trophies. Collections to date are shown below.

Material	Unit	Year					
		2016	2017	2018	2019	2020	2021
Paper	pounds	12,000	6,000	3,000	15,000	12,000	7,500
Electronics	pounds	8,783	2,432	13,000	19,000	32,000	6,000
TV	count	232	169	208	70	144	50
Eye glasses	count	300	70	240	248	58	125
Clothes and shoes	pounds		482	1,316	3,500	2,520	5,300
Plastic bags	pounds		7	15	36	112	
Medication	pounds		16	36	40	42	70
Polystyrene	pounds				20	138	
Books	count				8,157	4,455	
Flags	count				28	84	12
Bikes	count				26	3	12
Trophies	count					252	188

In 2020, after reporting our greenhouse gas Inventory, the Village of Park Forest was recognized as an A-List Community by Carbon Disclosure Project (CDP), an international non-profit organization that helps cities disclose their environmental impact. Park Forest is one of 88 A-List Communities across the globe.

Worked with the Park Forest Public Library and Environment Commission to launch a free Tool Lending Library that will be housed at a site to be determined after COVID-19 restrictions are lifted. The Sustainability Office purchased a collection of home repair and garden tools, developed inventory, instruction videos, check out guidelines, and a tool use waiver.

Partnered with the Park Forest Public Library to continue the Park Forest Seed Library by sourcing seed donations, publicizing the availability of seeds, creating educational materials about the importance of growing local food. Due to limited access to the Seed Library, the Sustainability Office publicized a seed give-away and mailed out packets of seeds to 50 residents.

Increased the number of community gardens to 10 in 2020. Continued to promote and incentivize the use of Village-owned vacant lots, schools, churches, and business community garden growth.

Worked with the DownTown Management Office and Public Works Department to install wayfinding signs on Main Street and Lester Road to promote the EV charging station located in Village Hall parking lot.

Repurposed 12 landfill cans into recycling cans to be utilized throughout DownTown Park Forest to promote recycling habits.

Developed a tree preservation ordinance applicable to public trees.

In 2021, the Christmas Tree and Lights recycling program diverted 208 pounds of holiday lights and 30 trees were mulched for parks and resident use. Collections to date are shown below.

Year	Recycled Holiday Lighting (pounds)	Composted Christmas Trees (count)
2009		22
2010		24
2011		30
2012		23
2013		25
2014		29
2015		30
2016		28
2017		25
2018		27
2019	288	22
2020	140	44
2021	208	30
Total	636	359

After exploring the feasibility of installing a ground mounted solar array to serve the water treatment plant, the Village entered into an agreement with Balance Solar/ YellowLite. The combination of the roof and ground arrays will offset 45% of the energy needed annually by the water treatment plant.

Based on the 2018 municipal Greenhouse Gas Inventory, buildings and facilities make up 37% of our emissions. With the continued efforts of reducing our GHG emissions, continue retrofitting facilities with LED lighting and take advantage of ComEd incentives. In FY222, the storage facility at Norwood Plaza, the Fire Department and the LED Lights on Western Avenue were replaced.

SUSTAINABILITY PLAN IMPLEMENTATION GOALS FOR FISCAL YEAR 2022/2023

1. Continue the implementation of the Climate Action and Resilience Plan (CARP)

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.

Research steps to implement electric vehicles and charging stations to Village fleet.

Add indoor landfill/recycling receptacles to continue same aesthetic as downtown and educate community about choice of disposing of their waste stream.

Keep informational kiosks up-to-date.

Educate the public on the importance of composting, and identify commercial composting services for commercial and residential properties.

Track energy usage statistics for Village buildings and where LED lights have been installed to ascertain usage, financial savings, and GHG emission reductions.

Implement incentive programs for 1) community gardens, 2) rain gardens to mitigate localized flooding, and 3) energy efficiency upgrades by local businesses.

Create a tool lending library at a site to be determined.

Continue sourcing seed donations and supporting the Park Forest Seed Library.

Partner with Recreation, Parks and Public Health to plant a mini forest to promote biodiversity, mitigate flooding, build a healthy ecosystem and sequester carbon.

Implement a recycling and composting program with SD163.

Expand education on recycling best practices by meeting with additional Village businesses, making presentations to more schools, continuing the poster program at Village Hall, and other means.

*Host events to encourage walking/biking to school and Village facilities and activities.
Host events to encourage & educate community about planting native plants and trees.
Install solar panels on the Park Forest Water Treatment Plant and land located next to*

the facility. Implement solar dashboard on Village website to show benefits of installation.

Conduct a GHG inventory for calendar year 2021.

Meet with all Village departments to identify CARP implementation activities and update them with progress on CARP goals.

Continue to engage residents and businesses in practices that reduce energy usage, increase recycling rates, promote alternate modes of transportation, encourage composting, and increase resiliency in the face of climate change.

2. Comply with reporting requirements and seek new standards for Village sustainability work

Keep up with LEED and SolSmart certifications and strive to increase the Village's standing.

Update the EnergyStar Portfolio Manager accounts for all Village buildings to track energy and water use over time. Look to including waste data.

Maintain Tree City USA certification.

Evaluate new reporting standards and certifications and join if deemed useful.

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 in 2019; however, the full payment was due prior to the appeal status notification. The overpayment has since been refunded by Cook County. The property is taxable because there are tenants in the building. Staff negotiated a 20-year lease extension with the Subway Restaurant and a five-year lease with Rahima's Hair Palace. A buyer for the Plaza was identified in February 2020. The buyer signed a letter of intent one year later, in February 2021, and

provided an earnest money deposit. A sales agreement with a negotiated incentive was approved by the Village Board of Trustees and Mayor in January 2022. Closing is planned for March 2022. If the property does not sell as anticipated, funds have been budgeted to make major repairs to the roof and other systems that have been deferred.

COVID Relief Funded Projects

The Village has received \$736,425 in CARES Act relief monies and will receive over \$2.8 million in American Rescue Plan Act (ARPA) relief funding, with over \$1.4 million received in FY 21-22 and the remainder being received in FY 22-23. All ARPA funds will go to the Water Fund to pay for infrastructure projects. CARES Act funds will pay for various infrastructure and community assistance programs.

DOWNTOWN TIF FUND REIMBURSEMENT TO VILLAGE

The DownTown TIF Fund owes the Village \$4,494,374 for the financial support provided by the Village to the DownTown TIF. The Village Board approved a resolution in January, 2001 stipulating the TIF Fund reimburse the Village this amount. These funds will go into the Capital Projects Fund as they will fund one-time projects for the Village and will not support day-to-day, ongoing operational costs. For FY 2021/2022, a transfer of \$2 million was made from the TIF Fund to the Capital Projects Fund and \$500,000 will be transferred in each subsequent fiscal year until the entire amount of \$4,494,374 is paid. The TIF will maintain \$30,000 for professional services.

**Village of Park Forest
2022/2023 Budget**

**CAPITAL PROJECTS
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Transfers from General Fund					
-Economic Development	50,000	50,000	50,000	50,000	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%
Transfer from TIF Fund	0	2,000,000	2,000,000	500,000	-75%
Star Contract	5,000	5,000	5,000	5,000	0%
Intergovernmental Revenue - APP/SCP Grant	98,419	350,000	179,048	0	-100%
Grants (Local)	108,394	277,500	197,500	0	-100%
Intergovernmental Revenue - COVID Relief	736,425	0	0	0	0%
American Resue Plan (ARP)	0	1,300,000	1,443,178	1,443,178	11%
Misc Income	50,034	50,000	50,000	50,000	0%
Sale of Assets	151,396	150,000	150,000	110,000	-27%
Central Court Plaza Rent	<u>48,859</u>	<u>50,000</u>	<u>41,667</u>	<u>0</u>	-100%
TOTAL REVENUE	1,383,527	4,367,500	4,251,393	2,293,178	-47%
EXPENDITURES					
Professional Services - Economic Development	52,074	41,000	43,500	41,000	0%
Maintenance - Economic Development	335,439	168,000	164,000	168,000	0%
Capital Outlays - Economic Development	0	365,000	0	325,000	-11%
Public Utilities - Economic Development	2,236	1,000	3,600	1,000	0%
Capital Outlays - Somonauk Park	81,805	390,000	310,000	250,000	-36%
Capital Outlays - Sound Mitigation	20,000	0	0	0	0%
Capital Outlays - Public Art	5,096	10,000	10,000	10,000	0%
Capital Outlays - Central Park	0	25,000	25,000	25,000	0%
Capital Outlays - Winnebago Park Path	0	0	0	65,000	100%
Central Court Plaza	8,516	50,000	35,291	30,000	-40%
Transfers to Other Funds	0	1,514,375	0	2,886,356	91%
Sustainability Plan Implementation	<u>65,292</u>	<u>138,245</u>	<u>84,045</u>	<u>105,315</u>	-24%
TOTAL EXPENDITURES	<u>570,458</u>	<u>2,702,620</u>	<u>675,436</u>	<u>3,906,671</u>	45%
Excess of Revenues (Expenditures)	813,069	1,664,880	3,575,957	(1,613,493)	
<u>Beginning Fund Balance</u>			2,841,934	6,417,891	
<u>Ending Fund Balance</u>			6,417,891	4,804,398	

**Village of Park Forest
2022/2023 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 (GC)*	<u>19,000</u>	24,000
530130	Billable Services — Legal		15,000
532500	Property Taxes		<u>2,000</u>
	Total Professional Services		41,000

MAINTENANCE

550500	Contractual Grounds (Mowing, debris removal, rehab, demo)		
	Mowing, debris removal, board-ups	28,000	
	South Suburban Trades Initiative*	40,000	
	Housing demolition and rehab (IHDA-SCP grant)	<u>100,000</u>	
	Total Maintenance		168,000

CAPITAL OUTLAYS

560000	Other Capital Outlays		
	Traffic Signal at US30/Indiana Street	<u>325,000</u>	
	Total Capital Outlays		325,000

TRANSFER TO OTHER FUNDS

580000	Transfer to Other Funds - Transfer ARPA to Water Fund		<u>2,886,356</u>
	Total Transfer to Other Funds		2,886,356

**Village of Park Forest
2022/2023 Budget**

UTILITIES

610600	Public Utility Service	<u>1,000</u>
	Total Utilities	<u>1,000</u>
	Total Economic Development Capital Project	3,421,356

**Public Art
33-01-00**

CAPITAL OUTLAYS

560000	Signage and Sculpture	<u>10,000</u>
	Total Capital Outlays	<u>10,000</u>

**Somonauk Park
33-02-00**

CAPITAL OUTLAYS

560000	Somonauk Park Redevelopment		
	OSLAD Funding		250,000
	Winnebago Path Widening		<u>65,000</u>
	Total Capital Outlays		315,000

**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
2022/2023 Budget**

**Central Court Plaza
33-07-01**

CAPITAL OUTLAYS

560000	Equipment and Grounds Improvements	10,000
	Economic Development Incentive	<u>20,000</u>

Total Capital Outlays **30,000**

Total Central Court Plaza Capital Project **30,000**

TOTAL **3,801,356**

**Village of Park Forest
2022/2023 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	750
	Urban Sustainability Directors Network	1,700
	Park Forest Garden Club	30
	Illinois Environmental Council	35
	ICLEI (GHG inventory software), 2 year renewal	<u>1,200</u>
		3,715
520300	Training Staff Development Registration for workshops and conferences (APA,USGBC, etc.)	<u>1,000</u>
	Total Employee Support	5,215

PROFESSIONAL SERVICES

530000	Other Professional Services	
	Sustainability Match (Chicago Community Trust, Funder's Network, MacArthur Fdn, Rockefeller Fdn)	4,500
	Greenest Region Corps Member support*	20,000
	Recycling events (electronics, tvs, paper shredding, textiles)	3,200
	Speakers/Fees - Sustainability Related topics	500
	Battery recycling	600
	Educational materials for Sustainability Projects	500
	Shredding pick-up services	600
	EV Charging Station Annual Fee (renewal 4/2026)	0
	AmeriCorps NCCC Lodging (Grant Match)	<u>4,000</u>
		<u>33,900</u>
	Total Professional Services	33,900

OPERATING SUPPLIES

540000	Other Operating Supplies Office Supplies	500
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540400	Department Sponsored Meetings (community & school sustainability outreach programs, AmeriCorps NCCC)	<u>2,500</u>
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	Total Operating Supplies	3,000
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CAPITAL OUTLAYS

560000	Capital Outlays	
	Indoor landfill/recycling bins	10,000
	Tool Lending Library	2,000
	Mini Forest	5,000
	LED Lighting Replacement	15,000
	Community Gardens (larger garden improvements)*	10,000
	Sustainability Incentives (community gardens rain gardens, energy efficiency improvements)*	<u>15,000</u>
	Total Capital Outlays	57,000

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.)	2,000
591200	Other Special Events Expense	<u>1,000</u>
	Total Miscellaneous Expenditures	4,000

UTILITIES

610600	Public Utility Service ComEd electric fees for EV charging station	<u>2,200</u>
	Total Utilities	2,200

TOTAL SUSTAINABILITY PLAN IMPLEMENTATION	<u>105,315</u>
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TOTAL CAPITAL PROJECTS	3,906,671
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**only if there are sufficient funds for these three projects*

Village of Park Forest 2022/2023 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, 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 that utilize professional contractors and/or consultants. Locations of work are identified by surveys conducted by Public Works staff and by inspecting concerns 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 village staff and with village-owned equipment. Maintenance locations are also identified by surveys conducted by Public Works staff and by inspecting concerns reported by residents.

For the 2022/2023 Fiscal Year, salaries for village staff and expenses for the usage of Village-owned vehicles and equipment that perform work related to the items outlined above will continue to be funded through the village General Fund. Beginning with the 2014/2015 budget, the funding of sidewalk replacement was also moved to the General Fund. This will allow more of MFT funds to be utilized for capital improvement projects that are Motor Fuel Tax eligible.

Recent Update: On June 28, 2019, Governor Pritzker signed the REBUILD ILLINOIS Capital Plan to fund transportation projects along with other investments. Beginning July 1, 2019, the MFT Law was amended to impose a tax rate increase from 19 cents to 38 cents per gallon of gas which will be adjusted annually on July 1 of each year based on the Consumer Price Index (CPI). The price of diesel fuel also increased from 21.5 cents to 45.5 cents per gallon of diesel. Other Public Acts were amended which amend the State Finance Act to create the Transportation Renewal Fund as a new fund in the State Treasury. This special fund will collect each month an amount equal to the amount of tax collected from the additional 19 cents taxes on motor fuel and will be distributed monthly. Even though the tax rate has doubled, Local Agencies will not receive a double allotment amount. Local Agencies will receive two allotment payments each month. The first allotment will be based on previous tax rate of 19 cents per gallon and follow the existing distribution method. The second allotment will be based on the additional taxes and follow a different distribution method. Both allotments can be expected a few days from each other and both should be deposited in the Village MFT accounts. Local agencies received the first additional payment around September 2019.

As part of REBUILD ILLINOIS capital plan, \$1.5 billion is appropriated to IDOT from the Transportation Bond Series A fund for grants to local agencies, \$736,500,000 specifically for municipalities. IDOT will distribute these funds based on the regular MFT formula and over a number of years. Once the Office of Management and Budget coordinates the timing of the bond sales, IDOT will inform the local agencies on when they should expect these funds. To date, the Village has received, 5 payments of \$241,373.16 out of an anticipated 6 payments.

ACCOMPLISHMENTS OF 2021/2022 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.

In 2021, Iroquois Paving Co. resurfaced Well St and D Construction completed various pavement patches village wide.

- 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 Olthoff Inc. and the 50/50 sidewalk/concrete replacement 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 continued to maintain, repair, and replace street lights and all village street lights have been upgraded to LED.

- Remove snow and ice from Village streets.

DPW participated in the State of Illinois Joint Purchase Requisition for salt purchase. DPW intends to purchase its full 80% minimum commitment amount of salt requested for the 2021-2022 snow season which amounts to 1,624 tons of salt. DPW will continue to purchase as much salt as needed to full the Village's salt dome for next season. DPW also responded to snow removal needs throughout the year.

- Sweep streets and remove debris from Village roadways.

DPW renewed the Village's contract 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, in 2016, 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, "W" Streets area, "O and N" street areas (bordered by Sauk Trail, Indianwood Blvd, Western Ave, Monee Rd and Will County Line), Industrial Park, Coop areas east of Western Ave, Eastgate area, and "W" street areas between the Canadian National Railroad and the East/West ComEd Right Of Way, and Multi Family areas (west of Western Ave), Peach St, Apple Ln, Cherry St, Lester Rd and Oak Ln. were replaced so far. The program has reduced to a 7-year program with the last project to be bid to replace all of the signs in west Lincolnwood area and "M & S" streets south of Sauk Trail. Work is scheduled to be completed in Spring/Summer 2022.

2. Purchase a sufficient amount of salt for effective snow and ice removal.

For the 2021-2022 winter season, DPW requested 2,030 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. DPW expects to purchase the full 80% minimum purchase commitment and any additional salt to store in the Village salt dome for use during the 2022-2023 winter season.

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.

Staff is working with V3 Companies to complete a Phase I Study for a complete streets roadway improvement project along Forest Blvd, from Indianwood Blvd to Westwood Dr. Staff met with IDOT Bureau of Local Roads for guidance in completing this work to IDOT standards. The Project Development Report is currently being reviewed by IDOT.

Staff is working with Baxter and Woodman Consulting Engineers to complete a Phase I study for a road improvement project along Shabbona Drive, from Sauk Trail to Indianwood Blvd. Staff met with IDOT Bureau of Local Roads for guidance in completing this work to IDOT standards.

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).

5. Find additional sources of funding to assist with improving street infrastructure.

The Village received \$965,492 in REBUILD ILLINOIS funding. The Village is expected to receive 2 more disbursements of \$241,373 for a grand total of \$1,448,239. Public Works is planning to use these funds for road improvements along Shabbona Dr, from Indianwood Blvd to South Orchard Drive and South Orchard Drive, from Blackhawk Dr to Monee Rd.

The Village received CARES ACT funding, of which, Public Works will receive \$400,000 to help fund road improvements along various streets.

The Public Works Departments of Richton Park and Park Forest entered into a joint bid opportunity to make road improvements in each community. The intent is to combine projects to take advantage of economies of scale. Each community will supervise and pay for their respective work. Iroquois Paving is the awarded contractor for this project and work is scheduled to begin in April 2022 for Richton Park and May 2022 for Park Forest.

2022/2023 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:

	2017	2018	2019	2020	2021
Sidewalks removed and replaced (sq ft)	28,837	11,547	20,408	15,573	2,523
New sidewalk installed (sq ft)					12,635*
Curbs and gutters removed and replaced (feet)	14,129	4,698	12,342	542	5,238
Street Light Pole Replacement (each)	5	18	22	17	19
Street Light Repairs (service requests)	230	263	221	171	94
Salt Purchased (tons)	1,615	1,607	1,635	1,800	2,049
Streets Patched (square yards)	1,571	4,859	2,222	3,049	2,886
Streets resurfaced (square yards)	48,750	8,253	8,972	0	7,789

Notes:

Completed quantities for sidewalks, curb and gutter, and streets patched consist of both roadway improvement projects and utility restoration projects.

* New sidewalk was installed along Lincoln Hwy (RT 30) from Orchard Dr to Village Limits

These items are not all funded exclusively through MFT funds. They are listed here for organization and consistency.

**Village of Park Forest
2022/2023 Budget**

**MOTOR FUEL TAX FUND
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Grant Funding					
80%Resurf Shabbona(SaukTr - Indianwood)-PI	0	200,800	0	102,983	-49%
80%Resurf Shabbona(SaukTr - Indianwood)-D	0	0	0	83,552	0%
80%Resurf Shabbona(SaukTr - Indianwood)-CE	0	0	0	95,657	0%
80% Lincoln Hwy Corridor Streetscape - CE	0	0	12,820	0	0%
Motor Fuel Tax Allotments + (Tran Renewal Fund)	827,663	847,702	914,424	914,424	8%
Motor Fuel Tax Allotments (Rebuild Illinois)	724,119	482,746	241,373	241,373	-50%
Interest Income	<u>2,296</u>	<u>3,029</u>	<u>1,186</u>	<u>1,186</u>	<u>-61%</u>
TOTAL REVENUE	<u>1,554,078</u>	<u>1,534,277</u>	<u>1,169,803</u>	<u>1,439,175</u>	-6%
<u>Excess Revenue (Expenditures)</u>	1,151,100	337,862	193,346	(1,290,363)	
<u>Beginning MFT Fund Balance</u>			3,449,060	3,642,406	
<u>Ending MFT Fund Balance</u>			3,642,406	2,352,043	

**Village of Park Forest
2022/2023 Budget**

**MOTOR FUEL TAX FUND
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
EXPENDITURES					
<u>Professional Services</u>	500	500	500	500	0%
<u>Operating Supplies</u>	148,624	149,000	115,997	171,371	15%
<u>Maintenance</u>	169,865	289,854	201,779	249,714	-14%
<u>Capital Outlays</u>					
Resurface Illinois St (Orchard to Western)-Construction	0	0	0	30,485	100%
Local Road Improvements - Joint Bid with Richton Park	0	400,000	373,624	0	-100%
Resurf. Shabbona Dr/S.Orchard Dr NON FAU - Design	0	0	78,646	0	0%
Resurf. Shabbona Dr/S.Orchard Dr NON FAU - Const	0	0	0	1,600,000	100%
Resurf. Shabbona Dr/S.Orchard Dr NON FAU - CE	0	0	0	160,000	100%
Resurf. Shabbona Dr (Sauk Trail to Indianwood) - P1	0	0	128,729	0	0%
Resurf. Shabbona Dr (Sauk Trail to Indianwood) - Design	0	251,000	0	104,440	-58%
Resurf. Shabbona Dr (Sauk Trail to Indianwood) - Const	0	0	0	238,457	100%
Resurf. Shabbona Dr (Sauk Trail to Indianwood) - CE	0	0	0	119,571	100%
Indianwood Blvd (Sauk to Monee)-Const	0	23,627	23,627	0	-100%
US30/Lincoln Hwy Corridor Streetscape-Const	7,434	7,434	0	0	-100%
US30/Lincoln Hwy Corridor Streetscape-Const Egr	<u>16,025</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Capital Outlays	23,459	682,061	604,626	2,252,953	230%
<u>Utilities</u>	<u>60,530</u>	<u>75,000</u>	<u>53,555</u>	<u>55,000</u>	-27%
TOTAL EXPENDITURES	<u>402,978</u>	<u>1,196,415</u>	<u>976,457</u>	<u>2,729,538</u>	128%

**Village of Park Forest
2022/2023 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 (Bridge Inspections)	<u>500</u>
Total Professional Services		500

OPERATING SUPPLIES

541500	Salt (\$62.96/ton) (State Purchase)	153,371
541600	Lime/Chemicals (Calcium Chloride and Salt Brine)	<u>18,000</u>
Total Operating Supplies		171,371

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Traffic signal maint. & repair - IDOT, Cook Co., Village)	35,137
550400	Contractual Grounds Maintenance (Street sweeping, Curb Vegetation Control)	56,902
550600	Contractual Street Maintenance (Patching, Striping, Traffic Sign, Crack Filling, St. Light Wiring contracts)	105,000
550700	Street Maintenance Supplies	24,975

552300	Street Name Sign Maintenance Supplies	1,600
552400	Traffic Sign Maintenance Supplies	1,600
552500	Street Light Maintenance Supplies	<u>24,500</u>
Total Maintenance		249,714

CAPITAL OUTLAYS

560000	Other Capital Outlays	
	Illinois St Final Payment to IDOT for Construction	30,485
	Resurf. Shabbona & S. Orchard Dr Non FAU Sections - Const ¹	1,600,000
	Resurf. Shabbona & S. Orchard Dr Non FAU Sections - CE	160,000
	Resurf. Shabbona Dr(Sauk Tr to Indianwood Blvd) - Design ^{2 (R)}	104,440
	Resurf. Shabbona Dr(Sauk Tr to Indianwood Blvd) - Const ³	238,457
	Resurf. Shabbona Dr(Sauk Tr to Indianwood Blvd) - CE ²	<u>119,571</u>
		<u>2,252,953</u>

¹ To be partially funded with REBUILD IL Funds

² 80% of amount shown will be funded through STP-U Program

³ Payment to IDOT of Village's 20% cost participation for 3 months of construction

(R) Rebudgeted in whole or part from the prior year

Total Capital Outlays		2,252,953
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UTILITIES

610600	Public Utility Services (Electricity for Traffic Signals and Street Lighting)	<u>55,000</u>
Total Utilities		<u>55,000</u>

TOTAL MOTOR FUEL TAX		2,729,538
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Village of Park Forest 2022/2023 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 119 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 2022, the Housing Authority of Park Forest is administering 190 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
2022/2023 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	2018	2019	2020	2021	2022
Park Forest	124	147	144	134	119
Portables	404	345	306	257	190**

* Data for each year is presented for the month of January.

** Data from January 2022 show that 101 or 53% of the portable vouchers are from the Housing Authority of the County of Cook, 42 or 22% are from the Chicago Housing Authority and 48 or 25% are from various other housing agencies across the nation.

The Housing Authority continues to experience some difficulty with administering the Housing Choice Voucher Program because of declining revenues due to reduction of HUD funding. However, over the past 48 months, the Housing Authority has seen a slow, but steady decline in the number of portable vouchers moving to Park Forest. This change is due to other Housing Authorities putting added restrictions on their Housing Choice Voucher (HCV) participants by decreasing their bedroom voucher size to save money. In addition, the Housing Authority of Park Forest has also taken steps to control cost by making sure our portable rents are within our payment standards guidelines. However, even with these changes the Housing Authority of Park Forest’s portable vouchers still exceeds the average number of a 10% increase of portables (about 17 portable vouchers) experienced at other Housing Authorities. 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 190, 107% of its' base allocation, with an average monthly HAP expense of \$152,261. Currently, the average monthly HAP expense for the Park Forest vouchers is \$88,280. On January 31, 2022, the Authority's Net Restricted Assets (NRA) balance was \$145,805. 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. Finally, General Fund support to the Housing Authority is noted at \$30,000 in 2022/2023, but it is likely to be much closer to \$0 once all revenues/expenses are tallied for the fiscal year.

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 disproportionate size 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. As of today, HUD has not provided any updates on this Study.

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 2022/2023 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 that funded the installation of 6,185 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 funded a \$25,832 match met from the Village's Sewer Fund. This project was completed late in calendar year 2019.

In January 2021, the Public Works Department was awarded a \$300,000 Cook County CDBG grant to continue the CIPP sewer lining project, this time in the Eastgate neighborhood, which is an income eligible area. The project will install approximately 11,493 linear feet of Cured in Place Pipe (CIPP) liner of sanitary sewers within the neighborhood. Deteriorated sanitary sewers take on storm water inundation causing home backups and sanitary sewer overflows (SSO's). Collapsed sewers can have an even more damaging impact on the neighborhood and the environment. In the past five years, three sections of sewers in the Village have collapsed, requiring over 700 feet of new sanitary sewer to be installed at a cost to the Village of over \$80,000 per incident. Installing CIPP liner in the sewer system will prevent collapse and extend the service life of the sewer by at least 50 years. This method of addressing the Village's deteriorating sewer system is extremely cost effective in comparison to pipe replacement. Targeting the Eastgate neighborhood with this project supports a significant amount of neighborhood stabilization work conducted by the Village and its allies in the neighborhood. The Village proposes to match this grant with \$99,700 from the Sewer Fund.

**Village of Park Forest
2022/2023 Budget**

**HOUSING CHOICE VOUCHER PROGRAM
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Housing Assistance Payments	3,320,296	3,830,000	2,329,168	3,600,000	-6%
Administrative Fees	417,496	402,422	263,309	402,000	0%
Transfer from General Fund	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>0%</u>
TOTAL REVENUE	<u>3,737,792</u>	<u>4,262,422</u>	<u>2,592,477</u>	<u>4,032,000</u>	-5%
EXPENDITURES					
<u>Personnel Services</u>	234,088	261,404	256,127	249,268	-5%
<u>Insurance</u>	22,411	24,781	24,187	24,902	0%
<u>IRMA</u>	6,010	11,846	11,485	10,397	-12%
<u>Employee Support</u>	45,661	54,468	49,442	47,199	-13%
<u>Professional Services</u>	26,509	21,918	37,541	22,150	1%
<u>Operating Supplies</u>	1,379	1,800	307	1,800	0%
<u>Capital Outlays</u>	0	1,900	1,900	1,900	0%
<u>Housing Assistance Payments</u>	3,407,706	3,837,880	2,209,818	3,637,880	-5%
<u>Transfers to Other Funds</u>	40,000	0	0	0	0%
<u>Miscellaneous</u>	<u>0</u>	<u>550</u>	<u>4,090</u>	<u>550</u>	<u>0%</u>
TOTAL EXPENDITURES	<u>3,783,764</u>	<u>4,216,547</u>	<u>2,594,897</u>	<u>3,996,046</u>	-5%
Excess Revenue (Expenditures)	<u>(45,972)</u>	<u>45,875</u>	<u>(2,420)</u>	<u>35,954</u>	
<u>Beginning Fund Balance</u>			577,828	575,408	
<u>Ending Fund Balance</u>			575,408	611,362	

**Village of Park Forest
2022/2023 Budget**

**HOUSING CHOICE VOUCHER PROGRAM
DETAIL
11-18-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	<u>249,268</u>	
Total Personnel Services			249,268

INSURANCE

510100	Medical Insurance	23,000	
	Dental Insurance	1,474	
	Life Insurance	<u>428</u>	
			24,902
510300	IRMA Premium		<u>10,397</u>
Total Insurance			35,299

EMPLOYEE SUPPORT

520200	Dues/Subscriptions		
	Annual Dues to NAHRO	425	
	IAHA	175	
	Illinois NAHRO Chapter	100	
	National Center for Housing Management	<u>150</u>	
			850

520300	Training Expense	500	
	National Center for Housing Management (NICHM)	2,000	
	Lindsey & Co Software	<u>500</u>	3,000
520400	Books/Pamphlets		350
520610	FICA		19,069
520620	IMRF		<u>23,930</u>
Total Employee Support			47,199

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Lindsey (Accounting/Reports/Software Licensing)	6,552	
	Bank Fees	2,200	
	ACH Direct Deposit	525	
	Minutes and Hearings	500	
	Work Number Source Fees (The PI Company)	<u>4,350</u>	14,127
530100	Legal Services		1,000
530300	Audit Services		
	Lindsey & Co Software	850	
	BRZ Sailor Khan, LLC	5,700	
	Village Audit	<u>473</u>	<u>7,023</u>
Total Professional Services			22,150

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	1,200,000
561801	HCV Assistance Payments - PF Port Out	130,000
561802	HCV Admin - PF Port Out	7,880
561810	HCV Assistance Payments - Portables	<u>2,300,000</u>

Total Capital Outlays **3,639,780**

MISCELLANEOUS EXPENDITURES

590100	Postage	50
591000	Legal Notices	<u>500</u>

Total Miscellaneous Expenditures **550**

TOTAL HOUSING CHOICE VOUCHER PROGRAM **3,996,046**

**Village of Park Forest
2022/2023 Budget**

**CDBG AND NSP 1
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
CIPP Sanitary Sewer Lining - CDBG	<u>0</u>	<u>300,000</u>	<u>300,000</u>	<u>0</u>	-100%
TOTAL REVENUE	0	300,000	300,000	0	-100%
EXPENDITURES					
*Transfer to Sewer Fund-CIPP Lining Project		<u>300,000</u>	<u>300,000</u>	<u>0</u>	-100%
TOTAL EXPENDITURES	0	300,000	300,000	0	-100%
Excess Revenue (Expenditures)	0	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.

Village of Park Forest 2022/2023 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 44.5% for the Police Pension Fund and 48.6% for the Fire Pension Fund for the year ended June 30, 2021. 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. In 2019, another former police officer transferred credit to Oak Lawn. In 2021, another former police officer transferred credit to Joliet. In 2022, there were four former officers who transferred their credit to Oak Lawn (2), Winnetka and Tinley Park.

- State legislation increased fire pension benefits (1999).
- In 2001, State legislature adopted similar pension increases as was passed for fire in 1999 for police pension funds.
- In 2004, surviving spouse's pension distributions were increased to the retiree level, increasing annual pension costs.
- Beginning in 2008, the Village is legislatively required to continue health insurance coverage for the "catastrophically" disabled firefighters and police officers and their families for life.
- A firefighter was granted a duty disability in 2009, another was granted in 2012 and another in 2017.
- 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

- Increased vesting from 8 to 10 years.
- Increased age to receive full benefits from age 60 to age 67.
- Increased age to receive reduced benefits from age 55 to age 62.
- Increased number of months used to calculate the final rate of earnings to highest 96 months of the last 10 years, formerly highest 48 months.
- Caps final rate of earnings to a maximum of \$106,800 (increased annually by 3% or ½ of CPI).

Police & Fire

- Increased minimum retirement age from 50 to 55 with 10 years of service.
- Pension calculated @ 2.5% for each year up to 75% maximum.
- Early retirement option at 50 with reduced benefits.
- Final salary for pension purposes is best 8 out of last 10 years.
- Caps final rate of earnings at maximum of \$106,800 (increased annually by 3% or ½ of CPI).
- Fire and Police Pensions must now be 90% funded by 2040. Previously were required to be 100% funded by 2033.

Public safety pension consolidation legislation passed in late 2019 made changes to Tier II benefits for police and fire that led to considerable increases in employer pension cost, which means the annual tax levy was impacted. The changes impact the following:

- Final Salary – the final salary shall be the greater average of (i) the highest 48 consecutive months of service within the last 60 months of employment or (ii) the highest 96 consecutive months of service within the last 120 months of employment.
- Pensionable Salary Cap – capped at the 2011 base of \$106,800 increase annually by the lesser of (i) 3% or (ii) the annual unadjusted percentage increase in the CPI-U for the previous 12 months.
- Survivor Benefits – Surviving spouse and children death benefits begin the date of employment rather than when the employee became fully vested in the pension.

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. In Fiscal Year 2019, a \$150,000 additional contribution was approved for Police and Fire. In Fiscal Year 2021, a \$377,707 additional contribution was approved for Police and Fire. In Fiscal Year 2022, a \$279,562 additional contribution was approved for Police and Fire. These are an additional \$1,703,620 of contributions over-and-above amounts recommended by the actuarial studies.

The following chart gives a twenty-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%

	<u>IMRF</u>	<u>Police</u>	<u>Fire</u>
2016	12.43%	41.44%	43.580%
2017	11.68%	52.54%	50.180%
2018	11.78%	48.23%	50.43%
2019	9.92%	54.44%	58.75%
2020	12.08%	48.58%	50.05%
2021	11.58%	61.99%	56.29%
2022	9.60%	not available	
2023	6.69%	not available	

*Per AUDIT

Since the Village will continue to levy separately for FICA and IMRF, an accounting of levies and associated expenses will continue. The Personal Property Replacement Tax allocation of \$18,000 will stay in FICA in FY 22/23.

