



**Village of Park Forest, Illinois
2023/2024 Budget**

www.villageofparkforest.com

Village of Park Forest

2023/2024 Budget

Mayor

Joseph A. Woods

Trustees

Theresa M. Settles

Tiffani Graham

Maya Hardy

Erin I. Slone

Randall White

John V. Moore

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, 2022

Christopher P. Morill

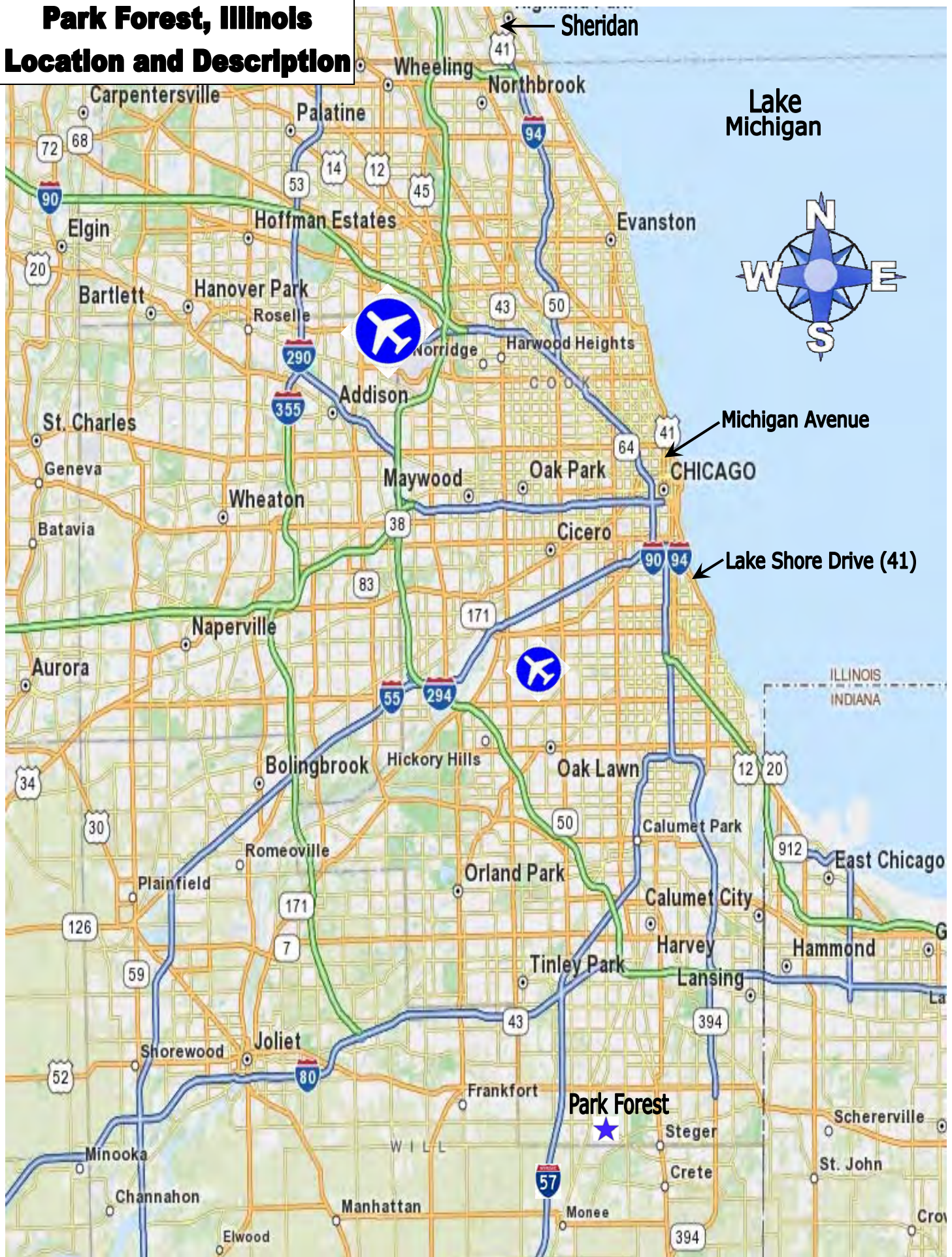
Executive Director

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, 2022.

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



LINCOLNWOOD
SINGLE FAMILY
RESIDENTIAL
AREA

ELIZABETH
LUDEMAN CENTER

CN LINE

COM-ED
R.O.W.

W STREETS
(SINGLE FAMILY)

AQUA CTR./
CENTRAL PARK/
FREEDOM HALL

M & S
STREET
AREAS

T.O.D.

VILLAGE OF OLYMPIA FIELDS

VILLAGE OF WATTESON

VILLAGE OF WESTERN PARK

THORN CREEK NATURE PRESERVE

HIDDEN MEADOWS

Village of PARK FOREST, ILLINOIS



TO THORN CREEK
BASIN SAN.
DISTRICT

(IN FEET)
1 inch = ft.

PARK FOREST
BUSINESS PARK

"EAST" GATE AREA

NORWOOD SHOPPING
CENTER

RENTALS
COOPERATIVE
TOWN HOMES

DOWNTOWN
PARK FOREST

CHESTNUT
STREET

RENTALS
COOPERATIVE
TOWN HOMES

SAUK TRAIL

WESTERN
AVENUE

AUTUMN
RIDGE

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 2023, the Village of Park Forest has 158 full-time employees and approximately 56 part-time employees.

Census Information

	<u>2010</u>	<u>2022</u>	<u>Projected 2027</u>
Population	21,975	21,864	21,264
Median Age	37.4	40.5	41.2
Total Housing Units	9,601	9,799	9,799
Average Home Value	\$105,347	\$139,286	\$190,607
Median Household Income	\$48,291	\$60,602	\$74,073
Average Household Income	\$65,795	\$77,647	\$90,782
Per Capita Income	\$26,181	\$31,863	\$37,475

	<u>2010</u>		<u>2022</u>		<u>Projected 2027</u>	
<u>Race and Ethnicity</u>	<u>Number</u>	<u>%</u>	<u>Number</u>	<u>%</u>	<u>Number</u>	<u>%</u>
White Alone	7,338	33.4%	4,252	19.4%	4,058	19.10%
Black Alone	13,144	59.8%	15,082	69%	14,466	68%
American Indian Alone	69	.3%	54	.2%	57	.3%
Asian Alone	166	.8%	171	0.8%	175	0.8%
Pacific Islander Alone	10	0.0%	9	0.0%	8	0.0%
Some Other Race Alone	465	2.1%	778	3.6%	832	3.9%
Two or More Races	783	3.6%	1,518	6.9%	1,667	7.8%
Hispanic Origin (any race)	1,407	6.4%	1,786	8.2%	1,841	8.7%

	<u>2010</u>		<u>2022</u>		<u>Projected 2027</u>	
<u>Population by Sex</u>						
Male	9,858	44.9%	9,792	44.8%	9,579	45%
Female	12,117	55.1%	12,073	55.2%	11,684	54.9%

<u>Senior Population</u>	<u>2010</u>	<u>2022</u>	<u>Projected 2027</u>
65 and over	12.70%	18.8%	21%

<u>Education Level</u>	<u>2022</u>
High School Graduate	19.9%
Some College	29.5%
Associate Degree	11.6%
Bachelor's Degree	16.4%
Graduate/Professional Degree	11.2%

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 2021/2022, budgeted and estimated year-end expenditures for Fiscal Year 2022/2023 with proposed expenditures for the 2023/2024 Budget, including the percentage change between Fiscal Year 2022/2023 Budget and Fiscal Year 2023/2024 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, glossary of terms and 5-year capital plan.

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 \$5,871,784 for all Police personnel for the Fiscal Year 2023/2024. 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 \$54,945.

VILLAGE OF PARK FOREST 2023/2024 BUDGET

TABLE OF CONTENTS

OVERVIEW

Transmittal Letter	I – XIX
Budget Message	
Executive Summary	1-1
Budgetary Policies-Programmatic and the Budget Process	1-1 – 1-5
Budget Overview	1-5 – 1-6
Departmental Overview	1-6 – 1-20
Budget Policies - Fiscal	1-21 – 1-26
Long Range Debt Management	1-26 – 1-27
Budget Schedule	1-28
Organizational Chart	1-29

FINANCIAL SUMMARY

Executive Report to the Public/Financial Summary	2-1 – 2-3
Revenue Summary	2-4 – 2-14
Interpretive Notes on Charts and Graphs	2-15 – 2-16
General Fund Revenues (Table)	2-17
General Fund Expenditures (Tables and Graph)	2-18 – 2-21
General Fund Expenditures Trends	2-22 – 2-23
Oversight Responsibilities	2-24
Fund Structure	2-25
Revenue & Expenditures All-Funds (Tables and Graphs)	2-26 – 2-33
Interpretive Notes on Fund Summaries	2-34
General Fund Summary	2-35
General Fund Comparative Revenue, Expenditures and Fund Balance	2-36
Fund Summary	2-37 – 2-42
Operating Budget Impact of Capital Items	2-43 – 2-45
Capital Expenditures by Department	2-46 – 2-50
Summary of Significant Accounting Policies	2-51 – 2-55

GENERAL FUND

ADMINISTRATION/FINANCE

Manager's Office

Department Function	3-1 – 3-2
Accomplishment of 2022/2023 Budget Objectives	3-2 – 3-6
2023/2024 Objectives and Performance Measures	3-6 – 3-8

Board Of Trustees/Elected Officials

Department Function	3-9
Accomplishment of 2022/2023 Budget Objectives	3-9 – 3-14
2023/2024 Objectives and Performance Measures	3-14 – 3-15

Boards and Commissions

Department Function	3-16 – 3-17
Accomplishment of 2022/2023 Budget Objectives	3-17 – 3-19
2023/2024 Objectives and Performance Measures	3-19 – 3-22

Legal Services

Department Function	3-23
Accomplishment of 2022/2023 Budget Objectives	3-23 – 3-24
2023/2024 Objectives and Performance Measures	3-25

Finance Department

Department Function	3-26
Accomplishment of 2022/2023 Budget Objectives	3-26 – 3-29
2023/2024 Objectives and Performance Measures	3-30 – 3-312
Staffing	3-33
Organizational Chart	3-34
Department Summary	3-35
Department Salary Detail	3-36 – 3-38
Department Detail	
Manager's Office/Personnel	3-39 – 3-43
Board of Trustees/Elected Officials	3-44 – 3-46
Boards and Commissions	3-47 – 3-48
Legal Services	3-49
Finance	3-50 – 3-53

POLICE

Department Function	4-1 – 4-5
Accomplishment of 2022/2023 Budget Objectives	4-5 – 4-13
2023/2024 Objectives and Performance Measures	4-13 – 4-22
Staffing	4-23
Department Organizational Chart	4-24
Department Summary	4-25
Department Salary Detail	4-26 – 4-32
Department Detail	4-33 – 4-38

FIRE

Department Function	5-1 – 5-3
Accomplishment of 2022/2023 Budget Objectives	5-3 – 5-4
2023/2024 Objectives and Performance Measures	5-5 – 5-8
Staffing	5-8 – 5-10
Department Organizational Chart	5-11
Department Summary	5-12
Department Salary Detail	5-13 – 5-17
Department Detail	5-18 – 5-22

RECREATION, PARKS & COMMUNITY HEALTH/ BUILDING & GROUNDS

Department Function	6-1 – 6-7
Accomplishment of 2022/2023 Budget Objectives	6-7 – 6-8
2023/2024 Objectives and Performance Measures	6-8 – 6-10
Staffing	6-11
Department Organizational Chart	6-12
Department Summary	6-13
Department Salary Detail	6-14 – 6-16
Department Detail	
Recreation, Parks & Community Health	6-17 – 6-28
Buildings and Grounds	6-29 – 6-30

PUBLIC WORKS

Department Function	7-1
Accomplishment of 2022/2023 Budget Objectives	7-1 – 7-3
2023/2024 Objectives and Performance Measures	7-3 – 7-4
Staffing	7-4
Department Organizational Chart	7-5
Department Summary	7-6
Department Salary Detail	7-7 – 7-9
Department Detail	7-10 – 7-14

ECONOMIC DEVELOPMENT & PLANNING

Department Function	8-1 – 8-3
Accomplishment of 2022/2023 Budget Objectives	8-3 – 8-9
2023/2024 Objectives and Performance Measures	8-10 – 8-13
Staffing	8-13
Department Organizational Chart	8-14
Department Summary	8-15
Department Salary Detail	8-16
Department Detail	8-17 – 8-20

COMMUNITY DEVELOPMENT

Department Function	9-1 – 9-2
Accomplishment of 2022/2023 Budget Objectives	9-2 – 9-7
2023/2024 Objectives and Performance Measures	9-7 – 9-9
Staffing	9-10
Department Organizational Chart	9-11
Department Summary	9-12
Department Salary Detail	9-13 – 9-14
Department Detail	9-15 – 9-17

ENTERPRISE FUNDS

Creating Major Funds with Recreation and Parks and Public Works	
Enterprise Funds	10-1
Recreation and Parks Combined Enterprise Revenue Summary	10-2
Recreation and Parks Combined Enterprise Expense Summary	10-3
Public Works Combined Enterprise Revenue Summary	10-4
Public Works Combined Enterprise Expense Summary	10-5

RECREATION & PARKS

Park Forest Aqua Center

Department Function	11-1
Accomplishment of 2022/2023 Budget Objectives	11-2
2023/2024 Objectives and Performance Measures	11-2 – 11-3
Revenue Summary	11-4
Expenditure Summary	11-5
Department Detail	11-6 – 11-8

Tennis and Health Club

Department Function	12-1 – 12-2
Accomplishments of 2022/2023 Budget Objectives	12-2
2023/2024 Objectives and Performance Measures	12-2 – 12-3
Revenue Summary	12-4
Expenditure Summary	12-5
Department Detail	12-6 – 12-8

PUBLIC WORKS

Municipal Parking

Department Function	13-1 – 13-2
Accomplishment of 2022/2023 Budget Objectives	13-2 – 13-4
2023/2024 Objectives and Performance Measures	13-4
Revenue Summary	13-5
Expenditure Summary	13-6
Department Detail	13-7 – 13-8

Refuse Collection

Department Function	14-1 – 14-2
Accomplishment of 2022/2023 Budget Objectives	14-2 – 14-3
2023/2024 Objectives and Performance Measures	14-3 – 14-4
Revenue and Expenditure Summary	14-5
Department Detail	14-6 – 14-7