FICA & IMRF
RESTRICTED FUND BALANCE ANALYSIS

	<u>FICA</u>		<u>IMRF</u>	
	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 21/22</u>	<u>FY 22/23</u>
	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>
	<u>Levy</u>	<u>Levy</u>	<u>Levy</u>	<u>Levy</u>
Beginning Fund Balance	7,077	13,522	11,323	17,066
Tax Levy (Expected Revenue)	493,019	509,942	559,333	587,483
Personal Property Replacement Tax	<u>18,000</u>	<u>18,000</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	518,096	541,464	570,656	604,549
EXPENDITURES				
Administrative	97,999	108,647	153,567	135,794
Police	137,705	140,139	85,958	74,664
Fire	56,446	58,677	8,214	7,014
Recreation & Parks	110,967	119,255	159,887	131,213
Public Works	36,903	40,196	56,364	50,448
Community Development	26,733	37,517	49,136	44,929
Economic Development & Planning	<u>37,821</u>	<u>32,294</u>	<u>40,464</u>	<u>39,438</u>
TOTAL EXPENDITURES	504,574	536,725	553,590	483,500
Ending Fund Balance	13,522	4,739	17,066	121,049

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 thirteen years. A more comprehensive narrative and analysis of property tax levy impacts from pension costs is presented in the Financial Summary section of this budget document, in the Revenue Summary under the Property Taxes section. Annual analysis of all retirement costs occur and, if needed, changes to the tax levy will be recommended.

**Village of Park Forest
2022/2023 Budget**

**POLICE PENSION
SUMMARY**

21

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Property Taxes	2,158,608	2,480,441	2,472,054	2,572,002	4%
Personal Property Replacement Tax	14,000	14,000	14,000	14,000	0%
Transfer from Other Funds	231,201	169,435	169,435	0	-100%
Contributions	424,219	420,133	412,907	430,878	3%
Interest & Dividends	364,026	345,000	380,209	355,000	3%
Unrealized Gain/Loss	4,372,702	400,000	0	400,000	0%
Short/Long Term Gain/Loss	<u>653,903</u>	<u>425,000</u>	<u>832,866</u>	<u>500,000</u>	18%
TOTAL REVENUE	8,218,659	4,254,009	4,281,471	4,271,880	0%
EXPENDITURES					
Retirement Benefits	2,646,414	2,729,526	2,715,522	2,946,431	8%
Training & Misc Expense	2,515	5,045	2,795	5,045	0%
Portable Pension Transfer & Refunds	114,729	550,000	550,000	0	-100%
Professional Services	<u>124,904</u>	<u>125,000</u>	<u>116,046</u>	<u>121,150</u>	-3%
TOTAL EXPENDITURES	<u>2,888,562</u>	<u>3,409,571</u>	<u>3,384,363</u>	<u>3,072,626</u>	-10%
Excess of Revenues (Expenditures)	5,330,097	844,438	897,108	1,199,254	
<u>Beginning Net Position</u>			28,399,468	29,296,576	
<u>Ending Net Position</u>			29,296,576	30,495,830	

**Village of Park Forest
2022/2023 Budget**

**FIRE PENSION
SUMMARY**

22

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Property Taxes	1,312,462	1,468,742	1,463,782	1,551,540	6%
Personal Property Replacement Tax	8,000	8,000	8,000	8,000	0%
Contributions	238,004	255,509	243,969	237,375	-7%
Transfer from Other Funds	146,506	110,127	110,127	0	-100%
Interest & Dividends	258,329	280,000	212,500	280,000	0%
Unrealized Gain/Loss	3,141,724	250,000	250,000	250,000	0%
Short/Long Term Gain/Loss	<u>353,870</u>	<u>250,000</u>	<u>195,500</u>	<u>250,000</u>	0%
TOTAL REVENUE	5,458,895	2,622,378	2,483,878	2,576,915	-2%
EXPENDITURES					
Retirement Benefits	1,544,147	1,800,296	1,666,162	1,773,964	-1%
Training & Misc Expense	385	5,500	3,000	5,500	0%
Professional Services	<u>74,013</u>	<u>85,945</u>	<u>78,470</u>	<u>85,995</u>	<u>0%</u>
TOTAL EXPENDITURES	<u>1,618,545</u>	<u>1,891,741</u>	<u>1,747,632</u>	<u>1,865,459</u>	-1%
Excess of Revenues (Expenditures)	3,840,350	730,637	736,246	711,456	
<u>Beginning Fund Balance</u>			18,458,839	19,195,085	
<u>Ending Fund Balance</u>			19,195,085	19,906,541	

**Village of Park Forest
2022/2023 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 1-27 and 1-28.

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>	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 *	16,426,539	
	2020 *	13,807,049	
	2021 *	12,284,663	
	2022 *	10,834,676	est.
	2023 *	9,328,245	est.

The Fiscal Year Ended 2022 outstanding estimated debt relates to the following funds:

General Fund	\$	855,000
Water	*	9,433,522
Sewer	*	<u>546,154</u>
	\$	10,834,676

** Includes IEPA water and sewer loans.*

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. This loan was refinanced with the 2021 Refunding Bonds.

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 2022/2023 debt service:

	FY 20/21	FY 21/22	FY 22/23	Percent Change
	<u>Debt Service</u>	<u>Debt Service</u>	<u>Debt Service</u>	<u>From Prior Year</u>
General Fund*	271,675	279,400	286,675	3%
Water Fund	1,479,737	1,025,029	1,436,013	40%
Sewer Fund	<u>55,665</u>	<u>55,665</u>	<u>55,665</u>	<u>0%</u>
TOTAL	1,807,077	1,360,094	1,778,353	31%

* The following Debt Service was levied for these funds in December, 2021. Funds levied in December, 2021 will be received in calendar 2022, funding the FY 2022/2023 Budget.

General Fund **\$ 250,000**

The Village has taken advantage of favorable interest rate environments by refinancing general obligation bonds in the following years.

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 saved \$730,800 over the remaining life of the debt and shortened the TIF debt payments to match the life of the TIF. The TIF Bonds have been fully paid with only the 2012B Bonds still outstanding.

2007 IEPA Loan Refunded with 2021 Refunding Bonds:

The 2007 IEPA Loan was issued for the construction of a new water treatment plant. Interest rates in 2021 became favorable enough for the Village to issue refunding bonds to save interest costs of \$151,813 on the remaining outstanding debt. The 2021 Refunding Bonds will mature at the same time as the original IEPA loan, in FY 26-27.

The Village's bond rating from Moody's was upgraded in June, 2021 from A2 with a negative outlook to A2 with the negative outlook removed.

**VILLAGE OF PARK FOREST
DEBT SERVICE PROJECTED**

Total Debt as of 6/30/23

Fiscal Year Ending June 30	Requirements		Totals
	Principal	Interest	
2023	1,506,431	271,922	1,778,353
2024	1,567,701	223,303	1,791,003
2025	1,629,070	172,583	1,801,653
2026	1,365,542	124,636	1,490,178
2027	1,412,118	79,660	1,491,778
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
	\$ 10,834,676	\$ 1,120,436	\$ 11,955,112
	Principal	Interest	Total
2012B Series	855,000	39,675	894,675
2021 Series	4,530,000	467,400	4,997,400
2011 IEPA Loan-Water	1,759,108	117,461	1,876,568
2017 IEPA Loan-Water	3,144,415	457,572	3,601,987
2011 IEPA Loan-Sewer	546,154	38,328	584,481
	\$ 10,834,676	\$ 1,120,436	\$ 11,955,112

**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>
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 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 2021	\$4,935,000	60-WATER	\$4,935,000	This series refinanced the 2007 IEPA loan L17-1860 that paid for the construction of a new Water Treatment Plant. Interest rate is between 0.29% and 0.98%.

**Village of Park Forest
2022/2023 Budget**

**BOND
RETIREMENT
31**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Property Tax	220,775	236,250	236,250	233,625	-1%
Transfers from Other Funds	0	50,000	50,000	0	-100%
Interest Income	<u>10</u>	<u>50</u>	<u>15</u>	<u>50</u>	0%
TOTAL REVENUE	<u>220,785</u>	<u>286,300</u>	<u>286,265</u>	<u>233,675</u>	-18%
EXPENDITURES					
Professional Services	373	1,200	1,200	1,200	0%
Debt Service	235,000	250,000	250,000	265,000	6%
Interest Expense	<u>36,675</u>	<u>29,400</u>	<u>29,400</u>	<u>21,675</u>	-26%
TOTAL EXPENDITURES	<u>272,048</u>	<u>280,600</u>	<u>280,600</u>	<u>287,875</u>	3%
Excess Revenue (Expenditures)	(51,263)	5,700	5,665	(54,200)	
<u>Beginning Fund Balance</u>			97,014	102,679	
<u>Ending Fund Balance</u>			102,679	48,479	

**VILLAGE OF PARK FOREST
DEBT SERVICE PROJECTED**

	<u>Alloc.</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	265,000	285,000	305,000	0	0	0	0	0	0	0	0	0	0	0	0	855,000
A/C 31-01-00-57-0000		265,000	285,000	305,000	0	0	0	0	0	0	0	0	0	0	0	0	855,000
Interest Expense																	
2012B	1.0000	21,675	13,425	4,575	0	0	0	0	0	0	0	0	0	0	0	0	39,675
A/C 31-01-00-57-0100		21,675	13,425	4,575	0	0	0	0	0	0	0	0	0	0	0	0	39,675
TOTAL BOND RETIREMENT FUND 31 2012B	1.0000	286,675	298,425	309,575	0	0	0	0	0	0	0	0	0	0	0	0	894,675
PRINCIPAL AND INTEREST (31)		286,675	298,425	309,575	0	0	0	0	0	0	0	0	0	0	0	0	894,675
WATER FUND 60																	
Principal Payment																	
GO Refunding Bonds, Series 2021		835,000	870,000	905,000	940,000	980,000	0	0	0	0	0	0	0	0	0	0	4,530,000
IEPA Loan 2011 L17-3142 Main	1.0000	166,631	168,720	170,836	172,978	175,147	177,343	179,567	181,818	184,098	181,969	0	0	0	0	0	1,759,108
IEPA Loan 2017 L17-5288 Main	1.0000	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	3,144,415
A/C 60-00-00-22-0100		1,192,441	1,233,096	1,273,844	1,314,686	1,360,624	386,660	392,795	399,031	405,370	407,375	229,618	233,909	238,280	242,733	123,062	9,433,522
Interest Expense																	
GO Refunding Bonds, Series 2021		164,500	130,400	94,900	58,000	19,600	0	0	0	0	0	0	0	0	0	0	467,400
IEPA Loan 2011 L17-3142 Main	1.0000	21,470	19,380	17,265	15,123	12,954	10,757	8,534	6,282	4,002	1,694	0	0	0	0	0	117,461
IEPA Loan 2017 L17-5288 Main	1.0000	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	457,572
A/C 60-19-00-57-0100		243,573	203,818	162,570	119,828	75,490	49,854	43,719	37,483	31,144	24,701	18,795	14,504	10,133	5,680	1,145	1,042,433
TOTAL WATER FUND 60		999,500	1,000,400	999,900	998,000	999,600	0	0	0	0	0	0	0	0	0	0	4,997,400
GO Refunding Bonds, Series 2021		188,101	188,101	188,101	188,101	188,101	188,101	188,101	188,101	188,101	183,663	0	0	0	0	0	1,876,568
IEPA Loan 2011 L17-3142 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	124,206	3,601,987
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	124,206	3,601,987
PRINCIPAL AND INTEREST (60)		1,436,013	1,436,913	1,436,413	1,434,513	1,436,113	436,513	436,513	436,513	436,513	432,076	248,413	248,413	248,413	248,413	124,206	10,475,955
SEWER FUND 70																	
Principal Payment																	
IEPA Loan 2011 L17-0425	1.0000	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	0	546,154
A/C 70-00-00-22-0150		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	0	546,154

**VILLAGE OF PARK FOREST
DEBT SERVICE PROJECTED**

	<u>Alloc.</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>
Interest Expense																	
IEPA Loan 2011 L17-0425	1,0000	6,674	6,060	5,438	4,808	4,171	3,525	2,871	2,209	1,539	860	173	0	0	0		38,328
A/C 70-19-00-57-0100		6,674	6,060	5,438	4,808	4,171	3,525	2,871	2,209	1,539	860	173	0	0	0		38,328
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	27,832	0	0	0		584,481
PRINCIPAL AND INTEREST (70)		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		584,481
<u>ALL FUNDS</u>																	
GRAND TOTAL - PRINCIPAL		1,506,431	1,567,701	1,629,070	1,365,542	1,412,118	438,800	445,589	452,487	459,496	462,180	257,278	233,909	238,280	242,733	123,062	10,834,676
GRAND TOTAL - INTEREST EXPENSE		271,922	223,303	172,583	124,636	79,660	53,379	46,590	39,692	32,683	25,561	18,967	14,504	10,133	5,680	1,145	1,120,436
GRAND TOTAL - DEBT SERVICE PAYMENTS		1,778,352	1,791,004	1,801,652	1,490,179	1,491,778	492,178	492,178	492,178	492,178	487,741	276,245	248,413	248,413	248,413	124,206	11,955,112

**Village of Park Forest
2022/2023 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.**
- 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
20 Year Historic Equalized Assessed Value**

A summary of the history of the TIF value is as follows:

	<u>2001 EAV</u>	<u>2002 EAV</u>	<u>2003 EAV</u>	<u>2004 EAV</u>	<u>2005 EAV</u>	<u>2006 EAV</u>	<u>2007 EAV</u>	<u>2008 EAV</u>	<u>2009 EAV</u>	<u>2010 EAV</u>
U.S. Bank, vacant lot, Aunt Martha's Walgreens parcels	\$1,411,945	\$2,321,603	\$2,237,277	\$2,342,691	\$1,910,627	\$1,893,363	\$1,988,884	\$2,259,596	\$1,974,153	\$1,646,974
Legacy Square, Bldg. #3 & Movie Theatre Bldg. #2	1,118,013	1,373,784	1,391,802	1,513,237	554,888	536,115	2,959,343	5,515,839	5,027,894	5,465,765
CVS (formerly Osco)	1,564,501	1,617,105	1,611,144	1,686,769	1,787,985	1,772,016	1,861,219	1,825,363	2,076,605	2,033,411
First Midwest Bank (formerly Bank Calumet)	—	582,075	579,930	607,255	685,423	649,569	571,001	598,040	445,157	435,897
Associated Ventures (Victory Center)	227,494	2,883,409	2,644,280	2,399,687	3,272,562	2,993,847	2,882,509	2,750,859	2,087,509	1,660,814
Unidentified	307,725	665	(22,500)	—	(30,000)	200	10,500	(234,786)	310,917	(377,745)
Village owned property	exempt									
	\$4,629,678	\$8,778,641	\$8,441,933	\$8,549,639	\$8,181,485	\$7,845,110	\$10,273,456	\$12,714,911	\$11,922,235	\$10,865,116
	<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>2018 EAV</u>	<u>2019 EAV</u>	<u>2020 EAV</u>
U.S. Bank / Chase Bank vacant lot, Aunt Martha's Walgreens parcels	\$ 1,475,049	\$ 1,497,275	\$ 1,573,761	\$ 1,560,873	\$ 1,377,971	\$ 1,572,457	\$ 1,736,224	\$ 1,695,369	\$ 1,666,602	\$ 1,901,935
Legacy Square, Bldg. #3 & Movie Theatre Bldg. #2	2,852,319	2,647,175	2,466,794	2,046,338	2,092,565	\$ 1,832,849	\$ 1,841,529	\$ 3,239,921	\$ 3,122,723	\$ 4,304,015
CVS (formerly Osco)	1,512,558	1,428,544	1,355,477	943,635	923,968	\$ 970,608	\$ 1,025,841	\$ 1,007,905	\$ 1,009,672	\$ 1,339,332
First Midwest Bank (formerly Bank Calumet)	403,443	381,034	361,545	341,374	334,259	\$ 351,132	\$ 371,114	\$ 364,625	\$ 365,264	\$ 330,360
Associated Ventures (Victory Center)	2,567,496	1,119,779	1,062,505	985,825	965,279	\$ 1,014,004	\$ 1,050,307	\$ 1,031,944	\$ 1,033,752	\$ 1,621,334
Dollar General				744,307	291,411	\$ 306,121	\$ 323,536	\$ 317,879	\$ 318,436	\$ 318,988
Unidentified	(329,989)	70,399	(404,046)	(163,076)	(522,069)	\$ (310,784)	\$ 107,368	\$ (537,868)	\$ (528,185)	\$ (518,063)
Village owned property	exempt	exempt	229,789	218,037	477,811	\$ 494,470	\$ 382,238	\$ 375,558	\$ 376,217	\$ 727,918
	\$ 8,480,876	\$ 7,144,206	\$ 6,645,825	\$ 6,677,313	\$ 5,941,195	\$6,230,857	\$ 6,838,157	\$ 7,495,333	\$ 7,364,481	\$ 10,025,819

- 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.

- The TIF was set to expire in November 2020 but was extended (see narrative in following section). The debt restructuring, which occurred in 2012, shortened all TIF repayments to end in FY 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 and the repayment of these funds was budgeted to start in FY 21/22 with a \$2 million payment. All subsequent fiscal year will pay \$500,000 until the debt owed to the Village is repaid. The TIF Budget for FY 2022/2023 includes \$30,000 for professional services, \$500,000 for implementing objectives of the DownTown Master Plan, \$40,000 for repaving the Marshall Fields parking lot and \$500,000 to reimburse the Village that will go to the Capital Improvement Fund.

As stated in the financial summary, the Village's long-term financial health is tied to the success of the TIF district. The ongoing receipt of property tax increment makes it important to discuss return on investment of the Village's funds. As indicated in the DownTown section of the Budget, \$7,348,751 of Village Funds has been invested through June 30, 2021. **A net tax increment of \$1,076,672 represents a 14.7% 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.

DownTown TIF Extension – 2021-2033

TIF Districts are typically 23 years in duration and the District in Downtown Park Forest was set to expire in November 2020. While the Village completed numerous projects in the TIF during the initial 23 year TIF period, there is still much more to be done. By extending the tax increment tool, much more redevelopment work can be completed in DownTown Park Forest, thus leveling the playing field as the Village works to attract new economic investment. An extension of the term also assists the Village with increasing long term property valuations. The DownTown has additional infrastructure needs to create developable parcels. The opportunity to provide assistance to businesses to undertake the infrastructure and other improvements needed to increase redevelopment creates a more sustainable Downtown area over the long term.

State law allows for a one-time, 12-year extension of TIF Districts. However, such extensions have to be approved by the General Assembly and the Governor. In early 2017, Village Staff began working on a requirement of such extensions: letters or agreements of support from all impacted taxing bodies need to be provided for any TIF extensions to be approved by the State. The Downtown TIF is located in the following taxing districts:

- Park Forest Library
- School District 163
- School District 227
- Rich Township
- Prairie State College
- Cook County
- Cook County Mosquito Abatement District

Letters of support were petitioned for, and received, from all of the above entities plus Governors State University. In the case of Rich Township School District 227, an intergovernmental agreement demonstrated their support with the stipulation that the increment from the Legacy Square residential subdivision be shared with all taxing bodies for the duration of the 12-year extension. As part of the Village's presentations to these various taxing bodies, it was noted that all entities will benefit from a fuller redevelopment of DownTown Park Forest.

Once the written approvals of support were obtained, State Representative Anthony DeLuca was approached for sponsoring a legislative proposal to grant the TIF extension. Staff worked collaboratively with Representative DeLuca and the Legislative Reference Bureau in Springfield to craft the TIF legislation amendment. While Representative DeLuca sponsored the initiative in the House, State Senator Patrick Joyce assisted with legislation in the Senate. The various committee processes in both chambers culminated with approval May 2020, and the legislation was signed by Governor JB Pritzker in June 2020.

Fiscal 2022 will be the first year that funds are available to spend in the extended TIF. Following is the proposal for distribution of these funds.

The TIF funds to be transferred to the Village Capital Improvement Fund are in partial repayment of the \$4,494,374 liability the TIF Fund has to the Village. FY 2022 has a \$2 million transfer to the new fund and subsequent budgets will have an annual transfer of \$500,000 of TIF increment to this fund for an additional five years until the liability is fully paid. These funds will be held in reserve for one-time, non-operational expenditures. For example, a space needs analysis will be conducted in FY 2022 to examine all Village facilities (Village Hall, Police Station, Fire Station, DPW/R&P Garage, etc.). This will identify facility capital improvements needed over the coming decade.

The Legacy Square Surplus funds will be distributed by Cook County to all applicable taxing bodies in the form of property tax. The Village will receive its share of these funds, as well.

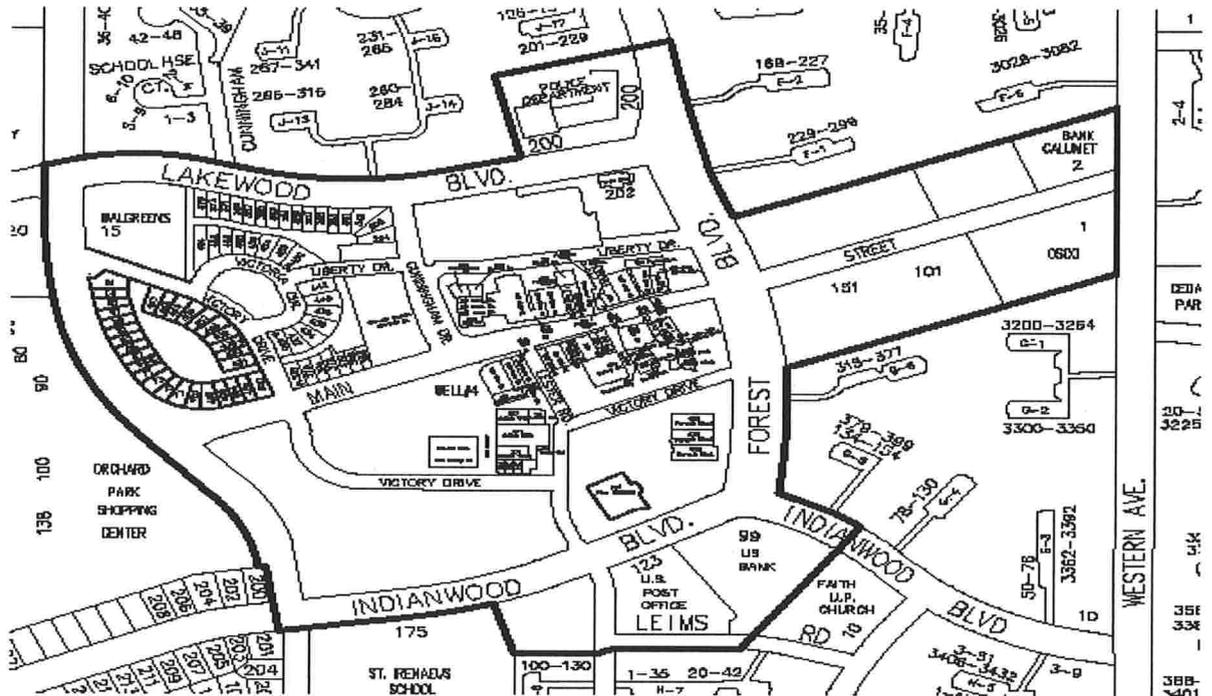
The monies in the DownTown TIF Fund will be used to make capital improvements necessary to further the redevelopment of DownTown Park Forest. In FY2022, the Village proposes to undertake an update to the DownTown Master Plan that will examine the physical condition of the buildings and infrastructure to establish a comprehensive,

long-term plan for capital improvements. This will include, for example, an assessment of the physical quality of the canopies and support posts, the stucco facades, the roofs (including a determination of the ability to support solar panels), the need for additional or upgraded electric service to outdoor users, and landscaping upgrades. The goal will be to ensure that the physical and aesthetic quality of the DownTown infrastructure serves the community for another 60+ years. Equally important, the Master Plan Update will examine how DownTown Park Forest can continue to serve an increasingly diverse population with new shopping, recreational, and service needs. For the remainder of the TIF extension period, TIF increment will be used to implement the recommendations of the Master Plan Update. The Master Plan update has a budget of \$100,000.

In FY 2022, the DownTown TIF Fund also will allow for paving improvements to the portion of Victory Drive that accesses Village Hall from the west side of Main Street for \$50,000. This portion of the road is unsightly and does not present a positive impression to residents, businesses and visitors to DownTown Park Forest.

In FY 2023, the DownTown TIF may also fund a study to determine the viability of reuse, redevelopment and/or demolition of the Movie Theater Building. Funds will continue to be held for professional services.

Tax Increment 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. For most of 2020 and 2021, two acres of the site were under contract by a minority interest that intended to develop and operate a craft cannabis grow facility. At the time of this report, the State of Illinois has not issued a license to the developer. Consequently, the entire property is being marketed.

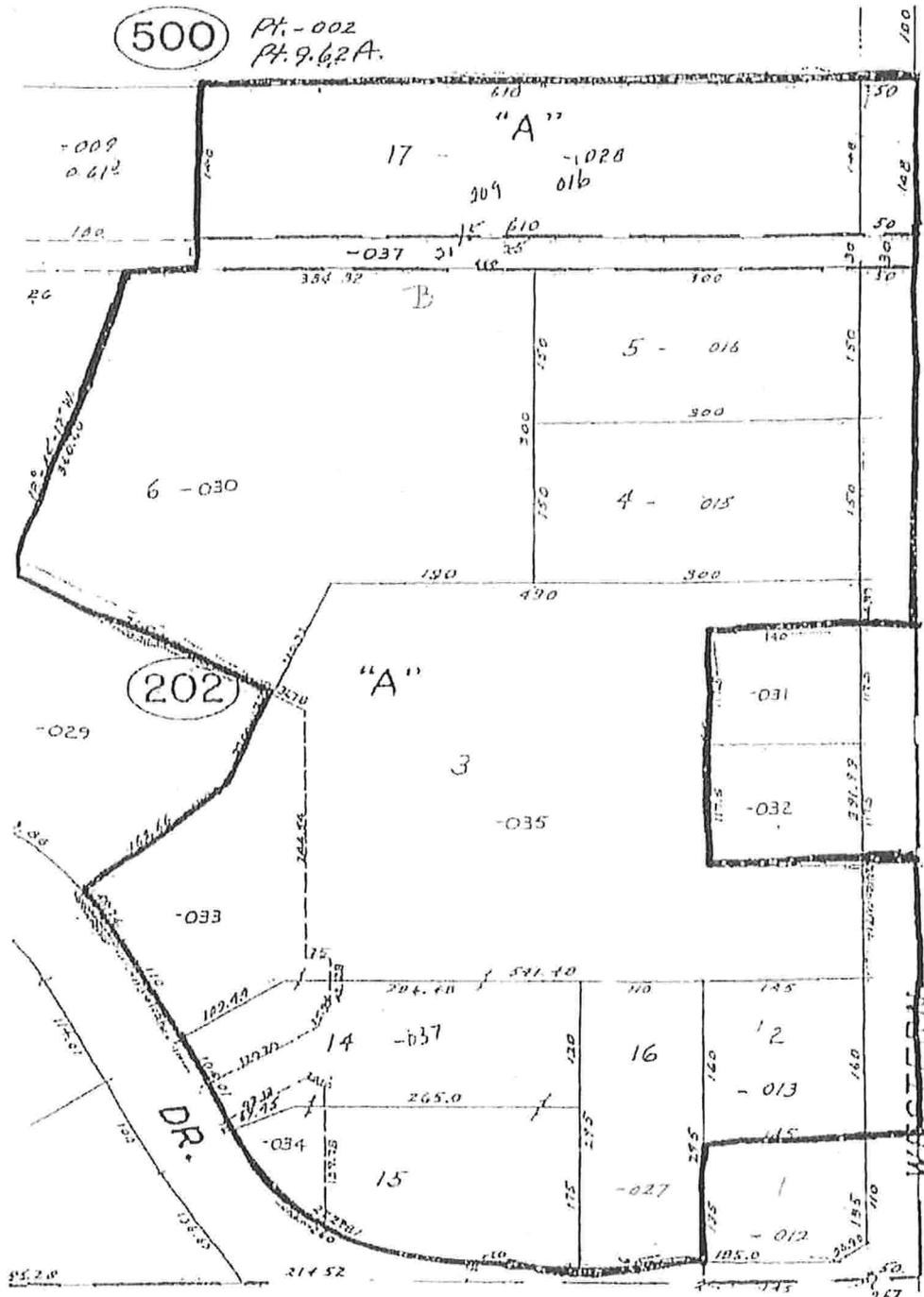
As you can see from the following chart, the value of the Norwood TIF has been distorted. A summary of the history of the TIF value is as follows:

**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>	<u>2018 EAV</u>	<u>2019 EAV</u>	<u>2020 EAV</u>	<u>2021 EAV</u>	
\$0	\$0	\$0	\$0	\$0	

On the following page is the Norwood TIF District map:

Tax Incremental Financing District Norwood (TIF)



TIF Boundary Map

**Village of Park Forest
2022/2023 Budget**

**TIF-DOWNTOWN FUND
SUMMARY
36-00-00**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Property Tax - Increment	1,076,672	1,000,000	2,400,000	1,500,000	50%
Increment Refund - Legacy Square	0	(210,000)	(210,000)	(586,400)	179%
Interest	<u>103</u>	<u>50</u>	<u>175</u>	<u>125</u>	150%
TOTAL REVENUE	<u>1,076,775</u>	<u>790,050</u>	<u>2,190,175</u>	<u>913,725</u>	16%
EXPENDITURES					
Professional Services	26,115	130,000	130,000	30,000	-77%
Capital Outlay	0	400,000	36,000	895,000	100%
Transfer to Other Funds	<u>0</u>	<u>2,000,000</u>	<u>2,000,000</u>	<u>500,000</u>	-75%
TOTAL EXPENDITURES	<u>26,115</u>	<u>2,530,000</u>	<u>2,166,000</u>	<u>1,425,000</u>	-44%
Excess Revenue (Expenditures)	<u>1,050,660</u>	<u>(1,739,950)</u>	<u>24,175</u>	<u>(511,275)</u>	
<u>Beginning Fund Balance</u>			1,677,778	1,701,953	
<u>Ending Fund Balance</u>			1,701,953	1,190,678	

**Village of Park Forest
2022/2023 Budget**

**TIF - DOWNTOWN
DETAIL
36-00-00**

PROFESSIONAL SERVICES

530000	Other Professional Services Financial Advisor	<u>30,000</u>
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Total Professional Services **30,000**

CAPITAL OUTLAY

560000	Capital Outlay	
	DownTown Shopping Area Sign	40,000
	DownTown HVAC Replacements	35,000
	Orchard & Rt 30 LED Sign Replacement	100,000
	Tenant Buildout - 300 Victory Dr	220,000
	Implementation of DownTown Master Plan Objectives	<u>500,000</u>
	Total Capital Outlay	<u>895,000</u>

Total Capital Outlays **895,000**

TRANSFERS TO OTHER FUNDS

580000	Transfer to Other Funds Repayment of General Fund going to Capital Improvement Fund	<u>500,000</u>
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Total Transfers to Other Funds **500,000**

TOTAL TAX INCREMENT FINANCING - DOWNTOWN FUND **1,425,000**

**Village of Park Forest
2022/2023 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 2021/2022 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.

2022/2023 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*				
	2018	2019	2020	2021	2022
Administration	2	2	1	1	1
Police					
Vehicles	24	25	27	30	28
Seizures	1	2			
Fire					
Vehicles	4	4	4	5	5
Ambulance	3	3	3	3	3
Engine	4	3	3	3	3
Recreation & Parks	12	12	12	13	15
Public Works					
Vehicles	31	30	30	30	30
Vactor	1	1	1	1	1
Community Development	5	5	5	5	6
DownTown	1	1	1	1	1
Total	88	88	87	92	93

*Vehicles are defined as titled and licensed.

**Village of Park Forest
2022/2023 Budget**

**VEHICLE SERVICES FUND
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
REVENUE					
Lease Payments					
Administration	10,067	10,268	10,268	10,474	2%
Community Development	14,236	14,236	14,326	15,103	6%
Police	315,764	325,237	325,237	334,994	3%
Fire	361,944	380,042	380,042	399,044	5%
Recreation and Parks	96,574	108,358	108,358	127,322	18%
Aqua Center	2,141	2,356	2,356	2,709	15%
Tennis & Health Club	2,141	2,356	2,356	2,709	15%
Downtown	2,141	1,178	1,178	1,354	15%
Library	4,075	3,533	3,533	1,354	-62%
Public Works (GF & MFT)	336,142	316,245	316,245	325,609	3%
Water	293,755	302,062	297,262	310,985	3%
Sewer	<u>58,518</u>	<u>90,761</u>	<u>95,561</u>	<u>93,470</u>	3%
Total Lease Payments	1,497,498	1,556,632	1,556,722	1,625,127	4%
Interest	2,541	10,000	1,500	2,500	-75%
Miscellaneous	<u>60,943</u>	<u>313,940</u>	<u>307,034</u>	<u>30,500</u>	-90%
TOTAL REVENUE	<u>1,560,982</u>	<u>1,880,572</u>	<u>1,865,256</u>	<u>1,658,127</u>	-12%
Excess of Revenue (Expenditures)	605,577	343,516	422,080	406,674	
Major Capital Outlays			(747,000)	(691,000)	
Depreciation			<u>553,003</u>	<u>638,091</u>	
Cash Flow			228,083	353,765	
<u>Beginning Net Cash</u>			2,778,617	3,006,700	
<u>Ending Net Cash</u>			3,006,700	3,360,465	

**Village of Park Forest
2022/2023 Budget**

**VEHICLE SERVICES FUND
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
EXPENDITURES					
<u>Administration</u>					
Operating Supplies	1,810	2,200	2,200	2,200	0%
Maintenance	604	2,500	1,000	1,000	-60%
Depreciation	5,662	2,831	2,831	0	-100%
Capital Outlays	<u>151</u>	<u>190</u>	<u>190</u>	<u>190</u>	0%
Total Administration	8,227	7,721	6,221	3,390	-56%
<u>Police</u>					
Operating Supplies	57,908	75,000	75,000	75,000	0%
Maintenance	58,500	75,984	75,984	75,984	0%
Depreciation	107,997	152,838	152,838	215,694	41%
Capital Outlays*	<u>21,110</u>	<u>11,700</u>	<u>1,700</u>	<u>11,700</u>	0%
Total Police	245,515	315,522	305,522	378,378	20%
<u>Fire</u>					
Personnel Services	4,583	20,500	12,500	20,500	0%
Employee Support	59	2,547	881	2,547	0%
Operating Supplies	22,074	28,250	28,000	28,250	0%
Maintenance	32,047	85,000	76,500	50,000	-41%
Depreciation	166,784	183,270	183,270	195,362	7%
Capital Outlays*	<u>0</u>	<u>300,000</u>	<u>301,011</u>	<u>0</u>	-100%
Total Fire	225,547	619,567	602,162	296,659	-52%
<u>Recreation and Parks</u>					
Personnel Services	135	19,593	0	20,060	2%
Employee Support	25	3,739	13	3,436	-8%
Operating Supplies	33,890	25,308	28,146	25,308	0%
Maintenance	-342	10,000	1,980	10,000	0%
Depreciation	35,919	53,509	30,671	69,653	30%
Capital Outlays*	<u>0</u>	<u>36,000</u>	<u>36,000</u>	<u>15,000</u>	-58%
Total Recreation and Parks	69,627	148,149	96,810	143,457	-3%

**Village of Park Forest
2022/2023 Budget**

**VEHICLE SERVICES FUND
SUMMARY**

	FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
<u>Public Works</u>					
Personnel Services	67,476	70,696	70,651	69,539	-2%
Employee Support	2,530	13,595	11,179	11,996	-12%
Operating Supplies	80,419	83,341	92,416	95,580	15%
Maintenance	69,016	81,250	61,000	81,250	0%
Capital Outlays*	0	0	0	0	0%
Depreciation	<u>179,398</u>	<u>183,393</u>	<u>183,393</u>	<u>157,382</u>	-14%
Total Public Works	398,839	432,275	418,639	415,747	-4%
<u>Community Development</u>					
Operating Supplies	2,191	5,529	5,529	5,529	0%
Maintenance	<u>5,459</u>	<u>8,293</u>	<u>8,293</u>	<u>8,293</u>	<u>0%</u>
Total Community Development	<u>7,650</u>	<u>13,822</u>	<u>13,822</u>	<u>13,822</u>	0%
TOTAL EXPENDITURES	955,405	1,537,056	1,443,176	1,251,453	-19%

***Capitalized Capital Outlays for FY 22/23 Proposed**

Police	
Three Police Vehicles @ \$45,000 ea	135,000
Fire	
Ambulance 63	300,000
Recreation and Parks	
Replace Toro Mower #138	65,000
CNG Conversions	15,000
Portable Service Lift	6,000
Public Works	
Refurbish 2.5 Ton Dump Truck #610	90,000
Replace Ford F150 Truck #662	30,000
Anti-Icing Equipment-Brine Machine	50,000
Total Capitalized Capital Outlays	691,000

Village of Park Forest
2022/2023 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)	190
Total Capital Outlays		<u>190</u>

TOTAL ADMINISTRATION VEHICLE SERVICES **3,390**

**Village of Park Forest
2022/2023 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	
	Mobile Data Terminals for Squads	10,000
	Three Police Vehicle @ \$45,000 ea*	<u>135,000</u>
		145,000
*Not included in income calculation		10,000
560200	Vehicle Expenses - Registration, etc.	1,700
560700	Depreciation	<u>215,694</u>
Total Capital Outlays		<u>227,394</u>

TOTAL POLICE DEPARTMENT VEHICLE SERVICES 378,378

**Village of Park Forest
2022/2023 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	8,000	
	Engine Repairs	12,000	
	Ambulance Repairs	12,000	
	Auto Repairs	<u>8,000</u>	
			40,000
550250	Reserve Ambulance Expense		
	General Vehicle Repairs/Maintenance	<u>1,000</u>	
			1,000
550300	Equipment Maintenance and Repair		
	General Vehicle Repairs	4,500	
	Repair Parts	<u>4,500</u>	
			<u>9,000</u>
Total Maintenance			50,000

CAPITAL OUTLAYS

560000	Other Capital Outlay		
	Ambulance 63*	<u>300,000</u>	
* Not included in income calculation		300,000	
560700	Depreciation		<u>195,362</u>
Total Capital Outlays			<u>195,362</u>

TOTAL FIRE DEPARTMENT VEHICLE SERVICES **296,659**

**Village of Park Forest
2022/2023 Budget**

**VEHICLE SERVICES FUND
RECREATION and PARKS DEPARTMENT
DETAIL
52-11-00**

PERSONNEL SERVICES

500000	Regular Salaries	19,433
500100	Overtime Salaries	372
500200	Temporary/Part-time	<u>255</u>
Total Personnel Services		20,060

EMPLOYEE SUPPORT

520610	FICA	1,535
520620	IMRF	<u>1,901</u>
Total Employee Support		3,436

OPERATING SUPPLIES

540000	Equipment repair parts and supplies	4,500
541000	Fuel and Oil for vehicles	<u>20,808</u>
Total Operating Supplies		25,308

MAINTENANCE

550300	Contractual maintenance, reconditioning and repairs to vehicles	<u>10,000</u>
Total Maintenance		10,000

CAPITAL OUTLAYS

560000	Capital Outlay	
	Misc. Vehicle Repair/ Recondition	10,000
	Utility Cart Rebuild	5,000
	Replace Toro Mower #138*	65,000
	CNG Conversions*	15,000
	Portable Service Lift*	<u>6,000</u>
		101,000
	<i>*not included in income calculation - will be capitalized</i>	15,000
560700	Depreciation	<u>69,653</u>
Total Capital Outlays		84,653

TOTAL RECREATION and PARKS DEPARTMENT VEHICLE SERVICES	143,457
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**Village of Park Forest
2022/2023 Budget**

**VEHICLE SERVICES FUND
PUBLIC WORKS
DETAIL
52-17-00**

PERSONNEL SERVICES

500000	Regular Salaries	69,222
500100	Overtime Salaries	<u>317</u>
Total Personnel Services		69,539

EMPLOYEE SUPPORT

520610	FICA	5,320
520620	IMRF	<u>6,676</u>
Total Employee Support		11,996

OPERATING SUPPLIES

540000	Other Operating Supplies (Vehicle maintenance supplies, spill guard, aerosol, antifreeze)	3,500
540800	Cleaning Supplies/Paper Products (Solvents, cleaning supplies, shop towels, All bright, Aramark)	580
541000	Fuel/Oil (Public Works portion of gasoline and diesel fuel purchases, DEF, motor oil, grease, hydraulic fluid, Jolley Trolley, SD 163)	90,000
541400	Paint/Hardware/Small Tools (Misc. tools and hardware)	<u>1,500</u>
Total Operating Supplies		95,580

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Contractual equipment & tool repair/maint, Gasboy)	1,000
550100	Contractual Equipment Maintenance - Vehicle (Contractual vehicle repair/maint, Safety Inspections)	40,000
550200	Equipment Maintenance and Repair - Other (Equip & tool parts - work done by staff)	1,250
550300	Equipment Maintenance and Repair - Vehicle (Vehicle parts - work done by staff)	<u>39,000</u>
Total Maintenance		81,250

CAPITAL OUTLAYS

560000	Capital Outlays		
	Refurbish 2.5 Ton Dump Truck #610*	90,000	
	Replace Ford F150 Pick Up Truck #662*	30,000	
	Anti-Icing Equipment-Brine Machine & Storage Tank*	<u>50,000</u>	
		170,000	0

* Not included in income calculation

560700	Depreciation	<u>157,382</u>
Total Capital Outlays		<u>157,382</u>

TOTAL PUBLIC WORKS DEPARTMENT VEHICLE SERVICES	415,747
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**Village of Park Forest
2022/2023 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 **13,822**

TOTAL VEHICLE SERVICES **1,251,453**



Park Forest Public Library
400 Lakewood Blvd.
Park Forest, IL 60466
708-748-3731

*Serving the Communities of Park Forest
and Olympia Fields*

April 21, 2022

Mr. Jonathan Vanderbilt, Mayor
Village of Park Forest
350 Victory Dr.
Park Forest, IL 60466

Subject: FY 2022-2023 Park Forest Public Library Budget

Dear Mayor Vanderbilt:

Enclosed please find the Park Forest Public Library budget request for FY 2022-2023.

The Library Board continues to look for ways to use Library funds efficiently and prudently. \$240,135 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 \$5,000 to cover the salaries and associated cost of the Village personnel who provide services to the Library.

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. Last year, the Library had a building inspection done. The Board is looking to complete building repairs as recommended by the inspectors in the next fiscal year.

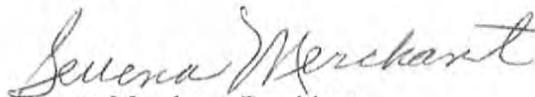
Our computer network will be maintained with equipment being replaced on a regularly basis. The Library is a WIFI hotspot during Library hours and provides space for patrons to use their own laptops in addition to the Library's computers. In addition, the Library offers patrons access to e-books, digital 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. The Library has been pursuing grant opportunities to extend our funds even further.

The Library Board conducted its Annual Budget Public Hearing on April 21, 2022. Passage and approval of the FY2022-2023 budget occurred on April 21, 2022.

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. 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,

A handwritten signature in cursive script that reads "Sevena Merchant".

Sevena Merchant, President
Board of Trustees

Enclosures: FY 2022-2023 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
2022-2023 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 2022-2023

Special Library Services to Park Forest Senior Citizens: A Proposal for the Use of Garden House Funds

Goal:

When it is safe to do so, the Library plans to resume services to the Garden House residents. During the pandemic, the Library has continued homebound services but has discontinued programs. When the Library is able, the following objectives will guide programming.

Objectives:

(1) To provide, in the senior residences, programs that will entertain, enlighten, and stimulate the audience.

(2) To supplement 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.

(3) 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.

(4) 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:

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 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.

As an additional activity not funded by this project, the Library also provides Library service to home-bound patrons. While the home-bound program is not limited to senior citizens, they do comprise the majority of users. One of our staff members is in touch with each patron and selects and delivers books for them in accordance with their expressed interests every two weeks. Because a number of our home-bound clients have developed eye problems, large print books do play a major part in this service.

The Library's commitment to the senior citizens of the community is reflected in our continuing to provide senior services at an increasing cost to the Library. Our projected costs for FY 2022-2023 are \$30,380 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, 2022-2023

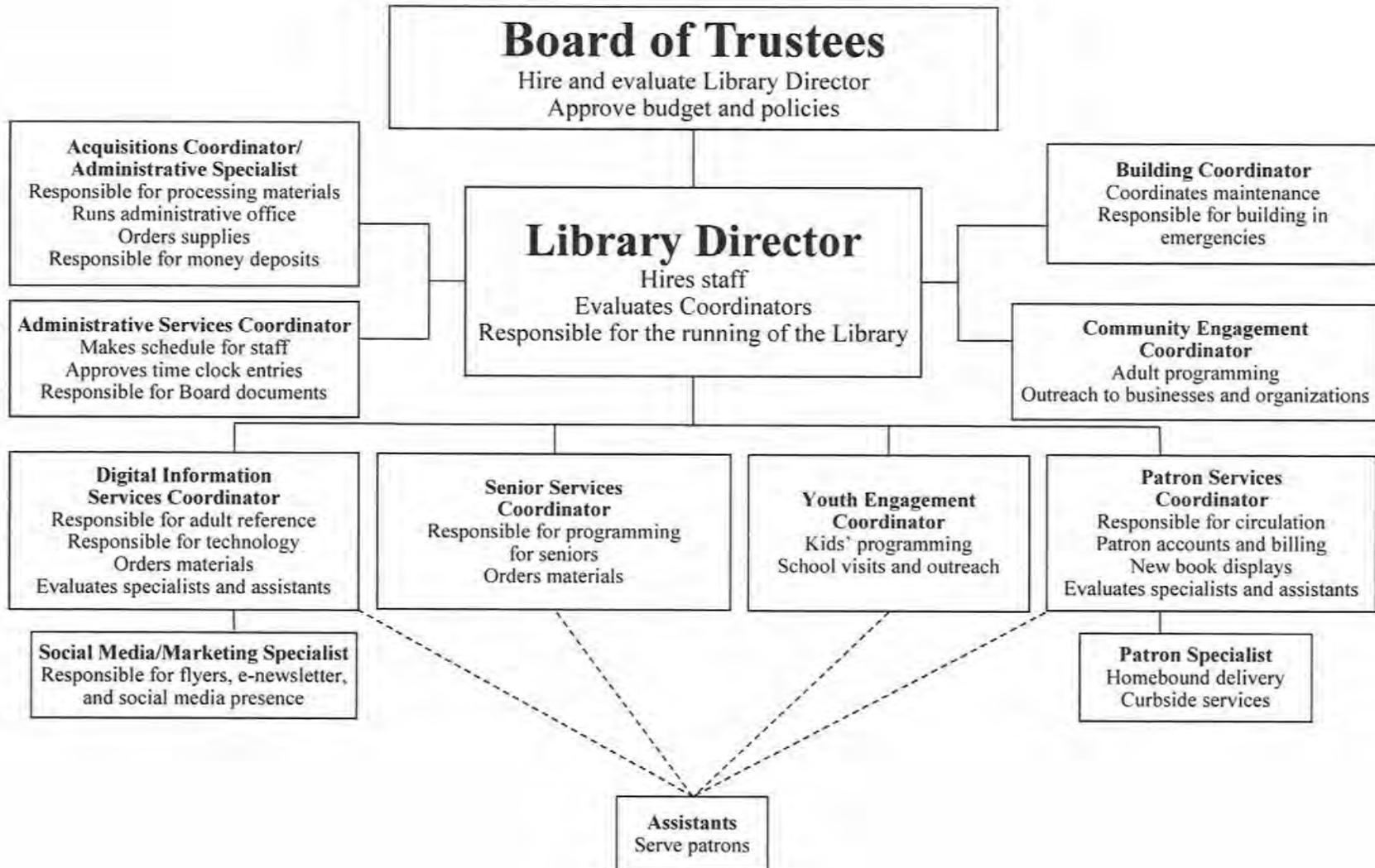
Garden House Funds

Clerical Services, 12 hours week	\$12,480	(031500-500200)
Travel	300	(031500-520000)
* Large Print Books	17,600	(031500-563000)
	<hr/>	
Total Cost to Library	\$ 30,380	
Garden House Funds Requested	\$ 10,000	

* Processing costs not included.

<u>STAFFING:</u>	<u>2022/23</u>
Library Director	1.0
Patron Services Coordinator	1.0
Digital Information Services Coordinator	1.0
Senior Services Coordinator	1.0
Building and Public Information Coordinator	1.0
Community Engagement Coordinator	1.0
Youth Engagement Coordinator	1.0
PT Coordinators and Assistants	6.76
Total full time equivalents	13.76

Park Forest Public Library Organizational Chart



**Village of Park Forest
2022/2023
Budget**

**Park Forest Public Library
SALARY DETAIL**

	6/30/2021 Base	Increase 2.50%	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
Barbara Osuch Library Director	113,300	116,133	11,149	8,884	0	1,271	126	25
Unfilled Patron Services Coordinator	56,550	57,964	5,565	4,434	8,719	408	126	22
25-9 Nakeithra Coleman Youth Engagement Coordinator	50,700	51,968	4,989	3,976	0	0	126	23
Katherine Goosby Senior Services Coordinator	56,550	57,964	5,565	4,434	23,258	1,363	126	22
Kaitlyn Keller Community Engagement Coordinator	50,700	51,968	4,989	3,976	7,782	1,363	126	22
Unfilled Building Coordinator	50,700	51,968	4,989	3,976	0	0	126	23
Millie Robles Digital Information Services Coordinator	56,550	57,964	5,565	4,434	0	0	126	23
Village Staff Subtotal	5,000 440,050	5,000 450,926	480 43,289	383 34,496	39,759	4,404	882	160

*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
2022/2023
Budget**

**Park Forest Public Library
SALARY DETAIL**

	6/30/2021 Base	Increase 2.50%	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
PART-TIME								
Paul Silic Digital Services Specialist	10,968	11,242	0	860	0	0	0	22
William Wallace Digital Services Specialist	18,720	19,188	0	1,468	0	0	0	10
25-10 Thomas Falkenthal Patron Specialist	31,200	31,980	3,070	2,446	7,782	0	0	15
Julie Gurganus Acquisitions Specialist	24,960	25,584	2,456	1,957	0	0	0	22
Allison McCray Social Media/Marketing Specialist	31,200	31,980	3,070	2,446	0	0	0	0
Jennifer Oosterbaan Acquisitions Coordinator/Administration	52,026	53,327	5,119	4,079	0	0	0	22
Mary VanSwol Administrative Services Coordinator	31,291	32,073	0	2,454	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
2022/2023
Budget**

**Park Forest Public Library
SALARY DETAIL**

	6/30/2021 Base	Increase 2.50%	IMRF 9.60%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
Elijah Gardner Woods Assistant	15,210	15,590	0	1,193	0	0	0	0
Loretta Knight Assistant	7,800	7,995	768	612	0	0	0	22
25-11 Unfilled Assistant	19,500	19,988	1,919	1,529	0	0	0	0
Unfilled Assistant	15,210	15,590	0	1,193	0	0	0	0
Unfilled Assistant	15,210	15,590	0	1,193	0	0	0	0
Subtotal	273,295	280,127	16,402	21,430	7,782	0	0	135
Overtime	2,000	2,000	192	153				
LIBRARY TOTAL	715,345	733,053	59,883	56,079	47,541	4,404	882	295

*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
2022/2023 Budget**

REVENUES

<u>Account No.</u>		FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
OPERATING BUDGET						
031500-400100	General Property Tax/Current Yrs	1,587,146	1,697,369	1,600,000	1,697,369	0%
031500-400600	State Pymts in Lieu of Taxes	18,080	18,080	18,080	18,080	0%
031500-410100	State Grants	27,469	20,000	32,413	20,000	0%
031500-420000	Transfer from Other Funds	194,251	10,000	10,000	10,000	0%
031500-452500	Olympia Fields Contract	145,850	144,406	144,406	144,406	0%
031500-452710	Lost Materials	0	400	0	400	0%
031500-454000	Printing/Copying	850	30,000	10,000	10,000	-67%
031500-454700	Misc Income	5,000	0	0	0	0%
031500-470000	Contributions & Donations	158	0	200	0	0%
031500-480200	Library Fines	190	4,000	100	0	-100%
031500-490000	Interest Income	<u>4,740</u>	<u>10,500</u>	<u>400</u>	<u>400</u>	-96%
	OPERATING BUDGET TOTAL	1,983,734	1,934,755	1,815,599	1,900,655	-2%
OTHER LEVIES						
*IMRF - RETIREMENT BENEFITS						
031500-400101	Property Tax - IMRF	66,877	79,806	67,000	79,806	0%
*FICA - RETIREMENT BENEFITS						
031500-400102	Property Tax - FICA	<u>48,013</u>	<u>51,641</u>	<u>48,000</u>	<u>51,641</u>	0%
	OTHER LEVIES TOTAL	114,890	131,447	115,000	131,447	0%
	TOTAL	2,098,624	2,066,202	1,930,599	2,032,102	-2%
*Separate Levies						

**Park Forest Public Library
2022/2023 Budget**

EXPENSES

<u>Account No.</u>		FY 20/21 ACTUAL	FY 21/22 BUDGET	FY 21/22 ESTIMATE	FY 22/23 PROPOSED	PERCENT CHANGE
OPERATING BUDGET						
Salaries and Wages						
031500-500000	Regular Salaries**	386,596	443,524	443,524	450,926	2%
031500-500100	Overtime Salaries	137	2,000	500	2,000	0%
031500-500200	Temporary/Part-Time	<u>177,698</u>	<u>457,218</u>	<u>250,000</u>	<u>280,127</u>	-39%
	Subtotal	564,431	902,742	694,024	733,053	-19%
Insurance						
031500-510100	Health/Dental/Life Ins Premium	43,265	50,354	44,000	52,827	5%
031500-510300	IRMA Liability Premium	28,408	50,904	50,904	50,904	0%
031500-510400	IRMA Deductible	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>50,000</u>	0%
	Subtotal	71,673	151,258	94,904	153,731	2%
Employee Support						
031500-520000	Other Travel	1,022	3,000	1,100	2,000	-33%
031500-520200	Dues/Subscriptions	1,897	3,000	2,500	2,050	-32%
031500-520300	Training Expense	2,115	8,000	5,000	4,200	-48%
031500-520500	Unemployment Benefits	<u>9,502</u>	<u>4,000</u>	<u>10,000</u>	<u>10,000</u>	150%
	Subtotal	14,536	18,000	18,600	18,250	1%
Professional Services						
031500-530000	Other Professional Services	17,646	72,000	40,000	35,650	-50%
031500-530100	Legal Services	2,607	3,000	3,000	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	25,502	80,249	48,249	43,899	-45%
Operating Supplies						
031500-540000	Other Operating Supplies	460	3,000	500	3,000	0%
031500-540100	Computer/Software/Website	26,210	60,000	30,000	50,000	-17%
031500-540200	Printing/Copying Supplies	1,914	20,000	5,000	8,000	-60%
031500-540400	Meeting Expense	166	3,000	500	3,000	0%
031500-540800	Cleaning Supplies/Paper Products	5,702	10,000	6,000	8,000	-20%
031500-541200	Plants and Fertilizer	9,058	8,000	10,000	3,000	-63%
031500-541400	Paint/Hardware/Tools	156	500	250	500	0%
031500-542600	Library Processing Supplies	2,493	6,000	3,500	5,000	-17%
031500-542700	Library Operating Supplies	<u>4,545</u>	<u>10,000</u>	<u>4,600</u>	<u>8,000</u>	-20%
	Subtotal	50,704	120,500	60,350	88,500	-27%
Maintenance						
031500-550000	Contractual Equipment	45,021	50,000	50,000	45,000	-10%
031500-550200	Equipment Maintenance	13,428	100,000	100,000	100,000	0%
031500-550400	Contractual Building	29,205	30,000	30,000	30,000	0%
031500-550500	Contractual Grounds/Maint.	<u>1,827</u>	<u>3,000</u>	<u>2,100</u>	<u>14,000</u>	367%
	Subtotal	89,481	183,000	182,100	189,000	3%
Capital Outlays						
031500-560000	Other Capital Outlays	23,857	10,701	10,000	10,000	-7%
031500-560100	Office Equipment	1,386	4,000	2,000	4,000	0%
031500-560400	Contractual Facility Development	167,803	10,000	10,000	121,378	1114%
031500-563000	Library Books (Adult)	64,143	60,000	60,000	68,000	13%
031500-563100	Library Books (Young Adult)	7,032	7,000	7,000	8,000	14%
031500-563200	Library Digital Services	34,646	40,000	40,000	40,000	0%

031500-563300	Library Children's Books	48,148	40,000	40,000	40,000	0%
031500-563400	Library Periodicals	9,352	10,000	9,500	9,000	-10%
031500-563500	Library A-V Materials	17,675	30,000	30,000	30,000	0%
031500-563600	Library E-Books	9,769	10,000	10,000	10,000	0%
031500-563700	Library Replacement Materials	0	500	0	500	0%
	Subtotal	383,811	222,201	218,500	340,878	53%
Transfer to Other Funds						
031500-580000	Transfer to Other Funds	331	331	331	331	0%
031500-581000	Indirect Cost to General Fund	<u>253,786</u>	<u>220,803</u>	<u>220,803</u>	<u>240,135</u>	9%
	Subtotal	254,117	221,134	221,134	240,466	9%
Miscellaneous Expenditures						
031500-590100	Postage	575	1,000	500	1,000	0%
031500-590300	Telecommunication Expenses	7,389	16,000	8,000	16,000	0%
031500-590800	Printing/Reproduction/Graphics	5,363	6,000	5,500	6,000	0%
031500-590900	Advertising	100	1,000	100	1,000	0%
031500-591000	Legal Notices	153	300	200	300	0%
031500-591200	Other Special Events	<u>38,107</u>	<u>43,000</u>	<u>43,000</u>	<u>46,000</u>	7%
	Subtotal	51,687	67,300	57,300	70,300	4%
Leases and Rentals						
031500-600400	Vehicle Rental-Interfund	3,212	3,212	3,212	1,354	-58%
031500-600500	Other Equipment Rentals	<u>12,636</u>	<u>19,000</u>	<u>13,000</u>	<u>13,000</u>	-32%
	Subtotal	15,848	22,212	16,212	14,354	-35%
Utilities						
031500-610000	Telephone	4,515	5,000	5,000	5,000	0%
031500-610600	Public Utility Services	<u>1,712</u>	<u>4,500</u>	<u>1,800</u>	<u>4,500</u>	0%
	Subtotal	6,227	9,500	6,800	9,500	0%
	OPERATING BUDGET TOTAL	1,528,017	1,998,096	1,618,173	1,901,931	-5%
OTHER LEVIES						
*IMRF - RETIREMENT BENEFITS						
031500-520620	IMRF Retirement Benefits	61,508	79,046	70,250	59,883	-24%
*FICA - RETIREMENT BENEFITS						
031500-520610	FICA Retirement Benefits	42,561	69,060	50,500	56,079	-19%
	OTHER LEVIES TOTAL	104,069	148,106	120,750	115,962	-22%
	TOTAL	1,632,086	2,146,202	1,738,923	2,017,893	-6%

*Separate Levies

**\$5,000 included for Village Staff

<u>GRADE</u>	<u>POSITION</u>	<u>POSITION</u>	<u>PAY RANGE</u>
2	Office Technician Code Inspector	Maintenance Worker (DownTown)	39,433 – 51,921
3	Facility Custodian Community Service Officer	Office Assistant	41,402 – 54,521
7	Accounting Technician Parks Maintenance Worker Communications Specialist	Police Facility Maintenance Worker Sustainability Coordinator	50,325 - 66,269
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	52,843 – 69,585
9	Administrative Assistant II Building Maintenance Specialist DPW Maintenance Worker	Water Plant Operator I Recreation Supervisor Assistant Cultural Arts Manager	55,481 – 73,060
10	Water Plant Operator II Accountant		58,260 – 76,713
11	HR Generalist		61,168 – 80,550
12	Community Engagement Coordinator	Communications Coordinator	62,992 – 82,950
13	Community Health Coordinator Community Relations Coordinator	Police Records Supervisor Executive Assistant/DV Clerk	66,145 – 87,097
14	Tennis and Health Club Manager Public Works Foreman Cultural Arts Manager Code Enforcement Manager Planner	Parks Crew Chief/Village Forester Utility Billing Supervisor Program Manager/Executive Director HA Engineering Technician Building Maintenance Coordinator	69,451 – 91,453
18	Public Works Superintendent Chief Water Plant Operator DownTown Facility Manager	Accounting Manager Assistant Director of Recreation and Parks	83,590 – 110,071
20	Assistant Finance Director		92,157 – 121,354
21	Police Commander Assistant Director of Public Works/Village Engineer	Fire Captain	96,764 – 127,422
22	IT Administrator	Director of Human Resources/ATVM	101,106 – 133,139
23	Deputy Chief of Police	Deputy Chief of Fire	106,162 – 139,797
24	Director of Recreation and Parks	Director of Community Development	111,468 – 146,783
25	Deputy Village Manager/Finance Director Director of Public Works/Village Engineer Director of Economic Development & Planning	Chief of Police Chief of Fire	117,042 – 154,122

VILLAGE OF PARK FOREST, ILLINOIS									
1-Jul-22									
	STEPS								
	1	2	3	4	5	6	7	8	9
GRADE									
3.0% increase									
1	37,554	38,870	40,229	41,636	43,095	44,603	46,160	47,780	49,452
2	39,433	40,808	42,241	43,717	45,249	46,831	48,470	50,166	51,921
3	41,402	42,849	44,353	45,905	47,512	49,173	50,894	52,677	54,521
4	43,473	44,993	46,569	48,198	49,886	51,632	53,438	55,308	57,246
5	45,647	47,244	48,900	50,609	52,380	54,215	56,111	58,076	60,106
6	47,928	49,606	51,340	53,137	54,998	56,924	58,918	60,978	63,110
7	50,325	52,085	53,910	55,797	57,749	59,768	61,860	64,028	66,269
8	52,843	54,691	56,607	58,586	60,636	62,760	64,956	67,227	69,585
9	55,481	57,425	59,436	61,519	63,668	65,895	68,205	70,592	73,060
10	58,260	60,297	62,404	64,590	66,853	69,191	71,614	74,121	76,713
11	61,168	63,311	65,527	67,819	70,195	72,654	75,193	77,826	80,550
12	62,992	65,199	67,480	69,840	72,284	74,817	77,436	80,145	82,950
13	66,145	68,458	70,855	73,334	75,901	78,555	81,308	84,151	87,097
14	69,451	71,881	74,395	76,999	79,694	82,485	85,369	88,361	91,453
15	72,923	75,475	78,119	80,850	83,681	86,612	89,480	92,779	96,025
16	76,572	79,249	82,024	84,894	87,863	90,939	94,121	97,419	100,827
17	79,609	82,397	85,282	88,263	91,353	94,551	97,860	101,284	104,830
18	83,590	86,514	89,543	92,677	95,924	99,278	102,755	106,353	110,071
19	87,770	90,844	94,023	97,312	100,719	104,243	107,888	111,668	115,574
20	92,157	95,381	98,720	102,176	105,752	109,454	113,286	117,249	121,354
21	96,764	100,154	103,659	107,283	111,040	114,926	118,952	123,114	127,422
22	101,106	104,644	108,309	112,098	116,022	120,082	124,287	128,638	133,139
23	106,162	109,876	113,723	117,700	121,821	126,087	130,499	135,067	139,797
24	111,468	115,371	119,410	123,588	127,913	132,389	137,025	141,818	146,783
25	117,042	121,138	125,379	129,768	134,309	139,008	143,873	148,910	154,122

POLICE PAY SCHEDULE / PLAN FISCAL 2022/2023

	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	\$64,722	\$69,958	\$75,893	\$80,418	\$86,353	\$91,655	\$95,320	\$96,747	\$98,176

Holiday Pay	\$2,987	\$3,229	\$3,503	\$3,712	\$3,986	\$4,230	\$4,399	\$4,465	\$4,531
Annual Salary*	\$67,709	\$73,186	\$79,395	\$84,130	\$90,338	\$95,885	\$99,719	\$101,213	\$102,708

	A	B	C
Position	0-12 Months	12-72 Months	Over 72 Months
Sergeant	\$100,412	\$104,429	\$108,605

Holiday Pay	\$4,634	\$4,820	\$5,013
Annual Salary*	\$105,047	\$109,249	\$113,617

Combined	Over 144 Months	Over 144 Months	Over 144 Months
Service	\$101,917	\$105,996	\$110,235

Holiday Pay	\$4,704	\$4,892	\$5,088
Annual Salary*	\$106,621	\$110,888	\$115,323

Combined	Over 240 Months	Over 240 Months	Over 240 Months
Service	\$103,423	\$107,563	\$111,863

Holiday Pay	\$4,773	\$4,964	\$5,163
Annual Salary*	\$108,197	\$112,527	\$117,026

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 2022/2023

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
Pre-holiday Salary	65,506	72,488	78,359	84,440	90,477	94,829	97,428
Holiday Premium Pay	\$3,553	\$3,932	\$4,250	\$4,580	\$4,907	\$5,143	\$5,284
Annual Salary	\$69,059	\$76,420	\$82,609	\$89,020	\$95,384	\$99,972	\$102,712

Lieutenant/Paramedic Pay Schedule (combined service-eff 1/1/2021)

	E+ over 60 months	F+ over 96 months	G+ over 240 months
Pre-holiday Salary	95,239	99,591	102,190
Holiday Premium Pay	\$5,165	\$5,402	\$5,543
Annual Salary	\$100,404	\$104,993	\$107,733

Shift Commander Pay Schedule

	A 0-12 months	B 13-24 months	C 25 + months
Pre-holiday Salary	104,882	108,862	112,990
Holiday Premium Pay	\$5,689	\$5,904	\$6,128
Annual Salary	\$110,571	\$114,766	\$119,118

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
2022/2023**

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
CMAP	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
HazMat	Hazardous Materials
HCP	Housing Choice Partners
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
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.

VILLAGE OF PARK FOREST FIVE YEAR CAPITAL PLAN FISCAL YEAR 2022/2023

OVERVIEW

One of the most vital functions of local government is to construct and maintain the public infrastructure on which its citizens and businesses depend. Without an adequate and efficient network of roadways, parks, sanitary sewers, water mains and other public facilities, problems result for residents and for commercial enterprises which rely on local governments for their physical well-being and economic prosperity.

In general, a sound capital facilities planning and budgeting program is essential to promote the following three fundamental public objectives. First, the continuing economic development of the Village is directly tied to its network of public works facilities. Businesses rely on local roadways to receive their goods. Consumers need access to retail shopping via suitable roadways and sidewalk systems.

Secondly, public safety and health are dependent upon the adequate provision of local public facilities. Well-equipped and modern police and fire departments are better able to deliver quality service. Water distribution systems need to be maintained to assure clean drinking water and availability of water for emergency purposes such as fires. Certainly, efficient and effective storm and sanitary sewers are both essential to public health.

Thirdly, an adequate program of local public improvements provides a variety of general public benefits. Such improvements contribute to community livability, sustainability and civic pride. Examples may vary from roadway resurfacing projects in residential neighborhoods to upgrading and maintaining parks. While such projects may not have direct impact upon the creation and expansion of local businesses, they nonetheless serve an indirect role in upgrading the appearance and desirability of the community. And as such, they create the type of positive environment in which business seeks to locate.

HOW TO USE THIS CAPITAL PLAN

Capital planning requires that infrastructure needs be examined on a regular basis and that repair and replacement schedules be planned over a multi-year period. This Capital Plan provides the basis for planning large capital expenditures over a five year period. Naturally, the key factor regulating the spending for these capital items is the availability of funding. Therefore, the Capital Plan is a needs analysis. Ability to purchase specific items will be determined during the overall budget preparation.

The overview contains a composite of capital expenditures for all departments. Following the overview, there are separate sections for each of the departments with major capital expenditures. Following the departmental chart is an explanation of the proposed expenditures.

A summary description of the items included in this plan follows. A detailed description, with budget estimates, is included in the departmental sections.

ADMINISTRATION

Administrative capital spending is not included under a separate section. The capital spending projected for this department focuses primarily on computer upgrades, security systems, telephone systems and future replacements of copy machines.

Under the direction of the Finance Director, the IT (Information Technology) Administrator evaluates Village-wide computer needs. Network hardware and software replacement, maintenance and upgrades are funded through the Administration Department Budget. Upgrading the hardware is an ongoing process. The primary capital activities related to computers are replacement of individual computers, software upgrades and upgrades/replacements of other computerized technologies. New applications are continuously being identified to help streamline work flow and make individual departments more efficient. While gaining these efficiencies, new software packages will also aid in information sharing between departments and to the public. In 2022/2023, the Village will be replacing network hardware, upgrading licenses for Microsoft products and upgrading computers/laptops for Administration staff.

PUBLIC WORKS

The Public Works Capital Plan section contains expenditures for the General Fund, Motor Fuel Tax Fund, Vehicle Service Fund, Municipal Parking Fund, Water Fund and Sewer Fund. For Fiscal 2022/2023, the General Fund includes dollars for contractual street maintenance for \$500,000 in FY 22/23 and \$800,000 annually thereafter to maintain side streets not eligible for grant funding. Sidewalk maintenance is also included. Design work for Forest Boulevard is included. The largest item, at over \$3.1 million, is the road improvements being done in conjunction with water main improvements from the Water Fund

The Motor Fuel Tax plan includes resurfacing of Shabbona Drive and annual street maintenance.

Vehicle replacement is identified and tracked over five years. For 2022/2023, replacement of a dump truck and a pick-up truck are included along with anti-icing equipment. Total expenditures in this area are \$170,000.

The Capital Plan for the Water Fund, as presented, includes \$400,000 for water main replacement done in-house, over \$8 million of water system improvements to be funded by an IEPA loan and ARPA (American Rescue Plan Act) funds.

The Sewer Capital Plan includes rehab of the sanitary and storm sewer systems in the Village, including the overhaul of the Forest Brook street lift station.

Included in the Municipal Parking Fund are crack filling, sealcoating and striping for lot 2.

RECREATION & PARKS

The Recreation & Parks section of the Capital Plan includes the capital needs of the General Fund, Vehicle Service Fund as related to recreational activities, the Aqua Center and the Tennis & Health Club.

The General Fund for 2022/2023 includes allocation of funds to continue maintenance of the Urban Forestry plan, Central Park and various other parks. The bike and pedestrian plan includes an extension of the Winnebago Park walkway.

Vehicle replacement includes a mower replacement, rebuild of a cart, vehicle reconditioning and CNG conversions.

Included in the Aqua Center Capital Plan for 2022/2023 are replacing the pool filter medium, resealing and striping the parking lot and various replacements/improvements to the facility.