Water

Department Function	15-1 – 15-2
Accomplishment of 2022/2023 Budget Objectives	15-2 – 15-4
2023/2024 Objectives and Performance Measures	15-4 – 15-5
Staffing	15-6
Revenue Summary	15-7
Expenditure Summary	15-8
Department Salary Detail	15-9 – 15-10
Department Detail	15-11 – 15-20
Water Fund Proposed Budget by Department	15-21 – 15-22

Sewer

Department Function	16-1 – 16-2
Accomplishment of 2022/2023 Budget Objectives	16-2 – 16-4
2023/2024 Objectives and Performance Measures	16-4 – 16-5
Revenue Summary	16-6
Expenditure Summary	16-7
Department Detail	16-8 – 16-11

DOWNTOWN PARK FOREST

Department Function	17-1 – 17-20
Staffing	17-20
Revenue Summary	17-21
Expenditure Summary	17-22
Department Salary Detail	17-23
Department Detail	17-24 – 17-27

CAPITAL PROJECTS FUND

Department Function	18-1 – 18-11
Accomplishment of 2022/2023 Budget Objectives	18-11 – 18-15
2023/2024 Objectives and Performance Measures	18-15 – 18-18
Department Summary	18-19
Department Detail	18-20 – 18-25

MOTOR FUEL TAX FUND

Department Function	19-1 – 19-2
Accomplishment of 2022/2023 Budget Objectives	19-2 – 19-5
2023/2024 Objectives and Performance Measures	19-5 – 19-6
Revenue Summary	19-7
Expenditure Summary	19-8
Department Detail	19-9 – 19-10

HOUSING

Function	20-1
Housing Choice Voucher Program Description	20-2 – 20-3
CDBG & NSP 1 Program Description	20-4 – 20-6
Housing Choice Revenue and Expenditure Summary	20-7
Housing Choice Voucher Program Detail	20-8 – 20-10
CDBG & NSP 1 Revenue and Expenditure Summary	20-11

RETIREMENT

Funds Function	21-1 – 21-4
FICA and IMRF Restricted Fund Analysis	21-4 – 21-5
Police Pension Fund Summary	21-6
Fire Pension Fund Summary	21-7

BOND RETIREMENT

Function	22-1 – 22-3
Debt Service Overview	22-4
Revenue and Expenditure Summary	22-5
Debt Service Schedules	22-6 – 22-7

TIF

DownTown/Norwood Function	23-1 – 23-13
DownTown Revenue and Expenditure Summary	23-14
DownTown Departmental Detail	23-15

VEHICLE SERVICE

Department Function	24-1
Accomplishment of 2022/2023 Budget Objectives	24-1
2023/2024 Objectives and Performance Measures	24-1 – 24-2
Revenue Summary	24-3
Expenditure Summary (by Departments)	24-4 – 24-5
Department Detail	
Administration	24-6
Police Department	24-7
Fire Department	24-8 – 24-9
Recreation and Parks Department	24-10
Public Works	24-11 – 24-12
Community Development	24-13

LIBRARY

25-1 – 25-11

SUPPLEMENTAL SCHEDULES

Salary Schedules

26-1 – 26-4

Glossary of Terms

26-5 – 26-21

CAPITAL PLAN

27-1 – 27-82



www.villageofparkforest.com

Mayor
Joseph A. Woods

May 1, 2023

Village Trustees
Tiffani Graham
Maya Hardy
John V. Moore
Theresa M. Settles
Erin I. Slone
Randall White

Mayor Joseph A. Woods
Board of Trustees
Park Forest, Illinois

Dear Mayor Woods and Trustees:

Village Clerk
Sheila McGann

Village Manager
Thomas Mick

Transmitted herewith is the budget for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024. The Village of Park Forest operates under the Budget Act, as outlined in Chapter 65, Section 5/8-2-9 of the Illinois Compiled Statutes, and local ordinances related to the budget derived from the Village's home rule status. These state statutes and local ordinances require the Village Board to adopt the budget prior to the beginning of the fiscal year to which it applies. The law also provides that the budget shall serve as the annual appropriations ordinance.

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

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

DownTown Management Office
226 Forest Blvd.
(708) 503-8153

Fire Department
156 Indianwood Blvd.
(708) 748-5605

The Budgeted expenditures in the General Fund after transfers are \$34,734,394. General Fund revenues are projected at \$30,641,724. The General Fund expenditures exceed proposed revenues by \$4,092,670. However, \$4.7 million of the unassigned fund balance of the General Fund will be utilized to fund a major infrastructure project in FY 23/24. This project will address part of the Village's aging infrastructure while maintaining a 5.5 month reserve in the General Fund. Budgeted expenditures for all funds other than the Library Fund are \$65,142,276. Budgeted revenues for all funds, other than the Library Fund, are \$63,400,299.

Freedom Hall
410 Lakewood Blvd.
(708) 747-0580

Police Department
200 Lakewood Blvd.
(708) 748-4700

Income tax revenues continue to grow, reflecting increasing wages in the State of Illinois. Overall sales taxes have improved due to use tax increases from certain internet sales tax and sales tax on internet sales that are applied to their specific zip code acting almost like a point-of-purchase transaction and from cannabis sales taxes. The full impact of internet sales taxes was realized starting in FY 19/20 and the Illinois Municipal League forecasted a 3% increase in Local Use Tax for FY 23/24. Housing values continue to increase and are now higher than they have been over the last 14 years.

Recreation, Parks & Community Health Department
350 Victory Drive
(708) 748-2005

The Board approved a 0.0% tax levy increase for 2022 for the Village portion of the levy, all while maintaining service levels throughout the Village and continuing the pattern started five 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 1.94% 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 had 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 was late issuing the second/final installment bills in calendar 2022 that pushed receipts back by almost five 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 2023/2024 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. Staff will continually evaluate non-core services.

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 and 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. Closing the second municipal parking lot was discussed during reviews of the FY 23/24 budget with the Board of Trustees.

The Village support for the following services has been identified. Revenue, expenditure and Village support amounts are from the Fiscal Year 2022 annual audit:

	<u>Non-Core Services</u>			
	<u>Revenues*</u>	<u>Expenditures</u>	<u>Revenue Coverage</u>	<u>Village Support</u>
Aqua Center	\$ 169,727	\$ 418,056	41%	\$ 250,000
Tennis & Health Club	187,206	213,023	88%	615,000
Parking Lot	87,028	51,363	169%	75,000
Freedom Hall	75,702	322,569	24%	246,867
Housing Authority	2,706,169	2,792,650	97%	0
Jolly Trolley	30,478	82,163	37%	51,685

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

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’s 22/23 and 23/24 budgets each have 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.

As determined by the budget and based on the needs of the community, Village staffing will continue to be evaluated accordingly. Over the past seven years, the Village has eliminated a host of positions – largely due to the closing of the Park Forest Health Department – and has consolidated others. Some new positions have been added to allow for more specialized staffing in particular areas of focus, like human resources generalist, communications specialist, communications manager, cultural arts manager, and cultural arts specialist.

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 contributions over the past ten calendar years have been:

	<u>IRMA Costs</u>					
	<u>Annual</u>	<u>Surplus</u>	<u>Optional</u>	<u>Net</u>	<u>Fiscal Year</u>	<u>Total</u>
	<u>Contribution</u>	<u>Credit</u>	<u>Deductible</u>	<u>Premium</u>	<u>Deductible</u>	<u>Cost</u>
			<u>Credit</u>	<u>Paid</u>	<u>Expense</u>	
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
2022*	1,095,795	(354,885)	(493,108)	247,802	367,604	615,406
2023est.*	1,085,400	(246,856)	(466,722)	371,822	500,000est.	871,822

* 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. The same process was done again in FY 22/23 to lower the 2022 tax levy.

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

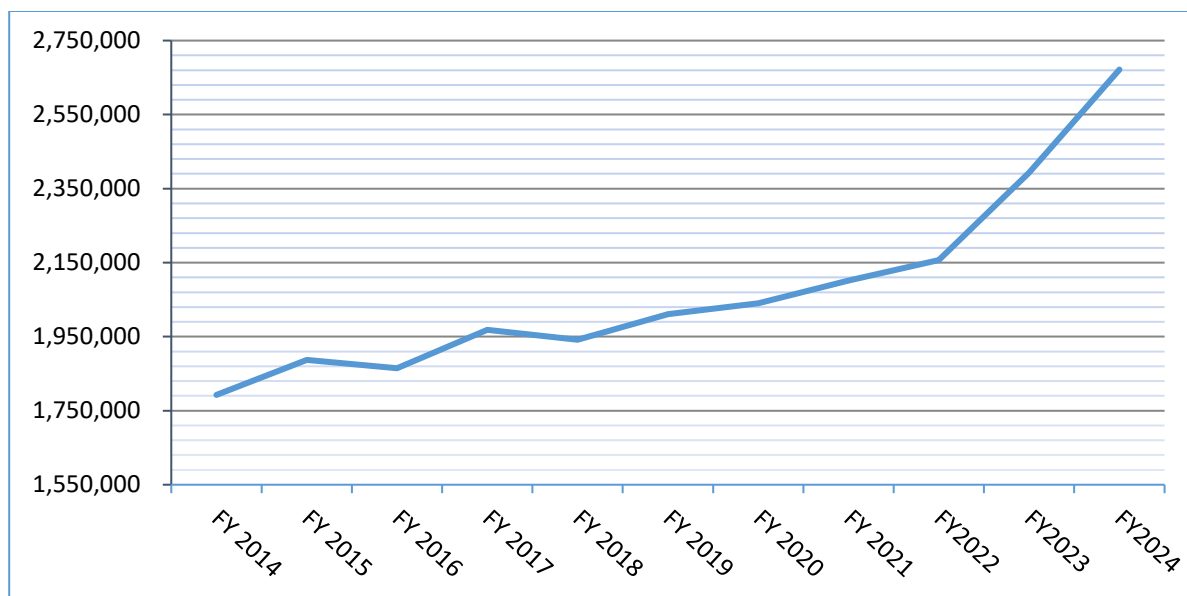
times, well into the 13% to 19% range. The ACA limits the amount of profit certain health insurance companies can make; past that certain point, the excess profit must be applied to reducing the cost of premiums. The cost of medical, dental and life insurances have increased over the last ten years as follows:

Health Insurance Costs

	<u>Total Dollars</u>	<u>Percent Change</u>
Fiscal 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	2,101,713	3%
Fiscal 2021/2022	2,156,666	2.6%
Fiscal 2022/2023 est.	2,393,441	11%
Fiscal 2023/2024 est.	2,671,706*	11.6%

* - FY 2024 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 \$65,361 for health insurance costs for duty disabled police and fire personnel that qualify for PSEBA benefits (Public Safety Employees Benefit Act) and \$76,416 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 for more than 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 22/23 due to inflation concerns, there has been significant military action in Europe and a recession is expected.

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. 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. At the time this document was written, current participants in the retirement plans are 117 for IMRF, 41 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>
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	98.60%	2,782,272	44.50%	1,678,384	48.60%
2022	528,768	98.20%	3,152,153	45.20%	1,708,187	51.60%

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 \$326,935 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 and at the time this budget document was written, no determination has been made on the amount of future surcharges. 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>	
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
2023/24	578,865

The Village's SouthCom costs are budgeted to decrease 12.6% for 2023/2024. 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>
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
2022	17,123	4,881	22,004

Revenue Protection and Enhancements

The following table shows the trends since 2015 in key revenue categories:

	<u>Fiscal</u> <u>2015</u>	<u>Fiscal</u> <u>2016</u>	<u>Fiscal</u> <u>2017</u>	<u>Fiscal</u> <u>2018</u>	<u>Fiscal</u> <u>2019</u>	<u>Fiscal</u> <u>2020</u>	<u>Fiscal</u> <u>2021</u>	<u>Fiscal</u> <u>2022</u>
Sales Tax	\$ 779,014	\$ 838,061	\$ 857,532	\$ 911,527	\$ 1,048,762	\$ 1,192,933	\$ 1,517,772	\$ 1,551,727
Utility Tax	1,250,760	1,093,283	1,128,093	1,060,843	1,036,108	957,088	980,176	1,112,273
State Income Tax	2,279,826	2,201,109	2,078,045	1,973,253	2,289,854	2,173,253	2,927,717	3,568,064
PPRT	224,574	203,883	228,088	183,393	209,478	223,457	320,417	710,116
R. E. Transfer Tax	86,350	371,061	165,895	151,310	174,120	227,195	271,090	385,770
Building Permit Fee	91,137	98,449	137,432	164,165	103,442	107,183	121,939	121,875
Interest Income	<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>	<u>293,136</u>
	4,795,152	4,896,143	4,648,351	4,825,355	5,311,240	5,232,415	6,564,786	7,742,961

Income Tax is one of the Village's major revenue sources. The 2023/2024 Budget includes projected Income Tax at \$3,370,160 which is based on IML projections. The 2023/2024 budget reflects an ending fund balance of a 5.5 month reserve. The FY 23/24 General Fund budget has a 1-month expenditure level of \$2,894,533. 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 2024 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 nine years. In spring 2022, the Village learned that Cook County would delay the disbursement of the 2nd property tax bill for 2022 until late 2022. This delay in receiving those payments from Cook County means that the Village had to use over \$7.1 million of its General Fund reserves to fund operations without interruption. Reserves were replenished once the property taxes were received but this situation, which was 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 (IHDA) 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 increased substantially in FY 2022/2023. FY 23/24 continues to see increasing interest earnings across all funds.

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 through FY 2022/2023. The Village will likely resume the program in FY 2023/2024. 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 – including one serving as Mayor.

In 2015, the Village achieved a recognition as a STAR (Sustainability Tools for Assessing and Rating) community. This built on the work unfolding from the 2012 Park Forest Sustainability Plan. Other projects have included a Bike & Pedestrian Plan, a Complete Streets Policy and a Climate Action Resiliency Plan. Park Forest continues working on other projects (community gardens, rain gardens, recycling programs, etc.) that have aided in securing grant funds toward enhanced sustainability. The most recent examples include community solar initiatives being rolled out in addition to a community-wide electric aggregation project. Finally, in FY 2022/2023, Park Forest went live with a solar array project on, and around, the water plant. A project like none other in the south suburbs, the solar array offsets nearly 50% of the annual utility costs at the water plant.