The Tennis & Health Club Capital Plan includes installing a foundation drain, replacement of exercise equipment and resurfacing the courts. The total proposed capital expenses for FY 2022/2023 are \$60,000.

BUILDINGS & GROUNDS (Included in Recreation & Parks)

The Building and Grounds budgets for capital improvements for the following municipally owned buildings: Village Hall, Freedom Hall, Rec Center, Police Station and the Public Works and Parks Garage. The Capital Plan for facilities includes Village Hall upgrades, Police Station repairs and Municipal Garage upgrades. The total proposed capital expenditures across all Buildings and Grounds categories are \$287,000.

POLICE

The Police Capital Plan includes computer/technology replacements and building improvements/renovations totaling \$25,900. For vehicle replacements, the Police department is proposing to replace three vehicles and replace mobile data terminals in

selected squad cars. The total proposed Vehicle Service Fund capital outlays for Police are \$145,000.

FIRE

Fire Department capital items include an annual schedule for replacing protective clothing, fire station maintenance, computer system upgrades, as well as other capital supplies for a grand total of \$89,600. There are no Vehicle Service Fund expenditures proposed for FY 2022/2023.

DOWNTOWN

The Capital Plan for the redevelopment of DownTown provides for continuation of tenant build out associated with new leases, buildout of 300 Victory Drive, replacement of the Orchard Road and Rt. 30 LED sign and several common area projects and the continuation of the sign matching grant program. Total proposed capital outlays for the DownTown for FY 2022/2023 are \$558,150.

OTHER – CAPITAL PROJECTS

A Capital Projects Fund was first created for the new Fire Station. Beginning in Fiscal 2012, the Capital Projects Fund includes costs associated with land acquisition and development as well as CN proceeds for economic development projects. Included in the 2022/2023 Capital Projects are the Somonauk Park redevelopment, proposed construction of public washrooms in the Village Green area, Sustainability Plan implementation and a traffic signal at Route 30 and Indiana Street. Several other Economic Development initiatives are included in FY 2022/2023 that are subject to the availability of funding.

The following table represents the Village-wide computer and copy machine needs:

	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026-2027</u>
VILLAGE WIDE COMPUTER NEEDS					
<u>Hardware</u>					
File Servers	10,000	10,000	10,000	10,000	10,000
Backup Appliance	15,000	-	-	-	15,000
Village Hall Security Camera System	-	-	-	10,000	-
Networking Hardware	10,000	-	-	-	10,000
VOIP Expansion	-	-	20,000	-	-
<u>Software</u>					
Windows OS Licensing	-	10,000	-	10,000	-
MS Office Pro Licensing	25,000	25,000	25,000	25,000	25,000
<u>TOTAL UPGRADES</u>	\$ 60,000	\$ 45,000	\$ 55,000	\$ 55,000	\$ 60,000
DEPARTMENTAL TECHNOLOGY NEEDS					
Administration/Finance	5,000	3,000	9,300	13,800	13,100
Public Works	2,000	6,400	2,000	5,000	12,600
Water Department	5,700	5,700	1,900	13,800	15,700
Recreation & Parks	6,200	7,600	10,700	3,800	1,900
Aqua	1,900	3,800	-	-	-
Tennis	-	1,900	-	-	-
Police	15,900	29,000	10,200	7,700	11,500
Fire	15,800	20,700	29,200	18,200	19,600
Community Development	1,900	3,000	3,800	2,500	3,800
Housing Authority	1,900	1,900	1,900	-	1,900
Economic Development & Planning	2,500	2,500	2,500	4,400	-
DownTown	2,500	1,900	-	3,500	-
<u>DEPARTMENT TOTALS</u>	61,300	87,400	71,500	72,700	80,100
<u>TOTAL COMPUTER NEEDS</u>	\$121,300	\$132,400	\$126,500	\$127,700	\$140,100
VILLAGE WIDE COPY MACHINE NEEDS					
Administration/Finance	20,000	-	-	-	-
Water Department and Billing	-	-	-	10,000	-
Recreation & Parks	-	-	-	-	-
Police	-	10,000	-	-	10,000
Fire	-	-	-	5,000	10,000
Community Development	-	-	10,000	-	-
DownTown	-	-	-	-	-
<u>TOTAL COPY MACHINE NEEDS</u>	20,000	10,000	10,000	15,000	20,000
<u>GRAND TOTALS</u>	\$141,300	\$142,400	\$136,500	\$142,700	\$160,100

**VILLAGE OF PARK FOREST
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>
<u>General Fund</u>					
Public Works	4,353,510	1,064,400	1,110,000	1,235,000	7,265,600
Recreation, Parks & Comm. Health	749,950	653,600	1,404,700	289,800	457,900
Buildings & Grounds (1)	287,000	562,000	375,000	135,000	759,000
Police	25,900	74,000	60,200	102,700	146,500
Fire	89,600	91,200	119,950	107,200	124,850
*Administration/Finance	85,000	48,000	64,300	68,800	73,100
*Community Development	1,900	3,000	13,800	2,500	3,800
*Economic Development & Planning	2,500	2,500	2,500	4,400	-
General Fund Total	<u>5,595,360</u>	<u>2,498,700</u>	<u>3,150,450</u>	<u>1,945,400</u>	<u>8,830,750</u>
<u>M F T</u>	2,430,000	4,422,000	1,054,000	5,091,000	7,364,000
<u>Water</u>	9,741,075	1,508,200	6,267,676	2,775,300	1,528,200
<u>Sewer</u>	853,000	803,000	825,000	775,000	2,495,000
<u>Municipal Parking</u>	25,000	-	-	375,000	825,000

(1) Building & Grounds includes Cooperative Projects w/SD #163.

Community Development includes Code Enforcement Software. *The bulk of the capital items for Administration, Community Development and Economic Development & Planning Departments reflect computer upgrades. There are no separate sections for these departments.

**VILLAGE OF PARK FOREST
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>
<u>Aqua Center</u>	65,900	30,800	85,000	15,000	4,505,000
<u>Tennis & Health Club</u>	60,000	28,900	51,000	80,000	505,000
<u>DownTown</u>	558,150	1,367,885	278,885	311,885	315,050
<u>Other — Capital Projects</u>	1,377,000	1,110,000	370,000	390,000	285,000
<u>Housing Authority *</u>	1,900	1,900	1,900	-	1,900
<u>Vehicle Services</u>					
Administration	-	40,000	-	-	-
Public Works	170,000	540,000	145,000	120,000	667,000
Recreation, Parks & Comm. Health	101,000	215,000	155,000	170,000	30,000
Police	145,000	202,000	187,000	187,000	157,000
Fire	-	650,000	45,000	45,000	-
Vehicle Services Total	<u>416,000</u>	<u>1,647,000</u>	<u>532,000</u>	<u>522,000</u>	<u>854,000</u>
TOTAL	<u>21,123,385</u>	<u>13,418,385</u>	<u>12,615,911</u>	<u>12,280,585</u>	<u>27,508,900</u>

* The bulk of the capital items for Housing Authority reflect computer upgrades. There is no separate section for this department.

**PUBLIC WORKS DEPARTMENT
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>		<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>	
	Priority ()		Priority ()		Priority ()		Priority ()		Priority ()	
General Fund										
Road Improvements with IEPA WM Improvements - Const*	2,892,988	(1)	-	-	-	-	-	-	-	-
Road Improvements with IEPA WM Improvements - Const Egr*	275,522	(2)	-	-	-	-	-	-	-	-
Contractual Street Maintenance*	500,000	(3)	800,000	(1)	800,000	(1)	800,000	(1)	800,000	(1)
Contractual Sidewalk Maintenance	75,000	(4)	75,000	(2)	75,000	(2)	75,000	(2)	75,000	(2)
Computer System Upgrades	2,000	(5)	6,400	(3)	2,000	(3)	5,000	(3)	12,600	(3)
Forest Blvd Improvements - Design Engineering ¹	600,000	(6)	-	-	-	-	-	-	-	-
Tree Removal	8,000	(7)	8,000	(4)	8,000	(4)	8,000	(4)	8,000	(4)
Generator for DPW Building	-	-	175,000	(5)	-	-	-	-	-	-
Bike and Pedestrian Plan	-	-	-	-	-	-	-	-	-	-
Village Cut Throughs	-	-	-	-	225,000	(5)	225,000	(5)	-	-
Sidewalk - Indianwood (Village Drive to Forest) North side	-	-	-	-	-	-	-	-	60,000	(5)
Sidewalk - Orchard (Indianwood to Main) East side	-	-	-	-	-	-	-	-	50,000	(6)
Sharrows - Orchard (Indianwood to Sauk)	-	-	-	-	-	-	-	-	5,000	(7)
Sharrows - Downtown	-	-	-	-	-	-	-	-	5,000	(8)
Multi use path - Western (Hemlock to Indianwood) West side	-	-	-	-	-	-	-	-	230,000	(9)
Multi use path - Western (Cedar to Indianwood) West side	-	-	-	-	-	-	-	-	200,000	(10)
Western Ave Multi-use Path Design	-	-	-	-	-	-	122,000	(6)	-	-
Western Ave Multi-use Path Construction	-	-	-	-	-	-	-	-	1,520,000	(11)
Install Traffic Signal - Westwood Drive at Orchard Drive	-	-	-	-	-	-	-	-	300,000	(12)
New DPW /Rec & Parks Maintenance Facility	-	-	-	-	-	-	-	-	4,000,000	(13)
	4,353,510		1,064,400		1,110,000		1,235,000		7,265,600	
* To be funded with FY 2021 Assignment of \$1.8 million, FY 2022 Assignment of \$600K, \$400K in CARES Funding and \$300K from FY 2023 Contractual Street Maintenance Budget; this leaves \$500K to budget for routine street maintenance projects in FY 2023.										
¹ 80% of amount shown will be funded through 2020 Invest in Cook Grant. Carry over from FY 21-22.										

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⁽¹⁾ A Sustainable Project
Five Year Capital Plan

**PUBLIC WORKS DEPARTMENT
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>		<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>	
	Priority ()		Priority ()		Priority ()		Priority ()		Priority ()	
Motor Fuel Tax										
MFT Maintenance Resolutions	500,000	(1)	500,000	(1)	500,000	(1)	500,000	(1)	500,000	(1)
Resurface Shabbona & S.Orchard Dr Non-FAU Sections - Const. *	1,600,000	(2)	-	-	-	-	-	-	-	-
Resurface Shabbona & S.Orchard Dr Non-FAU Sections - Const. Egr	160,000	(3)	-	-	-	-	-	-	-	-
Resurface Shabbona Dr (Sauk Trail to Indianwood Blvd) - Design**	170,000	(4)	-	-	-	-	-	-	-	-
Resurface Shabbona Dr (Sauk Trail to Indianwood Blvd) - Const.**	-	-	2,782,000	(2)	-	-	-	-	-	-
Resurface Shabbona Dr (Sauk Trail to Indianwood Blvd) - Const Egr**	-	-	279,000	(3)	-	-	-	-	-	-
Local Road Improvements - Every other year	-	-	400,000	(4)	-	-	400,000	(2)	-	-
Replacement of Street Lights	-	-	250,000	(5)	250,000	(2)	250,000	(3)	250,000	(2)
Resurf Westwood Dr/Norwood (Sauk Trail to Western Ave) - Prelim Egr ¹	-	-	211,000	(6)	-	-	-	-	-	-
Resurf Westwood Dr/Norwood (Sauk Trail to Western Ave) - Design ¹	-	-	-	-	246,000	(3)	-	-	-	-
Resurf Westwood Dr/Norwood (Sauk Trail to Western Ave) - Const ¹	-	-	-	-	-	-	3,522,000	(4)	-	-
Resurf Westwood Dr/Norwood(Sauk Trail to Western Ave) - Const Egr ¹	-	-	-	-	-	-	352,000	(5)	-	-
Resurface S. Orchard Dr (Sauk Trail to Blackhawk Dr) - Prelim Egr ¹	-	-	-	-	58,000	(4)	-	-	-	-
Resurface S. Orchard Dr (Sauk Trail to Blackhawk Dr) - Design ¹	-	-	-	-	-	-	67,000	(6)	-	-
Resurface S. Orchard Dr (Sauk Trail to Blackhawk Dr) - Const ¹	-	-	-	-	-	-	-	-	968,000	(3)
Resurface S. Orchard Dr (Sauk Trail to Blackhawk Dr) - Const Egr ¹	-	-	-	-	-	-	-	-	96,000	(4)
Forest Blvd Improvements - Construction	-	-	-	-	-	-	-	-	4,500,000	(5)
Forest Blvd Improvements - Construction Engineering	-	-	-	-	-	-	-	-	450,000	(6)
Replace Fence along Western Avenue	-	-	-	-	-	-	-	-	300,000	(7)
New Traffic Signal - Indiana & Rt. 30	-	-	-	-	-	-	-	-	300,000	(8)
	2,430,000		4,422,000		1,054,000		5,091,000		7,364,000	
* To be partially funded with Rebuild Illinois Funds										
**80% of amt shown will be funded through STP-U Program										
¹ 80% of amt shown will be funded through STP-U Program, Village 20% will be reimbursed by IDOT tollway credits.										

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**PUBLIC WORKS DEPARTMENT
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>		<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>	
	Priority ()		Priority ()		Priority ()		Priority ()		Priority ()	
Vehicle Services Fund										
Refurbish 2-1/2 Ton Dump Truck # 610	90,000	(1)	-	-	-	-	-	-	-	-
Replace Pickup F150 # 662 - Water Plant Vehicle	30,000	(2)	-	-	-	-	-	-	-	-
Anti-Icing Equipment - Brine Machine and Storage Tank	50,000	(3)	-	-	-	-	-	-	-	-
Replace Vactor 2100 Plus #604	-	-	540,000	(1)	-	-	-	-	-	-
Refurbish 2-1/2 Ton Dump Truck # 622	-	-	-	-	90,000	(1)	-	-	-	-
Replace Utility F450 # 650 - Main Break Truck	-	-	-	-	55,000	(2)	-	-	-	-
Refurbish 2-1/2 Ton Dump Truck # 608	-	-	-	-	-	-	90,000	(1)	-	-
Replace Pickup F250 XL # 652	-	-	-	-	-	-	30,000	(2)	-	-
Refurbish 2-1/2 Ton Dump Truck # 611	-	-	-	-	-	-	-	-	90,000	(1)
Replace Ford F350 Pick Up # 667 - Water Plant Vehicle	-	-	-	-	-	-	-	-	30,000	(2)
Replace Pickup F250 # 661 - Water	-	-	-	-	-	-	-	-	30,000	(3)
Replace Ford F450 1-1/2 Ton # 501 - Grit Truck	-	-	-	-	-	-	-	-	77,000	(4)
Replace Case 621E Wheel Loader # 681	-	-	-	-	-	-	-	-	125,000	(5)
Replace Freightliner Aerial Truck # 605	-	-	-	-	-	-	-	-	200,000	(6)
Refurbish 2-1/2 Ton Dump Truck # 603	-	-	-	-	-	-	-	-	90,000	(7)
Replace Ford F450 #609	-	-	-	-	-	-	-	-	25,000	(8)
	170,000		540,000		145,000		120,000		667,000	
Water Fund										
Water Main Replacement - In House	400,000	(1)	400,000	(1)	400,000	(1)	400,000	(1)	400,000	(1)
Buffalo Box Replacement	150,000	(2)	150,000	(2)	150,000	(2)	150,000	(2)	150,000	(2)
Interim Remediation (Lime Lagoon 2) - NPDES Permit ILG640194	70,000	(3)	70,000	(3)	70,000	(3)	70,000	(3)	70,000	(3)
Kaiser Air Compressor Preventive Maintenance Contract	8,500	(4)	8,500	(4)	8,500	(4)	8,500	(4)	8,500	(4)
Computer System Upgrades & Copy Machines	5,700	(5)	5,700	(5)	1,900	(5)	23,800	(5)	15,700	(5)
IEPA Water Tower Construction*	3,389,000	(6)	-	-	-	-	-	-	-	-
Water Tower Construction Engineering	124,450	(7)	-	-	-	-	-	-	-	-

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(1) A Sustainable Project
Five Year Capital Plan

**PUBLIC WORKS DEPARTMENT
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>		<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>	
	Priority ()		Priority ()		Priority ()		Priority ()		Priority ()	
IEPA Water Main Construction *, ¹	4,741,823	(8)	-	-	-	-	-	-	-	-
Water Main Construction Engineering	451,602	(9)	-	-	-	-	-	-	-	-
Well Maintenance, Well #6 (Well Components & Casing)	90,000	(10)	-	-	-	-	-	-	-	-
Aerator Clean Out and Maintenance	25,000	(11)	-	-	-	-	-	-	-	-
Replace Variable Frequency Drive on High Service Pump #1	30,000	(12)	-	-	-	-	-	-	-	-
Tamarack Standpipe Exterior Paint Repairs (sides and roof)	60,000	(13)	-	-	-	-	-	-	-	-
Repair Cathodic Protection & Clean Out, Blackhawk Tower	20,000	(14)	-	-	-	-	-	-	-	-
Replace Bulk Chlorine Storage Tanks	30,000	(15)	-	-	-	-	-	-	-	-
Install Heating/Cooling Units at AR & BH Tower Pump Stations	25,000	(16)	-	-	-	-	-	-	-	-
Install Water Circulation at Tamarack Standpipe	30,000	(17)	-	-	-	-	-	-	-	-
Filter Press Programming Improvements	90,000	(18)	-	-	-	-	-	-	-	-
Well Maintenance, Well #4 (Well Components & Casing) (23/24)	-	-	90,000	(6)	-	-	-	-	-	-
Replace Pump End Process Water Pump #2	-	-	30,000	(7)	-	-	-	-	-	-
Repair Cathodic Protection & Clean Out Autumn Ridge Tower	-	-	25,000	(8)	-	-	-	-	-	-
Exterior Paint Repairs & Tank Washing, Autumn Ridge Tower	-	-	20,000	(9)	-	-	-	-	-	-
Top off Sand and Anthracite in all Filter Cells	-	-	40,000	(10)	-	-	-	-	-	-
Replace VFD on High Service Pump #2	-	-	30,000	(11)	-	-	-	-	-	-
Well Maintenance, Well #5 (24/25)	-	-	-	-	60,000	(6)	-	-	-	-
Generator Well 5 (stand alone, electrical transfer switch & SCADA tie in)	-	-	-	-	80,000	(7)	-	-	-	-
Tamarack Standpipe Booster Station Building (eliminate vault)	-	-	-	-	500,000	(8)	-	-	-	-
Replace Hydrochloric Acid Platform (for filter press)	-	-	-	-	15,000	(9)	-	-	-	-
Replace VFD on High Service Pump #3	-	-	-	-	30,000	(10)	-	-	-	-
Replace 16" Water Main leaving Water Plant to Westwood Dr.	-	-	-	-	750,000	(11)	-	-	-	-
Well Maintenance, Well #1 (25/26)	-	-	-	-	-	-	60,000	(6)	-	-
Commercial/Large Meter Evaluation and Testing	-	-	-	-	-	-	24,000	(7)	-	-
Improvements to Soda Ash & Lime Silo Level Sensors	-	-	-	-	-	-	30,000	(8)	-	-
Repaint Filters at Water Plant	-	-	-	-	-	-	120,000	(9)	-	-

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⁽¹⁾ A Sustainable Project
Five Year Capital Plan

**PUBLIC WORKS DEPARTMENT
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>		<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>	
	Priority ()		Priority ()		Priority ()		Priority ()		Priority ()	
Repaint Floor High Service Pump Room	-	-	-	-	-	-	25,000	(10)	-	-
Pave Roadway going into Tamarack Standpipe	-	-	-	-	-	-	50,000	(11)	-	-
Repair Cathodic Protection at Tamarack Standpipe	-	-	-	-	-	-	20,000	(12)	-	-
Tamarack Standpipe Painting/logo application and repairs (inside and out)	-	-	-	-	-	-	1,200,000	(13)	-	-
Well Maintenance, Well #3 (Well Components & Casing) (26/27)	-	-	-	-	-	-	-	-	90,000	(6)
Repair Peeling Paint Filter Cell #5	-	-	-	-	-	-	-	-	40,000	(7)
Exterior Paint Repairs/logo application, Blackhawk Tower	-	-	-	-	-	-	-	-	45,000	(8)
Water Recirculation Unit, Blackhawk Tower (water quality)	-	-	-	-	-	-	-	-	30,000	(9)
Replace Two Raw Water Control Valves to Aerator in Water Plant	-	-	-	-	-	-	-	-	25,000	(10)
repair on soda ash feed system	-	-	-	-	-	-	-	-	15,000	(11)
Tear down Well #7 Site	-	-	-	-	-	-	-	-	45,000	(12)
Improvements to Residential Water Meter Reading System	-	-	250,000	(12)	250,000	(12)	250,000	(14)	250,000	(13)
Meter Upgrade and Rebuild Program, 20% of Res. Meters	-	-	344,000	(13)	344,000	(13)	344,000	(15)	344,000	(14)
Radio Read Unit for Vehicle	-	-	45,000	(14)	-	-	-	-	-	-
Energy Performance Contract	-	-	-	-	3,608,276	(14)	-	-	-	-
			9,741,075		1,508,200		6,267,676		2,775,300	1,528,200
* To be funded together with a 5 million dollar IEPA Loan										
Balance to be funded with American Rescue Plan Act (ARPA) Funding										
Sewer Fund										
Sanitary Sewer Replacement - Every other year	-	-	300,000	(1)	-	-	300,000	(1)	-	-
Sanitary Sewer Lining - Every other year	300,000	(1)	-	-	300,000	(1)	-	-	300,000	(1)
Storm Sewer Improvements (with local roads projects)	200,000	(2)	200,000	(2)	200,000	(2)	200,000	(2)	200,000	(2)
SLRAT and GIS Study	28,000	(3)	28,000	(3)	-	-	-	-	-	-
Clean and Televiser Sewer Mains	60,000	(4)	60,000	(4)	60,000	(3)	60,000	(3)	60,000	(3)
Tree Removal	15,000	(5)	15,000	(5)	15,000	(4)	15,000	(4)	15,000	(4)
Forest Brook Street Lift Station Overhaul	250,000	(6)	-	-	-	-	-	-	-	-
23 Thorn Creek Culvert Replacement	-	-	200,000	(6)	-	-	-	-	-	-

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⁽¹⁾ A Sustainable Project
Five Year Capital Plan

**PUBLIC WORKS DEPARTMENT
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>		<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>	
	Priority ()		Priority ()		Priority ()		Priority ()		Priority ()	
Chestnut Street Lift Station Overhaul	-	-	-	-	250,000	(5)	-	-	-	-
Clean Drainage Ditch in Winnebago Park	-	-	-	-	-	-	200,000	(5)	-	-
Excess Flow Facility Generator	-	-	-	-	-	-	-	-	100,000	(5)
Thorn Creek Subdivision Storm Water Management Imp - Middle Section	-	-	-	-	-	-	-	-	400,000	(6)
Clean Drainage Ditch from Krotiak to Lakewood	-	-	-	-	-	-	-	-	200,000	(7)
Clean Drainage Ditch from Central Park to Westwood	-	-	-	-	-	-	-	-	100,000	(8)
Clean Drainage Ditch from Lakewood to Rich East H.S.	-	-	-	-	-	-	-	-	200,000	(9)
Clean Drainage Ditch from East Rocket to Indianwood	-	-	-	-	-	-	-	-	100,000	(10)
Lakewood Blvd Culvert Replacement	-	-	-	-	-	-	-	-	250,000	(11)
Richton Park Overflow Improvements	-	-	-	-	-	-	-	-	500,000	(12)
Flow Testing of Sewer Mains	-	-	-	-	-	-	-	-	20,000	(13)
Smoke Testing of Sewer Mains	-	-	-	-	-	-	-	-	20,000	(14)
Flood Testing of Sewer Mains	-	-	-	-	-	-	-	-	30,000	(15)
	853,000		803,000		825,000		775,000		2,495,000	
Municipal Parking Fund										
Crackfill, Sealcoat, Restripe Lot 2	25,000	(1)	-	-	-	-	-	-	-	-
Install Security System Lot 2	-	-	-	-	-	-	375,000	(1)	-	-
Parking Lot Resurfacing - 211th St. Station (Lot 1)	-	-	-	-	-	-	-	-	300,000	(1)
Parking Lot Lighting Upgrade - 211th St. Station (Lot 1)	-	-	-	-	-	-	-	-	200,000	(2)
Install Security System - 211th St. Station (Lot 1)	-	-	-	-	-	-	-	-	325,000	(3)
	25,000		-		-		375,000		825,000	
TOTAL	17,572,585		8,337,600		9,401,676		10,371,300		20,144,800	

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⁽¹⁾ A Sustainable Project
Five Year Capital Plan

**PUBLIC WORKS DEPARTMENT
CAPITAL IMPROVEMENT PLAN
2022/2023 PROJECTS**

GENERAL FUND PROJECTS

1. Road Improvements with IEPA WM Imp - Construction \$2,892,988

This item consists of funding for road improvements upon completion of water main replacement under the same roads. Road improvements will consist of, but not be limited to milling and resurfacing, curb and gutter replacement, driveway apron replacement, sidewalk and ADA improvements at intersections, pavement patching, structure adjustments, pavement markings, lawn restoration, and traffic control.

2. Road Improvement with IEPA WM Imp – Const. Engineering \$275,522

This item consists of funding for onsite supervision and quality assurance during construction. A project representative will be utilized to perform construction engineering duties that consist of onsite observation, contract compliance, documentation of work and pay items, measurement of quantities, progress meetings, reviewing and authorizing payments, and overall quality control.

3. Contractual Street Maintenance \$500,000

This item consists of funding for street maintenance on smaller residential roads. DPW may also plan to use these funds for road improvements in conjunction with water and/or sewer main improvement projects where these funds will be utilized for the improvement of the remaining road that was not affected by water and/or sewer main improvement activity. Unspent funds will be encumbered for future, greater, road improvement projects. Normally, this item receives funding of \$800,000 annually but, for FY 22-23, \$300,000 is diverted to the road improvement project in item 1.

4. Contractual Sidewalk Maintenance \$75,000

This item consists of funding for the on-going routine maintenance of removal and replacement of any public sidewalk, Village wide. DPW will inspect resident and business requests, complaints, reports and/or inquiries of deficient/non-compliant sidewalk and replace and/or maintain it accordingly. This money also funds the Village's 50/50 sidewalk program.

5. Computer System Upgrades \$2,000

This item consists of funding for the ongoing replacement and upgrade of computers and computer/office related equipment for the DPW and Field offices.

6. Forest Blvd Improvements – Design Engineering \$600,000

This item consists of funding for the design engineering to improve Forest Blvd from Indianwood Blvd to Westwood Drive. DPW was awarded \$480,000 (80%) in 2020 Invest in Cook Funds from Cook County to design a Complete Streets project along this route. DPW plans to reconstruct the roadway, install a 10 foot wide multi-use path, create a linear park, provide on-street parking, make pedestrian improvements, and make geometric improvements at various intersections. The Village will need to pay all costs upfront and seek 80% reimbursement upon completion. The Village has committed to contributing \$120,000 (20%) for this project. Upon completion, DPW will have a Shovel Ready project and will then need to seek funding for construction.

7. Tree Removal \$8,000

This item consists of funding for the removal of trees that have naturally grown in areas or adjacent to Village infrastructure, that propose accessibility challenges or can potentially cause damage to infrastructure and property.

MOTOR FUEL TAX FUND PROJECTS

1. MFT Maintenance Resolutions \$500,000

This item consists of funding for the maintenance work identified in the Village’s Annual MFT Municipal Estimate of Maintenance Costs. This estimate consists of annual projected costs for traffic signal maintenance, street light maintenance, street sweeping, vegetation control, snow and ice control purchases, Thorn Creek Bridge inspections, and various maintenance contracts.

2. Resurface Shabbona & S. Orchard Dr Non FAU Sections – Const. \$1,600,000

This item consists of funding for road improvements along the Non- FAU portions of two Village roads. The Village has received \$965,492 in REBUILD Illinois funds and is expected 2 more disbursements for a grand total of \$1,448,238 to be received. Staff intends to utilize these funds for this project which will consist of curb replacement, sidewalk improvements at intersections and driveways, structure adjustments, milling and resurfacing of roadway, pavement patching, driveway apron replacement, pavement marking, and restoration.

3. Resurface Shabbona & S. Orchard Dr Non FAU Sections – Const. Egr \$160,000

This item consists of funding for onsite supervision and quality assurance during construction. A project representative will be utilized the perform construction engineering duties that consist of onsite observation, contract compliance, documentation of work and pay items, measurement of quantities, progress meetings, reviewing and authorizing payments, and overall quality control.

4. Resurface Shabbona Dr. (Sauk Trail to Indianwood Blvd) – Design \$170,000

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 and driveways, structure adjustments, milling and resurfacing of roadway, pavement patching, driveway apron replacement, pavement marking, and restoration. 80% of amount shown will be funded through the SSMMA Surface Transportation Program (STP). This phase is funded 100% by the Local Agency and then 80% (\$136,000) will be reimbursed by the State.

VEHICLE SERVICE FUND PROJECTS

1. Refurbish 2-1/2 Ton Dump Truck # 610 \$90,000

This item consists of funding to refurbish a 2003 village snow fighter. Due to seasonal use and low mileage, Public Works would like to try refurbishing village vehicles in order to prolong the purchase of a new vehicle. Refurbishing work will consist of disassembly, striping old paint and rust, repainting, sealing, replacing any needed components, and replacing dump bed if needed.

2. Replace Pick Up F150 # 662 – Water Plant Vehicle \$30,000

This item consists of funding to purchase a pickup truck used by Water Plant staff for various daily operations and work-related travel. The current vehicle is a 2008 with 100,214 miles.

3. Anti-Icing Equipment – Brine Machine and Storage Tank \$50,000

This item consists of funding for the purchase of a salt brine mixing unit and a salt brine storage tank to be used for anti-icing snow and ice control. Anti-icing and the use of salt brines are becoming the required standard to effectively and efficiently, prevent snow and ice from bonding to pavements, remove snow and ice, and apply salt to roadways. This item is also needed to comply with Best Management Practice requirements to reduce chlorides in the Chicago Area Waterways.

WATER FUND PROJECTS

1. Water Main Replacement – In House \$400,000

This item consists of funds to replace deteriorated water mains and applicable appurtenances. The design and construction engineering work for this item is planned to be completed by In-House staff. The locations of the work will be mainly on local roads and determined by the findings of any main break frequency records and/or Water Main Evaluation and Replacement Studies.

2. Buffalo Box Replacement \$150,000

This item consists of funding for the replacement of inoperable water service valves. The Water Billing Department has a list of inoperable shut off valves that need to be dug up and replaced in order to turn off the water to a residence or business for non-payment. This item consists of a maintenance contract where a contractor will complete this work.

3. Interim Remediation (Lime Lagoon 2) – NPDES Permit IL G640194 \$70,000

This item consists of funding for the ongoing maintenance of the lime lagoons as required by the IEPA. During the winter months, spent lime from the water treatment process is pumped to the lime lagoons. Under this permit, the Village is required to remove and dispose of lime residuals and keep levels below a minimum as set by the permit.

4. Kaiser Air Compressor Preventative Maintenance Contract \$8,500

This item consists of funding for the ongoing annual maintenance of water plant air compressors. These air compressors provide the air necessary to operate the lime and soda ash control valves, filter press operations, and other critical functions of the water plant. Maintenance consists of, but not limited to, oil changes, filters, repair parts, equipment and labor.

5. Computer System Upgrades \$5,700

This item consists of funding for the ongoing replacement and upgrade of computers and computer/office related equipment at the Water Plant and Water Billing/Customer Services Department.

6. IEPA Water Tower Construction \$3,389,000

This item consists of funding for the construction of a new elevated water storage tank at the Water Plant to replace the original concrete ground storage tank. The original concrete storage tank structure is developing stress cracks, is leaking, and is reaching the end of its design life. The project will be funded through a 5 million low interest IEPA loan. Remaining funds will be utilized for water main replacement, Item #8 below.

7. Water Tower Construction Engineering \$124,450

This item consists of funding for onsite observation, record keeping, and contract compliance and administration during construction of new elevated water tower project. These funds will not be part of IEPA Loan.

8. IEPA Water Main Construction \$4,741,823

This item consists of funding for the replacement of watermain along Apache St, Arrowhead St, Lester Rd, Windsor St, Washington St/Ct (Wilshire St to Westgate St), Apple Ln, Nassau St, Antietam St, and Monee Ct. The projected will be funded with remaining funds from a 5 million low interest IEPA loan used for Item # 6 above, with Water funds and with American Rescue Plan Funding.

9. Water Main Construction Engineering \$ 451,602

This item consists of funding for onsite observation, record keeping, and contract compliance and administration during water main replacement construction project, Item 8 above. These funds will not be part of IEPA Loan.

10. Well Maintenance, Well #6 (Well Components & Casing) \$90,000

This item consists of funding to perform an ongoing well maintenance program. Each of the 6 wells are on a 6 year cycle to be inspected, evaluated and if necessary, repaired or reconditioned.

11. Aerator Clean Out and Maintenance \$25,000

This item consists of funds to clean out and perform any maintenance on the aerator. A build-up of iron sludge can cause inadequate distribution of water over the trays causing incomplete removal of hydrogen sulfide.

12. Replace Variable Frequency Drive on High Service Pump #1 \$30,000

This item consists of funding to replace the variable frequency drive on high service pump #1. The VFD typical life expectancy is 7 to 12 years. The water plant is 14 years in operation and should replace the drive before it fails.

13. Tamarack Standpipe Exterior Paint Repairs (sides & roof) \$60,000

This item consists of funds to repair peeling and missing paint from the exterior of the Standpipe side walls and roof. This will preserve the paint until a complete repaint can be budgeted.

14. Repair Cathodic Protection & Clean out, Blackhawk Tower \$20,000

This item consists of funding to repair cathodic protection and clean out of Blackhawk Tower. Cathodic protection stops the metal from corroding (rusting). Blackhawk tower will be drained, inspected, evaluated and if necessary, repaired or reconditioned.

15. Replace Bulk Chlorine Storage Tanks \$30,000

This item consists of funding to replace the chlorine bulk storage tank. Current tanks have been repaired several times by plastic welding and will continue to crack.

16. Install Heating/Cooling Units at AR & BH Tower Pump Stations \$25,000

This item consists of funds to install a wall mounted (Bard or approved equal) HVAC system for heating and cooling of the pumping stations at Autumn Ridge and Blackhawk water towers. Currently space heaters are used to maintain heat and dehumidifiers are used to remove humidity from the air.

17. Install Water Circulation at Tamarack Standpipe \$ 30,000

This item consists of funds to install equipment into the standpipe that will circulate water in order to maintain and/or improve water quality.

18. Filter Press Programming Improvements \$90,000

This item consists of funds to rehabilitate/upgrade the filter press control system. The current control system is not upgradable and needs to be replaced for communications with the SCADA system. These funds cover multiple items including a new Allen Bradley CompactLogix PLC (programmable logic control) to control the press open/close, valves, feed pumps along with additional equipment, programming and labor.

SEWER FUND PROJECTS

1. Sanitary Sewer Lining – Every other year \$300,000

This item consists of funding for the ongoing rehabilitation of the sanitary sewer system by through the use of cured in place pipe (CIPP) lining. This method can be used when the pipe is still providing service but showing signs of various forms of failure. If completed at the right time, this rehab project can prolong the service life of the original pipe. Locations of work will be determined from sewer cleaning and television inspections and SL Rat investigations.

2. Storm Sewer Improvements (with local roads projects) \$200,000

This item consists of funding for the ongoing maintenance, improvements and/or repairs to the Village's Storm Sewer System. Pipes, inlets, manholes, and/or catch basins develop sink holes either from the structure itself and/or from pipe and joint failure. There are also areas in the Village that trap or pond rain water. Some of these areas can be corrected by either re-grading the area or adding a structure and pipes to allow proper drainage of trapped water. Work will be completed as needed, and/or with, water, sewer, and roadway improvement projects.

3. SLRAT and GIS Study \$28,000

This item consists of funding for Sewer Line Rapid Assessment Tool, or SL-RAT. This is noninvasive technology that quickly assesses the condition of a sewer line through the use of soundwaves. By accessing the upstream and downstream manholes, a sewer line can be analyzed for flow condition in a manner of seconds. Over the course of 3 years, DPW plans to use this technology to analyze approximately 85% of our sanitary sewer system. This will quickly help determine where problems exist or where they are beginning to develop. It will also tell us what lines are performing well and do not need further maintenance, saving staff time and money. Results from the SL-RAT Investigation will be used to budget for future cleaning, televising, CIPP lining, and sewer replacement contracts.

4. Clean and Televise Sewer Mains \$60,000

This item consists of funding for the ongoing inspection and observation of the structural quality and proper function of the sanitary and storm sewer system. In past projects, DPW has observed cracked, fractured, collapsed and deteriorating pipe, heavy debris, root intrusion, and voids in the sewer systems. The intent is to perform this work and then create a maintenance list and/or know what sewers need to be repaired, lined, or replaced during future water, sewer, and roadway improvement projects.

5. Tree Removal \$15,000

This item consists of funding for the removal of trees that have naturally grown in floodway areas or adjacent to Village infrastructure that propose accessibility challenges or can potentially cause damage to infrastructure and property.

6. Forest Brook Street Lift Station Overhaul \$250,000

This item consists of funding for the repair, replacement, and/or upgrade improvements to this facility. In particular, incorporation of a generator, new pumps, new pipes, incorporation of SCADA, and misc. appurtenances for a complete overhaul/tune up. A lift station is needed to keep sanitary flows moving when differences in pipe grade do not allow for sewage to flow by gravity. The station will pump flow to a higher elevation to where flow by gravity can resume.

MUNICIPAL PARKING PROJECTS

1. Crack fill, Sealcoat, Restripe Lot 2 \$25,000

This item consists of funding for a pavement maintenance project to extend the life cycle of the parking lot pavement. This project would consist of routing out existing cracks and filling them with a bituminous filler, then apply a sealcoat over the entire lot surface, and restripe the parking stalls and other pavement markings.

**RECREATION & PARKS DEPARTMENT
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>
	Priority ()				
General Fund - Parks & Playgrounds					
Tree Inventory/ Management Plan ⁽²⁾	17,750 (1)				
Urban Forestry Operations	80,000 (2)	80,000	80,000	80,000	80,000
Wood Planer	5,000 (3)	-	-	-	-
Central Park - Resurface/ Color-coat Tennis Courts	65,000 (4)	-	-	-	-
Central Park - Replace Outfield Netting	20,000 (5)	-	-	-	-
Somonauk Park - Resurface Parking Lot	80,000 (6)	-	-	-	-
Playground Safety Surface Maintenance - Various Parks	7,000 (7)	7,000	7,000	7,000	7,000
Play Equipment Upgrades - Various Parks	10,000 (8)	10,000	10,000	10,000	10,000
Central Park - Replace Backstops/ Baseline Fencing Field B, D, C, A	25,000 (9)	25,000	25,000	25,000	-
Computer system upgrades	6,200 (10)	7,600	10,700	3,800	1,900
Community Basketball Courts/ Ice Skating ⁽⁴⁾	250,000 (11)	-	-	-	-
Various Parks - Replace tables/ bleachers	5,000 (12)	-	5,000	-	5,000
Playground Renovation - Indiana Park	65,000 (13)	-	-	-	-
Central Park Wetlands Echosystem Enhancement Plan	3,000 (14)	-	3,000	-	3,000
Replace Backstop - Indiana Park ⁽³⁾	-	10,000	-	-	-
Replace Backstop - Illinois Park ⁽³⁾	-	10,000	-	-	-
Green Initiatives ⁽¹⁾ - Community Garden Capital Support ⁽⁴⁾	-	15,000	8,000	5,000	-
Replace Outfield Fencing - Central Park	-	40,000	-	-	-
Various Parks - crack-fill/ seal lots	-	5,000	5,000	5,000	5,000
Village Green Furnishings	-	5,000	-	5,000	-
Skate Parks - Recondition Skate Surfaces	-	6,000	6,000	6,000	6,000
Central Park - Replace Ballfield Lights A&B ⁽²⁾⁽³⁾	-	100,000	-	-	-
Playground Renovation - Logan Park	-	60,000	-	-	-
Dog Park - Install Second Shelter	-	7,000	-	-	-
ADA Transition Plan Implementation - Various	-	5,000	-	5,000	-
Dog Park - Relocate Parking and ADA Curb Cut	-	30,000	-	-	-
Remove Tennis Courts - Cedar Park ⁽³⁾	-	20,000	-	-	-
Eastgate Park - Resurface Basketball Court/ New Standards	-	-	50,000	-	-
Dog Park - Agility Equipment	-	-	5,000	-	-
Open Space Trail Development - Hidden Meadows ⁽¹⁾	-	-	50,000	-	-
Main St. Market - Seal/ Stripe Parking Lot	-	-	8,000	-	-

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⁽¹⁾ Sustainable Project ⁽²⁾ Grant Supported ⁽³⁾ Lifecycle Project ⁽⁴⁾ Joint Project/Economic Devel
Five Year Capital Plan

**RECREATION & PARKS DEPARTMENT
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>
	Priority ()				
Replace Central Park Pavilion	-	-	250,000	-	-
Resurface Walks - Various Parks	-	-	10,000	-	10,000
Central Park - Park/Playground Renovation ⁽²⁾⁽³⁾	-	-	750,000	-	-
Playground Renovation - Eastgate ^{(3)*}	-	-	-	-	10,000
Logan Park - Replace Backstop	-	-	-	15,000	-
Marquette Park Playground Renovation	-	-	-	8,000	-
East Gate - Tot-Lot Renovation	-	-	-	20,000	-
Illinois Park - Playground Renovation	-	-	-	65,000	-
Total Parks & Playgrounds:	638,950	442,600	1,282,700	259,800	137,900
General Fund - Freedom Hall					
Tuckpointing	9,000 (1)	6,000	-	-	5,000
Caulk & Paint Windows	10,000 (2)	-	-	-	-
Digital Marque Sign	27,000 (3)	-	-	-	-
Roof Replacement	-	90,000	-	-	-
Stage Drapes - Clean/ Fire Retardant Application	-	15,000	-	-	-
Remote Viewing Monitors - Stage	-	-	12,000	-	-
Replace Stage Floor	-	-	-	30,000	-
Dimmer Pack	-	-	10,000	-	-
Projector & Controls	-	-	-	-	15,000
Facility Remodel	-	-	-	-	300,000
Total Freedom Hall:	46,000	111,000	22,000	30,000	320,000
Total Parks & Playgrounds/ Freedom Hall	684,950	553,600	1,304,700	289,800	457,900
General Fund - B&G Village Hall					
Emergency Purchases / Repairs / Replacements	10,000 (1)	10,000	10,000	10,000	10,000
Tuckpointing	9,000 (2)	-	10,000	-	10,000
Replace HVAC/ Board Conference Room	7,500 (3)	-	-	-	-
Replace HVAC/ Lobby	9,000 (4)	-	-	-	-
Department Office Space Upgrades	20,000 (5)	20,000	20,000	20,000	20,000
Interior Public Space Upgrades/ Counter Security	60,000 (6)	50,000	50,000	-	-
Interior Office Upgrades - Recreation & Parks Department*	6,000 (7)	-	-	-	-

⁽¹⁾ Sustainable Project ⁽²⁾ Grant Supported ⁽³⁾ Lifecycle Project (4) Joint Project/Economic Development
Five Year Capital Plan

**RECREATION & PARKS DEPARTMENT
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>
	Priority ()				
Roof Reconditioning ⁽¹⁾	-	40,000	-	-	-
Replace HVAC/ Board Room	-	30,000	-	-	-
Replace lower level windows ⁽¹⁾⁽²⁾	-	-	75,000	-	-
Elevator Replacement	-	-	-	-	200,000
Total Village Hall	121,500	150,000	165,000	30,000	240,000
<u>General Fund - B&G Rec Center</u>					
Roof Reconditioning ⁽¹⁾	30,000 (1)	-	-	-	-
Replace Doors - Lower Level	7,000 (2)	-	-	-	-
Misc. Maintenance and Equipment Upgrades	10,000 (3)	10,000	10,000	10,000	10,000
Video Security/ Wi-Fi	-	5,000	-	-	-
HVAC - Gym Stand Alone System	-	50,000	-	-	-
Marquee Signs	-	100,000	-	-	-
Implementation of Space Plan	-	25,000	15,000	10,000	-
Replace galvanized water service lines to washrooms	-	10,000	-	-	-
Tuckpointing	-	8,000	-	8,000	-
HVAC - Lower Level Stand Alone System	-	-	40,000	-	-
Remodel Washrooms	-	-	20,000	-	-
Remodel Kitchen	-	-	-	20,000	-
Total Rec Center	47,000	208,000	85,000	48,000	10,000
<u>General Fund - B&G Police Station</u>					
Rebuild Courtyard Wall	6,000 (1)	-	-	-	-
Replace HVAC/ various	9,500 (2)	9,000	-	-	-
Roof Replacement	75,000 (3)	45,000	55,000	-	-
Tuckpointing	-	5,000	-	5,000	-
Parking Lot - Sealcoat/Stripe	-	5,000	-	-	6,000
Total Police Station	90,500	64,000	55,000	5,000	6,000
<u>General Fund - B&G Fire Station</u>					
Roof Reconditioning	-	-	25,000	-	-
Tuckpointing	-	-	-	5,000	-
Repalce HVAC	-	-	-	-	28,000
Total Fire Station	-	-	25,000	5,000	28,000

⁽¹⁾ Sustainable Project ⁽²⁾ Grant Supported ⁽³⁾ Lifecycle Project ⁽⁴⁾ Joint Project/Economic Devel
Five Year Capital Plan

**RECREATION & PARKS DEPARTMENT
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>		<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>
	Priority ()		Priority ()		Priority ()		Priority ()		Priority ()
General Fund - B&G Municipal Garage									
Replace Galvanized Water Lines	8,000	(1)	8,000		-		-		-
Replace Upper Windows - West Wall*	10,000	(2)	10,000		10,000		-		-
R&P Shed Upgrades	10,000	(3)							
Roof Reconditioning ⁽¹⁾			35,000		35,000		35,000		-
CNG Conversion Safety Requirements - Ventelation/ Exp. Protection.	-		75,000		-		-		-
Garage Door Repairs	-		5,000		-		5,000		-
Tuck-pointing	-		7,000		-		7,000		-
Replace Pole Barn Storage Shed - New Parks Garage	-		-		-		-		475,000
Total Municipal Garage	28,000		140,000		45,000		47,000		475,000
Total Buildings & Grounds:	287,000		562,000		375,000		135,000		759,000
Bike & Pedestrian Plan Implementation - (included in General Fund)									
Winnebago Park - Extend 10' walk to dog park	65,000	(1)	-		-		-		-
Winnebago Park - Widen existing path to 10' multi use trail	-		100,000		-		-		-
Central Park - Widen path to 10' multi use trail ⁽³⁾	-		-		100,000		-		-
Total Bike & Ped Plan Implementation	65,000		100,000		100,000		0		0
Total General Fund:	1,036,950		1,215,600		1,779,700		424,800		1,216,900
Vehicle Services Fund									
Misc. Vehicle Repair/ Recondition ⁽¹⁾	10,000	(1)	10,000		10,000		10,000		10,000
Utility Cart Rebuild	5,000	(2)	-		5,000		-		5,000
Replace Toro Mower #138	65,000	(3)	-		-		-		-
Portable Service Lift	6,000	(4)	-		-		-		-
CNG Vehicle Conversions ⁽¹⁾	15,000	(5)	15,000		15,000		15,000		15,000
Various Maintenance Attachments and Equipment	-		5,000		-		5,000		-
Non CDL Bus	-		-		90,000		-		-
Replace Maintenance Vehicle # 126	-		45,000		-		-		-
Forestry Service Vehicle	-		140,000		-		-		-

⁽¹⁾ Sustainable Project ⁽²⁾ Grant Supported ⁽³⁾ Lifecycle Project ⁽⁴⁾ Joint Project/Economic Devel
Five Year Capital Plan

**RECREATION & PARKS DEPARTMENT
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>
	Priority ()				
Replace Skid-steer Loader # 260	-	-	30,000	-	
Fertilizer Spreader	-	-	5,000	-	
Replace Toro Mower #141				70,000	
Replace Pick-Up #142				35,000	
Replace Pick-Up #135				35,000	
Total Vehicle Services Fund	101,000	215,000	155,000	170,000	30,000
<u>Aqua Center Fund</u>					
Replace Pool Filter Medium*	28,000 (1)	-	-	-	-
Replace Valves	6,000 (2)				
Pool Deck - Maintenance/Repairs	5,000 (3)	-	5,000	-	5,000
Pool Bottom - Maintenance/Repairs	5,000 (4)	-	5,000	-	-
Televise Drain Lines	5,000 (5)				
Computer System Upgrades	1,900 (6)	3,800	-	-	-
Parking Lot - Reseal/ Stripe	10,000 (7)	-	-	-	-
Interior Upgrades - Lobby	5,000 (8)	-	-	-	-
ADA Transition Plan Implementation	-	5,000	-	5,000	-
Remodel Food Court		12,000			
Install lockers / Dressing Partitions/ Deck Chairs	-	5,000	-	5,000	-
Pool Play Equipment	-	5,000	-	5,000	-
Recondition Bathhouse Roof	-	-	75,000	-	-
Renovate West Pool	-	-	-	-	1,000,000
Replace East Pool	-	-	-	-	1,500,000
New spray/ splash pad	-	-	-	-	2,000,000
Total Aqua Center Fund	65,900	30,800	85,000	15,000	4,505,000
<u>Tennis & Health Club Fund</u>					
Exterior Foundation Drain - North Wall	5,000 (1)	-	-	-	-
Resurface Courts	50,000 (2)	-	-	-	-
Replace/ Upgrade Exercise Equipment	5,000 (3)	5,000	5,000	5,000	5,000
ADA Transition Plan Implementation	-	5,000	-	5,000	-

27-25

⁽¹⁾ Sustainable Project ⁽²⁾ Grant Supported ⁽³⁾ Lifecycle Project ⁽⁴⁾ Joint Project/Economic Development
Five Year Capital Plan

**RECREATION & PARKS DEPARTMENT
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>
	Priority ()				
Tuck-pointing	-	5,000	-	5,000	-
Court Heaters	-	12,000	-	-	-
Computer system upgrades	-	1,900	-	-	-
Parking Lot - Sealcoat/ Stripe	-	-	4,000	-	-
Interior Trench Drains W/ Sumps	-	-	15,000	-	-
Replace Backdrop Curtains	-	-	12,000	-	-
Remodel Third Floor Space/ HVAC	-	-	15,000	-	-
Exterior Façade Upgrades/ Landscaping	-	-	-	15,000	-
Remodel Lounge to Multi-Purpose Room	-	-	-	50,000	-
Facilities Study Improvements & ADA Compliance	-	-	-	-	500,000
Total Tennis & Health Club Fund	60,000	28,900	51,000	80,000	505,000
TOTAL Recreation, Parks & Community Health - All Funds	1,263,850	1,490,300	2,070,700	689,800	6,256,900

27-26

⁽¹⁾ Sustainable Project ⁽²⁾ Grant Supported ⁽³⁾ Lifecycle Project ⁽⁴⁾ Joint Project/Economic Devel
Five Year Capital Plan

**RECREATION, PARKS
& COMMUNITY HEALTH
CAPITAL IMPROVEMENT PLAN
2022/2023 PROJECTS**

**GENERAL FUND – RECREATION, PARKS & COMMUNITY HEALTH:
PARKS & PLAYGROUNDS**

1. Tree Inventory/ Management Plan \$17,750

The Village is one of the recipients of the 2020 Urban & Community Forestry Grant from The Morton Arboretum. This \$20,000 grant funded a community tree inventory and comprehensive Urban Forestry Management Plan. The match included in the proposal submitted by the Village included tree maintenance and removals as well as new plantings as prescribed by the new Urban Forestry Management Plan as well as the purchase of management software. Total cost for this two-year project is \$47,750. The grant amount is \$20,000, with the Village’s match being 27,750 for direct costs and in-kind services. The \$17,750 is for the second year match.

2. Urban Forestry Operations \$80,000

This project continues the urban forestry program of maintaining the Village’s public trees. In the mid 1990’s, the Board adopted a policy of funding regular and routine maintenance on public trees within the Village. In 2009/10, the Village Board adopted the EAB Readiness Plan, giving additional direction to staff’s urban forestry decisions. The Urban Forestry Management Plan mentioned above, as well as the Tree Preservation Ordinance, adopted by the Board in August of 2021, give added direction as staff manages the Village’s public trees

3. Combination Jointer/Wood Planer \$5,000

In 2019, staff purchased a large band saw to mill logs into lumber for various projects. These have included, replacing landscape timbers at the Aqua Center, dimension lumber for framing, storage bins for mulch and compost and wood slabs for park benches. The logs have all come from trees felled within the Village and utility poles staff has scavenged from various sources. In the first year, \$3,000 investment saved the Village over \$6,000 in the purchase of timbers to rebuild landscape planters at the Aqua Center. Currently, there is a significant stockpile of wood slabs suitable for benches and landscape projects and staff has been asked if the Village would consider selling these to vendors for their own projects. Staff has been using power hand tools to dress the cut timbers into a more usable product. This proposal is for the purchase of a combination jointer/wood planer to dress the milled lumber, making the sides and edges parallel and square.



4. Central Park – Resurface/ Color-Coat Tennis Courts \$65,000

Central Park Tennis Courts are the most frequently used in the Village by residents, summer lessons and Tennis Camp programs. Resurfacing was last done in 2008. This project proposes to fill cracks and resurface the courts with a fresh layer of asphalt, color-coat and restripe.

5. Central Park Ballfields – Replace Outfield Netting \$20,000

In the mid 1990’s, 20-foot-high netting was installed along the outfield fences to catch “homerun” balls. This addition greatly improved player satisfaction and all but eliminated the loss of baseballs and softballs during games. Over time, the netting has deteriorated due to exposure and needs replaced.

6. Somonauk Park – Resurface Parking Lot \$80,000

The last time there were any major repairs or maintenance to the parking lot at Somonauk Park was 2009. The surface is cracking and “potholes” have begun to appear throughout the whole parking lot. With the redevelopment of Somonauk Nature Adventure Park, the parking lot needs resurfaced to complete the project.

7. Playground Safety Surfacing – Various Parks \$7,000

Safety surfacing is an important part of any playground and Consumer Product Safety Regulations and ADA Guidelines dictate the specific safety surfaces allowed underneath play equipment. At one time, a mix of sand and limestone screenings spread under play equipment sufficed. Wood chips from the Village’s own tree trimming operations came next but uneven sizes of these chips allowed this material to compact and lose the required resilience for safety. The initial “fluffiness” of the local product does not produce the firmness required for ADA accessibility. This change for public playgrounds requires the purchase of specially ground hardwood chips or the much more expensive concrete or asphalt pad covered with special rubber matting. This item contemplates an annual purchase of the required wood chip material to maintain the play surface of the fifteen different playgrounds in the system.

8. Play Equipment Upgrades – Various Parks \$10,000

Typically, little new play equipment is added to a playground until the entire play structure is replaced. This proposal is to routinely add something new to various parks, offering children and parents something new for little cost and taking advantage of new and innovative smaller pieces as they are introduced by a manufacturer. As more is learned of the nature of play and the various needs of children during play, new equipment is constantly being developed to address those needs. These needs include various tactile and sensory experiences, spinning and twirling, cooperative play and problem solving and interaction with natural elements and the environment. As well as the need of some children to withdraw when experiencing a sensory overload. Also, new products are offered that allow a parent and child to be physically interactive during play, supporting the emotional bond of parent and child.



Figure 1 Swings for two to share



Figure 2 Musical Instruments



Figure 2 Games with balls



Figure 4 Places for children to withdraw if they wish

- 9. Central Park – Replace Backstop & Baseline Fencing \$25,000

Central Park ballfield fencing dates from the late 1980's to the mid-1990's. Over time, volunteers have painted the backstops on all four fields have been painted and the fence fabric has been straightened or repaired where it had been stretched or torn. A four-year plan is proposed to replace each of the backstops and baseline fencing.

- 10. Computer System Upgrades \$6,200

This covers routine replacement of computers, printers and copiers used by staff.

- 11. Community Basketball Courts/ Ice Skating Facility \$250,000

The Departments of Economic Development and Planning (including the Downtown Management Office and Sustainability) and Recreation, Parks, and Community Health have met to discuss the next phase in the evolution of Downtown Park Forest and how the two departments can collaborate in attending to an increasingly diverse population with evolving recreational, service and shopping needs. One of the major objectives identified, is to provide facilities and activities that would increase activity in the Downtown, including through the winter months.

Concurrently, one of the identified needs from the 2018 *Park Forest Youth Providers Summit* was for an outdoor basketball facility. Basketball is an important part of Village life and a significant part of Recreation, Parks & Community Health programming. Basketball is also identified by the Police Department as a constructive and positive activity for the community.

These three departments are jointly proposing that a multi-use facility be built on available, open space in the DownTown, perhaps across from the Police Department, as this would allow for monitoring by Police. This facility would be new construction with multiple half-courts, allowing for several games at one time. It would also be built to accommodate ice-skating, have bleachers and be fenced to manage access. This facility would be available for community use, recreation programming, DownTown events and Police Department Community Outreach activities.

- 12. Replace Tables/ Bleachers – Various Parks \$5,000

This is a cyclical item to maintain the inventory of picnic tables and bleachers.

- 13. Playground Renovation – Indiana Park \$65,000

Although still in reasonably good condition, this 24-year-old playground is past due for replacement. Generally, accepted life expectancy for a playground is 15 years and staff's experience with playgrounds this old is that components are prone to failure and repair parts become more difficult to find.

- 14. Central Park – Wetlands Management Plan \$3,000

A Habitat Management Plan has been in place for the Central Park Wetlands since 2012. This plan calls for various maintenance practices to control the spread of invasive plants. This item is included to maintain this Habitat Management Plan.

**GENERAL FUND – RECREATION, PARKS & COMMUNITY HEALTH:
FREEDOM HALL**

- Freedom Hall – Tuck-pointing \$9,000

- 1. This project addresses displacement of sections of brick of the parapet wall. Tuck-pointing is included as a periodic routine maintenance item to the Capital Plan

- 2. Caulk & Paint Windows \$10,000

Staff has noted deterioration of the window caulking. Re-caulking is needed to prevent leaks and water damage to the frames and brickwork.

3. Digital Marquee Sign \$27,000

This item will replace the dated, manual reader board with a digital, LED board, allowing posting of messages for public information.

GENERAL FUND – B&G: VILLAGE HALL

1. Emergency Purchases / Repairs / Replacements \$10,000

Experience has shown that with the age of the Village’s infrastructure, failures and breakdowns can happen at any time. Over the years, unplanned repairs and replacements have included HVAC systems, roofs and other structural elements. Allowing funds for these situations in advance will lessen the burden on the budget.

2. Tuck-pointing \$9,000

Tuck-pointing is periodic, routine maintenance item to the Capital Plan.

3. Replace HVAC – Board Conference Room \$7,500

The Capital Plan provides for replacement of HVAC units as they approach the end of their useful life. This unit is 28 years old and due for replacement.

4. Replace HVAC - Lobby \$9,000

The Capital Plan provides for replacement of HVAC units as they approach the end of their useful life. This unit is 27 years old and due for replacement.

5. Department Office Space Upgrades \$20,000

Village Hall, departmental work spaces have remained essentially the same since the Village first occupied the space in 1994 and need upgraded and modernized. Carpets are beginning to show considerable wear, workspace partitions are beginning to break and repair parts are no longer available. Functionally, storage is marginal and some departmental layouts have become inefficient, no longer meeting the needs of an evolving staff nor providing for the efficient delivery of public services. This is a multi-year project to upgrade each department. Work would include replacing flooring, reconfiguring of open office space and new furnishings where needed.

6. Interior Public Space Upgrades/ Counter Security \$60,000

Municipal operations moved to the present location in 1994. In 2014, the Village engaged Tria Architecture to develop plans to upgrade the interior public spaces of Village Hall. This project has continued in phases. Pending recommendations from the ongoing Comprehensive Facility Study, this item proposes to continue these upgrades as well as increase staff security at the departmental service windows.

7. Interior Upgrades R&P Department \$6,000

As with the rest of Village Hall, departmental workspaces need upgraded and modernized. FY 19/20 included \$20,000 for upgrades to reconfigure the open office space to accommodate the addition of the Community Health Coordinator as well as to more effeciently offer services to residents. Staff received estimates of \$26,000 but the project was delayed due to the pandemic and its subsequent issues. Staff has assigned the original \$20,000 and the additional \$6,000 will complete the project.

GENERAL FUND – B&G: RECREATION CENTER

The Board is aware of the issues related to the Recreation Center and its physical attachment to the SD 163 school building. In summary, full use of the facility has much to offer the Village, as there would be the potential to program the facility during school hours as well as evenings and weekends and is another rentable space for parties and other events. Taking full advantage of this opportunity would require some changes to the floor plan of the lower level, improving the kitchen area and the construction of partition walls to isolate the Rec Center from the school. It also means that there would be no “front door” to the facility or any accessible entrances. This will have significant implications for the Village as all maintenance and capital projects would be the Village’s sole responsibility.

Many of the mechanical systems for the Rec Center date to the 1958 construction of the building. This includes the boiler, water and sewer lines and the electric service. These services are connected to the school facilities would need separated. Staff estimates that this would cost a minimum of \$250,000. Added to this is the cost to renovate the lower level, adding an entrance and addressing ADA compliance issues. Estimates for this work are \$300,000. Immediate and critical needs in the next two years include replacing a water line, installing a back-up sump pump and replacing the boiler. Estimates for this work are \$120,000.

1. Roof Reconditioning \$30,000
This item proposes to apply a reconditioning coating to the roof membrane to prolong the useful life of the roof.

2. Replace Doors – Lower Level \$7,000
Interior doors to the lower level are no longer sound and a security risk. This project would replace both sets of doors.

3. Miscellaneous Maintenance and Equipment Upgrades \$10,000
Annually miscellaneous equipment and furnishings used for various youth programs and Teen Zone need replaced or maintained. This includes items such as pool tables, air hockey and arcade games, monitors and gaming controls. Staff also looks to upgrade e-sports and gaming equipment to keep them relevant to today’s youth. These upgrades include monitors, consoles and furnishings such as desks and chairs.

GENERAL FUND – B&G: POLICE STATION

- 1. Rebuild Courtyard Wall \$6,000

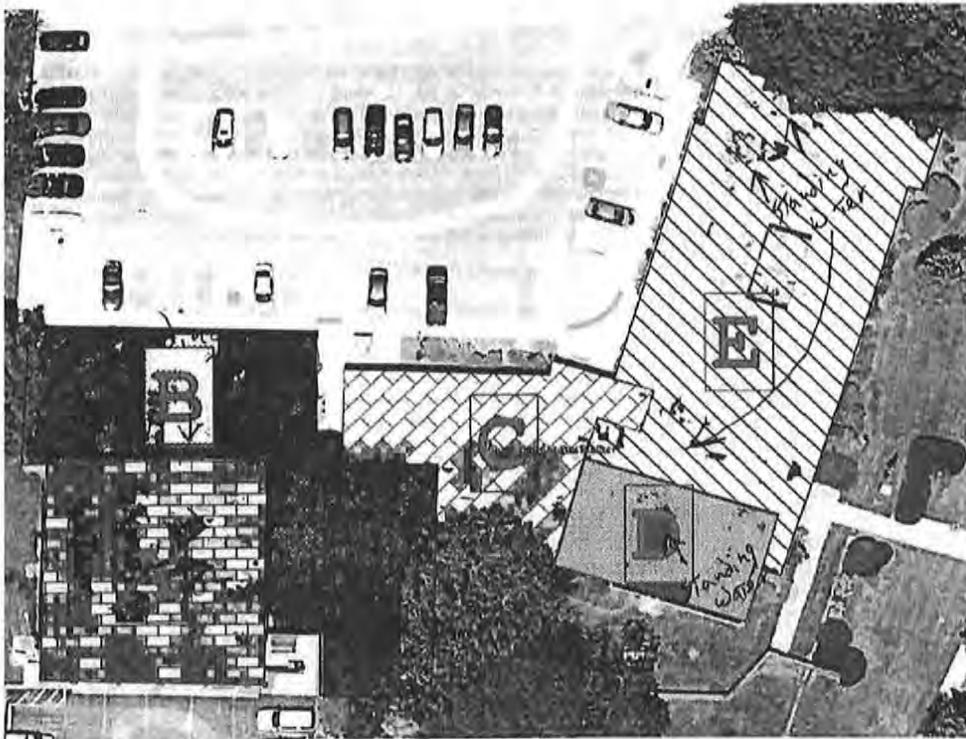
The tornado of 2019 damaged part of the decorative wall defining the courtyard at the Police Station. This wall defined a semi-private space for officers and staff to enjoy a quiet moment out of doors. This project will rebuild the wall.

- 2. Replace HVAC – Locker Room \$9,500

The Capital Plan provides for replacement of HVAC units as they approach the end of their useful life. This unit is 19 years old and due for replacement.

- 3. Roof replacement \$75,000

The Police Station has five distinct roof elevations, roofed between 1988 and 2002. This is a multi-year project to replace each of these sections (see below).



This fiscal year, Area “B” and “D” will be reroofed; Area E is slated for the coming fiscal year

GENERAL FUND – B&G: FIRE STATION

No Capital Projects planned for the Fire Station this year.

GENERAL FUND – B&G: MUNICIPAL GARAGE

1. Replace Galvanized Water Lines \$8,000

The Municipal Garage dates to the early 60's with additions in 1967 and 1974. All water lines are galvanized, original to the disparate construction times and all in need of replacement. This project is a multi-year, systematic replacement of these galvanized water lines.

2. Replace Upper Windows \$10,000

This is a multi-year project to replace the upper, clerestory windows on the west wall of the garage. These windows are original "Park Forest" aluminum frame with a wood frame exterior storm window. Much of the glass in the storm windows is cracked or missing and the whole window system is inefficient from an energy savings standpoint. This project proposes to replace the existing clerestory windows with a more energy efficient window system. This is the second round of replacements

3. R&P Shed Upgrades \$10,000

In 2010, parks staff erected a pole barn for storage of mowers and other, larger pieces of equipment. Over the past several years, with various staff changes and newly acquired skills, staff is able to perform maintenance that was previously shopped out to vendors. Planned improvements to this space, which will allow staff to perform more of these skilled maintenance operations, include, adding insulation, water, additional electric and workbenches. Utilities were added in 2021, leaving the insulation to be completed. This will make the shed a four-season workspace.

BIKE AND PEDESTRIAN PLAN IMPLEMENTATION

1. Winnebago Park – Extend 10' Walk to Dog Park \$65,000

Currently, the access walk to the dog park is surfaced with wood chips. One of the items called out in the Bike and Pedestrian Plan is to provide a 10-foot wide, multi-use trail to access this park.

VEHICLE SERVICES FUND PROJECTS - PARKS

1. Vehicle Repair / Reconditioning \$10,000

When pick-ups and other light duty trucks are up for replacement, they typically have less than 50,000 miles. The reason for replacement is typically heavy use in rough conditions (construction, off road in park areas, snow plowing, etc.). With an extensive repair and reconditioning program, some of these vehicles will serve another 20,000 to 30,000 miles or almost 3 years. The repair would usually consist of an engine overhaul, bodywork, suspension work or seat and upholstery reconditioning.

2. Utility Cart Rebuild \$5,000

Originally, the Capital Plan included \$12,000, each, to replace three utility carts used in ballfield and general park maintenance. Staff has determined that a regular plan of replacing components is all that is needed to keep these vehicles in service. This item proposes a cyclical line item of \$5,000 for replacement parts and repairs.

3. Replace Toro Mower #138 \$65,000

This mower is one of two, used extensively to mow parks and large open spaces within the Village. Purchased in 2011 it has 5,294 hours. Although this is not an exact conversion, 5,294 hours is equivalent to driving over 100,000 miles as fast as possible in 2nd or 3rd gear.

4. Portable Service Lift \$6,000

Several members of the Parks Crew have the knowledge and skill to perform more than routine vehicle maintenance. To safely maintain and repair equipment, a service lift would provide a safer, more comfortable working height.

5. CNG Vehicle Conversions \$15,000

Village staff has been exploring the feasibility of converting some fleet vehicles to use compressed natural gas (CNG) as opposed to gasoline as the fuel source. To do so requires addition of a pressure tank for the CNG as well as protective shielding. Vendors have indicated that this costs about \$13,000 – \$15,000 per vehicle. While this is an expensive conversion, there are benefits to consider that may offset this. These include, reduced routine engine maintenance, reduced internal wear-and-tear as well as reduced emissions. Homewood Disposal has made their CNG fueling station on North Street available to fuel Village vehicles. This project proposes a multi-year conversion of selected parks vehicles to CNG.

AQUA CENTER FUND PROJECTS

1. Replace Pool Filter Medium \$28,000

Pool filters function by removing both microscopic and macroscopic contaminants from pool water. Periodically, these contaminants are flushed from the filters by “backwashing”. Over time, backwashing is no longer effective as contaminants bond to the filter sand and the entire column of filter medium must be replaced. This is another project interrupted by the pandemic and costs have escalated significantly. Two of the filters had the medium replaced in 2021. This item is to complete the project.

2. Replace Valves \$6,000

The operating system for the pools and filters includes large pits into which the pools drain. Pumps then move water into the filters. Large valves can isolate these drain lines,

allowing the pits to be emptied for service or repairs while keeping the pools in operation. One of these valves is broken and needs replaced. There are also valves used to open or close the pipes that fill the pools. Typically, pool water levels will drop about six inches during any routine backwash operation and these valves operated to refill the pools. These “butterfly” valves can generate significant backpressure when closing which often results in a break in the water main. Staff proposes replacing these valves with a “gate” valve, which can be closed more slowly, relieving the backpressure.

- 3. Pool Deck Maintenance and Repairs \$5,000

This cyclical item is to maintain, or replace sections of the pool deck that have spalled or cracked over time. Conditions such as this create a hazardous walking surface for patrons.

- 4. Pool Bottom Maintenance and Repairs \$5,000

As with the above, this cyclical item is to replace areas of the pool bottoms that have spalled or deteriorated over time.

- 5. Televis Drain Lines \$5,000

Both age and the fact that the pools sat idle for the 2020 season combined to make for a rather problematic 2021 season as far as pool drains go. There were a total of three catastrophic failures, resulting in pools draining completely, being closed and significant time and cost to repair. This project would televise drain lines to identify any weak or suspect areas that need addressed before another failure.