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

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 65 years ago. Many of the materials used for infrastructure are no longer utilized, such as cast iron from which water pipes were made over 65 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 \$13,089,354 of capital improvements are included in the Fiscal Year

2023/2024 Budget. This includes \$104,300 for the ongoing computer, printer and copier replacement program, \$115,000 for network hardware and licensing upgrades, \$100,000 for various Village Hall improvements, \$142,000 for improvements to the Police department facility, \$30,000 for improvements to the municipal garage, \$37,000 for Recreation Center improvements, \$4,737,575 various for road improvements, \$152,400 in improvements to various parks in the Village and \$91,200 in various Fire department equipment needs and facility improvements. There is \$1,500,000 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, \$75,000 for improvements to Central Park and \$300,000 in DownTown Master Plan objectives and \$200,000 for public washrooms from the TIF Fund. In the Vehicle Services Fund, there is an engine replacement at \$750,000, \$95,000 for a replacement mower, \$400,000 for a vactor/jetter truck, \$153,000 for police vehicles and \$2,683,479 for improvements to Forest Boulevard and 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>
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
2023/2024	5,531,475	7,557,879	13,089,354

The proposed capital spending for 2023/2024 includes costs associated with the following major projects:

Water Infrastructure

- The Blackhawk water tower has a \$500,000 budget for an overcoat. This project is a repainting of the water tower that will extend the life of the tower. Water Fund revenues will pay for this project.
- The Water Fund is planning maintenance at well 6 for \$90,000 in FY 22/23.
- The Water Fund has a \$910,000 budget for water main improvements.

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 2023/2024, water and sewer rates will each increase by 5% in order to afford ongoing major capital outlays:

July 1, 2023 Rates

Water	\$19.91 per 1,000 gallons
Water Infrastructure Fee	3.00 per month (no change)
Sewer	3.64 per 1,000 gallons
Refuse	25.87 per month thru December, 2023

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	73.67
<u>Sewer</u>	Ready to Serve	.27
	Volume Charge	13.47
<u>Thorn Creek*</u>	Ready to Serve	1.90
	Volume Charge	9.07
<u>Refuse</u>		<u>25.87</u>
	Average Bill	\$131.24

* Thorn Creek volume charges are \$2.451 per 1,000 gallons effective July 1, 2023.

MFT Fund

- Construction and construction engineering for resurfacing of Shabbona Drive totals \$392,731. This item is the final phase 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. \$211,000 for Westwood Drive consists of Phase I Engineering for a road improvement along this route, which includes preliminary engineering, environmental studies, data collection, traffic studies, intersection studies, soil investigation, field evaluation and topo surveys, interagency coordination meetings, drainage studies, estimates of cost, and development of final Project Development Report. \$2,079,748 for ITEP path

construction and engineering along Forest Blvd. This item consists of funding for construction of a 10-foot wide multi use path along Forest/Norwood Blvd from the Downtown to Westwood Drive and will include intersection and pedestrian improvements. This item also consists of funding for an onsite Resident Engineer to oversee and manage the project on behalf of the Village.

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), 77 of these lots are in public ownership as of April 2023. 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.

Three single family homes (200 Allegheny Street, 269 Allegheny Street, and 236 Arcadia Street) were sold to **Community and Economic Development Association of Cook County, Incorporated** (also known as CEDA) in spring 2023 as part of a **new initiative** for home rehabilitation and occupancy.

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 15 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 like the Strong Communities Program. Most recently, 182 Washington and 307 Meota - both acquired through the No Cash Bid Program of Cook County- were sold to private developers in winter of 2022.

In 2018, the Village initiated the **South Suburban Trades Initiative (SSTI)** in partnership with South Suburban College, Prairie State College, and several trade unions. The SSTI is supported with funding from the Illinois Housing Development Authority and the Village Capital Fund. 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, in FY 2020-2021 117 Wilson was rehabbed (and used by the NCCC team), and in FY2021-2022 74 Marquette's renovation was complete. These four 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 FY2022-2023 home is 76 Winslow and 244 Gentry has been acquired for FY2023-2024. The net profit from these houses, and subsequent sales of SSTI houses, will be reinvested in programs to rehabilitate additional homes. The Village was awarded and fully expended a \$250,000 grant from the Illinois Housing Development Authority (IHDA) – Strong Communities Program to continue the SSTI, undertake modest rehabilitation of two other Village-owned houses, and demolish vacant, blighted houses.

In December 2022, the Village of Park Forest was awarded \$400,000 by the Illinois Housing Development Authority (“IHDA”) for the **Home Repair and Accessibility Program** (“HRAP”). The Village plans to complete roof replacements and repairs to approximately 14 qualified owner-occupied homes throughout the community.

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 continues to be widely shared with potential developers and the study is linked to the land listings on-line. **IFF, a multi-family residential developer submitted development plans**, which staff, the Planning and Zoning Commission, and Village Board have approved. The development, intended for roughly half of the former Marshall Fields parking lot, will construct forty-four new residential units

Commercial and Manufacturing Initiatives

Forty-six caterers have passed through Poppin Plates, and the current roster consists of 17 caterer members. Three brick and mortar storefronts - Dolce by Dori, All Out Smoke Pit, and Buttery Delights Soul Food & Bakery - began at Poppin Plates. In FY 2022-2023, Tower Cleaners ownership changed to Martinizing Green Cleaning; Premier Treatment and Counseling Services opened; and the State Farm office for the new agent was renovated.

With the growth of fulfillment centers in the south suburbs, there was increased interest by small trucking and freight related firms for available property in the industry park. Village owned properties in the industrial park were under contract several times in FY2022-2023, however, none of the transactions was consummated. Whereas, **70 North Street sold to M&M Pallet**, which employs thirty-five people and has plans to invest in site improvements.

A **small business loan program**, funded by the CARES Act, was designed and is being promoted. Two inquiries were received, but neither has followed thru.

A policy allowing for **food trucks** was developed and is being utilized regularly by Juancho’s Tacos.

The 2.25 acre property owned by the Village at **20 Main Street** is under contract. The Village Board approved a purchase and sales agreement with a national developer who has

proposed a two tenant commercial development. The site plan is under review by staff in spring 2023.

DownTown Park Forest

In March 2022, **Village-owned buildings in DownTown Park Forest were 94 percent occupied.** A year later, occupancy is at 92 percent occupied, which is result of the newly available built out space. The past two years marked significant investment in build-out of space. A previously raw space, 388 Forest Blvd, was completed and rented to Lolo's Gourmet Cookies. Both 299 Main Street and 361 Artists Walk are improved to vanilla box standards.

In 2022-2023, **overall general maintenance of the DownTown** continued to address curb appeal and structural matters. For Buildings 5 & 6A, the fascia and columns were painted, gutters and downspouts (part of a four year plan) were replaced, sidewalks were shaved down for safe walkability, and the roof sealcoating on Building 5 was completed. To grow the year-round attraction of the DownTown, permanent lights along the eaves and roof line were installed for holidays, celebrations and special events. The build out of 67 Lester is underway for All Out Smoke Pit. The last dumpster enclosure was replaced for the Village owned buildings. With the untimely passing of artist Patricia Moore, the Salon Artist Gallery closed. To strengthen efforts to fill this storefront, the unit needed a partial rebuild and new HVAC system. Maya's Beauty Supply moved into 294 Main and continues to draw customers daily. The DownTown Property Management Office maintains a waiting list for second floor offices. The 2023/24 budget will continue with improvements of downtown buildings, curb appeal, for move-ins and holiday installations with a wow factor. DownTown staff are managing the Dining on the Green venue.

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 examined the physical condition of the buildings and infrastructure to establish a comprehensive, long-term plan for capital improvements. The Master Plan Update also examined how DownTown Park Forest can continue to serve an increasingly diverse population with new shopping, recreational, and service needs. The Update will be presented to the Village Board and Mayor in spring 2023 for adoption. 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 the renewing of the three-year Electric Aggregation program - initiated in 2020 for the first round- 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. Additionally, starting in winter and spring of 2023, the Village partnered with an agency to provide residents with another layer of sustainable power: Community Solar. This allows qualified residents to receive a 50% reduction on their energy supply costs.

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 was completed at the Water Treatment Plant September 2022.** 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 was executed. The RECs are sold to the State of Illinois, and will reduce the payback by half and pay the Village approximately \$391,000 over the next 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 from other property owners and increases tax rates.

In FY 2021-2022, **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 invested \$300,000 in updates and renovations. Shakti LLC secured three tenants: Bixby's Bar & Grill, Presidential Cigar Lounge, LLC and Gourmet Buttery Delights Soul Food and Bakery.

Village Owned Properties

- DownTown properties (5 buildings and various vacant land parcels)
- Hidden Meadows (72 acres)
- Former Norwood Square shopping center (12 acres)*
- Blackhawk Shopping Center
- Several Business Park lots
- 3200 Lincoln Highway*, Former Metra Parking Lot at 211th Street Station, and 3250 Lincoln Hwy (48,000 sf building)
- Residential lots in Eastgate (77)* and Scattered residential lots (29)*
- Former Wildwood School site*

*Now vacant, demolished and ready for development

Included in the 2023/2024 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, increased video production, enhanced email communication, expanded direct mail communication, added new electronic message boards, and developed a mobile app. In 2021, the communications director position was restructured to create two communications roles to be serve the increased demand for news and social media content. In 2022, communications manager and communications specialist positions were filled. Additionally, 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.

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. The worst of the COVID-19 pandemic is past and the Village is actually in better financial condition than it was three years ago.

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 2023/2024 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 2023/2024 Budget plans to accomplish several major capital improvements.

In short, the 2023/2024 Budget:

- **Implements the Board's strategic plan goals adopted in 2022 in the FY 2023/2024 budget.**
- **Is balanced with use of a portion of the General Fund assigned and unassigned fund balances 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 decreased \$83,457 for FY 23/24, a decrease of 12.6%.**
- **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 impact of the COVID-19 pandemic on Village operations and financial condition, for the most part, have passed. The Parking Lot Fund, however, has not rebounded and its future is uncertain.**

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. 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 on monthly basis starting with the month of September each fiscal year.

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 2022/2023 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, 2022. 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 122 entities out of 8,526 units of government in Illinois to receive the Distinguished Budget Award and one of only 276 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 2023/2024 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, Analind Serna, Accountant and Esmeralda Ocampo, Payroll Specialist, are worth noting.

In conclusion, we are pleased to transmit to the Mayor and Board of Trustees the 2023/2024 Budget for the Village of Park Forest.

Sincerely,



Thomas K. Mick
Village Manager



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

BUDGET MESSAGE 2023/2024

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 in coming out of the Covid-19 pandemic. Pandemic impacts spanned multiple fiscal years as leaders sorted through what has become the new normal. The 2023/2024 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 2023/2024 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 2023/2024 to maintain the standard services that residents have come to expect. Continuing a trend in recent years, there will be an emphasis placed on public infrastructure projects. More than 5 miles of roadway will be resurfaced and additional water main will be replaced. Based on leveraging grant funds and sound fiscal planning with fund balance, this work will be completed without the need to borrow.

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 2023/2024 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:

A comprehensive strategic planning process unfolded across FY 2020/21 and into 2021/22. Community input included substantial stakeholder analysis. A community survey and focus groups took place. Results were tabulated for review by the Board of Trustees and the public. 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.

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 strategic planning process with pandemic-related stops and starts was completed in 2021/22. New goals were established to guide Village operations and allocation of resources for a 3 to 5 year period. 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 2022 and February 2023) 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 2023/24 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 2022 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 12, 2023. 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 record of accomplishment in receiving the Certificate of Achievement for Excellence in Financial Reporting in *every year from 1996 through 2023*. 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 2021/2022, 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 2023/24.

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 2023/2024, the operating budget for the General Fund contains \$34,734,394 of expenditures. This represents a 10% 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, 2022, which included an IRMA deductible assignment of \$200,000, street maintenance in Public Works of \$2,424,324 and Rec Center improvements

in Recreation, Parks and Community Health of \$246,678. Revenues for the General Fund are \$30,641,724. There is \$4.7 million of unassigned General Fund fund balance being utilized for an infrastructure project in the General Fund in FY 23/24. **Absent this project, there is a budgeted surplus to the Unassigned Fund Balance of \$694,905 in the General Fund for FY 23/24.**

For Fiscal Year 2023/2024, the combined budget of all funds reflects \$65,142,276 of expenditures (excluding the Library). This represents an 8% decrease in expenditures for all funds. Budgeted revenues for all funds other than the Library Fund are \$63,400,299, a decrease of 2%. The majority of this decrease is due to the ARPA revenue of \$1.4 million in the Capital Projects Fund recognized in FY 22/23 that will not be received again. 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 2023/2024 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 \$15,843,826. This represents a 5.5 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 2022, which provides the property tax base for the 2023/2024 Budget. Management Staff were provided direction that 2% growth would be allowed in operating expenses. The 2023/2024 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 2019/2020 through Fiscal Year 2023/2024 projected.

Department*	2019/20	2020/21	2021/22	2022/23	2023/24
<i>Administration/Finance^{1,3,4}</i>	14.53	13.53	12.96	13.43	13.43
<i>Public Works/Water^{1,3,4}</i>	31.27	31.27	30.77	30.77	30.77
<i>Recreation and Parks^{1,4,5}</i>	21.0	21.0	21.0	20.8	21.0
<i>Police^{2,4}</i>	55.1	56.1	56.1	56.1	56.1
<i>Fire^{2,3,5}</i>	26.4	28.4	28.4	28.4	27.4
<i>Community Development^{3,4}</i>	10.5	10.5	10.0	9.5	9.5
<i>Economic Development & Planning⁴</i>	4.6	4.6	4.6	5.1	5.1
<i>Downtown</i>	3.0	3.0	3.0	3.0	3.0
TOTALS	166.4	168.4	166.83	167.10	166.3

* Does not include seasonal positions.

¹ 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.

² 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. Fire includes reorganization changes: addition of a shift commander rank and two new Firefighter/Paramedics funded by a (SAFER) grant through 12/31/23.

³ 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. Fire Deputy Chief position was not filled after retirement in 07/21.

⁴ 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.

⁵ Fiscal 2023/2024 Freedom Hall's Assistant Cultural Arts Manager was reclassified as Cultural Arts Specialist and Main Street Market Manager responsibilities will revert to a PT Market Manager. Community Health Coordinator responsibilities became part of Assistant Director Responsibilities. Fire Department reclassified Administrative Asst to Executive Asst., Captain position eliminated after retirement in 07/23 and Deputy Chief position filled.

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.

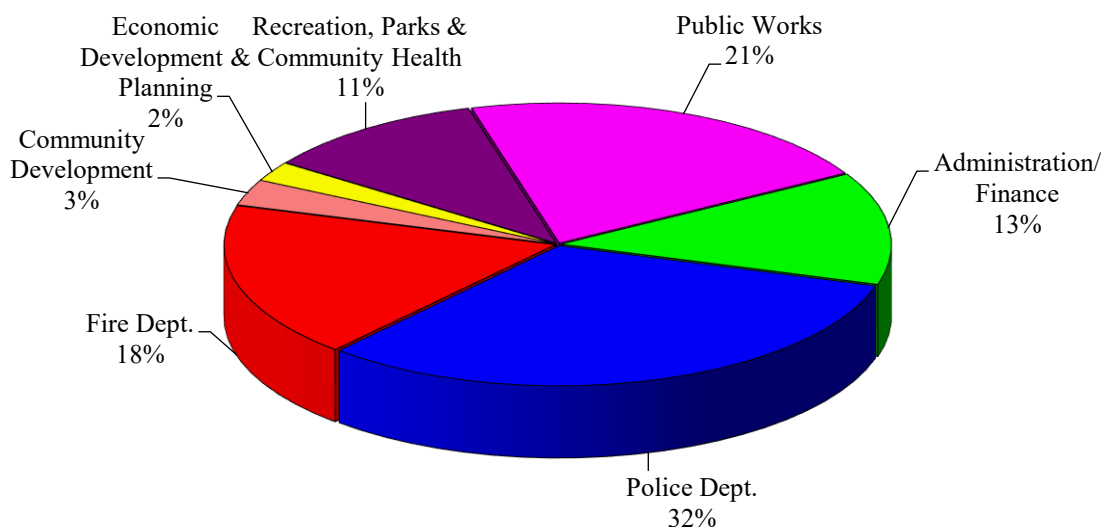
The summary sheets that introduce the budget detail for each department or cost center contain five columns. The first column of a summary sheet is labeled Fiscal Year

2021/2022 Actual. This reflects the amount actually spent in Fiscal Year 2021/2022 in each of the listed categories: personnel, insurance, employee support, etc. The second column is Fiscal Year 2022/2023 Budget. This column reflects the amount budgeted to be spent in each of the listed categories in Fiscal Year 2022/2023. The third column is Fiscal Year 2022/2023 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 2023/2024 Proposed. This column is the proposed budget presented to the Board for its consideration for Fiscal Year 2023/2024. 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 2022/2023 Budget to Fiscal Year 2023/2024 Budget. In reviewing this column, it is also important to take note of the Fiscal Year 2022/2023 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 2022/2023, but believes it will actually spend \$12,000 that number will show up in the Fiscal Year 2022/2023 Estimate column. It would explain why the department decided to budget \$13,000 in Fiscal Year 2023/2024.

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 3-34.

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 50% of the General Fund Budget (before transfers).

**Village of Park Forest
General Fund Operating Expenditures
FY 23/24 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. After a comprehensive planning process, a set of eight goals were adopted in FY 2021/22. These goals will guide Village operations and expenditure of resources for 3 to 5 years. Reporting on efforts toward achieving these goals will be shared with the Board of Trustees several times throughout the year.

Administration Staffing has almost completely turned over in the past few years. A new Human Resources Director in addition to newly created positions of Human Resources Specialist, Communications Coordinator and Communications Specialist have taken shape. This team will streamline and enhance the Village's recruitment and human resources operations. Additionally, work is underway to meet the strategic planning goal related to marketing and communications, with social media outreach, written communications and Village website materials. Funding is included in FY 2023/24 to enhance communications and marketing to current and prospective new residents.

One of the single largest municipal expenses each is employee health insurance. Managing health insurance plan premiums are very important. Health insurance premium rates in 2023/2024, 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%
July 1, 2022	7.02%

Dental premiums for 2023/2024 are expected to see a nominal increase. An employee Health and Wellness Taskforce works to enhance employee wellness. In 2023/2024, this work will continue 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.

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.

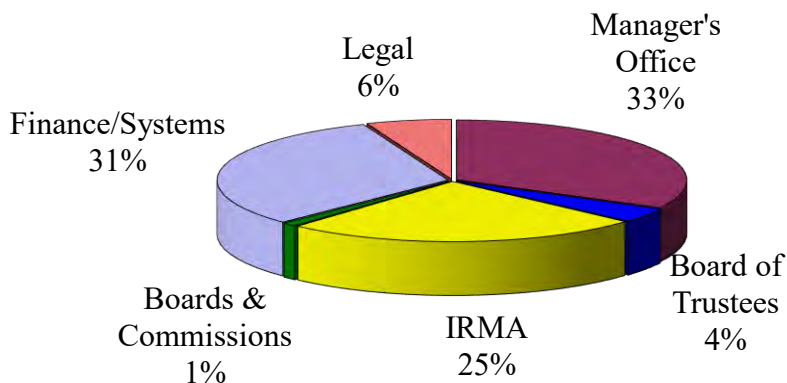
Liability and workers' compensation coverage rates through the Intergovernmental Risk Management Association (IRMA) are noted in Administration but encompass the entire organization. The Village has saved costs on the insurance premium by selecting a \$100,000 insurance deductible. However, funds need to be set aside as reserves for potential claims exposure. This will continue in 2023/2024.

In 2023/2024, 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 23/24 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 2024 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 2023/24 budget includes \$30,000 toward these costs. However, costs could double in the coming fiscal years.

Police:

In Fiscal Year 2022/2023, the Village's newly formed Police and Fire Advisory Council began operation. This Council allows residents who have been appointed to provide input and review important information regarding the Police Department such as resident complaints and use of force data, and provide in-person communication, input, and recommendations directly from residents to the administration of the Police and Fire Departments.

On a transitional note, the staffing structure for the Police Department shifted in FY 2022/23. Changes included, among others, the number of Commanders and Sergeants, and the staffing allocation in the Investigations Division. The organizational chart for department has been updated to reflect these changes in the 2023/24 budget.

In order to provide transparency, the Police Department provides detailed data throughout the budget narrative regarding all aspects of the agency's activities. Traditional information such as crime reporting and crash data is included, but data regarding citizen complaints, community outreach, and use of force incidents are also presented.

As has historically been the case, in 2022/2023 the Police Department continued its dedication to providing services to youth in Park Forest. Included in the budget narrative are details regarding the Youth Violence Prevention Engagement Program and multiple other non-traditional juvenile and effective programs.

In 2022 and 2023, certain crime trends showed significant increases, most notably motor vehicle thefts. The Police Department began and continues innovative policing methods to provide safety and security to Park Forest residents, including using technology such as automated license-plate reading cameras to identify stolen vehicles and forming an Unmanned Aerial Vehicle (UAV) program that can be used to assist in the tracking of fleeing suspects. Another non-traditional approach was partnering with auto manufacturers to provide free anti-theft devices to residents who own the most targeted vehicles for theft.

In FY 2022/23, a replacement Community Service vehicle was purchased through the use of Asset Forfeiture funds, avoiding the use of taxpayer funds. Included in the Vehicle Services Fund for 2023/2024 are funds to purchase three replacement squad cars. The only other budgeted capital expenditures for this fiscal year are for the replacement of computers and outdated electronic equipment. 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 Public Works, primary initiatives in 2023/24 will include a 4.3 mile road improvement project along numerous non-arterial roadways. Grant funds from the Illinois Department of Commerce and Economic Opportunity will be used to make roadway improvements to Hemlock Street. Also, continued preliminary engineering work will take place for a planned multiuse trail along 26th Street from Western Avenue to an existing connection into the Cook County Forest Preserves.

Public Works contains road and sidewalk projects including the pursuit of grant funds for the resurfacing/reconstruction 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 bus transportation program, which is an intergovernmental collaborative with Rich Township. The agreement for this partnership runs through the end of calendar year 2024.

In MFT, salt will continue to be budgeted but at lower amounts now that the Village has purchased salt brine equipment. Staff projects having to purchase and use less salt going forward. Also in MFT, a 1.3 mile road improvement along Shabbona Drive from Sauk Trail to Indianwood Blvd will start in FY 23 and go into FY 24. Public Works budgeted for the construction engineering and construction of a multiuse path and intersection improvements along Forest Boulevard from Indianwood to Westwood. This work is contingent on award of state grant funding that will be announced in the coming months.

The Vehicle Services Fund for Public Works in 2023/2024 will include purchase of new combination vacuor/jetter that is used for various water, sewer and utility work.

In the Commuter Parking Lot Fund, funds are provided for lot maintenance such as crack filling, patching, and restriping. Revenues continue to be projected on the decline. This has been the case since the pandemic in 2020/21. If Metra ridership does not return to pre-pandemic levels, the Village may need to explore other uses for this lot or assess the prospects for sale.

In the Water Fund, funds are provided for the ongoing maintenance of the water plant and water system. With Water Fund reserves, Staff will begin engineering design for a water main replacement project not to exceed \$900,000. Funds will also be used this year for painting an overcoat on Blackhawk Water Tower.

In the Sewer Fund, funds are provided for the ongoing maintenance of village sewers. Capital Projects consists for funds for replacing or lining sewers. No project is specifically identified at the moment but funds will be spent after sewer investigation work is completed.

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 2023/24.

Recreation, Parks & Community Health:

The Recreation, Parks & Community Health Department will continue to return to pre-pandemic operations with increased community activities. Activities range from new community events, increased programming and trip offerings. This will include opening the Somonauk Nature Adventure Park in the summer of 2023 after several pandemic-related delays. With the addition of a new, all-abilities playground, Somonauk Park will look to become one of the premier destination parks in the Chicago Southland.

Staff will continue to pursue community health initiatives such as various health screenings including monthly covid testing and blood pressure monitoring. To enhance resident awareness of all that is offered in programming, FY 2023/24 will support printing of three editions of the Recreation & Parks programming brochure.

The Main Street Market looks to continue its success in providing residents and the surrounding communities with a quality farmers market. Staff is continually looking to add more diverse vendors to the market especially with regards to fresh produce.

The Park Forest Tennis and Health Club will build on a successful 2022 season. Increased usage from local area colleges and universities, an emerging Pickleball program and revitalized fitness areas will look to continue in 2023/24. Capital purchase items at the Club will include the purchase of court heaters.

Freedom Hall will look to add more Sunday matinee series shows as well as welcoming more group sales. The facility will continue to focus on higher usage by fielding more community use requests and higher facility rentals. Capital improvements will include purchase of new stage drapes.

The Park Forest Aqua Center will feature more special events aimed at increasing member experience throughout the season such as Members Only Nights and several teen-focused events.

Recreation, Parks & Community Health oversees much of the Village's buildings and grounds. A comprehensive facilities study has been completed. The study identified high priority facility improvements as well as long-term capital needs. Staff will evaluate the study's results and plan for future capital projects. Capital improvements to be funded in 2023/24 include interior office space replacements. Village Hall main floor customer service counters will be overhauled to enhance ADA compliance while installing additional safety protections. The Village Hall Board Room HVAC will be replaced. Roof replacement at the Police Station is a three phase process. Phase 2 will be completed in 2023/24. At Central Park, the backstop and baseline fencing will be replaced and the tennis courts will be resurfaced. Finally, a replacement Toro mower will be purchased.

Community Development:

Community Development keeps up neighborhood quality of life by addressing code enforcement issues in addition to problem properties, owners and occupants. Enforcement is taken with code compliance being the goal. Warning notices are always posted before citations are written. 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 2022 was 99 compared to 490 in 2018 and 638 in 2015. This represents a reduction of nearly 85%.

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. In 2022, 863 building permits were issued for a total cost construction of \$13.9 million in property improvements. The total permits issued for 2019 through 2022 are the highest in 40 years and are positive indicators as investment into properties continues to progress upward.

With the addition of a part-time code enforcement staff person, 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 24% compared to 2017 figures. The department saw two staffing transitions in 2022/2023. Newly-hired replacements will continue their orientation/acclimation process in 2023/24.

In 2022/2023 the Park Forest Cable Communications Commission sunset. 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. The Director of 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 2023/2024, Staff will continue these efforts to bring outside funding into Park Forest operations. Community Development 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 2023/24.

The Housing Choice Voucher Program and the Park Forest Housing Authority is overseen by the Community Development Department. The Village has enhanced local administrative oversight of housing rentals in the community with a local Housing Authority. In 2023/2024, the Housing Choice Voucher Program is projected to administer \$3.4M in housing assistance payments. The Authority currently administers 142 of its own vouchers and intends to grow this to 160 in 2023/2024 by opening up the Enrollment Income Eligibility Program. The Authority also administers 250 portable vouchers which is a good number for a small agency. However, with the increase in payment standards the Housing Authority expects to see an increase in portable vouchers. Finally, General Fund support to the Housing Authority is noted at \$30,000 in 2023/2024 and is more likely to be used once all revenues revenues/expenses are tallied for the fiscal year.

Fire:

In January 2021 the Fire Department started a project to restructure the organization. This project was needed to help meet the increased call volume the department has experienced over the past 20 plus years. The final stages of the project will be completed this year when the department fills the Deputy Chief position and finalizes a Shift Commander list. This will allow concentrated efforts on training officers to allow them to complete tasks that were once completed by administrative staff.

The Fire Department staff will continue to work with the billing services contractor and the State of Illinois to maximize revenue streams. This will include researching new federal and state programs such as GEMT.

In 2022 The Office of the State Fire Marshall started to require continuing education for all levels certifications. In order to meet the requirements, the Fire Department started to work with 14 other fire departments within the region to provide monthly training that would be otherwise impossible to complete without going to an outside class. This provides better training with departments we respond with and keeps costs manageable.

The Fire Department will continue to work to increase public engagement/outreach through social media as well as programs like the smoke detectors and car seat assistance and public education. Staff will also continue to work with local schools to provide fire safety messages to students.

The Department will continue to work with local schools such as Prairie State College, Governors State University, the Black Fire Brigade and local school districts to increase awareness of public safety careers. The goal is introducing students to career pathways and to maximize recruitment of local students into the Fire Department's internship program. These efforts are particularly important in minority communities as the Village strives to

further diversify its personnel.

The department will complete upgrades to fire station vehicle bay exhaust system using funds received from a federal grant. This will provide a safer and healthier work place by removing toxic gasses from combustible engines. The project will also help the village reach “green” initiative goals.

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. Also, purchase of a new fire engine is in the FY 2023/24. Finally, 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.

Economic Development & Planning:

The Department oversees sustainability projects. In 2021-2022, Sustainability Staff oversaw the completion of the roof and ground solar project at the Water Plant that will offset 45% of energy costs and save the Village over a \$1,000,000 in energy costs over the next 25 years. In 2023 and 2024 the Sustainability office will focus efforts towards expanding the adoption of rooftop and community solar and building electric vehicle charging infrastructure. These projects align with federal grant incentives and the Village’s goal to reduce greenhouse gas emissions. Other target areas include energy efficiency for multifamily properties, communal composting, the tool lending library, recycling events, and community gardening.