- 6. Computer System Upgrades \$1,900

This covers routine replacement of computers, printers and copiers used by staff.

- 7. Parking Lot – Reseal/Stripe \$10,000

This periodic and routine maintenance item is to maintain the asphalt surface, indicate appropriate parking spaces and control vehicular traffic through the lot.

- 8. Interior Upgrades – Lobby \$5,000

This project will continue improvements to the lobby, making for an enhanced patron experience as they enter the facility.

TENNIS & HEALTH CLUB FUND PROJECTS

- 1. Exterior Foundation Drain – North Wall \$5,000

Built with the playing surface about four feet below grade, flooding during heavy rain has been a perennial problem at the Tennis & Health Club. Installing the rain garden to

collect water from the southeast section of the roof alleviated some of the problem, as did tuck-pointing the brick wall to stop water from seeping into the mortar joints. Staff also repaired and adjusted the gutters and down spouts. The north wall is another spot that often leaks during heavy rains and this project proposes installing a drain line to collect storm water along the foundation and direct it into the storm drains.

- 2. Resurface Courts \$50,000

As with any tennis facility, the condition and appearance of the courts is paramount to the player and one of the best advertisements for the facility. This maintenance was last done in 2004 and the courts need resurfacing to address worn areas as well as deep scuffs and marks on the surface.

- 3. Replace/ Upgrade Exercise Equipment \$5,000

This item is to be allow for replacement of any exercise equipment that might break as well as the addition of equipment to enhance new program offerings.

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

Somonauk Park status update – The Village was awarded an OSLAD Grant of \$395,000 for this project. This project is at the mid-way point of construction.

From golf to tennis and soccer to youth football and basketball, we have seen in recent years that both facilities and programs have life cycles. Some like golf and aquatics may be national trends, while others like individual playgrounds and tennis courts may be very community or neighborhood specific. As relates to the Capital Plan, this is always the opportunity to raise the issue of removing without replacement facilities at various parks that are currently under-utilized. At budget time similar decisions have to be made about program activities. The capital planning process can be a time for these decisions to be made and acknowledged publicly as changes to the system. This idea of removing and not replacing some park equipment has been discussed in the past but the need was not “immediate” and the understanding was that this would be done as equipment became unsafe or the issue became more pressing. In the opinion of R&P staff this time has come. The average age of the play equipment in Park Forest is 17 years old, the oldest being 24. Much of this equipment no longer meets safety standards and repair parts are no longer maintained in inventory by the manufacturers. The following discussion lists previously discussed, existing facilities that have been considered for removal. It also itemizes projects that have been on the Capital Plan for some time but remain unfunded. This year’s Capital Plan outlines a strategy of playground removals and renovations to fully upgrade the Village’s park system. This list itself, is not in order of importance or schedule but simply alphabetical.

One of the traditional complaints with manufactured playground equipment has been the uniformity and conformity of all designs to a few basic types of play structures leading to a sameness in the overall “play experience”. For example, play structures are designed to take the child in a circuit from a climber that attaches to an overhead apparatus, that attaches to a slide and then around again. Sales representatives actually tout the ease of “getting right back on again”. The challenge of such activity is soon mastered and then becomes boring. There is little to encourage imagination or creative play and soon there are relatively few children playing. Over the last decade a “new” concept in children’s play has emerged. Fresher designs include natural elements and incorporate “natural play” into playgrounds. Playground elements might include rocks, logs, water, slopes and undulating topography. Typical play equipment is also incorporated such as swings; and slides might be built into a slope. In essence creative play and imagination is encouraged. A study begun in 2011 and released last year looked at the play habits of children at one school as their play space went from a typical to a “natural playscape”.

The study, which examined changes in physical activity levels and patterns in young children exposed to both traditional and natural playgrounds, is among the first of its kind in the United States, according to Dawn Coe, assistant professor in the Department of Kinesiology, Recreation, and Sport Studies.

“The children more than doubled the time they spent playing ... They were engaging in more aerobic and bone- and muscle-strengthening activities.”

Five Year Capital Plan
Recreation, Parks & Community Health – 2022/2023

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

"Natural playscapes appear to be a viable alternative to traditional playgrounds for school and community settings," Coe said. "Future studies should look at these changes long-term as well as the nature of the children's play."

Following, are images illustrating Natural Playscapes.

BEFORE



AFTER



Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

BEFORE



AFTER



BEFORE



AFTER



Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

Such playgrounds become destinations, which is the second trend in playground and park design that has emerged in the last decade. Unfortunately, gone is the day when a parent would let their child play out of their sight in a public playground. Destination Parks offer an attractive, exciting public space for the family to visit for a period of time. As staff looks at renovating the parks these two ideas will influence the process.

Following is an alphabetical listing of each park where action is proposed. The proposed timeline for this work is itemized in the Capital Plan.

Cedar Park

- The playground was last improved in 1990, has inadequate safety surfacing and staff is proposing that this playground be removed. Some equipment was removed in 2012 and no comments of any sort were received by any R&P staff when this was done. Transferring this park to the Cedarwood Co-op has also been proposed from time to time.
- The two tennis courts are in very poor condition and little used. Staff recommends removing them.

Central Park

- This playground was last improved in 2000 and is the largest park in the Village's system. In addition to the playground this park includes a double sided picnic pavilion with a kitchen on one side capable of hosting two separate picnics at the same time, washrooms, a picnic grove, three lighted tennis courts, volley ball, two lighted ballfields and two standard ballfields, a football/ soccer field, concession stand, over 1 mile of walking paths and the Central Park Wetlands. Staff proposes to further enhance this park as a destination park by completely redesigning the playground, incorporating natural play ideas. The first phase of this renovation would be to engage the services of a design firm to maximize the potential of the park.
- Installation of asphalt pads under the bleachers on each field has been on the Capital Plan for some years and not funded. Due to the need to fund more urgent projects, this item has been removed from the Capital Plan.
- A plan to add three additional tennis courts north of the existing courts has been on the park plan and Capital Plan for some time. It is clear that funding of this will not be forthcoming in the near future so it too has been removed from the plan.
- The Concession Stand in the middle of Fields A, B & C has no water or sewer service. The installation of a water line to the building for concessions and field irrigation has been on the Capital Plan for many years but not funded. It is clear this will not happen in the foreseeable future so it is removed from the plan.

Eastgate Park/ Algonquin School

- This playground was last improved in 1990. Recent mapping of the neighborhood by the Public Works Dept. has revealed that much of what is considered Eastgate Park is not on Village property but on the adjacent co-op property. The playground was actually installed in two phases several years apart. The original phase was removed in 2013 due to safety concerns. The remaining equipment, now 23 years old, while still safe is outdated and well past the typical lifespan of 15 years for play equipment. Algonquin School has its own

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

fenced in playground behind the school and does not use the park play equipment as Illinois and Indiana schools do.

Census data shows that there are 123 children in the Eastgate neighborhood between the ages of three and twelve and in the thirteen to sixteen age group there are 52. The number in the three to twelve age group is expected to drop to 99 by 2018. Such numbers could be used as an argument to completely remove the playground but staff is loath to suggest this as there is no other public playground in the area. This being said the ongoing discussion on how the Eastgate area might change and develop in the future is very pertinent to this decision. Staff is proposing that the Eastgate playground be replaced but the implementation be delayed for at least two years pending decisions made on the future development of the neighborhood.

- Staff is exploring programming options for the basketball court. The census date is also pertinent to this discussion but staff's input is that for youth that cannot or perhaps will not travel to other areas of town where programs are offered there is a definite need for recreation programming in the Eastgate Neighborhood. To facilitate this the basketball court needs to be re-color coated and striped and benches should be removed. The electrical panel for the lights were removed some time ago due to ongoing vandalism. This will not be replaced.
- The ballfield at this school was installed by the Village in the early years and even used for adult softball. Most recently it was kept up for the Police PAAC Program. With the transfer of those programs to the center of town and the decline of youth demands, this field can be discontinued or transferred to SD #163.

Hope Lutheran (Celebration Ministry)

- In the 1970's and 80's when Girls Softball was at its peak the Village constructed a softball field in conjunction with Hope Lutheran Church and school. This field has not been used for some years, nor has it been taken care of by the Village. Staff recommends the backstop be taken down and it be removed from the system.

Illinois Park

- This playground was improved in 2011 with grant assistance. When renovating this park a section of the tennis court was cut out and the new play equipment installed in the open space. This gives a playground surrounded by a surface usable for hard surface games such as hopscotch and four-square. A tennis court was left in service and is used as such. This playground is used regularly by students from Illinois School. No further improvements are recommended at this time.
- The ballfield is still in use and the backstop will be replaced.

Indiana Park

- This playground was last improved in 1997. Although sixteen years old this playground is still in good shape, repair parts are still available and it is used regularly by students from Indiana School. Improvements are planned for this park but would be last on the schedule.
- The ballfield is still in use and the backstop will be replaced.

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

Logan Park/ Old Plank Road Trail

- This park was last renovated in 2001. The renovation included new playgrounds, ballfield backstop, adding washrooms adjacent to the trail and a small picnic pavilion just to the south of the trail; all facilities are still in good condition.
- The ballfield is one of the best in the village and previously used by PF Girls Softball and is available to other users. No further improvements are recommended at this time.

Marquette Park

- This playground installed in the '60's has been removed. New swings were installed eight years ago and are still in place. The ballfield is in good shape and was once used by PF Girls Softball. With the demise of that organization the field is no longer used. Staff proposes to remove the backstop and relocate the swing set. This site is largely landlocked and has limited development potential.

Mohawk School

- The ballfield at this SD #163 site like many, was originally installed by the Village in the 1960's. For years it was used by youth organizations, but now gets little use. SD #163 has assumed most of the mowing over the last three years and staff proposes this be turned over to the District or removed.
- An asphalt multi-use court was also installed at this school site at that time. It gets little use from the community and school use is not certain. Expense to remove or restore would be considerable so transfer to the School District is recommended.

Murphy Park

- This playground was last improved in 1989 and has inadequate safety surfacing. Repair parts are no longer available from the manufacturer and serious safety concerns are emerging. Given its age, safety concerns and its usage, staff recommends removal of this playground. It must be understood that this and Cedar Park are the only two public playgrounds (the co-ops have three of their own) on the east side of Western Ave and south of 26th Street. Both are recommended for removal so this is a policy decision for the Board to consider.

Onarga Park

- This playground installed in the '60's has been removed. No equipment was installed to replace it and staff recommends no new improvements.
- The ballfield is in good condition and was also used by PF Girls Softball. Though not used for softball games, because of its visibility on the corner of Orchard and Onarga, the ballfield has been maintained to a certain degree. This is a somewhat inefficient use of staff time. The backstop is in poor condition and staff recommends its removal and returning the infield to turf.
- Other uses for this park might be a more permanent location for community gardens.
- In 2010 a long-time resident of the neighborhood submitted a long and detailed proposal for this park upset that the play equipment had been removed some time earlier. The proposal was a mini-Central Park Wetlands on S. Orchard. She was encouraged to come to the Board and follow her project and it was included on the CIP the last 2 years. She did not follow up

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

and funding for this good idea is very questionable. It has been removed from the Capital Plan.

21st Century School / SD #163 Offices (Sauk Trail School)

- The ballfield in the back was installed by the Village is in reasonable condition and was used by PF Girls Softball. The backstop is old and staff recommends removal and further recommends the area be turned over to the District.
- The Multi-Use Court in the rear of the school was also installed by the Village and is equipped for basketball. It is somewhat landlocked and gets little use. Assignment to District #163 is also recommended.

Shabbona Park

- This playground, last improved in 1991, is one of the oldest in the system and has been on the plan for replacement for some time without funding. The playground area gets minimal use at this time and staff recommends removing the playground from the system.
- The two tennis courts are little used and need considerable maintenance. The original plan for replacement of the playground was to relocate it on the tennis court site as was done at Illinois Park and combine a play area with a trike track, possibly basketball and a rest area. Due to the inability to fund higher priority projects in the park system, staff recommends removal of these courts.
- The walking paths in Shabbona Park are in fair condition and will continue to be maintained.

Somonauk Park

- This park is the second largest in the Village, has a large picnic pavilion with attached washrooms, two playground areas, a picnic grove, basketball, in-line skating, volley ball and several acres of open space for soccer fields and other play.
- The West Playground is the smaller of the two playgrounds and is designed for younger children. This playground was last renovated in 1995 and there is a vintage swing set from the 1960's. Staff recommends that as this playground becomes obsolete it be removed from the system.
- The larger, East Playground was renovated in 1992 and also has the vintage swing sets. These are scheduled for replacement in the current fiscal year. If Shabbona Park playground is removed this will be the only park south of Sauk Trail. Staff recommends that Somonauk Park be upgraded as the second Destination Park. Redevelopment of the East Playground would include elements of natural play discussed earlier and incorporate play areas for younger children now incorporated in the West Playground.
- The picnic pavilion used regularly through the summer by large groups, was built in 1976 and is now 38 years old. The wood beams on the large "A-frame" structure began showing signs of rotting at the base in the late '80's. The rotted wood was cut out and a metal socket was designed and fitted into place to support the structure. The dry rot has continued and now extends beyond the metal supports and 4 X 6 headers on the roof are also showing serious dry rot. The entire structure needs re-roofing. The concrete slab on the east side of the structure has cracked and shows several inches of displacement creating a severe tripping hazard. A major re-engineering and reconstruction had been proposed as an alternative to demo and replacement but this no longer seems a viable alternative. Staff recommends that a new, somewhat smaller pavilion with washrooms be built.

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

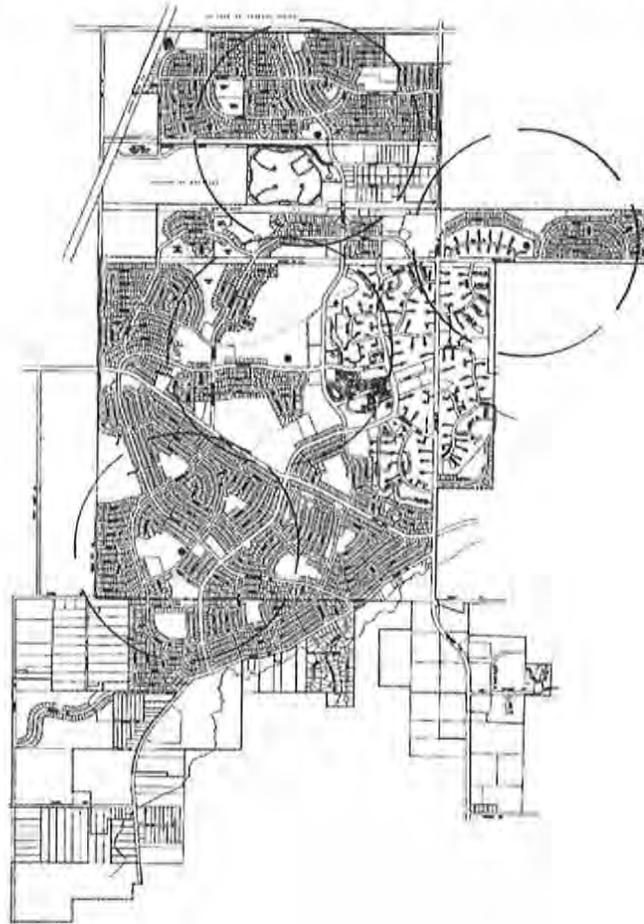
Winnebago Park

- This playground was last improved in 1996. Due to the landlocked nature of the site, vandalism and low usage staff recommends removal of the play equipment.
- The greatest feature of this park is the nearly one mile of walking paths. These will be maintained.

In summary, of the 13 playgrounds within the Recreation & Parks system, staff is proposing the removal or decommissioning of seven playgrounds. Two of these are essentially decommissioned already. Six playgrounds would be renovated to current standards, incorporating the best practices in playground design, promoting creativity, imagination and active play. Staff further recommends the removal of four of the eight tennis courts (thirteen if Rich East Courts are included) and removing four of the 14 ballfields within the Village. Walks and open space would be maintained in all of the parks. In a very real way it is sad to recommend the removal of so many playgrounds in light of all the emphasis being placed on encouraging movement, activity and healthy lifestyle choices. All statistics argue for an increase in the number and types of play opportunities for today's youth. This proposal also leaves the residents south of Sauk Trail with only one playground, albeit a larger one.

Through the foresight and understanding of those who designed and built Park Forest, its residents are blessed with an abundance of open land. Excluding Thorn Creek Woods and the Forest Preserve but including schools and open, undeveloped land there is almost 16 acres of public land per capita available for recreation. The original layout of parks and schools put almost every residence in the Village within ½ mile of a playground without crossing a major thoroughfare. This is the standard used today to determine where playgrounds are needed. Using this standard to judge the recommendations cited above, all of the Eastgate neighborhood and everything north of the Old Plank Road Trail meets this criterion. Areas beyond ½ mile from a playground include, the "W" streets west of Forest Trail and the triangular area bounded by South Orchard, Monee Road and Sauk Trail. Most of the multi-family/ Co-op areas have small playgrounds incorporated into their own properties. Larger cities across the country average 22.23 playgrounds per 100,000 in population. At the risk of seeming to make light of things, with the six playgrounds recommended to remain, Park Forest is still ahead of this average. The map below illustrates the four major areas of coverage.

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities



As mentioned earlier, a trend that emerged about 10 years ago are destination parks, attracting people from across the community. These recommendations incorporate this trend and recognize the fact that fewer young children than ever are allowed to go “play at the park” by themselves. These recommendations also include the latest and best practices in playground design and look to encourage activity, socializing, creativity and imagination in young children and to reconnect them with the natural environment. Each an important part of being a well-rounded, participating member of society.

The reality of these recommendations is that there are more than the minimum number of playgrounds deemed necessary in Park Forest and the Village has had difficulty in the past maintaining a timely replacement schedule. These recommendations leave the south end of the Village with a minimal number of playgrounds but, in staff’s opinion this is the prudent direction to take at this time. It is important to remember that all of the park land will still be municipally owned and at any time, playgrounds or other facilities can be re-installed should the public begin to ask for these amenities. It is left to the Board’s discretion as to the actual implementation of these recommendations as policy.

**POLICE DEPARTMENT
FIVE YEAR CAPITAL PLAN**

		<u>2022/2023</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025-2026</u>	<u>2026-2027</u>
		Priority ()				
<u>General Fund</u>						
Computer System Upgrades/Printers *	(1)	15,900	29,000	10,200	7,700	11,500
Remodeling & Renovations of Building	(2)	10,000	-	15,000	-	-
Taser Replacement*	(3)	-	-	-	-	30,000
Firearms and Weapons Replacement	(4)	-	-	10,000	-	-
Portable Radio Replacement*		-	-	-	75,000	75,000
Body-Worn/ In-Car Camera Replacement*		-	20,000	20,000	20,000	20,000
Office Furniture Replacement			10,000	-	-	-
Duty Uniform & Equipment Upgrades			5,000	5,000	-	-
Copy Machine*		-	10,000	-	-	10,000
		25,900	74,000	60,200	102,700	146,500
<u>Vehicle Services Fund</u>						
Replace Three Police Vehicles	(1)	135,000	147,000	147,000	147,000	147,000
Mobile Data Terminals for Squads	(2)	10,000	10,000	10,000	10,000	10,000
Specialty Fleet Vehicle**			45,000		-	-
Administration Vehicle***		-		30,000	30,000	
		145,000	202,000	187,000	187,000	157,000
TOTAL		<u>170,900</u>	<u>276,000</u>	<u>247,200</u>	<u>289,700</u>	<u>303,500</u>
* Technology Upgrades						
** K9 Vehicle in 23/24						
*** One (1) Vehicle purchase funded by Asset Forfeiture Fund 48 in 2023/2024						

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**POLICE DEPARTMENT
CAPITAL IMPROVEMENT PLAN
2022/2023 PROJECTS**

GENERAL FUND PROJECTS

1. Computer System Upgrades \$15,900

Part of the ongoing maintenance, replacement and upgrade of the computer system, computer upgrades at the Police Department include computer replacements and maintenance as follows:

Computer Replacements (5)	\$13,900
Web Security Appliance	\$ 2,000

Computer system upgrades are determined through advisement by the IT Administrator.

2. Remodeling and Renovations (West Bay) \$10,000

As the Police Department continues to remodel and repurpose an approximately 70-year-old building, current focus is on the west bay area of the garage. This area serves as a storage location for evidence that cannot fit inside of the main evidence room and the storage of maintenance equipment, as well as an evidence processing location. Funding in fiscal year 2021/2022 allowed for the construction of a large, bifurcated interior room to store large evidence items in one half and facility maintenance equipment in the other, however, additional funding is sought to fully complete the project in fiscal year 2022/2023.

VEHICLE SERVICES FUND PROJECTS

1. Replace Three Police Vehicles \$135,000

The Police Department has developed a replacement program that reduces maintenance costs while continuing to provide a safe, dependable fleet of vehicles, which is necessary for emergency response, non-emergency police services, and administrative uses.

This expenditure involves the replacement of three (3) police vehicles at a cost estimate of \$45,000 each. This cost includes approximately \$36,000 per vehicle as determined by the Illinois Joint Purchasing Agreement as well as the costs of equipping the vehicle. Equipping costs include stripping down the replaced police vehicle to install the still-usable equipment into the new police vehicle when possible, rather than purchasing new outfitting equipment. This program to gradually replace older police fleet vehicles keeps the budget cost fairly consistent per police vehicle over time.

Police vehicles may be in service 24-hours per day under many different weather and driving conditions, which at times can be extreme. The objective is to have these police vehicles remain in service for at least five years and, in many cases, longer.

Decommissioned vehicles are used as administrative-only purpose vehicles or offered to

other departments or public safety partners, and then sent to auction if not needed. The Police Department will continue to purchase the police vehicles at the State of Illinois bid price or through the Suburban Purchasing Cooperative as available.

2. Mobile Data Terminals for Squads \$10,000

The Police Department utilizes in-car computers to carry out patrol operations. From Computer Aided Dispatch (CAD), to communicating, to accessing law enforcement databases in the process of enforcing state laws and Village ordinances, the use of in-car computers is indispensable to modern policing. The MDT inventory for the entire Police Department fleet is one-year old as of this writing, and while the useful life of the current model of MDT cannot be predicted with precision, it estimated that the useful life will be five (5) years. To spread the cost of future MDT inventory replacement over multiple fiscal years rather than incur the expense at once, \$10,000 in funding is requested per fiscal year through the Vehicle Services fund.

FIRE DEPARTMENT FIVE YEAR CAPITAL PLAN

	<u>2022/2023</u>		<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>
	Priority ()		Priority ()		Priority ()		Priority ()		Priority ()
<u>General Fund</u>									
Protective Clothing	19,300	(1)	20,000		21,000		21,500		21,750
Fire Station Maintenance	9,000	(2)	9,500		10,000		10,250		10,500
Fire Station Furnishings	7,500	(3)	7,500		7,500		7,750		7,750
Special Teams Equipment	9,000	(4)	10,000		10,000		10,500		10,500
Pagers/Radios	11,000	(5)	11,000		11,500		11,750		11,750
Training Site Maintenance/Upgrades	10,000	(6)	-		10,000		-		12,000
Firefighting Equipment	8,000	(7)	-		8,000		-		8,250
Computer System Upgrades	15,800	(8)	20,700		29,200		18,200		19,600
EMS Equipment	-		5,500		-		6,000		-
Fire Hose	-		-		-		9,000		-
Test/Replace Ladders			-		5,500		-		5,500
SCBA Air Bottles			7,000		7,250		7,250		7,250
Copy Machine	-		-		-		5,000		10,000
Power Cot Replacement	-		-		-		-		-
	89,600		91,200		119,950		107,200		124,850
<u>Vehicle Services Fund</u>									
Replace Engine 54	-		650,000		-		-		-
Replace UTV (Unit 53)	-		-		-		45,000		-
Replace Ambulance 63	-		-		-		-		-
Replace Car 72 - Ford Expedition	-		-		45,000		-		-
	-		650,000		45,000		45,000		-
TOTAL	89,600		741,200		164,950		152,200		124,850

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**FIRE DEPARTMENT
CAPITAL IMPROVEMENT PLAN
2022/2023 PROJECTS**

GENERAL FUND PROJECTS

1. Protective Clothing \$19,300

Bunker gear, like most protective clothing, has a finite life span before the protective qualities of the gear are significantly diminished. For structural firefighting gear, this life span is approximately 10 years. The last complete replacement of structural firefighting gear was purchased through a grant obtained in 2002. In an attempt to minimize the financial impact to the Village we are recommending continuation of the replacement program established which envisions replacing 4 sets of structural firefighting gear every year at a current unit cost of \$4,825 dollars per set, or a total commitment of \$19,300 this budget year.

2. Fire Station Maintenance \$9,000

This project looks to renovate one of the spaces in the fire station by repainting, changing flooring, replacing fixtures as needed and generally keeping the almost 17-year-old spaces of the fire station presentable and functional. This year's target is the Kitchen. This space is utilized daily for meals and breaks. This project envisions replacing the damaged counter tops and tile flooring.

3. Fire Station Furnishings \$7,500

As the fire station reaches into its second decade of operation, many of the original furnishings are beginning to show their age and breakdown. This project would continue to look at furnishings from desks to exercise equipment and replace that which is most critically in need of replacement. The goal is to approach one room per year and rework/repair/replace items as needed to prepare the space for the next 10 years.

4. Special Teams Equipment \$9,000

The Park Forest Fire Department supports regional special operational teams such as CART, Haz-Mat, Water Rescue and Fire Investigation. This project would allow for the purchase of specialized equipment to enhance the department's ability to perform technical rescue operations in a variety of rescue disciplines. This project envisions the purchase of Hazardous Material and water rescue equipment.

5. Pagers/Radios \$11,000

Currently our dispatch center and local fire departments all operate on a VHF radio system. With the advent of narrow-banding and other digital aspects of radio communication many dispatch centers have started to transition to an 800-megahertz system. Our current mobile radios do not have the capabilities to operate on the 800-megahertz system. This program proposes replacing four (4) mobile radios with the new Motorola APX4500 enhanced 7/800 MHZ mobile models. These radios will allow the unit to function in both VHF and or the 800 MHZ systems. Unfortunately, each of these units cost \$2,500 or more. The goal would be to begin replacing units slowly while we seek out grant funding for a more global replacement.

6. Training Site Maintenance \$10,000

This program looks at repairing the containers attached to the rear of the training site, which are used for live fire training evolutions. The containers have now been in place for about 20-years and have served the purpose of protecting the original building from direct fire impingement. Unfortunately, when you expose steel to fire and water, rust and corrosion are an unwelcome by-product. Given the temperature reached in live fire training exercises, painting is not an option; thus, this solution is much less expensive than attaching a separate burn building to the structure.

7. Firefighting Equipment \$8,000

Each year, nozzles, valves and fittings wear out and are in need of replacement. Many of these pieces of equipment have moved from vehicle to vehicle over the years and are beginning to show their advanced age. This project would replace approximately 15 pieces of equipment; that which has seen too many years of service and is worn beyond repair or so old parts are no longer available or practical. It is not unusual for some of this equipment to have lasted 20 or 30 years.

8. Computer System Upgrades \$15,800

As part of the Village’s and the Fire Department’s ongoing computer replacement program, this funding would allow the department to replace computers used in fire department office spaces. It also envisions the replacement of Mobile Data devices as part of our replacement strategy for the Department’s mobile units and electronic patient care entry devices.

Mobile Data Terminals (9)	\$12,000
Desktop Computers (2)	<u>\$ 3,800</u>
TOTAL	\$15,800

VEHICLE SERVICES FUND PROJECTS

There are no planned projects in the vehicle services fund.

DOWNTOWN PARK FOREST FIVE YEAR CAPITAL PLAN

	2022/2023		2023/2024		2024/2025		2025/2026		2026/2027
	Priority ()		Priority ()		Priority ()		Priority ()		Priority ()
Downtown Park Forest Fund - Village									
Tenant Build Out	50,000	(1)	25,000		25,000		25,000		225,000
Tenant Build Out - 300 Victory Drive	220,000	(2)	143,335		143,335		114,335		-
Orchard/Rt 30 LED Sign Replacement	100,000	(3)	-		-		-		-
Tenant Signs (Matching Grant Program)	4,000	(4)	3,000		3,000		3,000		3,000
Repaint Exterior Fascia	5,000	(5)	5,000		5,000		5,000		5,000
Dumpster Enclosures	10,000	(6)	10,000		4,000		4,000		-
Interior LED Lighting for Building #1 & #7 (1)*ind. Offices	7,500	(7)	-		-		-		-
Reconditioning Roofs/Sealcoating*	33,600	(8)	33,600		22,000		22,000		22,000
Computer System Upgrades	2,500	(9)	1,900		-		3,500		-
DownTown Public Art Projects	-		18,000		-		18,000		-
Recognition Plaques	-		12,000		-		12,000		-
Artists Incubator Second Floor of Building #5 or #6A	-		500,000		-		-		-
Masterplan Movie Theater Study	-		25,000		-		-		-
	432,600		776,835		202,335		206,835		255,000
Downtown Park Forest - Common Area Projects									
DownTown New Way Finding Signs incl. Village Hall	-		10,500		10,500		-		-
Parking Lot Patching and Striping	21,500	(1)	10,000		10,000		10,000		10,000
Gutter & Downspout Repair / Replacement	12,500	(2)	9,500		9,500		9,500		9,500
Sidewalk Repairs ⁽¹⁾	5,000	(3)	5,000		5,000		5,000		5,000
Exterior Canopy Maintenance	7,500	(4)	7,500		7,500		7,500		7,500
Purchase of Hometown Heroes Pole Banners	4,000	(5)	2,500		5,500		2,500		2,500

⁽¹⁾ A Sustainable Project

**DOWNTOWN PARK FOREST
FIVE YEAR CAPITAL PLAN**

	2022/2023		2023/2024		2024/2025		2025/2026		2026/2027
	Priority ()		Priority ()		Priority ()		Priority ()		Priority ()
Downtown Park Forest - Common Area Projects									
(Continued)									
Public Restroom/Village Green Storage	50,000	(6)	-		-		-		-
Orchard LED Sign repair/software updates	4,500	(7)	4,500		4,500		50,000		5,000
DownTown Winter Decorations SavATree	20,000	(8)	20,000		23,500		20,000		20,000
Downtown Winter TREE Decorations	550	(8)	550		550		550		550
Purchase of Street Furniture	-		15,000		-		-		-
Theater North Parking (Liberty St) Seal Coating & Patching	-		70,000		-		-		-
Cunningham / Lot #10 Lighting	-		202,000		-		-		-
Cunningham (Liberty to Lakewood) Roadway	-		229,000		-		-		-
ADA Ramps Throughout DownTown ⁽¹⁾	-		5,000		-		-		-
	125,550		591,050		76,550		105,050		60,050
TOTAL	<u>558,150</u>		<u>1,367,885</u>		<u>278,885</u>		<u>311,885</u>		<u>315,050</u>

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⁽¹⁾ A Sustainable Project

**DOWNTOWN PARK FOREST
CAPITAL IMPROVEMENT PLAN
2022/2023 PROJECTS**

DOWNTOWN PARK FOREST FUND – VILLAGE

1. Tenant Build Out \$50,000

Tenant build out expenses are included in the Capital Plan every year in order to ensure that the DownTown Management Office is in a position to offer move-in ready spaces to new tenants. This item provides for all the costs needed to create a leasable, code-compliant space in one of the Village-owned DownTown properties. These costs may be as minimal as painting, replacing ceiling and lighting fixtures, and/or cleaning or replacing carpets. For “raw” spaces, or spaces that have not been occupied in a long time, the expenses could be more significant, including such work as installation of ADA washrooms and upgrading HVAC, electrical, and lighting systems. In the past, the cost per square foot to build out a raw space averaged \$50 per square foot. However, with COVID, many prices have increased due to shortages and shipping delays. The cost per square foot has doubled or tripled. Therefore, a budget of \$200,000 could accommodate approximately a 2,000 square foot space for build out. At this time, there are five ground-level units that are “raw”. In addition, one ground-level space needs some code work, and four spaces are “turnkey” spaces ready for occupancy. These spaces are each identified in the table below. In FY2019/2020, the spaces at 315 Main Street and 388 Forest Boulevard were built-out to vanilla box spaces, making them more readily rentable spaces. These two spaces are ideal for retail usage. The raw space at 311 Main Street was built-out to a vanilla box space in FY2020/2021 for K-Spot Bar & Grill. Note that build-out funds for 300 Victory Drive are requested separately.

Raw Ground Level:	341 Founders Way	840 sq. ft.	(front portion is built out – used by Vet Closet)
	210 Main Street	3,000 sq. ft	
	*300 Victory Drive	<u>8,300 sq. ft</u>	
		12,140 sq. ft.	
Ground Level Partial Code Work:			
	294 Main Street	2,434 sq. ft.	(Art Gallery-donated space)
Ground Level Turn Key:			
	351 Founders Way	1,000 sq. ft.	(Vet Closet-donated space)
	295 Main Street	<u>3,822 sq. ft.</u>	(DOTG)
		4,822 sq. ft.	

2. Tenant Build Out – 300 Victory Drive \$220,000

In February 2020, the Village settled with lawyers for the former lessees of 300 Victory Drive and 331 Founders Way for unpaid rent. Throughout the eviction process, the tenant removed all plumbing fixtures, ripped plumbing from the walls and floors, and removed all wall coverings and flooring. Additionally, electrical fixtures and wiring were exposed from the walls and ceiling. The Village built out 331 Founders Way in FY2020/2021 for a smoothie shop, but 300 Victory Drive is uninhabitable due to the damage. The Village will need to build out this unit for rental use. Due to the continued interest in DownTown Park Forest, the DownTown Management Office has worked with a space planner to develop concepts for build-out of 300 Victory Drive. These concepts include splitting the space into five 1,200 square foot spaces suitable for retail usage. Each unit would have its own restroom and entrance. Another concept would be a retail incubator with an open concept and shared restrooms. Staff has requested funding for the first option, which is estimated to cost \$650,005 over a four-year period. The \$220,000 requested for FY2022/2023 is an estimate of the cost to undertake this work in the first year for build-out of two retail units.

3. Orchard/RT 30 LED Sign Replacement \$100,000

The Orchard and Lincoln Hwy Marquee sign with LED panels was purchased for approximately \$100,000 over ten years ago. The sign utilizes Lexan panels for long-term advertising by local businesses and LED flash marketing for monthly or short-term advertising, along with a reader board for the shuttered movie theater. In FY2020/2021 the software was updated and five computer boards were replaced. The sign frame is in good condition, and might be suitable for a reconfiguration to remove the reader board, lower the LED panels, increase the LED panels size and deploy more modern technology. Maintenance for four computer boards is approximately \$2,500 and any software updates is another \$1,000. We average three boards per year to replace.

4. Tenant Signs (Matching Grant Program) \$4,000

The Sign Grant Program was established in FY2001/2002 to reimburse tenants a portion of the cost of an exterior fascia sign. With a paid receipt, the tenant receives reimbursement of 50 percent of the cost of the sign (not to exceed \$1,000). The Sign Grant Program includes the second floor businesses to help advertise their business with logos and lettering on their exterior windows. In FY2018/2019, Artistic Flow received a grant reimbursement, Legendary Cutz & Stylez Studio in FY2019/2020, Vintrendi Wine Company, Downs Fitness, Sienna's Sweet Shoppe, and K Spot Bar & Grill in FY2020/2021.