Oversight of the Downtown Property Management Office is carried out by Economic Development & Planning. The operation of Dining on the Green is now managed by Staff. Booked events continue to grow. Shop Small, Shop Local is the theme for the Downtown Management Office, which included installation of a new Shop Small, Shop Local sign. In 2022/2023, overall general maintenance of the Downtown continued for curb appeal and structural improvements. Fascia and columns were painted, gutters and downspouts were replaced, sidewalks were addressed, and the roof sealcoating took place. Permanent lights along the eaves and roof line were installed for holidays, celebrations and special events. Tenant transitions included Salon Artist Gallery being replaced by Maya’s Beauty Supply and a build-out for All Out Smoke Pit. The Downtown Office continues to have a waiting list for office space. The 2023/24 budget will continue with improvements of downtown buildings, curb appeal, for move-ins and holiday installations. The 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 demolition. This work has been in with various partners including South Suburban Housing Collaborative, South Suburban Land Bank and Development Authority, Illinois Housing Development Authority (IHDA), Habitat for Humanity, CEDA, and the South Suburban Trades Initiative. Substantial grant dollars have resulted from these partnerships, including a combined \$650,000 IHDA’s Strong Communities Program and their Home Repair and Accessibility Program that will be administered in FY 2023/24 and into 2024/25. From 2021/2022 to 2022/2023, the department completed seven property sales of residential homes to investors, developers, and owner occupants. This work will continue

in 2023-24 with reinvestment of gains from residential property sales being put toward future rehab projects.

Success in commercial and industrial efforts in 2022/2023 includes the sale and rehab of Central Court Plaza. Revitalization work has resulted in build out of two spaces (Bixby's and Presidential Cigar Lounge) and obtained a permit for the remaining vacant store front. One of two projects started in 2022, will unfold in 2023/24 resulting in forty-four 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. It is highly likely a commercial development and annexation at Steger and Western will come to fruition in 2024. 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 production of an annual Shopping and Services Guide. In-person quarterly business breakfasts/business education sessions resumed 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 is being 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.). The 2023/24 budget includes funding of two 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 2023/24 will include but are not limited to housing fair, home buyers workshop, Sunset Soiree, Pioneers of Park Forest Brunch, House Music Night, Line Dance and Ice Cream Social, Night on the Town, and Celebrating Hispanic Heritage Month.

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 net position for the Police Pension Fund anticipated to be \$27,603,711 and the Fire Pension Fund anticipated to be \$18,308,906 by the end of 2023/2024. Currently, the Police Pension Fund is funded at 45.2% of future benefits and the Fire Pension Fund is funded at 51.6%. 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 is now complete for both Police and Fire Pension Funds. 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 22/23, FICA is projected to have a year-end reserved General Fund balance of \$39,712 and IMRF is projected to have \$200,042. At the end of FY 23/24, FICA is projected to have a year-end reserved General Fund balance of \$14,009 and IMRF is projected to have \$167,771. The IMRF employer funding rate for 2023 is 6.69% with an increase to 7.19% being forecast for 2024. This increase in the IMRF rate will have a slightly negative impact on the 2023 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 2042. 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 \$11,347,502 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 2021/2022, debt service was \$1,360,094; in 22/23, it was \$1,778,353 and in FY 23/24 it will be \$1,852,622. Page 22-3 shows the Village’s debt service requirement through 2042. Page 22-1 shows a breakdown of the debt. It can be seen that almost 90% 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, 2037 and 2038. 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 to 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 from 2002 to current is traced. The 2021 EAV for the TIF was \$9,563,672, decreasing from \$10,025,819 in 2020.

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 \$7,503,787 of its funds in the DownTown through June 30, 2022. Net incremental taxes in the amount of \$2,846,735 represents a 37.9% 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 \$1,994,374 – original amount of \$4,494,374 less payments made of \$1.5 million – of eligible redevelopment costs. The repayment process began in FY 2021/2022 with a \$2 million repayment, a \$500,000 payment in FY 22/23 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 2023/2024 proposed budget is 22% lower than the 2022/2023 budget, a difference of \$523,001.

BUDGET POLICIES - FISCAL:

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 has come full-circle.
- A stagnant commercial tax base, with few sales tax producing entities.
- The State of Illinois has consistently, over the last fourteen years, reduced the amount of State shared revenues, in one form or another, meant for municipalities. Over the last six years, Income Tax allocations have been delayed 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 eleven 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 saw 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 ARPA funded project continues in FY 23-24.

- The impact of the COVID-19 global pandemic of 2020 has, for the most part, subsided with many aspects of everyday life returning to “normal” levels. However, there are Village operations that are still slowly recovering – Recreation and Parks recreation programs, Tennis Club and Aqua Center attendance – and other areas that appear to be permanently impacted – the Parking Lot Fund. Ongoing operations in those services still impacted will need closer scrutiny and discussion to determine if additional support will be given or if the service will be completely halted. is still being experienced. From a purely financial standpoint, the Village is in better shape than prior to the pandemic. The Village received over \$730,000 in CARES Act funding and over \$2.88 million from the American Rescue Plan Act (ARPA) with the majority of funds going to infrastructure improvements.

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 2023/2024 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 2% over the 2022/2023 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 2023/2024 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 2022/2023 will be identified. Fiscal savings identified in the 2022/2023 Budget will not be permitted to “carry over” into the 2023/2024 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 23-24.
 - (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% Funding
 - Payroll Growth of 3.75%
 - Level Percentage of Payroll amortization method ending in 2041
 - 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.

11. The Village of Park Forest shall maintain a capitalization level of \$10,000 per item for capitalization purposes for all asset categories except infrastructure, which carries a \$20,000 threshold. Per item means that even though an entire system may be purchased for more than \$10,000 (i.e. a computer system), if it is reasonable that the system could be purchased in separate pieces with those pieces each costing less than \$10,000, it does not qualify for capitalization. This allows the fixed asset records of the Village to maintain a much clearer picture by removing lower cost items and assets that have relatively short useful lives. All assets will have a useful life determined at the time of purchase. The following are the standard useful lives and standard useful mileage given to the typical assets purchased by the Village:
 - Equipment – 5 to 10 years
 - Infrastructure – 20 to 50 years
 - Buildings – 20 to 50 years
 - Building Improvements – 20 to 50 years
12. DownTown Park Forest will operate as an enterprise fund. The Board may transfer General Fund monies to cover operating and redevelopment costs. The Village will pay its appropriate share of CAM (Common Area Maintenance) costs from the DownTown Fund and may, if needed by the DownTown Fund, pay these CAM costs by a transfer from the General Fund.
13. Capital expenditures for DownTown will be prioritized and accomplished as funds are identified for those capital expenditures or with the approval of the Board of Trustees. The Budget for DownTown shall be subject to review at six months.
14. The DownTown Budget does not reflect any sale of property. Sales of properties will be actively pursued. The DownTown Budget does not recommend added borrowing.
15. Management of the DownTown Fund will take any means necessary to collect rent from any tenant that is more than one (1) month behind on their rent payment. This includes starting the eviction process for any tenant that is behind on their rent.
16. User fees, such as charges for water, sewer, and garbage, will be evaluated annually to ensure that fees cover costs, if intended to do so, including maintenance and replacement costs, and that fees are increased in reasonable increments on an annual basis. A five-year water rate schedule was adopted in December, 2021 with a 5% increase for FY 2023/2024. The three subsequent fiscal years each have a 5% increase to water rates.

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2023	\$18.97
2024	\$19.91

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>
2023	\$25.87
2024	\$26.75

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 5% increase for FY 23-24. The subsequent three 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>
2023	\$3.47
2024	\$3.64

17. The budget is flexible within departments. Over-expenditures on one line must be compensated for within the departmental budget. However, departments may not overspend their total departmental budget without a budget amendment.
18. Budget amendments will be made at the fourth quarter of the budgetary cycle. Budget amendments will only be made to accommodate major, unanticipated changes in revenue, expenditures, or personnel.
19. The Board will receive detailed operating results at a minimum of each quarter, 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.
20. 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. Affordability of implementation will be determined at the time revenues are projected, as part of the budget process.
21. The Finance Director will determine if a portion of fund balance should be assigned. This determination will be based upon Board directives and goals.
22. The 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

23. 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.
24. The Village's Debt Management Policies will be identified annually in the Budget Document and include narrative about new debt issuances.

A budgetary monitoring and control system will be maintained. Budget performance will be measured, at a minimum, on a quarterly basis with results being provided to the Village Board. The 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 is a brief explanation of the uses of bond proceeds for each debt issuance for the Village as well as the fund where the debt is located.

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 2022 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 \$590,000. The GO debt that is funded from water rates, Series 2021, has an outstanding balance of \$3,695,000. The outstanding IEPA debt for the Water and Sewer Funds is \$6,124,272 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

2023/2024 will be \$1,852,622, which is an increase from the FY 2022/2023 level of \$1,778,352. Of the amount for FY 2023/2024 of \$1,852,622, \$250,000 was levied in December, 2022 for 2012B bonds. 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 refinanced 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.

In 2021, the Village borrowed \$5 million from the IEPA for the replacement of the ground storage tank at the water plant and to replace water mains throughout the Village. The IEPA forgave \$400,000 of this loan, meaning the Village only needs to repay \$4.6 million.

For the tax levy adopted December, 2022, \$1,070,500 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 2023, principal repayments totaled \$1,506,431) and fund operations with current revenues and fund balance surpluses.

For Fiscal Year 2023, \$12,179,354 worth of capital expenditures are budgeted. Because of grant funds and/or accumulated fund balances, no borrowing will be needed to pay for any of these capital improvements. 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 2023/2024 BUDGET SCHEDULE

November 5, 2022	Financial Update/Proposed Tax Levy/Pending Issues
December 12	2020 Tax Levy Adopted
January 5, 2023	Submit Capital Plans
February 1 & 2	Six-month review with Manager and Finance Director
February 6	Present 2020/2021 Audit to the Board
February 20	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 20 & 21	Budget Review with Manager and Finance Director
April 24	Board Adopts Fiscal Policies
May 1	Distribute Draft Budget to Board, Library and Place on File with Village Clerk
May 1	Public Introduction of Budget at Rules Meeting
May 4, 8, 10	Budget Review with Board
May 30	Legal Notice for Public Hearing
June 12	Hold Public Hearing/Budget Review by Board at Rules Meeting/First Reading of Ordinance
June 20	Adopt Budget

Village of Park Forest Organizational Chart



Village of Park Forest 2023/2024 Budget

EXECUTIVE REPORT TO THE PUBLIC FOR THE FINANCIAL SUMMARY

FINANCIAL STATUS - END OF FISCAL YEAR 2021/2022

The Financial Status section information comes from the audit report of the fiscal year that ended June 30, 2022, which is the most current audited financial year. Revenues in the General Fund increased from the 2021 level of \$25,571,134 to \$28,649,538, an increase of \$3,078,404 or 12%. Several revenue items were responsible for this increase: income taxes increased \$640,347; personal property replacement taxes (PPRT) increased \$389,699; grant revenues increased \$619,707; property taxes increased \$658,755; and, charges for services increased by \$479,263. It is expected that these revenue patterns will moderate but will continue to bring relief to the annual tax levy. Almost every revenue category increased from the prior fiscal year except for interest earnings due to decreasing interest rates for the majority of the year. However, with rising inflation and the Federal Reserve's efforts to tame inflation, interest rates have increased dramatically in FY 22-23, resulting in significant increases in interest earnings that are expected to remain at current levels – perhaps increase slightly – for the next few years. The property tax collection rate did increase very slightly for FY 21-22 but, unfortunately, collection rates for property taxes remain low. At the 8th month point in FY 2023, tax levy collections are coming in lower than last year, displaying the impact of the collection delays from Cook County on the 2nd installment in calendar 2022 and the 1st installment in calendar 2023. For FY 21-22, 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, 2022 totaled \$25,441,422. This represented a 4.2%, or \$1,022,173, 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 \$542,053 in FY 21-22. The other reason for the increase was an increase in expenditures in Recreation, Parks and Community Health of \$526,594 due to recreation programs getting back to a more normalized level after the pandemic, which was expected. The Consumer Price Index (CPI) increased at June 30, 2022 by 9.1% from the prior year so the change in expenditures for FY 2021/2022 was less than half the cost of inflation. Actual expenditures for the year were \$6,050,715 lower than budget as a result of continued cost containment measures, reduced IRMA costs and assignments (encumbrances) of \$4,158,064.

The unassigned General Fund fund balance as of June 30, 2022 was \$14,920,910. There are unassigned General Fund fund balance dollars budgeted for use in the FY 2022/2023 Budget adopted via the budget amendment for FY 22/23 for the large infrastructure improvement project spanning FY's 22/23 and 23/24. The continued practice of informally

assigning \$500,000 to be available should any FAU road work projects need to be done and utilization of \$317,384 to reduce the 2022 tax levy increase, this represents a 5.3 month reserve of \$14,103,526 in the unassigned fund balance in the General Fund. The reserve calculation is based on a monthly expenditure level of \$2,683,144. 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 2022, when a portion of the reserve was used to reduce the increase in the tax levy, saving taxpayers from an additional 1.7%, or \$317,384, 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; however, there was an IEPA loan that was refunded(refinanced) in 2021 with general obligation debt. 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 Village received a low interest IEPA loan of \$5 million in 2022 for water system infrastructure improvements and the IEPA forgave \$400,000 of this amount. The total outstanding debt balance anticipated as of June 30, 2023 is \$10,409,272.

In summary, at the end of Fiscal Year 2021/2022, the Village's audit revealed an economy that, even though impacted in certain areas by COVID-19, continued on a healthy pace. The Village Board held the 2022 tax levy at a 0% increase while continuing to cover increasing pension costs and infrastructure projects. Reserves of \$317,384 were utilized to reduce the levy.

The Fiscal Year 2023/2024 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 2023/2024 Budget presents an ending General Fund Balance of 5.5 months' expenditure reserve.

FINANCIAL PROJECTION - 2023/2024 BUDGET

The Village will face several major financial challenges and issues in Fiscal Year 2023/2024. 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.