5. Repaint Exterior Fascia \$5,000

Fascia patch and paint is necessary for maintenance and beautification of the DownTown buildings. This work typically involves providing the lift, applying stucco patch as necessary to holes and other imperfections, and painting. In order to ensure ongoing maintenance of building facades, this must be an annual process, with at least one building facade completed each year. The south side of Building #5 has been repaired and a sign promoting Shop Small, Shop Local was installed in FY2020/2021. In FY2021/2022, the goal is to work on Building #7.

6. Dumpster Enclosures \$10,000

There are six areas at Village-owned DownTown buildings where dumpsters and recycling containers are located for tenant use. Each area contains a minimum of one 6-yard dumpster. The dumpster is enclosed with an opening consisting of two gates. Over time, the gate hinges tend to become loose, and/or the door latches do not operate, and/or the enclosure walls become damaged. Repairs are regularly needed, including replacing the door mechanism, reinforcing the gates, and repairing any damaged boards. In addition, in FY2019/2020, the DownTown Office and Sustainability partnered to implement recycling for the DownTown tenants. This program added approximately 18 22-gallon recycling bins in the areas described above. However, because of the increase in the number of tenants, and the increased awareness of recycling, these bins have proven insufficient to contain the amount of recycled material. Therefore, larger dumpster-style containers will be needed. If the bins are replaced with dumpsters, enlarged enclosures will be needed. The funding requested will fund either 1) repair/replacement of all six existing DownTown Dumpster gates, or 2) the expansion of two dumpster enclosures. FY2020/2021 a new enclosure was installed in Building 6B and in FY2021-2022 a new enclosure was installed for Building 5.

7. Interior LED Lighting in Building #1 & #7, Second Floor Offices \$7,500

In FY2018/2019, 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 the DownTown to replace 178 fixtures under the canopies and 117 decorative streetlights. The total cost of the project was \$29,261, with the Village's portion only \$3,798. Similar work will be done in the interior of the second floor buildings, including the hallways and offices, because the Village pays those power bills. Future maintenance funds are for any unforeseen repairs/maintenance for ballasts, damaged fixtures, etc. and will be included into the DownTown budget. Due to ComEd program changes, lighting in Buildings #1 & #7 was not completed in FY2019/2020. But, with an updated program and a re-assessment, these two buildings should be completed in the spring of FY2020/2021. During the LED light changes in FY2020/2021, it was found that the assessment only covered the halls, lobbies, and the management office. FY2021-2022 the contractors were to re-evaluate the second floor offices and complete the lighting change. Due to the number of offices and the amount of fixtures, this will be a two (2) year budgeted project.

8. Reconditioning of Roofs/Seal Coating \$33,600

The buildings in the DownTown have roofs that are at least 15 years old. Many have been repaired on an as-needed basis for specific issues. Most of the roof membranes continue to be in good condition, so rather than replacing the entire roof, the DownTown proposes a seal coating/restoration process. This process increases the service life of the current roof, provides waterproofing, and adds reflective surface to reduce energy costs. This process eliminates the disruption of roof tear-off, and is a fraction of the cost to fully replace the roofs. The \$20,000 requested is an estimate of the cost to undertake this work on one building each year. With five buildings in the DownTown, this will be a multi-year project. One building was funded for this work in FY2020/2021, however, if COVID delays the install with contractors, this project shall

be pushed forward a year through FY2025/2026. Building 5 was partially seal-coated in FY2020-2021 and FY 2021-2022. Building 5 will be finished in FY 2022/2023.

9. Computer System Upgrade \$ 2,500

The Downtown Park Forest Office is scheduled to have a new copier installed.

DOWNTOWN PARK FOREST – COMMON AREA PROJECTS

1. Parking Lot Patching and Striping \$21,500

The Downtown parking lots are inspected and evaluated each year. In FY2020/2021, the parking lots that serve Buildings #1 and #7 and the lot on the south side of Building #5 (serving Franciscan Physician Network) were patched and restriped. The lots serving Aunt Martha's and Building #6A were patched and stripped in FY2021/2022. In addition, the parking lot north of the Rich Township Senior Center is an area of concern for pedestrians and vehicles walking and passing through this lot. Patching is a high priority for this lot and striping will need to be completed once the lot is patched. If a project is larger than just patching, the Downtown office will work with Public Works because coordinating with other projects typically saves money for the Downtown. The lot will be partially patched and seal coated in FY 2022/2023

2. Gutter & Downspout Repair / Replacement \$12,500

This amount will be for replacement or maintenance of gutters/downspouts for the Downtown buildings. The gutters on the Downtown buildings are rusting out at the seams and the connections to downspouts need to be replaced. This has caused damage to the sidewalks, and it is an inconvenience for pedestrians when the gutters drip and even dangerous when the leakage creates frozen patches on the sidewalks. There are over 2,200 linear feet of gutters that need to be replaced. At approximately \$25/sf, 500 linear feet of gutters can be replaced per year. This would be a multi-year project in order to minimize the expense in any one year. Some changes may be made to this plan based on the recommendations of the Downtown Master Plan Update. Since the Downtown consists of five (5) buildings, this is ongoing property maintenance.

3. Sidewalk Repairs \$5,000

Each year there are sidewalks in the Downtown that need to be replaced or repaired. Because of the weather and the age of some of the sidewalks, they are either sinking or rising from ground level, creating tripping hazards. The Downtown Office used mud jacking or sidewalk replacement in the past to address problems with existing sidewalks. This tended to be an expensive process, allowing only a few tripping hazards to be addressed each year. In FY2018/2019, at the recommendation of the Department of Public Works, the Downtown contracted with Safe Step LLC to address these tripping hazards using a saw cutting method, which is more cost effective. In FY2018/2019, all tripping hazards on both the north and south sides of Main Street were addressed through this method, and in FY2019/2020 additional tripping hazards were fixed on Main Street, Victory Drive, and Forest Boulevard.

The funding requested in FY2021/2022 will address, to the extent possible, the sidewalks on Artists Walk, Lester Road, Founders Way, Cunningham Drive, Liberty Drive, and Victory Drive. If needed, this work will continue into FY2022/2023, and after that, annual maintenance will be undertaken.

4. Exterior Canopy Maintenance \$7,500

The support beams that hold up the canopies throughout the DownTown are deteriorating. Repair/replacement work began in 2017, and is ongoing as common area maintenance. Repairs will continue each year and may be modified based on the recommendations of the DownTown Master Plan Update. Each year, annual inspections are conducted to determine any needed beam repair. In addition, the canopies themselves are fading and rusting. In the short term, these need to be maintained to preserve the canopies and keep the DownTown looking well-maintained. Eventually, however, the Village should consider a wholesale replacement of the canopies to update the look of the DownTown, based on the recommendations of the DownTown Master Plan Update.

5. Purchase of Hometown Heroes Pole Banners \$4,000

This project supports the Village's history and appreciation of Village residents who have served in the military. These patriotic pole banners will feature a Veteran from any branch of military accompanied by their name, image, branch, and years of service. These banners would be displayed on the DownTown light poles, first along Main Street and then working their way on Victory Drive, Lester Road, Cunningham Drive, Forest Boulevard, and Liberty Drive. Village funds will be used to purchase banners for deceased or senior Veterans identified by the Veterans' Commission. Residents would also be able to purchase banners to honor their family members. Each year the Downtown would like to sponsor the program for additional banners. Banners last three (3) to five (5) years dependent on weather conditions.

6. Public Restrooms/Village Green Storage \$50,000

This is a joint request with the Recreation, Parks, and Community Health Department. The two departments propose to provide a public restroom in a vacant space in DownTown Park Forest, combined with a more organized storage area for materials used for Village Green activities. The public restroom will reduce the use of Dining On The Green and Village Hall restrooms, and provide restrooms for the public when DOTG and Village Hall is not needed. The exact location of this restroom/ storage facility will be determined by the DownTown Master Plan Update.

7. Orchard/Rt 30 LED sign software upgrades and repairs \$4,500

The Orchard and Rt 30 LED sign was purchased for approximately \$50,000 over ten years ago. The LED sign utilizes Lexan panels for long-term advertising by local businesses and LED flash marketing for monthly or short-term advertising. In FY2020/2021 the software was updated and five computer boards were replaced. The sign is over 10 years old, yet in good condition to last another five years. Maintenance for four computer boards is

approximately \$2,500 and any software updates is another \$1,000. We average three boards per year to replace.

8.	Downtown Holiday Decorations	\$20,000
	Annual Holiday Decorative Trees	\$ 550

In FY2020/2021, the Downtown and the Recreation, Parks, and Community Health Department collaborated and decorated the DownTown Main Street and Village Green for the holiday season. The funding for this project (for the DownTown portion) came from the Tax Assessment Rebates and \$20,000 transferred to Professional Services. The Recreation, Parks, and Community Health Department reallocated their funding from the July 4th funds. The holiday display was received so well from the Park Forest residents, that a continuation of an upgraded light display for the holidays was recommended. However, it will not always be possible to identify un-used funds as was done in FY2020/2021. In FY2021/2022, the Downtown funding portion of \$19,873 came from the Common Area General Maintenance – DT General Upgrades. The DownTown Office purchased the LED replacement lights for the snowflakes and faux wreaths so they could be stored and recycled for use for four to five years. Each year, the Downtown would like to purchase mini-trees yearly from one of the local schools to provide additional decoration and replant in the newly planted small forest or other appropriate areas to continue Park Forest’s sustainability efforts.

* * * * *

The Capital Improvement Plan for DownTown Park Forest is directly tied to the Redevelopment Master Plan approved by the Village Board. The 2002 Master Plan called for a phased development of the DownTown. The following activities have taken place over the 25-year period since the Village first acquired the Park Forest Plaza in 1995. The Departments of Economic Development and Planning (including Economic Development, Planning, the DownTown Management Office, and Sustainability) and Recreation, Parks, and Community Health have met multiple times to discuss the next phase in the evolution of DownTown Park Forest. The DownTown Master Plan is now 18 years old, and should be updated. Furthermore, the DownTown buildings are more than 60 years old, and the current design of the DownTown is approaching 30 years old. Finally, the 12-year extension of the DownTown Tax Increment Financing District gives the Village more time to attract new development on the vacant parcels in order to further enhance the vibrancy of the area and generate additional property tax revenue.

A great deal has been accomplished since the Village purchased the former Park Forest Plaza in 1995. DownTown Park Forest is home to a wide range of retail, service, and office users, and it has become the hub for many cultural and recreational activities. Given the TIF extension, this is an ideal time to position the area for the future. The Master Plan Update will examine the physical condition of the buildings and infrastructure to establish a comprehensive, long-term plan for capital improvements. This will include, for example, an assessment of the physical quality of the canopies and support posts, the stucco facades, the roofs (including a determination of the ability to support solar panels), the need for additional or upgraded electric service to outdoor users, and landscaping upgrades. The goal will be to ensure that the physical and aesthetic quality of the DownTown infrastructure serves the community for another 60+ years.

Equally important, the Master Plan Update will examine how DownTown Park Forest can continue to serve an increasingly diverse population with new shopping, recreational, and service needs. Some of the issues to address in the Plan include –

- How can the public spaces in DownTown Park Forest become more active in the winter months?
- Are there improvements that would enhance pedestrian and bicycle accessibility and safety?
- Where is the best long-term location for the Main Street Market as new development requires it to move from its current site?
- What uses are missing that would enable DownTown Park Forest to serve a wider range of needs, and what improvements are needed to attract those uses?
- Can the amount of parking be reduced in order to allow for additional development?
- Where is the best location for a public restroom facility and for storage for DownTown public events?

The Staff team proposed to hire a planning, architecture, and/or landscape architecture consultant to undertake this Master Plan Update and in FY2021/2022 Housal & Lavigne were hired. Phase IV will begin in FY2022-2023.

Phase I

- Acquisition of Park Forest Plaza, then called the Centre
- General operations, maintenance and aesthetic repairs
- Development of a Master Plan
- Demolition of bowling alley
- Demolition of Sears
- New Walgreens location
- Contract to sell senior housing site
- Re-connection of Forest Boulevard
- Construction of parking area west of Forest Boulevard
- Construction of Main Street through Centre and out to Lakewood
- Streetscape design and construction

Phase II

- General operations, maintenance and aesthetic repairs
- Demolition of Goldblatts and adjoining stores to the south
- Demolition of dry cleaners
- Demolition of sign tower
- Demolition of Millionaire's Club
- Subdivision of DownTown and development of plat covenants
- Extension of Main Street west to Orchard Drive
- Re-roofing Building #5
- Creation of a Cultural Arts Center
- Sale of residential property
- Sale of Movie Theater
- Tenant build out

Phase III & Beyond (Phase IV begins FY2022/2023)

- General operations, maintenance and aesthetic repairs
- Extension of Main Street east to Western Avenue
- Cut-through demolition
- Parking Lot Construction – Building #3 & #6B
- Re-roof buildings #6A & #6B
- Sale of Western Avenue property and construction of Osco Foods, now CVS Pharmacy
- Village Green development
- Additional streetscape
- Senior housing construction
- Sale of property to Bank Calumet, now First Midwest Bank
- Convert HVAC in Building #1, Building #7
- Installation of Orchard and Main Street sign and Village Green’s kiosk
- Tenant Sign Grant Program
- Western Avenue Archway Sign
- Re-roof Building #1
- Installed enclosures for dumpsters
- Re-sale of Building #2 (Theater)
- Re-sale of Residential Property
- Re-roof Building #7 Second Floor Offices / East side
- Tenant Build Out
- Re-roof West side of Building #7
- Build out for 295 Main for Quality Classic Health & Fitness
- Demolition of Marshall Fields
- Replaced 152 Exterior Canopy Lights
- Demolition of Building #3
- Victory / Lester Avenue Roadway Improvements
- Chase Bank Building Sale
- Village of Park Forest Lot was replaced
- Second Floor Window Replacement – Building #1 & #7
- Village Green Enhancements
- Dining On The Green carpet replaced
- Build-out for 200 Main Street was completed
- Landscaping was completed under the North side mural in the DownTown
- Landscaping was completed on the South side of the DownTown next to Franciscan Alliance
- Downtown sidewalks were scraped and repaired on the north and south sides of Main Street and on Downtown walkways
- Vanilla box build-out for 388 Forest Boulevard and 315 Main Street
- LED light replacement for street lights and canopy lights
- New landfill/recycling bins (12) for DownTown and Village Green
- Sidewalk and intersection improvements at Main Street and Cunningham Drive
- Vanilla box build-out for 331 Founders Way for a new tenant
- Vanilla box for 311 Main Street for a new tenant

- Parking lot upgrading on Lester Road at Victory Drive (behind Building #6A and south of Building #5), and at Buildings #1 and #7
- Vanilla box build-out for 299 Main Street and 361 Artists Walk

Remaining Capital Projects and Other Initiatives

- Parking lot upgrading for DownTown on Liberty Drive
- Façade and Canopy Renovation
- Cunningham Drive Improvement and Lighting, from Liberty Drive to Lakewood Boulevard
- Improvements recommended by proposed DownTown Master Plan Update
- Sale of DownTown Buildings
 - Building One
 - Building Five
 - Buildings Six A & B
 - Building Seven

During the past 25 years, many businesses have located in the Village-owned DownTown buildings. They include Southland Caterers, Muzicnet, State Farm Insurance, Rich Township Senior Services, Park Forest Chiropractor, Oasis Beauty Salon, Dr. Covella (Podiatrist), Fieldcrest School of Performing Arts, Tower Cleaners, Cindy’s Nails, Franciscan Medical Office, Main Street Diner, Quaint Style Studio, OAI / Makers Lab, Theater 47. Poppin’ Plates Incubator Kitchen, Artistic Flow, and Serenity’s Bakery and Café moved into DownTown Park Forest in 2019. Vintrendi Wine Company expanded from a 390 square foot unit to a 2,697 square foot unit in August 2019. The privately owned Theater Building welcomed several new businesses in 2019, including Bounce 2It Inflatables, Lacey’s Place, ROBO Kids STEM and Bang 4 Your Buck. In 2020, when many communities were affected by COVID-19, but Downtown Park Forest was not for new businesses. Eight (8) new businesses signed leases with the Village from March – December 2020: The D.Vine Boutique, Body By Magic Touch, Baker & Baker Real Estate, Maliyah Minks, LemonZone, Downs Fitness, JR Photography Services, Dulce By Dori. While two offices terminated their leases, the vacant spaces were filled either with an existing tenant (expansion or moved offices) or with a new tenant.

In January 2021, Poppin’ Plates expanded into 343 Main Street for use as a manufacturing facility and a pop-up restaurant. FY2021/2022 also brought in new retail businesses in the Downtown plaza. Hodge Podge Resale Shop moved into 315 Main Street. The relocated from Frankfort; HodgePodge provides on-demand storage, junk removal, and moving services. They also repurpose and sell any items donated to them. K-Spot Bar & Grill opened its doors at 311 Main Street; they serve cocktails and draft drinks along with a small variety of bar food. LoLo’s Gourmet Cookies moved into another newly renovated unit at 388 Forest Boulevard. They sell CBD and Delta 8 infused goodies to those 21 and older.

The Cultural Arts Building was established in 1999, and currently houses the Illinois Philharmonic Orchestra Corporate Offices, Tall Grass Gallery & School, Theater 47, and the Franciscan Physician’s Office. In August 2019, Legendary Cutz & Stylez Studio was an addition to the Cultural Arts Building in the southwest corner next to Village Hall. Having immediate access to patrons has made this location successful.

Second floor offices have long standing businesses and a few new businesses each year. The following chart demonstrates recent occupancy rates per SQUARE FOOTAGE (not office units).

**DownTown Occupancy
January, 2022**

	<u>Square Feet</u>		<u>Percent</u>
	<u>Vacant</u>	<u>Occupied</u>	<u>Occupied</u>
Building #1			
Main Floor	3,000	17,414	85%
2nd Floor Office	<u>0</u>	<u>14,520</u>	<u>100%</u>
Total Building #1	3,000	31,934	89%
Building #4B (Village Hall)			
Main Floor	-	18,528	100%
Building #5			
Main Floor		21,626	100%
Building #6A			
Main Floor	10,303	11,824	53%
Building #6B			
Main Floor	8,281	13,846	63%
Building #7			
Main Floor	1,950	15,814	89%
2nd Floor Office	<u>0</u>	<u>5,918</u>	<u>100%</u>
Total Building #7	1,950	21,732	92%
 TOTAL FOR BUILDINGS:	 23,534	 104,970	 82%

**OTHER -- CAPITAL PROJECTS
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>		<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>	
	Priority ()		Priority ()		Priority ()		Priority ()		Priority ()	
<u>Economic Development Initiatives</u>										
Land Acquisition	50,000	(1)	50,000		50,000		50,000		50,000	
Property Management/Land Banking	75,000	(2)	75,000		75,000		75,000		75,000	
Central Court Plaza (marquee sign refresh & legal)	10,000	(3)	-		-		-		-	
IHDA-Srong Communities**** grant match for South Suburban Construction Trades Initiative**	40,000	(4)	40,000		40,000		40,000		40,000	
Traffic Signal at US30/Indiana Street*	325,000	(5)								
DownTown Shopping Area Sign*	40,000	(6)								-
	540,000		165,000		165,000		165,000		165,000	165,000
<u>Public Art</u>										
	10,000		10,000		10,000		10,000		10,000	10,000
<u>Recreation & Parks Initiatives</u>										
Somonauk Park Redevelopment***	250,000	(1)	-		-		-		-	
Renovate Downtown Space for Public Washrooms/ Storage	200,000	(2)	-		-		-		-	
Central Park Redevelopment	25,000	(3)	75,000		75,000		75,000		75,000	75,000
Village Green Enhancements - Stage Upgrades/ Comm. Fire Circle/ Comm. Exercise	20,000	(4)	25,000		25,000		25,000		25,000	25,000
	495,000		100,000		100,000		100,000		100,000	100,000
<u>Sustainability Plan Implementation</u> ⁽¹⁾										
Sustainability Plan Implementation	50,000	(1)	50,000		50,000		50,000		50,000	
GRCorps Member Support	20,000	(2)	20,000		20,000		20,000		20,000	
Community Gardens	10,000	(3)	10,000		10,000		10,000		10,000	10,000
Sustainability Incentives	15,000	(4)	15,000		15,000		15,000		15,000	
LED Facilities Light Replacement	20,000	(5)	40,000		-		-		-	
Pedestrian Cut-Throughs	180,000	(6)	180,000		-		-		-	
Carbon Drawdown-Mini Forests	5,000	(7)	20,000		-		-		20,000	
Indoor Landfill/Recycling Bins (at Freedom Hall)	10,000	(8)	-		-		-		-	

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⁽¹⁾ A Sustainable Project
Five Year Capital Plan

**OTHER -- CAPITAL PROJECTS
FIVE YEAR CAPITAL PLAN**

	<u>2022/2023</u>		<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>
	Priority ()		Priority ()	Priority ()	Priority ()	Priority ()
EV Fleet Vehicle Adoption	15,000	(9)	-	-	-	
Tool Lending Library	2,000	(10)				
Water Bottle Filling Station	5,000	(11)				
Solar Installation at Village Facilities	-		500,000	-	-	
	332,000		835,000	95,000	115,000	10,000
TOTAL	<u>1,377,000</u>		<u>1,110,000</u>	<u>370,000</u>	<u>390,000</u>	<u>285,000</u>
*** OSLAD Grant match						
** Requires a match						
* Funded from CN Voluntary Mitigation Agreement						
**** formerly APP Grant match						

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(1) A Sustainable Project
Five Year Capital Plan

**OTHER – CAPITAL PROJECTS
CAPITAL IMPROVEMENT PLAN
2022/2023 PROJECTS**

ECONOMIC DEVELOPMENT INITIATIVES

1. Land Acquisition \$50,000

In February 2009, the Village Board adopted the *Strategic Plan for Land Use and Economic Development* as the land use and economic development elements of the Village’s official comprehensive plan. The Strategic Plan 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 so it embodies the Village’s values for sustainability and socio-economic diversity. It also establishes implementation goals and policies for infill residential development and redevelopment and for new development in the Park Forest Business Park. In order to create viable opportunities for redevelopment in these areas it is necessary for the Village to continue to be proactive in acquiring properties when they become available. This is consistent with the following General Land Use and Redevelopment Policy in the Strategic Plan for Land Use and Economic Development (“the 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 nearly 16 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. The exhibit attached lists all properties currently owned by the Village for economic development or other public purposes, along with details about how the property was acquired and the current status of each property. Thirty-two vacant residential properties outside the Eastgate neighborhood are in the Village’s possession (these are both developable and undevelopable lots). In the Eastgate neighborhood, where focused redevelopment has been underway for at least 15 years, the Village and the South Suburban Land Bank and Development Authority (SSLBDA) own a total of 72 vacant parcels. The SSLBDA is holding their properties in the Eastgate neighborhood (23) until the Blight Reduction Program grant term expires (three years). Eleven of these properties were transferred to the Village at the end of FY2021 for future neighborhood redevelopment purposes. At that time, the Village will become responsible for their maintenance.

Outside of the Eastgate neighborhood, the Village owns two vacant, blighted houses that are marketed for sale and rehabilitation. The Village was recently awarded a new IHDA grant that will allow for modest improvements to these homes to make them more marketable. In 2019, the Village sold two similar homes to an investor who rehabilitated and sold them to owner occupants. The SSLBDA owns seven vacant houses in Park Forest that are marketed for rehabilitation and occupancy, and is in the process of acquiring another 21 vacant, tax delinquent houses through the judicial property abandonment process. They have already sold 22 homes in Park Forest acquired through this process. The acquisition, rehabilitation, and sale of properties by both the Village and the SSLBDA contributes to the implementation of the redevelopment plans for the key areas identified in the *Strategic Plan*.

In addition to the single-family homes owned by the Village and the SSLBDA, the Village owns 18 vacant, developable residential parcels outside of Eastgate, and the SSLBDA owns one. All of these developable vacant lots are marketed for sale, and they have been offered to the adjacent property owners in a side lot purchase program.

The parcels in the Eastgate neighborhood are being land banked until a sufficient number of properties are in the Village's control and a developer can be identified to implement the redevelopment plans described in the *Strategic Plan* (or as amended based on future planning efforts). In addition to the 72 vacant parcels in the Eastgate neighborhood owned by the Village and SSLBDA, the Village is seeking judicial deeds (abandonment) for seven additional blighted, vacant houses. These houses will be demolished with the new IHDA grant. In FY 22/23, utilizing the No Cash Bid process, the Village will seek sixteen vacant lots where the homes have been demolished.

A small number of the properties listed on the attached exhibit were acquired to meet the needs of other Village departments. For example, the property noted as 99 Orchard Drive is located to the west of the Village water treatment plant. After exploring the feasibility of installing a ground mounted solar array on this property to serve the water treatment plant, the Village entered into an agreement with Balance Solar/YellowLite. The combination of the roof and ground arrays will offset 45% of the energy needed annually by the water treatment plant. Similarly, the lots at 408-410 Miami Street are heavily wooded lots in an area where several houses and the nearby businesses experience flooding in their yards. The DPW will use these lots to address the drainage problems in this area. The lots at 320-328 Neola Street have poor soil conditions, including a significant amount of very wet soil. In 2016, the South Suburban Special Recreation Association (SSSRA) started a community garden on these lots, and neighborhood residents have joined them since that time. Staff will continue to work with the SSSRA and residents to encourage continued use and expansion of this garden as it seems to be the best use of the property for the long term (see Sustainability Plan-Community Gardens section of this document). The lots at 210-220 Indianwood Boulevard are also used for community gardening purposes, and this will likely continue for the foreseeable future.

The Village incurs the following costs when acquiring property through the tax scavenger, lien foreclosure, property abandonment, or property owner donation processes.

- Legal and administrative costs for the tax scavenger, property abandonment, and lien foreclosure processes have averaged \$5,000 per parcel, assuming no major complications of ownership have to be addressed. These expenses include attorney’s fees, payment to the Cook County Sheriff to serve notice to all property owners, fees for title searches, and minimal acquisition (bid) expenses. If the Village’s petition is 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. The SSLBDA is now filing most of the abandonment petitions for vacant, tax delinquent houses, and they will acquire key tax delinquent commercial properties at the Village’s request. However, as noted above, acquisition of vacant, blighted, tax delinquent houses in the Eastgate neighborhood will still be the Village’s responsibility. As previously discussed, the Village is currently pursuing seven vacant, blighted houses through the judicial abandonment process and sixteen lots through the Scavenger Sale.
- Even when banks or other property owners donate properties to the Village, there are legal expenses and closing costs, although the total costs are typically minimal.
- If the Village decides to purchase key parcels from willing sellers, the costs of acquisition will be based on market value. To date, however, the Village has not acquired any properties in this manner.

Due to the limited amount of funds available for the Economic Development Capital Projects Fund in FY2022/2023, staff proposes that land acquisition be limited to the tax scavenger, property abandonment, lien foreclosure, and property owner donation processes.

2. Property Management/Land Banking \$75,000

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 and industrial properties, these expenses could include a Phase I and II environmental site assessment, an appraisal, a land survey, a soil analysis, and expenses related to property tax appeals. An appraisal could cost from \$1,500 to \$3,500, depending on the type of appraisal needed. A simple Phase I environmental site assessment (ESA) for a commercial property costs about \$1,700. If a Phase II ESA is needed, it could add another \$8,000 to \$12,000 to complete the study, depending on the size of the property and the complexity of the potential environmental issues. 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.

Demolition of vacant, blighted structures is a significant cost incurred by the Village, but a necessary cost in order to remove blight and ensure that surrounding property values and neighborhood quality are not negatively impacted. Bank property owners have demolished at least five vacant, blighted homes in the past 12 years. At least 14 vacant, blighted homes have been demolished with Village funds during the past 15 years. The cost for demolition of blighted single family homes has ranged from \$15,000 to \$22,000, including asbestos abatement and site restoration. This cost is substantially more for non-residential structures, and it may increase as the Village moves towards a greater focus on deconstruction rather than demolition.

Whenever Village funds are used to demolish a structure, liens are placed on the property. These liens give the Village leverage to acquire properties that are important to the Village's future plans, and in some limited cases, the liens are actually repaid.

Over the past 12 years, demolition of blighted structures has been accomplished primarily with grant funds. The Village has obtained \$1,769,045 in County, State and IHDA funds in the past 12 years to demolish 95 single-family homes. In addition, in 2012, Cook County granted the Village \$1,969,600 in NSP and CDBG funds to demolish four significant commercial structures, including 3200 Lincoln Highway, Norwood Square Shopping Center, Wildwood School, and 350 Main Street. The cost to demolish these structures ranged from \$165,000 to \$955,000.

Year	Source	Amount	Impact – Demolition
2009	Cook County Deconstruction Demonstration Project	\$60,000 (estimate)	4 single family homes
2011	Cook County Neighborhood Stabilization Program	\$88,313	9 single family homes
2012-13	State of Illinois CDBG-IKE	\$236,250	21 single family homes
2012	Cook County Neighborhood Stabilization Program	\$150,000	10 single family homes
2015	IHDA Abandoned Property Program #1	\$185,600	11 single family homes
2015-17	IHDA Blight Reduction Program #1	\$350,000	11 single family homes
2016-18	IHDA Blight Reduction Program #2	\$402,860	12 single family homes
2017-19	IHDA Abandoned Property Program #2*	\$78,730 for demolition	3 single family homes
2018	IHDA Abandoned Property Program #3 (SSLBDA)	\$27,292	2 single family homes
2019-21	IHDA Abandoned Property Program #4**	\$85,000 (estimate) for demo	5 single family homes
2021-22	IHDA Strong Communities Program #1***	\$105,000	7 single family homes

*The APP#2 grant totaled \$118,200, and also funded \$21,900 for exterior rehab of 305 Sauganash Street, and \$17,570 for removal of trees and other dead vegetation on scattered lots.

**The APP#4 grant is still underway, and totals \$250,000. It will be used to demolish at least 5 single family homes (\$85,000 estimated cost), undertake exterior rehab of 336 Early Street and 117 Wilson Street with the SSTI (\$50,000), minor rehab of three SSLBDA houses, and clear vacant lots of dead trees and other vegetation.

***The SCP#1 grant was awarded in December 2020 and will get underway in 2021. It totals \$250,000. In addition to the demolition noted in the table, this grant will be used to rehabilitate two houses with the SSTI and minor rehab of two additional Village-owned houses.

In FY2022/2023, the Village's Capital Projects Fund will incur maintenance costs on approximately 116 vacant residential properties, four vacant land commercial properties, and one commercial properties with existing buildings. The Village maintains all properties where a structure has been demolished by Village action until the property is sold to a responsible owner, even when the Village is not the property owner. Maintenance includes mowing, tree removal if needed, shrub control, and abatement of trash and other dumping. This ensures that these properties do not become a continuing source of blight, even after the house has been removed. This is also the reason why significant tree and vegetation removal is undertaken in the Eastgate neighborhood. There are ongoing maintenance issues on the Village-owned properties with significant structures (Blackhawk Shopping Plaza). In the past, the Village has had to replace broken windows, repair roofs, secure doors, remove materials dumped on the properties, and address other problems caused by vandals, rodents, or weather. Given this inventory of Village-owned properties, property maintenance must continue to be a priority for the Economic Development Capital Projects Fund in FY2022/2023.

In the past several years, the Economic Development Capital Projects fund has had an infusion of non-Village funds from the sale of 80 North Street (2017), the Illini Apartments (2018, now known as Majestic Luxury Townhomes), and 68 North Street (2019). The sale price

for 80 North Street was \$500,000. After \$250,000 was set aside to be refunded back to the buyer, and legal expenses were reimbursed, a total of \$191,000 was deposited into the Economic Development Capital Projects fund. This deposit included reimbursements for property maintenance and environmental studies, which were paid from the Capital Projects fund. Similarly, the proceeds to the Economic Development Capital Projects fund from the sale of the Illini Apartments were \$3,300 after property maintenance (to Community Development) and legal expenses were reimbursed. The Village-owned property at 68 North Street was sold to Road Runner Trucking for \$70,000 in February 2019. The Village's expenses on this property have been minimal because the Village acquired the property in 2011, and Road Runner Trucking had leased the property from the Village since 2014. The revenues obtained from the sale of properties will be used to continue to further the economic development goals of the Village.

3. Central Court Plaza \$10,000

Since the Village's acquisition of this property, expenses have totaled \$ 73,960(through FY2020-2021). However, because of the tenants, there has also been \$\$185,000 in rent collected. Therefore, the property operated "in the black" largely because of a successful property tax appeal and deferring maintenance that was not a life safety issue. In mid-2020, the EDAG reviewed an offer to purchase the property, with incentives. The EDAG recommended accepting the offer and the sale should take place in first quarter 2022. The Purchase and Sales Agreement includes a five-year provision to annually rebate \$20,000 towards property taxes. The rebate is capped at \$100,000. The rebate will be funded by the balance of the rent collected during the Village's ownership and will come from Village Capital Projects funds. The Plaza has a marquee sign, which is at a prominent gateway to the community, and features a Village of Park Forest logo. The lettering is peeling and should be replaced, the sign frame is rusting and needs to be painted, and the landscaping should be refreshed consistent with the Sustainability Plan and there may be legal expenses to assist with addressing the PIN division and back taxes of the excluded parcel.

4. South Suburban Construction Trades Initiative \$40,000

In partnership with Prairie State College and South Suburban College, the Village created the South Suburban Construction Trades Initiative (SSTI) in 2018. In 2018-2019, this program used a portion of the IHDA APP#2 grant, along with Village matching funds, to rehabilitate the house at 305 Sauganash Street, and provide real, on-site construction experience to students in the construction and HVAC programs at the community colleges, and apprentices associated with Plumbers Local 130, Electricians Local 130, and Painters District Council No. 14. The APP#2 grant only funded the exterior, code-required repairs needed on the house, for a total grant reimbursement of \$21,900. The Village's expenses for this project, funded by the Economic Development Capital Projects budget, were approximately \$69,600 in rehabilitation and project management costs. Additional expenses include legal costs to acquire the property and then sell it after rehab, and property maintenance before the rehabilitation. After the Village's expenses are reimbursed from sale proceeds, the net profit will be used to create a new housing rehabilitation grant program. The house sold for \$110,000 in December 2020.

In August 2019, the SSTI started rehab of the house at 336 Early Street. The IHDA APP#4 grant reimbursed the Village's expenses for exterior work, and once again, the Village funded the interior rehab expenses and the project manager's fees. Prairie State College, South Suburban College, and the unions again provided most of the labor (plus the Sprinkler Fitters Union Local 281), so expenses were primarily for materials. This house was completed in September 2020 and is expected to be sold in January 2021 for \$165,000. The Village's expenses for rehab of 336 Early Street were \$80,260, and IHDA provided \$24,334 in grant funds. After reimbursing all Village expenses, the net profits will also be added to the new housing rehabilitation program.

Rehabilitation on the third SSTI house began in September 2020. Work at this house, located at 117 Wilson Street, was also funded by the IHDA APP#4 grant and Village Capital Project funds. Work is complete and the house is being held as a potential home for a refugee family. If this use does not materialize, the house will be sold. The Village owns another property at 74 Marquette Street, which is slated for the 2021-2022 SSTI program year, and will be funded with the new IHDA Strong Communities Program grant awarded in December 2020. The renovations are underway at 74 Marquette. This grant funds both interior and exterior rehabilitation, which minimizes the Village's up-front expenses for the SSTI program. However, the project manager's expenses still need to be funded by the Village.

- 5. Traffic Signal at US30/Indiana Street \$325,000

In July 2016, the Village executed a Letter of Intent (LOI) to sell the property at 3200 Lincoln Highway to Mr. Melvin Buckley for the purpose of constructing a Steak 'N Shake Restaurant. Among other commitments the Village made in the LOI, the Village agreed to contribute up to \$325,000 to the cost of a traffic signal at US30 (Lincoln Highway) and Indiana Street, should the developer request a signal. This traffic signal is not likely to meet the traffic warrants that are required in order for the State of Illinois to pay the cost for the signal. So, the full cost will have to be borne by the Village and the developer. Funding for this traffic signal is proposed to come from the Voluntary Mitigation Settlement with CN Railroad. Mr. Buckley has executed a franchise agreement with Steak 'N Shake that includes the Park Forest location, and he continues to assure the Village that he intends to build this project. Despite verbal assurances from Mr. Buckley and Steak n Shake corporate, Village Staff has returned the property to an active listing and is advertising for other uses. There is interest in the Village-owned former commuter lot. Development of both Village-owned lots will certainly necessitate the installation of this traffic signal.

- 6. DownTown Shopping Area Sign \$40,000

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 community parking lot (commuter lot #1), including how many parking spaces are available at any given time. However, given that the Homan/Hickory parking lot has been closed, and parking availability is typically not an issue in Village commuter lot #2, these funds will be redirected to construct signage to promote the DownTown

shopping area. The location identified for this sign is at or near the corner of Western Avenue and Main Street. In FY2007/2008, the Village acquired a sliver of land on Western Avenue, south of the CVS Drug Store. This parcel was obtained through the Cook County No Cash Bid Program with the sole purpose of providing a location for a shopping area sign should the funding become available.

Given the number of businesses now in DownTown Park Forest, including the proposed new grocery store, it is appropriate to start planning for the construction of this sign. Staff proposes to build a sign similar to the sign at Central Court Plaza, which the Village co-funded with the property owners. In order to obtain a panel on the sign, businesses would be required to purchase the sign panel and pay an annual maintenance fee. The DownTown Master Plan update may provide additional direction on the placement of the sign.

PUBLIC ART

1. Public Art Projects \$10,000

Outdoor public art first appeared in Park Forest with the 1988 installation of five abstract sculptures by Mary Ann Mears, a Baltimore, Maryland based artist. Additional art projects included the commissioning of murals installed on DownTown buildings in 2008 and 2010. The purpose of the mural project is 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.

Two additional murals were installed in 2012. The first was a mural honoring the Lincoln Highway (US30) and its namesake, President Abraham Lincoln. The second mural was installed in Freedom Hall to honor the service of Park Forest Military Veterans and the Village's history. These murals, as well as bronze plaques honoring the accomplishments of certain artists 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, 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, both old and new.
- It is something Park Forest can uniquely "own" vs. neighboring communities due to its history and "All America City" awards.

- It aligns well with the Park Forest brand: Live, Grow, Discover

Unfortunately, this unusual year, precluded most of the plans for public art. For the past two years, a company was engaged to install holiday lighting on the Village Green and through the Downtown. This garnered much favorable public comment and engagement.

The Public Art Committee continues to meet on a regular basis to plan for the incorporation of Public Art with in the community; both for exhibits and events, and to develop communication materials regarding the history of art in Park Forest. The Art Committee also discusses how to best use public art as a resource, creating interest and activity within the Downtown, and how it can be used to enhance community life. Plans for 2021 include the commissioning of a mural at the Village’s parking lot on North St.

RECREATION & PARKS INITIATIVES

1. Somonauk Park Redevelopment \$250,000

A major component of the *Lifecycle* discussion and one of the foremost goals of the Recreation & Parks Advisory Board has been the redevelopment of Somonauk Park. In 2020, the Village was awarded a \$395,000 OSLAD Grant for this project. The plan includes a two-acre pond for fishing and recreational kayaking as well as an elevated seating terrace, accessible walks and 175’ of Zip-Line. Landscaping includes native prairie and emergent wetlands. The design also takes maximum advantage of the existing mature trees and the extensive plantings of memorial trees. Not included in the grant application but also planned is the replacement of the picnic pavilion and playground. The project timeline is for completion in late 2022. The Village match is included in Capital Projects.

2. Renovate Downtown Space for Public Washrooms/ Storage \$200,000

This is a joint request from the Department of Economic Development and Planning, (including the Downtown Management Office and Sustainability) and the Department of Recreation, Parks, and Community Health. The two departments propose to provide a public restroom facility in the Downtown and a more organized storage area for materials used for Village Green activities. Village Hall has the only public washrooms for any public event held on the Village Green and there are increasing concerns related to Village Hall security and the periodic, heavy use of the washrooms. Additionally, space is needed to support Main Street Nights and all other events held on the Village Green as well as overflow storage for various departments and seasonal decorations. As the popularity and number of Downtown events has increased and with the completion of the Village Green, the need for both organized storage and public washrooms has become more pressing. This project proposes to build out the space for public washrooms and to accommodate the various storage.

3. Central Park Renovation \$25,000

This is another *Lifecycle* project. Last improved in 2000, Central Park is the largest park in the Village's system. In addition to the playground this park includes a double sided picnic pavilion, with a kitchen on one side, capable of hosting two separate picnics at the same time, washrooms, three lighted tennis courts, volleyball, two lighted ballfields and two standard ballfields, a football/soccer field, concession stand, over 1 mile of walking paths and the Central Park Wetlands. The plan is to further enhance this park as a destination park, similar to the Somonauk Park project by completely redesigning the playground. In contrast to the natural theme used in Somonauk Park, Central Park will have more of a 21st Century theme, incorporating electronically augmented equipment. Such equipment can require intense interaction and full body movement to manipulate the electronic and digital components of the play apparatus. Although this project is planned for the future, it is included as a Capital Project now to build funds needed for completion.

4. Village Green Enhancements - Stage Upgrades/ Comm. Fire Circle/ Comm. Exercise \$20,000

A second proposal from the Department of Economic Development and Planning, (including the DownTown Management Office and Sustainability) and the Department of Recreation, Parks, and Community Health is to continue adding enhancements to the Village Green, to augment community events and draw people to the Downtown. Improvements include stage lighting, an area sound system and redesigning the area in front of the stage to allow for better accessibility and audience interaction with performers. Other amenities include a *Friendship* or *Fire Circle*, and a community exercise area. These projects are planned over a period of several years.

SUSTAINABILITY PLAN

1. Sustainability Plan Implementation \$50,000

In May 2012, the Village Board adopted the *Growing Green: Park Forest Sustainability Plan*. The Plan was developed with assistance from the Chicago Metropolitan Agency for Planning (CMAP). This Plan consolidates significant sustainability achievements made by the Village to date and it identifies critical programs and projects needed to make Park Forest more sustainable in the future. Subsequently, the Village Board has adopted two companion plans, the *Bicycle and Pedestrian Plan* (December 2014) and the *Climate Action and Resilience Plan* (February 2019). Many of the strategies and projects outlined in each of these Plans require capital investments by different Village departments, and in those cases, the funding for the projects will be included in the appropriate Department's Capital Plan.

However, there are strategies, programs, and projects outlined in each of the Plans that are more general in nature, or do not relate specifically to departments that have capital plans. These projects may be construction related, they may require contracting for professional services, or they may involve the purchase of equipment. It is necessary to ensure that planning for the funds to accomplish these strategies and projects is included in the Village's Capital Plan.

Support of the day-to-day work of the Sustainability Coordinator is funded by the requested \$50,000, plus an annual contribution of \$5,000 made by Star Disposal since FY2013/2014, and a \$50,000 annual three-year civic contribution from MC Squared Energy Services, the Village's electric aggregation provider. Some of the activities that these funds support are listed below. Additional projects will be identified over time as implementation of the *Sustainability Plan*, *Bicycle and Pedestrian Plan*, and *Climate Action and Resilience Plan* proceeds.

- Grant matches for a variety of projects.
- Programming for water use reduction and awareness of native landscaping and rain gardens.
- Energy efficiency campaigns to encourage modifying energy use behavior and habits in Village owned facilities, residential, businesses, and houses of worship.
- Programming for Park Forest residents and school-aged children regarding various sustainability measures.
- Tracking of GHG emission reduction as part of the *Climate Action and Resilience Plan*.
- Education and outreach events to promote transportation alternatives.
- Focused tracking of recycling rates and development of outreach activities that will help to increase single family, multifamily, commercial and industrial recycling rates.
- Support of the annual Recycle Fest and Shredding events.
- Building a food waste composting program.
- Membership in organizations that support the Village's sustainability efforts.
- Support for the AmeriCorps NCCC Team.

In addition to these strategies and projects, there are a number of capital project items that will require additional funding. These are described below.

2. Greenest Region Corps Member Support \$20,000

In 2018, the Metropolitan Mayors Caucus created the Greenest Region Corps (GRCorps) to help communities achieve their specific sustainability goals. The GRCorps Program is supported by the Caucus, as well as AmeriCorps, the Serve Illinois Commission, and the US Environmental Protection Agency. Each municipality that hosts a GRCorps Member is also expected to contribute \$20,000 to increase the Member's salary from \$18,000 to \$20,000, and to assist the Caucus with administration of the program. The Village has completed three full terms with GRCorps Members, and would like to work with a fourth. The Caucus has applied for a fourth year of the program, and Staff would like to be in a position to continue to participate in FY2022-2023, as this program provides a low cost means of adding staff capacity to the Village's sustainability efforts.

3. Community Gardens \$10,000

Over the past several years, small gardens have been developed on Village-owned properties throughout the Village. These gardens are typically maintained by one or two individuals, and the Village reimburses the gardeners for their annual expenses up to \$250 in exchange for a commitment from the gardener to maintain the property. The Village's grant

program for these gardens will continue to be supported through the Sustainability Incentives described below.

This Community Garden Capital Project is aimed at supporting neighborhood-wide gardening efforts that would bring together a larger number of residents, gardening on small plots in a single location. This type of community garden would require more significant infrastructure. One such garden is currently underway on Neola Street, where the Village owns five undevelopable lots. In 2017, the South Suburban Special Recreation Association began a gardening class on this property, and the Village has supported it with the construction of a gardening shed and gazebo, and installation of picnic tables. Two Park Forest residents also garden on this property. In addition, Staff worked with a designer to create a community garden plan at Onarga Park. Construction of this garden, which could support as many as 50 to 70 gardeners, can begin whenever there is sufficient interest and funding, which would come from both the Sustainability and Recreation, Parks, and Community Health Capital Plans. In 2013, the Village Board approved a conditional use permit for a community garden at the former Wildwood School site (conditional/special use permits are no longer needed for community gardens). In these and other neighborhood(s) that show a significant interest, including a sufficient number of committed gardeners and one or more residents willing to provide leadership, the Village will use this funding to address some of the largest barriers to entry for community gardening. These include, for example, installing water service for the garden, fencing the gardens, and building gardening boxes for the participants.

4. Sustainability Incentives \$15,000

This element of the Sustainability Plan Capital Projects fund supports several incentives for residents and businesses interested in growing local food, reducing local flooding, and implementing energy efficiency measures.

Local Food: Village-owned lots available through the Economic Development and Planning Department's land banking efforts are offered to gardeners who are willing to maintain the lot during the growing season. In exchange for lot maintenance, the Village reimburses individuals and organizations up to \$250 for their gardening expenses, including seeds, plants, soil, and garden boxes. The purchase of tools is not reimbursable. In 2020, gardens were supported on Lester Street, Algonquin Street, Neola Street, and Indianwood Boulevard.

Reducing Local Flooding: Redevelopment and new development of multifamily, commercial, and industrial projects will have to comply with the Village's soon-to-be adopted storm water management ordinance to minimize flooding throughout the community. In addition, it is important to also consider how existing development, both in the single family neighborhoods and in the multifamily, commercial, and industrial areas can use green infrastructure to minimize flooding. This incentive will off-set a portion of the costs (up to a \$500 match) of green infrastructure in order to encourage homeowners and multifamily, commercial, and industrial property owners to install rain gardens and other small scale best management practices. A rain garden incentive program has been developed specifically for single-family homeowners, but will be updated to include non-single family uses.

Energy Efficiency: Village Staff has developed an incentive to encourage local businesses to participate in ComEd or Nicor energy-efficiency upgrade programs. This program is similar to the sign grant program, and offers a reimbursement of one-half the cost of the improvements, up to a total of \$1,000. The business must provide proof that the improvements are completed and paid for, and provide annual reporting to the Village on energy costs and usage for up to five years, plus one year of baseline data. This is important for the Village's tracking of progress towards reducing community-wide greenhouse gas emissions. This incentive reduces the business' direct costs for the improvements, and thereby reduces the payback period because implementation of these improvements also reduces the business' energy costs.

The funds allocated for these sustainability incentives would be available annually on a first come, first served basis. Specific standards have already been developed for each of the programs described, with the exception of the storm water improvements made by non-single family uses. Those standards will be based on compliance with the storm water management ordinance when it is adopted. The incentive fund should be replenished annually to enable at least \$15,000 in grants to be awarded each year.

5. LED Facility Light Replacement \$20,000

Based on the 2018 municipal Greenhouse Gas Inventory, buildings and facilities make up 37% of our emissions. With the continued efforts of reducing our GHG emissions, village staff request funds to continue retrofitting our facilities with LED lighting and take advantage of ComEd incentives. The Police Department and Recreation Center are yet to be upgraded and would show significant cost savings in the process.

6. Pedestrian Cut-Through Improvements \$180,000

In August 2016, the Village was awarded \$200,000 in Cook County Community Development Block Grant (CDBG) funds to improve pedestrian cut-throughs in low-moderate income areas of the community. This grant, along with a Village match of \$74,000, enabled the Village to improve five mid-block pedestrian cut-throughs in the targeted Census block groups (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 to the cut-throughs include removal of trees, widening the paths from five feet to ten feet, addition of decorative light standards and improvement of lighting, extending paths to the street and adding ADA compliant ramps to the street and crosswalk markings across streets, moving storm sewer inlets and manholes where needed, and installation of stop signs at sidewalk intersections. The 2016 AmeriCorps NCCC Team assisted with this project by clearing all vegetation (except large trees) from 25 pedestrian cut-throughs, including those included in the CDBG project.

Engineering and lighting plans were developed for three additional cut-throughs, but funding was not sufficient to install the improvements in those areas (Sauk Court to 21st Century School, Cherry Street to S. Orchard Drive, and E. Rocket Circle to the Orchard Park Shopping Center). Each pedestrian cut-through cost an estimated \$60,000 to complete. Therefore, an

additional \$180,000 is requested in FY2021/2022 to complete the three cut-throughs that were designed but not improved with the CDBG project.

The Village will continue to seek grant funds for the remaining pedestrian cut-throughs. Until such funding is awarded, however, Capital Project funding is requested to continue these improvements. Thirty-six (36) pedestrian cut-throughs exist throughout the Village and they form an important element of the strategy for improving walkability and pedestrian safety in the community as described in both the *Sustainability Plan* and the *Bicycle and Pedestrian Plan*.

7. Carbon Drawdown/Mini Forests maintenance \$5,000

The Climate Action and Resilience Plan establishes a goal to reduce the Village’s greenhouse gas (GHG) emissions by 26 percent by 2025 from the 2010 baseline. Based on the GHG inventory conducted for 2018, the Village has achieved 7 percent reduction in GHG emissions. However, projections for 2020 show a more aggressive reduction based on the Village’s move to a three-year green electrical aggregation program and other factors. One method that can be used to further accelerate the reduction in local GHG emissions is carbon drawdown.

In October 2021, 25 Village Staff and volunteers planted 355 trees and shrubs to create on the new mini-forest on two Village owned vacant lots at Marquette and Niagara Streets that total 14,000 square feet in size. This method recognizes that planting trees actually pulls carbon out of the atmosphere and sequesters it in the tree permanently. In these mini-forests, the trees are planted densely with a wide variety of native seedlings, and allowed to grow with minimal intervention. The result is a complex ecosystem perfectly suited to local conditions that improves biodiversity, supports pollinators, grows quickly, and absorbs more CO₂. Staff requests funds to be made available to cover costs of irrigation and mulching for the first 3 years while the trees and shrubs become established after which time there will be little to no maintenance.

8. Indoor Recycling Bins \$10,000

To further the education efforts and provide the opportunity for “recycling right” behaviors with clear consistent messaging, the Village installed four (4) indoor companion receptacles in the winter of 2021. These combination recycling/landfill bins replaced 5 existing garbage cans (landfill only) and 5 recycling cans that were located in the Village Hall lobby on the first and second floors and in the board room. They match the 12 combination recycling/landfill bins replaced outside in 2019. The new bins were also purchased from Max-R, a company that uses 97 percent post-consumer HDPE- milk jugs, are designed for maximum strength and resiliency, and manufactured in Wisconsin in a 100 percent renewable energy facility. The purpose of the replacement was to offer the community options when tossing waste and present clear messaging about what is and is not recyclable. The funding request for FY2022-2023 is to continue the efforts at Freedom Hall.

9. EV Fleet Vehicle Adoption \$15,000

Experts suggest that electric vehicles (EV) will be cost competitive with combustion engines within four years. Therefore, converting the Village vehicle fleet to EV and building the infrastructure to accommodate the new vehicles should be a consideration for every Department in their long range planning. Early adoption could be targeted in the Parks and/or Public Works fleets when they replace a vehicle, as well as installation of a Level 2 charging station with two-three ports for shared use. The Police Department should consider this change in the future when group purchasing options for EV are available. These would likely require fast charging infrastructure. The funds requested for this item would fund the installation of a charging station at the Public Works/Parks maintenance yard.

10. Tool Lending Library \$2,000

Tool lending libraries offer no-cost access to home and garden tools and help reduce cost-related barriers to home improvements and encourage community sharing. Some of the many benefits are money savings, shared knowledge, saving space and building community. The Environment Commission along with the Sustainability office used funds to start a tool inventory and are projecting a launch in the spring of 2022. This program will be housed at the Discovery Center and provide adequate storage and parking availability. In order for this project to succeed, there is still a need for a check out system and advertising materials.

11. Water bottle Filling Station \$5,000

Adding or retrofitting existing water fountains in the parks, the downtown area and the Village Green with water bottle filling stations would help in the effort to reduce the amount of waste, litter, single use plastic and support a healthy community. This would reinforce the message of “bringing your own water bottle” as the Village Hall drinking fountain water bottle fill stations promote.

VILLAGE OWNED PROPERTIES

		Condition	Future Use	Funding Source	Acquisition Method
SINGLE FAMILY RESIDENTIAL					
117 Algonquin St	32-30-106-010-0000	Vacant Land	Residential	2009 County Deconstruction	2015 Tax Deed
146 Algonquin St	32-30-105-051-0000	Vacant Land	Residential	Never Developed	2015 Tax Deed
181 Algonquin St	32-30-208-005-0000	Community Garden	Residential	2005 demolition	Lien foreclosure
208 Allegheny St	32-30-106-045-0000	Vacant Land	Residential	2021 IHDA APP4 demolition	2018 Judicial Deed (abandonment)
225 Allegheny St	32-30-205-001-0000	Vacant Land	Residential	2013 CDBG-IKE	2014 SSLBDA transfer
226 Allegheny St	32-30-204-005-0000	Vacant Land	Residential	2011 County NSP1	2017 Tax Deed
228 Allegheny St	32-30-204-006-0000	Vacant Land	Residential	2011 County NSP1	2012 Bank donation
230 Allegheny St	32-30-204-007-0000	Vacant Land	Residential	2011 Bank demolition	2017 Tax Deed
231 Allegheny St	32-30-205-004-0000	Vacant Land	Residential	2012 CDBG-IKE	2018 Tax Deed
232 Allegheny St	32-30-204-008-0000	Vacant Land	Residential	2016 IHDA-BRP#1	2022 transfer from SSLBDA
233 Allegheny St	32-30-205-005-0000	Vacant Land	Residential	2017 IHDA-BRP#1	2022 transfer from SSLBDA
235 Allegheny St	32-30-205-006-0000	Vacant Land	Residential	2011 County NSP1	2012 HUD donation
240 Allegheny St	32-30-204-012-0000	vacant land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA
242 Allegheny St	32-30-204-013-0000	Vacant Land	Residential	2012 CDBG-IKE	2015 Tax Deed
243 Allegheny St	32-30-205-010-0000	Vacant Land	Residential	2017 IHDA-BRP#1	2022 transfer from SSLBDA
246 Allegheny St	32-30-204-015-0000	Vacant Land	Residential	2012 County NSP1	2015 Lien Foreclosure
250 Allegheny St	32-30-204-017-0000	Vacant Land	Residential	2017 IHDA-BRP#1	2022 transfer from SSLBDA
251 Allegheny St	32-30-205-033-0000	Vacant Land	Residential	2021 IHDA APP4 demolition anticipated	2018 Judicial Deed (abandonment)
255 Allegheny St	32-30-205-030-0000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA
256 Allegheny St	32-30-204-020-0000	Vacant Land	Residential	1995 demolition	2012 Lien foreclosure
262 Allegheny St	32-30-204-023-0000	Vacant Land	Residential	2011 County NSP1	transfer from SSLBDA
266 Allegheny St	32-30-204-025-0000	Vacant Land	Residential	2016 IHDA-BRP#1	2022 transfer from SSLBDA
268 Allegheny St	32-30-204-026-0000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA
270 Allegheny St	32-30-204-027-0000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA
271 Allegheny St	32-30-206-006-0000	Vacant Land	Residential	2017 IHDA-BRP#2	2022 transfer from SSLBDA
274 Allegheny St	32-30-204-029-0000	Vacant Land	Residential	2011 County NSP1	2018 Tax Deed
278 Allegheny St	32-30-204-031-0000	Vacant Land	Residential	2011 County NSP1	2013 Bank Donation
281 Allegheny St	32-30-206-011-0000	Vacant Land	Residential	2008 by Village	2017 Tax Deed
293 Allegheny St	32-30-206-017-0000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA
299 Allegheny St	32-30-206-037-0000	Vacant Land	Residential	2012 CDBG-IKE	2017 Tax Deed
304 Allegheny St	32-30-209-029-0000	Vacant Land	Residential	Never developed	Lien foreclosure
5 Antioch Place	32-30-206-020-0000	Vacant Land	Residential	2013 CDBG-IKE	2016 Warranty Deed by property owner
2 Apache St	32-30-204-035-0000	Vacant Land	Residential	2012 County NSP1	2018 Tax Deed
4 Apache St	32-30-204-036-0000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA
6 Apache St	32-30-210-043-0000	Vacant Land	Residential	2006 by Village	2013 Lien foreclosure
7 Apache St	32-30-209-003-0000	Vacant Land	Residential	2012 CDBG-IKE	2018 Tax Deed

15 Apache St	32-30-209-007-0000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA
17 Apache St	32-30-209-008-0000	Vacant Land	Residential	1995 by Village	2015 Tax Deed
18 Apache St	32-30-210-007-0000	Vacant Land	Residential	2012 CDBG-IKE	2019 Tax Deed
25 Apache St	32-30-209-012-0000	Vacant Land	Residential	1991 demolition	2012 Lien foreclosure
28 Apache St	32-30-210-012-0000	Vacant Land	Residential	2010 by Village	2019 Tax Deed
32 Apache St	32-30-210-014-0000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA
36 Apache St	32-30-210-016-0000	Vacant Land	Residential	Never developed	2015 Tax Deed
44 Apache St	32-30-210-020-0000	Vacant Land	Residential	2017 IHDA-BRP#1	2022 transfer from SSLBDA
223 Arcadia St	32-30-208-005-0000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA
231 Arcadia St	32-30-208-009-0000	Vacant Land	Residential	2009 County Deconstruction	2017 Tax Deed
234 Arcadia St	32-30-207-041-0000	Vacant Land	Residential	2017 IHDA-BRP#1	2022 transfer from SSLBDA
239 Arcadia St	32-30-208-013-0000	Vacant Land	Residential	2012 CDBG-IKE	2017 Tax Deed
241 Arcadia St	32-30-208-014-0000	Vacant Land	Residential	2013 CDBG-IKE	2013 Fannie Mae donation
244 Arcadia St	32-30-207-046-0000	Vacant Land	Residential	2012 CDBG-IKE	2018 Tax Deed
249 Arcadia St	32-30-208-018-0000	Vacant Land	Residential	2007 by property owner	2012 Lien foreclosure
256 Arcadia St	32-30-207-052-0000	Vacant Land	Residential	1994 demolition	2012 Lien foreclosure
258 Arcadia St	32-30-207-053-0000	Vacant Land	Residential	1994 demolition	2015 Tax Deed
265 Arcadia St	32-30-208-026-0000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA
279 Arcadia St	32-30-208-033-0000	Vacant Land	Residential	pre 2004 demolition	2015 Tax Deed
6 Arrowhead Ct	32-30-210-031-0000	Vacant Land	Residential	2019 IHDA APP4 demolition	2019 Judicial Deed (Abandonment)
219 Arrowhead St	32-30-207-001-0000	Vacant Land	Residential	2012 County NSP1	2012 Bank Donation
222 Arrowhead St	32-30-205-016-0000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA
232 Arrowhead St	32-30-205-021-0000	Vacant Land	Residential	1994 demolition	2012 Lien foreclosure
233 Arrowhead St	32-30-207-008-0000	Vacant Land	Residential	2013 CDBG-IKE	2013 Fannie Mae Donation
238 Arrowhead St	32-30-205-024-0000	Vacant Land	Residential	2017 IHDA-BRP#1	2022 transfer from SSLBDA
240 Arrowhead St	32-30-205-025-0000	Vacant Land	Residential	2012 County NSP1	2018 Tax Deed
241 Arrowhead St	32-30-207-012-0000	Vacant Land	Residential	2012 CDBG-IKE	2015 Tax Deed
242 Arrowhead St	32-30-205-026-0000	Vacant Land	Residential	2012 County NSP1	2017 Tax Deed
243 Arrowhead St	32-30-207-013-0000	Vacant Land	Residential	2012 CDBG-IKE	2015 Tax Deed
245 Arrowhead St	32-30-207-014-0000	Vacant Land	Residential	2003 by Village	2012 Lien foreclosure
248 Arrowhead St	32-30-205-029-0000	Vacant Land	Residential	2016 IHDA-BRP#1	2022 transfer from SSLBDA
250 Arrowhead St	32-30-205-033-0000	Vacant Land	Residential	2021 IHDA APP4 demolition anticipated	2018 Judicial Deed (abandonment)
257 Arrowhead St	32-30-207-020-0000	Eastgate Tot Lot	Residential	2016 IHDA-BRP#1	2022 transfer from SSLBDA
259 Arrowhead St	32-30-207-021-0000	Eastgate Tot Lot	Residential	2012 County NSP1	2012 Habitat Donation
264 Arrowhead St	32-30-206-024-0000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA
265 Arrowhead St	32-30-207-024-0000	Vacant Land	Residential	2012 Bank demolition	2012 Bank Donation
210 Indianwood Blvd	31-36-102-015-0000	Community Garden	Residential/Commercial/ Open Space	Never developed	2015 Tax Deed
212 Indianwood Blvd	31-36-102-014-0000	Community Garden	Residential/Commercial/ Open Space	Never developed	2015 Tax Deed
214 Indianwood Blvd	31-36-102-013-0000	Community Garden	Residential/Commercial/ Open Space	Never developed	2015 Tax Deed

216 Indianwood Blvd	31-36-102-012-0000	Community Garden	Residential/Commercial/ Open Space	Never developed	2015 Tax Deed
218 Indianwood Blvd	31-36-102-011-0000	Community Garden	Residential/Commercial/ Open Space	Never developed	2015 Tax Deed
220 Indianwood Blvd	31-36-102-010-0000	Community Garden	Residential/Commercial/ Open Space	Never developed	2011 Tax Deed
259 Lester St	31-36-403-029-0000	Community Garden	Residential	2007 by Village	2010 Lien foreclosure
211 Mantua St	31-36-312-008-0000	Vacant Land	Residential	2010 by Village	2015 Tax Deed
74 Marquette St	31-36-406-025-0000	2021-2022 SSTI	Residential	Will sell after rehab	2020 Judicial Deed (abandonment)
201 Miami St	31-36-313-016-0000	Vacant Land	Residential	2010 by Village	2011 Lien foreclosure
309 Minoqua St	31-35-210-040-0000	Vacant Land	Residential	2009 by Village	2010 Lien foreclosure
320 Neola St	31-36-302-020-0000	Community Garden	Open Space/Community Gardens	Never developed	2017 Tax Deed
322 Neola St	31-36-302-021-0000	Community Garden	Open Space/Community Gardens	Never developed	2017 Tax Deed
324 Neola St	31-36-302-022-0000	Community Garden	Open Space/Community Gardens	Never developed	2017 Tax Deed
326 Neola St	31-36-302-023-0000	Community Garden	Open Space/Community Gardens	Never developed	2017 Tax Deed
328 Neola St	31-36-302-024-0000	Community Garden	Open Space/Community Gardens	Never developed	2017 Tax Deed
13 Oak Lane	31-36-403-021-0000	Vacant Land	Residential		2015 Tax Deed
346 Oakwood St	31-36-413-040-0000	Vacant Land	Residential	IHDA-APP demo 2015	2021 Tax Deed
350 S. Orchard Dr	31-36-306-028-0000	Vacant Land	Residential	2011 by Village	2012 Lien foreclosure
303 Oswego St	31-36-409-013-0000	Vacant Land	Residential	2012 County NSP1	2018 Tax Deed
368 Oswego St	31-36-304-021-0000	Vacant Land	Residential	Never Developed	2007 Tax Deed
127 Peach St	31-36-104-007-0000	Vacant Land	Residential	2012 CDBG-IKE	2018 Tax Deed
261 Rich Road	31-36-114-015-0000	Vacant Land	Residential	Never Developed	2015 Tax Deed
263 Rich Road	31-36-114-014-0000	Vacant Land	Residential	Never Developed	2007 Tax Deed
33 E. Rocket Circle	31-36-114-034-0000	Vacant Land	Residential	2015 Bank demolition	2015 bank donation
23 Sauk Tr	31-36-409-031-0000	Vacant Land	Residential	2018 IHDA-APP#2	2017 Judicial Deed (abandonment)
25 Sauk Tr	31-36-409-015-0000	Vacant Land	Residential	2018 IHDA-APP#2	2017 Judicial Deed (abandonment)
305 Seneca St	31-35-408-014-0000	Vacant Land	Residential	2012 CDBG-IKE	2018 Tax Deed
443 Springfield St	31-24-302-025-0000	Vacant Land	Residential	2012 by Village	2018 Tax Deed
209 Washington St	31-26-409-015-0000	Vacant Land	Residential	2012 by Village	2018 Tax Deed
314 Wildwood St	31-25-103-058-0000	Vacant Land	Residential	Never Developed	2015 Tax Deed
117 Wilson St	31-26-407-005-0000	2020-2021 SSTI	Residential	Will sell after rehab	2020 Judicial Deed (abandonment)
76 Winslow St	31-25-206-010-0000	2022-2023 SSTI	Residential	Will sell after rehab	2021 Judicial Deed (abandonment)
NON-SINGLE FAMILY RESIDENTIAL					
3200 Lincoln Highway	31-23-412-057-0000	Vacant Land	211th St TOD	2012 County NSP1 demolition	2008 Lien foreclosure
350 Main Street	31-36-203-001-0000	Vacant Land	Commercial/Mixed Use	2012 County NSP1 demolition	2010 Lien foreclosure
2330 Western Ave	31-25-209-022-0000	Vacant Land	Commercial		2007 Tax Deed
320 Wildwood St (former school)	31-25-103-065-0000	Vacant Land	Residential	2012 County NSP1 demolition	2009 Tax Deed
Lot 57, Holly Street	31-25-209-004-0000	Vacant Land	Industrial	Never developed	2005 No Cash Bid and Land Swap
Lot 58, Holly Street	31-25-209-003-0000	Vacant Land	Industrial	Never developed	2005 No Cash Bid and Land Swap
Lot 59, Holly Street	31-25-209-002-0000	Vacant Land	Industrial	Never developed	2005 No Cash Bid and Land Swap

Lot 60, Holly Street	31-25-209-001-0000	Vacant Land	Industrial	Never developed	2005 No Cash Bid and Land Swap
Lot 28, North Street	31-25-208-011-0000	Vacant Land	Industrial	Never developed	No Cash Bid
Lot 29, North Street	31-25-208-012-0000	Vacant Land	Industrial	Never developed	No Cash Bid
99 Orchard Dr	31-25-203-022-0000	Vacant Land	Water Plant expansion	Never developed	2007 Tax Deed
Norwood Square - 1	31-25-202-015-0000	Vacant Land	Commercial/Industrial	2012 County NSP1	
Norwood Square - 2	31-25-202-016-0000	Vacant Land	Commercial/Industrial	2012 County NSP1	
Norwood Square - 3	31-25-202-028-0000	Vacant Land	Commercial/Industrial	2012 County NSP1	
Norwood Square - 4	31-25-202-029-0000	Vacant Land	Commercial/Industrial	2012 County NSP1	
Norwood Square - 5	31-25-202-030-0000	Vacant Land	Commercial/Industrial	2012 County NSP1	
Norwood Square - 6	31-25-202-033-0000	Vacant Land	Commercial/Industrial	2012 County NSP1	
Norwood Square - 7	31-25-202-034-0000	Vacant Land	Commercial/Industrial	2012 County NSP1	
Norwood Square - 8	31-25-202-035-0000	Vacant Land	Commercial/Industrial	2012 County NSP1	
Norwood Square - 9	31-25-202-037-0000	Vacant Land	Commercial/Industrial	2012 County NSP1	
Norwood Square -10	31-25-202-039-0000	Vacant Land	Commercial/Industrial	2012 County NSP1	
Blackhawk Shopping Center	31-36-313-019-0000	Shopping Center	Commercial/Mixed Use	Building on property	2015 Judicial Deed
South of CVS Drug Store	31-26-200-033-0000	Vacant Land	DownTown Sign (future)	Never developed	2007 Tax Deed
408 Miami St	31-35-202-002-0000	Vacant Land	Stormwater mgmt	Never Developed	2015 Tax Deed
410 Miami St	31-35-202-003-0000	Vacant Land	Stormwater mgmt	Never Developed	2015 Tax Deed
Central Court Plaza	31-35-202-016-0000	Shopping Center	Commercial	Buildings on property	2017 No Cash Bid
SOUTH SUBURBAN LAND BANK AND DEVELOPMENT AUTHORITY OWNED PROPERTIES					
SINGLE FAMILY RESIDENTIAL					
	Acquisition Date	Condition	Future Use	Demolition	Acquisition Method
		Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
232 Berry Street	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
66 Cherry Street	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
509 Davis Street	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
232 Early Street	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
247 Farragut Street	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
10 Marquette Pl	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
223 Marquette Street	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
362 Neola Street	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
334 Nokomis Street	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
372 Oswego Street	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
205 Rich Road	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)

247 Sauk Trail	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
249 Sauk Trail	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
461 Springfield Street	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
189 Washington Street	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
78 Water Street	11/22/2021	Single Family Home	For Sale and Rehab		Judicial Deed (abandonment process)
130 Warwick St	4/4/2014	Vacant Land	For sale		