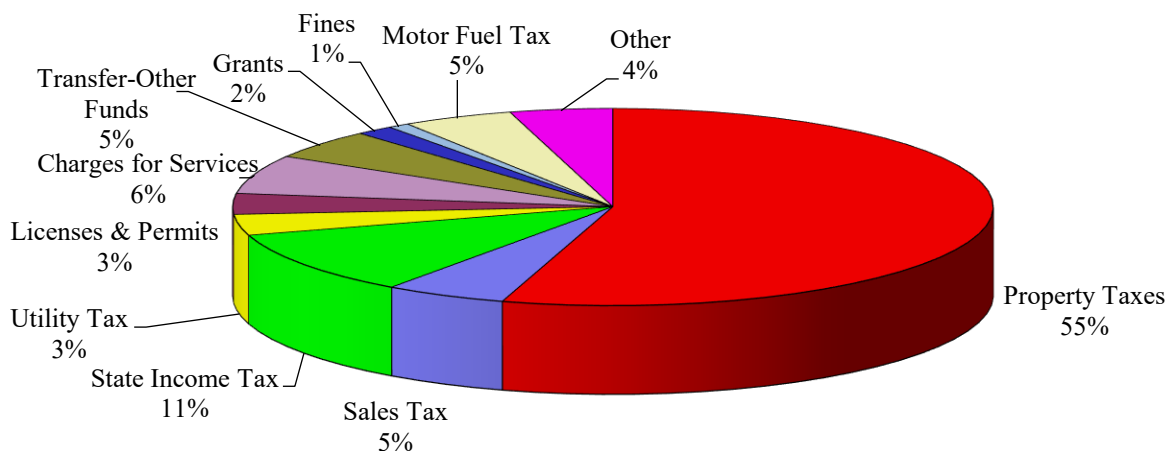
The Financial Summary chapter of the Budget contains revenue assumptions, graphic presentations of revenues and expenditures for all village funds, fund summary information, capital expenditures and the budget impacts of those expenditures and a summary of significant accounting policies.

Village of Park Forest 2023/2024 Budget

REVENUE SUMMARY

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

Village of Park Forest General Fund/Motor Fuel Tax Operating Revenue FY 23/24 Budget



Property Taxes

Property taxes levied in December of one year fund the budget of the following year. In other words, the property taxes levied in December, 2022 support the 2023/2024 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, 2022 of \$19,174,956 represented an overall 0.0% increase. When coupled with the Library's 2022 tax levy, the combined decrease to the 2022 tax levy compared to the total of 2021 extended tax levy was 1.94%.

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.

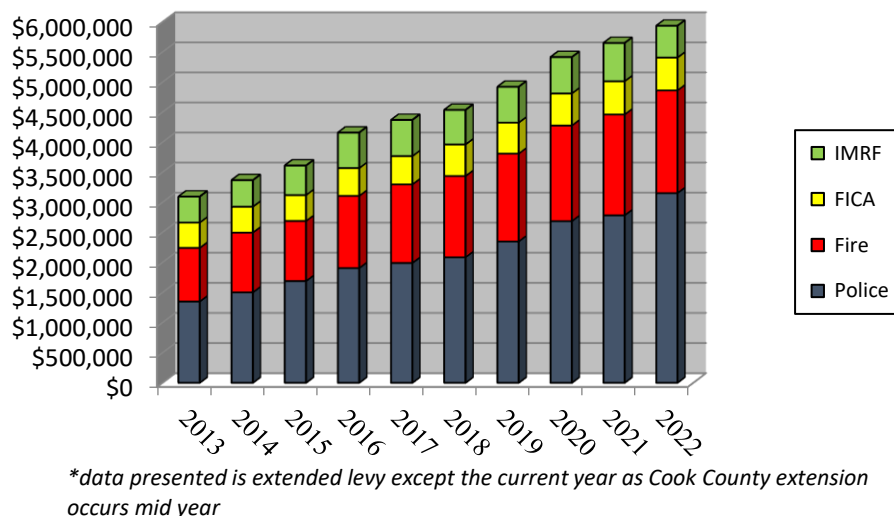
The following chart compares the 2021 extended tax levy to the 2022 tax levy and the amount from the 2022 tax levy budgeted in the FY 2023/2024 budget. All amounts in the 2022 Levy Budget column are in the General Fund except for Bonds, which are in the Bond Retirement Fund.

	<u>2021 Levy</u>	<u>2022 Levy</u>	<u>2022 Levy Budget</u>
General Corporate	\$13,122,010	\$12,988,835	\$11,829,325
IMRF	652,587	528,768	478,395
FICA	566,464	547,013	501,385
Police Pension	2,852,569	3,152,153	2,824,644
Fire Pension	1,720,792	1,708,187	1,560,509
Bonds	<u>260,534</u>	<u>250,000</u>	<u>214,900</u>
	\$19,174,956	\$19,174,956	\$17,409,158
Tax Levy Increase		0.0%	

The Village's total levy for 2022 did not increase from the 2021 extended levy. However, the levy amounts for Police pension did increase. This means the General Corporate levy absorbed the majority of that increase by a decrease to keep the 2022 levy flat compared to the prior year's extended levy. The unassigned General Fund fund balance was sufficient to absorb a reduction to the 2022 levy of \$317,384. Collectively, the FICA and IMRF levies for 2022 decreased by \$143,270, or 11.7%, from the 2021 extended levy. The IMRF employer rate decreased from 11.58% to 9.6% in 2022 and decreased again in 2023 to 6.69%. The Village has received notification from IMRF that the 2024 rate is planned to increase to 7.19%. The Board approved a levy amount for the full actuarially recommended amount (ARC) for both public safety pension funds. Even though fire pension costs decreased slightly in the 2022 levy, public safety pension costs have been accounting for the majority of increases to the Village's tax levies and is a trend seen across the majority of the country. Consolidation of all public safety pension funds (ILCS Article 3 and Article 4) began in FY 21/22 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 next year 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: \$715,317 in 2013; \$640,000 in 2014; \$700,000 in 2015; \$790,000 in 2016; \$383,000 in 2017; \$715,000 in 2018; \$592,171 in 2019; \$325,000 in 2020; \$446,661 in 2021; and \$317,384 in 2022. Public safety pension funding represents 25.3% of the overall tax levy, an increase from 23.9% the prior year.

Property Tax Levy History - Pensions



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

2013	1.9%	*	2018	0.0%	**
2014	1.4%		2019	2.0%	**
2015	2.8%		2020	0.85%	**
2016	2.9%	*	2021	0.0%	**
2017	1.5%	**	2022	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 2022 was 4.35%. However, the cumulative increase in CPI used to calculate the allowable levy increase for tax-capped Illinois communities was 14.8%. This means the Village has increased its tax levy by about 29% 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. However, a 0% levy increase has been maintained in three of the last five years. For the 2023/2024 Budget, the 2022 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 2% increase in expenditures excluding salaries and insurance that was also included in the 2022 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 and 2020 were 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 2023/2024. Beginning in 2010, the first installment of taxes paid equaled 55% of the prior year taxes. This increased from 50% in prior years.

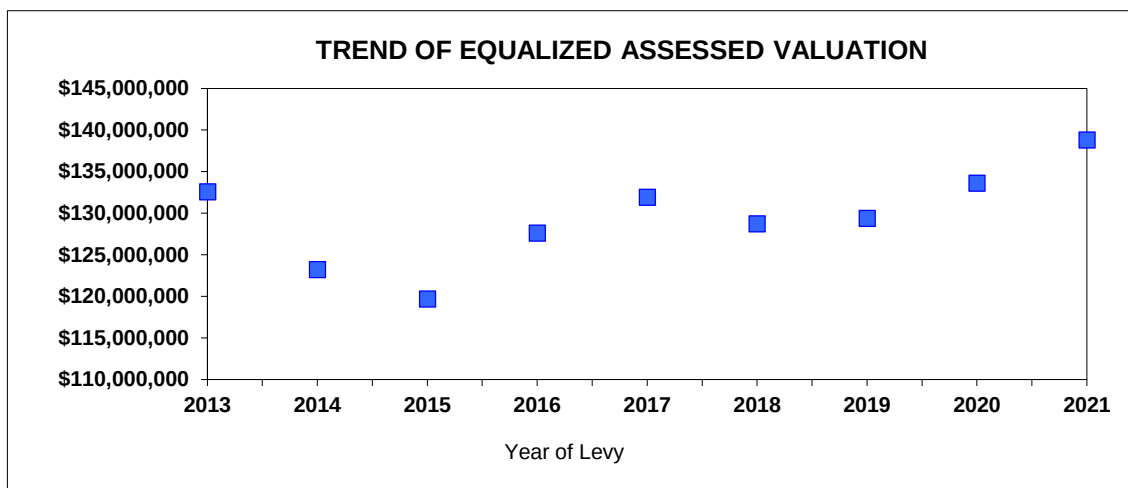
<i>Tax Levy Year</i>	<i>Total Percentage of Levy Collected</i>
2011	94.33%
2012	90.84%
2013	89.26%
2014	87.19%
2015	87.29%
2016	88.23%
2017	87.95%
2018	87.59%
2019	82.52%*
2020	82.58%*

* - 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>
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%
2021	17.802	19.4%

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 decreased by 2.4% to \$128,752,192 for 2018. The 2019 EAV increased by 0.51% to \$129,403,796. The 2020 EAV increased by 3.26% to \$133,624,027. The 2021 EAV increased by 3.9% to \$138,832,872. 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 41% 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 2021 taxes payable in 2022.

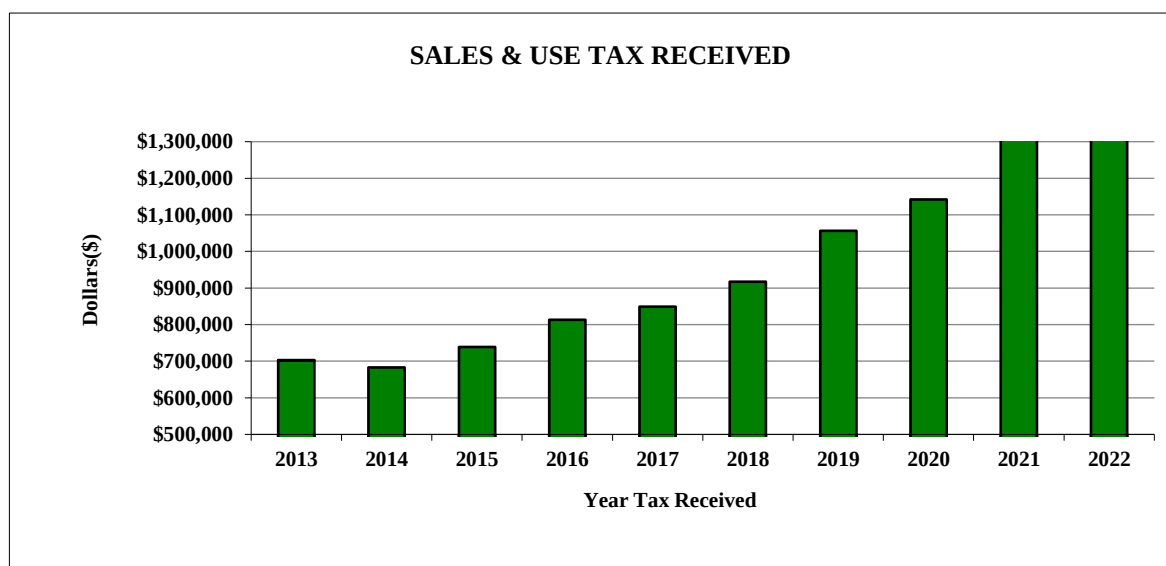
District 163 Tax Bill Breakdown



Sales and Use Tax

Sales Tax relates to items sold within Park Forest as well as items purchased via the internet but sent to a Park Forest zip code. 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 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 impacts from the pandemic have, for the most part, ceased.

Combined sales and use 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 2.3% from the previous year. It should be noted that included in sales taxes are video gaming and cannabis sales taxes. Video gaming is currently generating almost \$67,000 per year and cannabis sales tax generates about \$35,000 annually. For Fiscal 2022/2023, the combined revenues are expected to increase by 4.5%, or about \$70,000. Combined sales and use taxes are expected to increase 2.7% in FY 2023/2024 or about \$44,000 as both continue strong performance. 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.



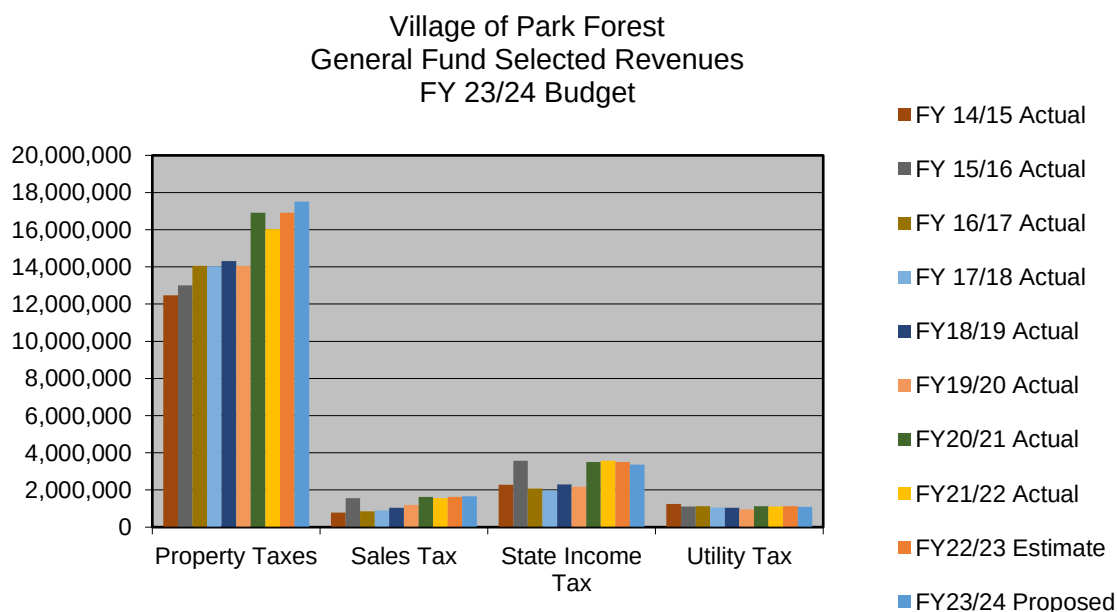
Utility Tax

Utility taxes had been slowly declining each year until FY 20/21 when it increased by 1.4%. Revenues for FY 21/22 increased by 13.5% or \$132,097. The reason for the increasing utility tax revenue comes from sharply increasing energy production costs, just one of the overall impacts from the sharp increase to inflation over the last 12 to 18 months. Utility taxes generate 3.6% 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.

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 0.1%. 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 contributed to the noticeable increase to income tax revenues for FY's 20/21 and 21/22. However, these additional benefits were gone for the entire FY 22/23 and income taxes are still increasing, meaning wages in Illinois are up. The national unemployment rate at the time this budget was created was 3.5% and the State of Illinois' rate was 4.5%. 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 slow-to-moderate growth of 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 has 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 23/24 revenues are very conservatively estimated at \$300,000. 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	25,770	
Fare Box Revenue	<u>9,366</u>	
		<u>\$90,136</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	\$ 25,770
SAFER Grant	127,500
DCEO Grant for Hemlock St.	175,000
AFG Grant for Fire Dept. Exhaust System	58,759
Invest in Cook Grant	100,000
IDOT STEP Grant for Police	22,000
DOJ Vest Grant for Police	2,051
YMCA of Chicago for RP&CH	3,000
Arts Council Grant	<u>2,700</u>
Total General Fund Grants:	\$ 516,780

MFT:

Shabbona (Sauk Trail to Indianwood) STP-U	<u>343,160</u>
Total MFT Grants	\$ 343,160

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. Over the years, the cost allocation process has been simplified so it is easier to track funds in and out of the General Fund. 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 2023/2024 Budget are:

<u>Standard Fund Transfers</u>	<u>2023/2024 Transfer</u>
Water	\$ 909,121
Sewer	146,907
Refuse	178,862
Refuse (Municipal Buildings pickup)	(30,000)
DownTown	92,172
Capital Projects (not an indirect cost)	70,000
Library	<u>200,000</u>
<u>TOTAL:</u>	 \$ 1,567,062

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

If the indirect costs of \$1,497,062 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 7.8% tax levy increase.

Licenses

The major sources of license revenue are vehicle stickers, crime free housing and business & contractor licenses. Crime free housing licenses, budgeted at \$160,000 for FY 23/24, 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

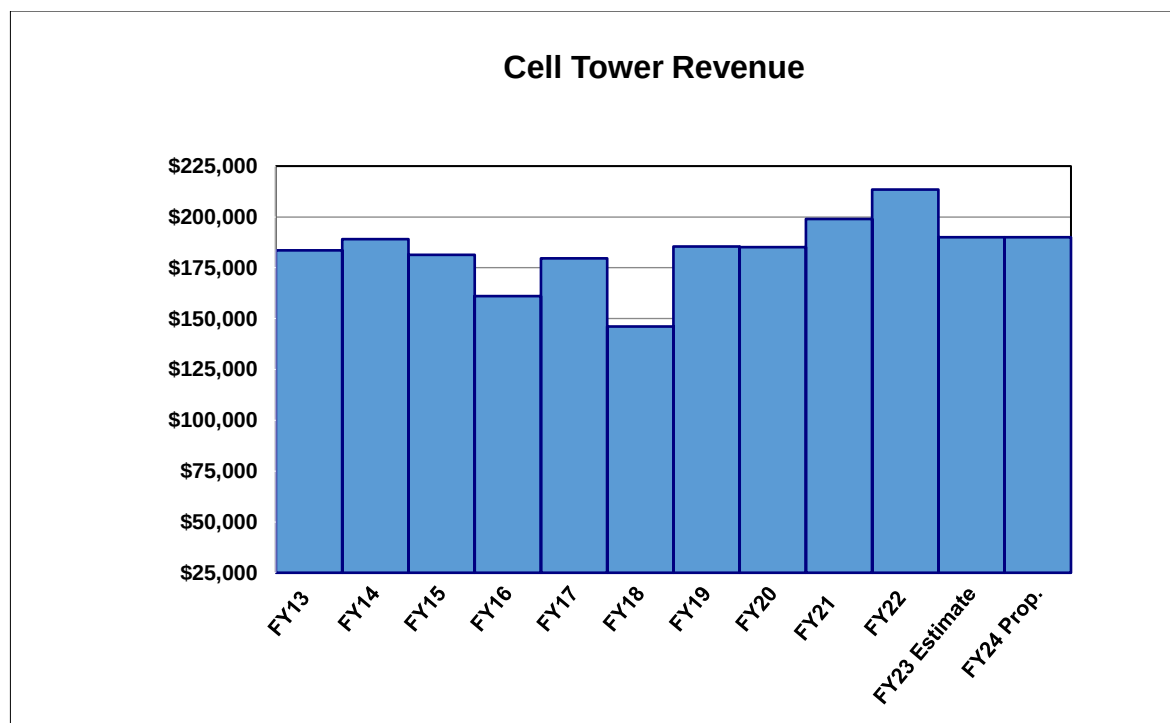
Business and liquor licenses are expected to total \$39,092. Contractors' licenses are now separate and are budgeted at \$35,000. Animal licenses total \$6,000. Elevator inspection fees are budgeted at \$1,650.

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 alarm permits of \$26,000. The budget also includes park permits of \$28,000 and vacant building registration fees of \$7,500.

Charges for Services

Net hospital transport is budgeted at \$1,053,250. Property lease revenue related primarily to cell tower leases is budgeted at \$190,000. The net revenue from merchandising and jobbing, whose main activity is enforced mowing revenue, is budgeted at \$100,000.



Other charges include revenue for ridership fees for Jolly Trolley at \$6,000, miscellaneous police salary reimbursements of \$200,000 and recreation program revenue of \$224,400.

Fines

General Fund fine revenues are expected to decrease by 7% or \$23,000 in FY 23/24 from the FY 22/23 Budget. 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 \$100,000 in net revenue.

Interest Earnings

A laddered CD portfolio was established in 2009 for the General Fund. 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. In 2021, the investment portfolio in the General Fund expanded to include US Treasuries and municipal bonds. Interest rates started declining in mid-to-late 2019 but rebounded in 2022 accompanied by, unfortunately, higher inflation. If there is a silver lining to increasing interest rates, it is the tremendous impact on interest earnings for the Village. Budgeted interest earnings are \$411,000 for FY 23/24, a decrease of 11% from the FY 22/23 Amended Budget.

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 23/24 Proposed” column is compared to the “FY 22/23 Budget” column to determine the “percent change.” General Fund Revenues are shown to be lower 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 10% decrease. After transfers reflect a 10% decrease. Adding MFT and Foreign Fire Insurance result in an overall 8% decrease in adjusted General Fund Expenditures.

General Fund Expenditures Summary FY 21/22 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 21/22 and FY 23/24. 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 23/24 Proposed:

The pie chart on page 2-21 shows the General Fund expenditures by category. Salaries and benefits a total of 61% 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 \$265,000 in support of the Recreation and Parks Enterprise Funds in FY 22/23. The overall decrease in Expenditures (All Funds) is 8%. 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 35%. 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 53% of Village operations.

Revenue (All Funds) by Source FY 21/22 Actual and FY 23/24 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 21/22 Actual and FY 23/24 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 49% 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 5.5-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 22/23 and FY 23/24 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
2023/2024 Budget

[Table of Contents](#)

GENERAL FUND REVENUES

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
Property Taxes - General	12,013,805	12,910,773	12,792,559	12,809,105	-1%
- Pension	4,014,947	4,208,697	4,115,985	4,712,662	12%
Road and Bridge	87,583	80,000	84,000	83,000	4%
Sales & Use Tax	1,551,727	1,616,735	1,621,524	1,665,566	3%
Utility Tax	1,112,273	1,000,000	1,120,370	1,100,000	10%
State Income Tax	3,568,064	3,504,190	3,508,306	3,370,160	-4%
PPRT - General and Pension	710,116	435,210	924,666	666,072	53%
Real Estate Transfer Tax	385,770	630,000	630,000	300,000	-52%
Grants	802,963	1,422,721	480,524	516,780	-64%
Transfers from Other Funds	1,619,059	1,934,569	1,934,569	1,567,062	-19%
Licenses	611,059	671,000	664,723	669,412	0%
Permits and Fees	491,765	574,000	568,575	431,505	-25%
Charges for Services					
Recreation	300,932	375,250	446,919	383,050	2%
Health	6,292	0	0	0	0%
Hospital Transport	1,180,473	1,057,500	1,053,250	1,053,250	0%
Inspection Fees	83,430	90,000	86,740	90,000	0%
Property Leases	163,485	190,000	190,000	190,000	0%
Other Charges	254,865	348,150	380,976	331,100	-5%
Fines	408,109	315,000	328,160	292,000	-7%
Interest Earnings	<u>293,136</u>	<u>460,179</u>	<u>448,631</u>	<u>411,000</u>	-11%
Total Revenues	29,659,853	31,823,974	31,380,477	30,641,724	-4%
Motor Fuel Tax	1,125,908	1,439,175	1,269,699	1,522,740	6%
Foreign Fire Insurance	<u>28,007</u>	<u>36,398</u>	<u>36,398</u>	<u>30,000</u>	-18%
Combined Revenues	30,813,768	33,299,547	32,686,574	32,194,464	-3%

**Village of Park Forest
2023/2024 Budget**

GENERAL FUND EXPENDITURES

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
Administration/Finance	3,366,199	4,641,227	3,671,627	4,408,660	-5%
Police Department	9,942,201	10,614,316	10,574,028	11,059,362	4%
Fire Department	5,506,377	6,165,648	6,074,678	6,197,679	1%
Recreation, Parks & Community Health	3,150,393	4,384,976	3,431,189	3,578,096	-18%
Public Works Department	1,738,201	10,320,607	6,882,826	7,166,601	-31%
Economic Development & Planning	643,849	768,252	701,376	775,094	1%
Community Development	<u>771,006</u>	<u>805,271</u>	<u>780,339</u>	<u>838,866</u>	4%
Subtotal	25,118,228	37,700,297	32,116,063	34,024,358	-10%
Transfer to Aqua Center	250,000	250,000	250,000	250,000	0%
Transfer to Tennis and Health Club	615,000	15,000	15,000	15,000	0%
Transfer to DownTown	155,036	155,036	155,036	155,036	0%
Transfer to Housing Authority	-	30,000	30,000	30,000	0%
Transfer to Capital Projects	185,000	185,000	185,000	185,000	0%
Transfer to Pension Funds	279,562	146,856	146,856	-	-100%
Transfer to Bond Retirement Fund	50,000	75,000	75,000	75,000	0%
Transfer to Municipal Parking Fund	<u>75,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	0%
Total Transfers	1,609,598	856,892	856,892	710,036	-17%
Subtotal Expenditures	26,727,826	38,557,189	32,972,955	34,734,394	-10%
Motor Fuel Tax	925,052	2,729,538	1,748,591	3,099,650	14%
Foreign Fire Insurance	<u>18,426</u>	<u>35,000</u>	<u>35,000</u>	<u>60,000</u>	71%
Combined Expenditures	27,671,304	41,321,727	34,756,545	37,894,044	-8%

Village of Park Forest
GENERAL FUND EXPENDITURES SUMMARY
FY 21/22 Actual

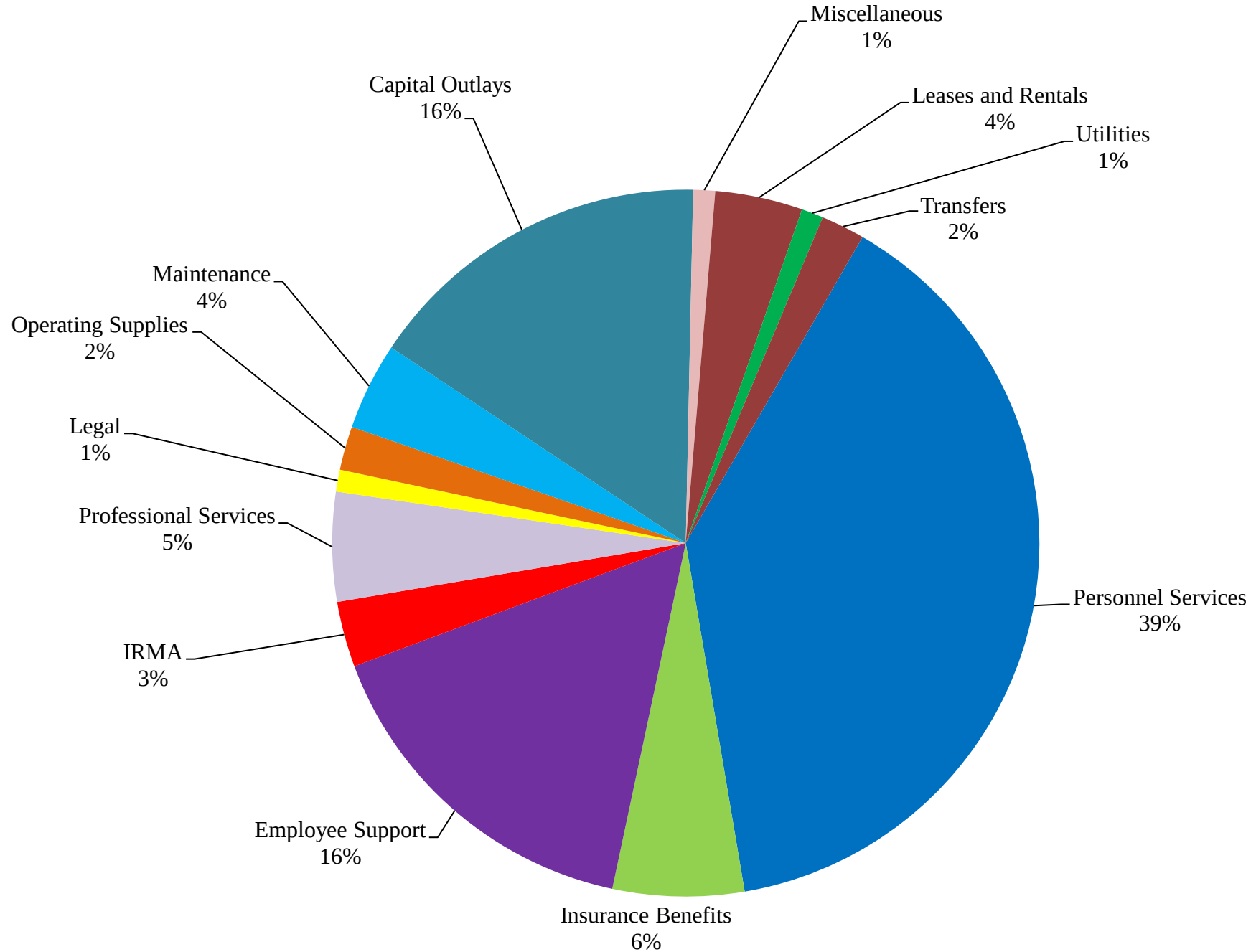
	Administrative Department	Police Department	Fire Department	Recreation , Parks and Community Health Department	Public Works Department	Econ. Dev. & Planning Department	Community Development Department	TOTAL
<u>Personnel Services</u>								
Regular Salaries	1,164,980	4,702,459	2,659,468	1,228,982	433,774	388,950	456,164	11,034,777
Overtime Salaries	20	401,179	223,225	20,411	43,180	1,795	835	690,644
Temporary/Part-time Salaries	104,677	165,260	21,597	174,696	2,552	12,780	26,310	507,874
IRMA Workers Comp Reimb.	<u>0</u>	0	<u>(50,681)</u>	<u>0</u>	<u>(3,559)</u>	<u>0</u>	<u>0</u>	<u>(54,240)</u>
Total Personnel Services	1,269,677	5,268,898	2,853,610	1,424,089	475,947	403,525	483,309	12,179,055
<u>Insurance Benefits</u>	154,170	797,702	438,630	233,928	119,618	28,791	65,400	1,838,240
<u>IRMA</u>	748,869	0	0	0	0	0	0	748,869
<u>Employee Support</u>	286,021	2,806,490	1,571,112	250,993	88,373	81,100	86,435	5,170,524
<u>Professional Services</u>	290,832	490,422	91,804	338,537	126,867	27,079	1,293	1,366,834
<u>Legal Services</u>	178,001		0	0	0	0	0	178,001
<u>Operating Supplies</u>	85,683	163,578	55,706	142,389	15,575	4,449	6,163	473,544
<u>Maintenance</u>	134,877	8,944	24,957	199,129	419,087	0	102,550	889,546
<u>Capital Outlays</u>	31,020	50,480	79,445	213,825	159,914	0	3,322	538,007
<u>Miscellaneous</u>	110,746	9,113	2,246	148,302	600	97,848	3,588	372,442
<u>Leases and Rentals</u>	10,268	325,237	380,042	108,937	322,381	0	14,236	1,161,101
<u>Utilities</u>	66,034	21,336	8,825	90,264	9,838	1,057	4,711	202,065
<u>Transfers to Other Funds</u>	<u>1,609,598</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,609,598</u>
TOTAL	4,975,797	9,942,201	5,506,377	3,150,393	1,738,201	643,849	771,006	26,727,826

**Village of Park Forest
GENERAL FUND EXPENDITURES SUMMARY
FY 23/24 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	1,354,787	5,175,057	2,875,451	1,206,251	476,724	437,717	484,690	12,010,677
Overtime Salaries	1,542	450,588	299,085	21,847	66,154	785	0	840,001
Temporary/Part-time Salaries	98,900	246,139	67,586	268,570	0	11,778	23,080	716,053
IRMA Workers Comp Reimb.	0	0	0	0	0	0	0	0
Total Personnel Services	1,455,229	5,871,784	3,242,122	1,496,668	542,878	450,280	507,770	13,566,731
<u>Insurance Benefits</u>	216,505	952,760	525,087	289,378	136,289	37,653	77,199	2,234,871
<u>IRMA</u>	1,125,115	0	0	0	0	0	0	1,125,115
<u>Employee Support</u>	392,743	3,122,557	1,691,447	255,369	102,717	100,403	100,691	5,765,927
<u>Professional Services</u>	338,503	478,102	115,773	373,509	248,898	36,375	15,400	1,606,560
<u>Legal Services</u>	263,065	0	0	0	0	0	0	263,065
<u>Operating Supplies</u>	118,666	210,765	72,454	155,378	11,250	17,230	6,600	592,343
<u>Maintenance</u>	139,753	12,400	28,000	148,188	1,020,722	0	102,550	1,451,613
<u>Capital Outlays</u>	121,000	42,800	91,200	519,000	4,751,975	2,500	3,000	5,531,475
<u>Miscellaneous</u>	133,505	11,600	2,600	117,680	755	129,653	5,200	400,993
<u>Leases and Rentals</u>	10,576	334,994	418,996	146,419	339,542	0	14,956	1,265,483
<u>Utilities</u>	94,000	21,600	10,000	76,507	11,575	1,000	5,500	220,182
<u>Transfers to Other Funds</u>	<u>710,036</u>	0	0	0	0	0	0	<u>710,036</u>
TOTAL	5,118,696	11,059,362	6,197,679	3,578,096	7,166,601	775,094	838,866	34,734,394

**Village of Park Forest
General Fund Expenditures Summary
FY 23/24 Proposed**

[Table of Contents](#)



Village of Park Forest
GENERAL FUND EXPENDITURES TRENDS
FY 14/15 - FY25/26

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

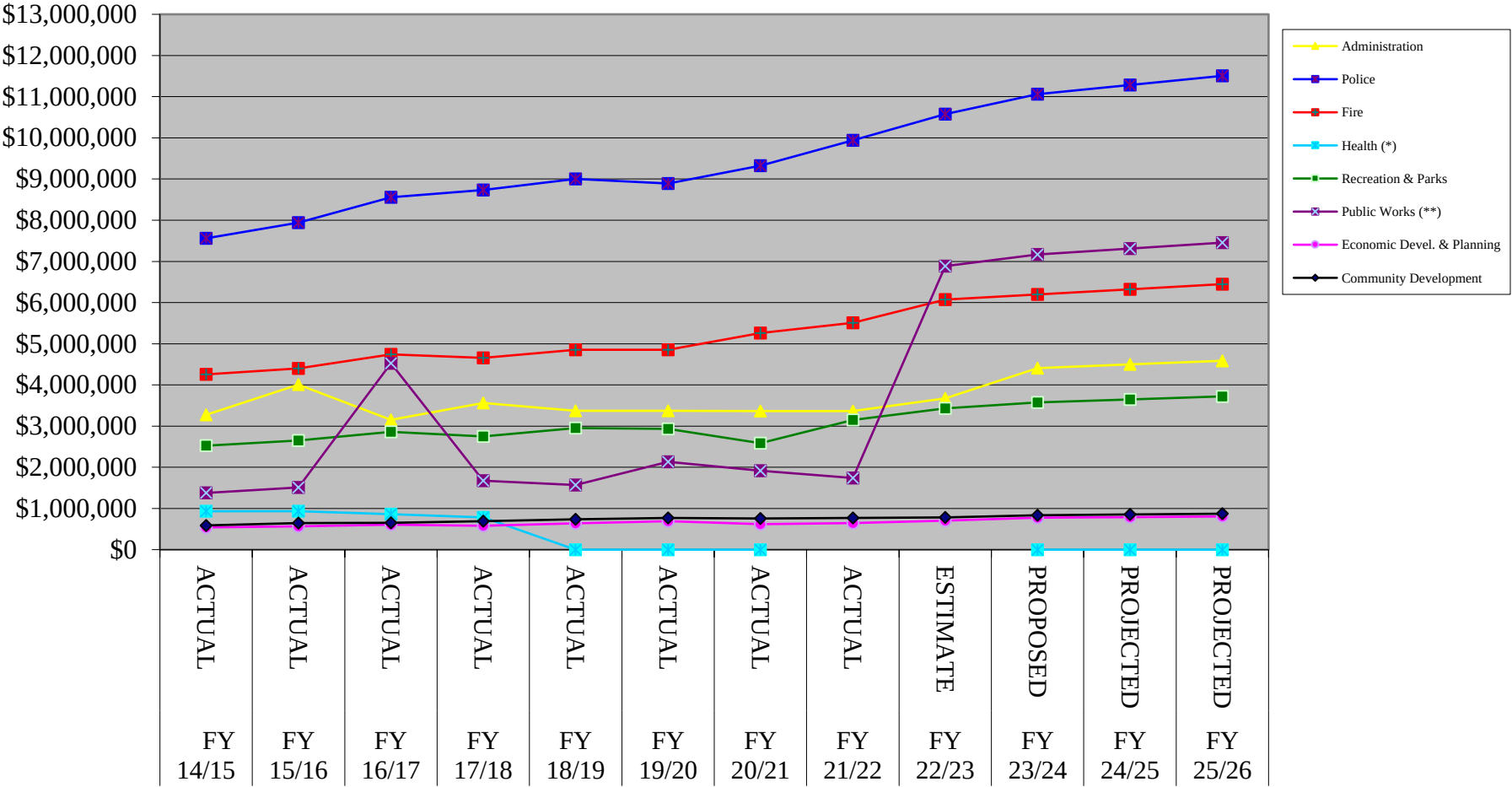
	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	PROPOSED	PROJECTED	PROJECTED
Administration	\$3,272,006	\$4,004,956	\$3,152,489	\$3,564,916	\$3,371,539	\$3,371,539	\$3,366,199	\$3,366,199	\$3,671,627	\$4,408,660	\$4,496,833	\$4,586,770
Police	7,560,174	7,939,404	8,559,697	8,736,230	9,001,959	8,888,371	9,323,799	9,942,201	10,574,028	\$11,059,362	\$11,280,549	\$11,506,160
Fire	4,256,419	4,404,142	4,742,671	4,655,927	4,852,426	4,852,291	5,262,356	5,506,377	6,074,678	\$6,197,679	\$6,321,633	\$6,448,065
Health (*)	933,122	932,108	863,455	783,249	0	0	\$0			\$0	\$0	\$0
Recreation & Parks	2,524,676	2,653,755	2,858,176	2,752,877	2,950,177	2,933,302	2,587,301	3,150,393	3,431,189	\$3,578,096	\$3,649,658	\$3,722,651
Public Works (**)	1,377,152	1,513,309	4,528,261	1,673,475	1,567,441	2,132,441	\$1,916,620	\$1,738,201	\$6,882,826	\$7,166,601	\$7,309,933	\$7,456,132
Economic Devel. & Planning	540,193	569,450	608,796	581,441	640,024	690,460	\$621,465	\$643,849	\$701,376	\$775,094	\$790,596	\$806,408
Community Development	<u>589,153</u>	<u>647,521</u>	<u>652,989</u>	<u>692,939</u>	<u>737,355</u>	<u>767,519</u>	<u>\$754,758</u>	<u>\$771,006</u>	<u>\$780,339</u>	<u>\$838,866</u>	<u>\$855,643</u>	<u>\$872,756</u>
	\$21,052,895	\$22,664,645	\$25,966,534	\$23,441,054	\$23,120,921	\$23,635,923	\$23,832,499	\$25,118,228	\$32,116,063	\$34,024,358	\$34,704,845	\$35,398,942

(*) 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 14/15 - FY 25/26

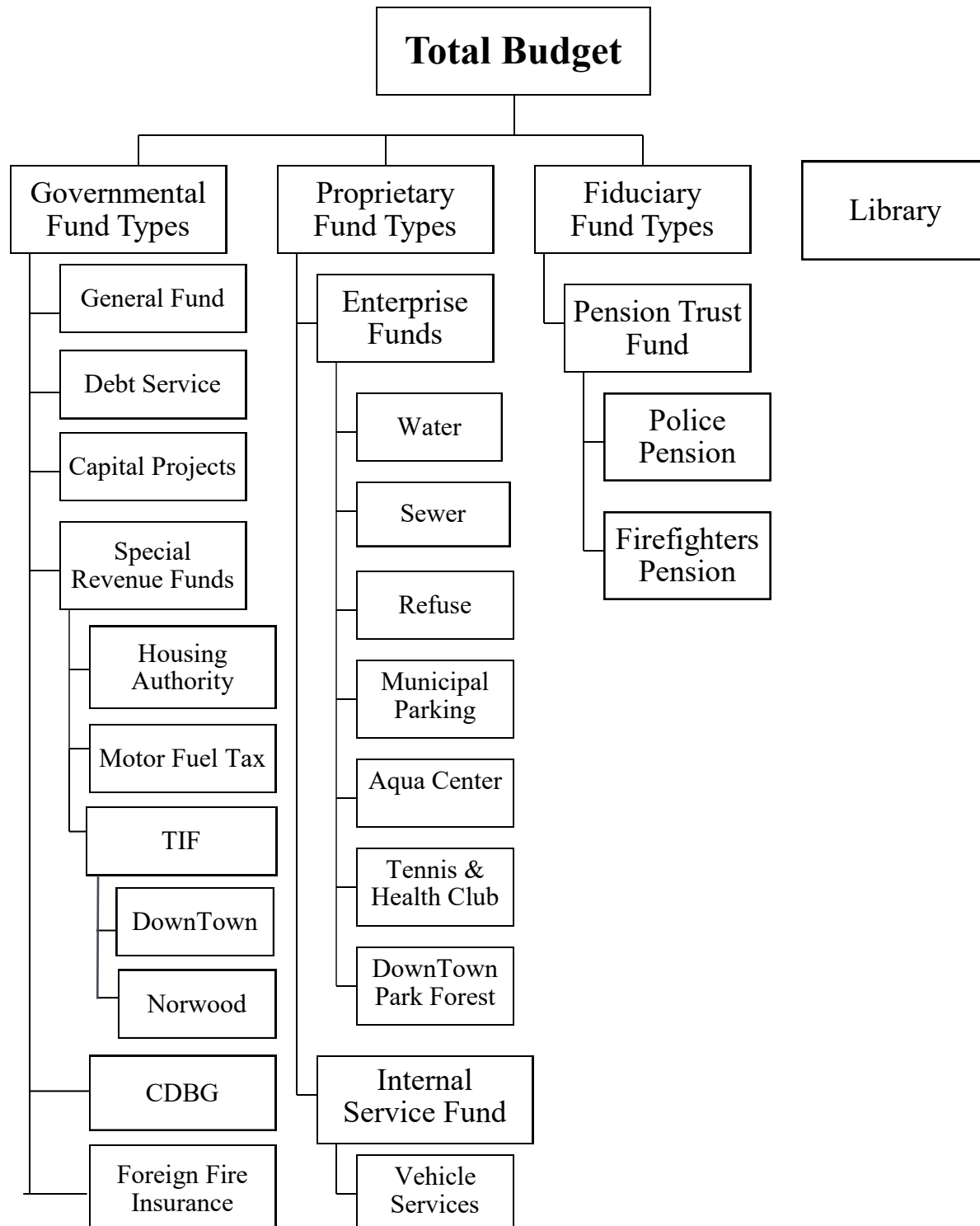
2-23



**Village of Park Forest
Oversight Responsibilities by Department
2023/2024 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 2023/2024 Budget Fund Structure



Village of Park Forest 2023/2024 Budget

REVENUE (All Funds)

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	CHANGE
General Fund	29,659,853	31,823,974	31,380,477	30,641,724	-4%
Aqua Center	419,726	392,250	390,873	396,000	1%
Tennis and Health Club	802,208	199,337	236,562	237,750	19%
Municipal Parking	87,028	11,801	21,026	10,515	-11%
Refuse	1,599,953	1,558,962	1,590,541	1,638,139	5%
Water	10,057,570	10,160,874	10,076,873	10,320,359	2%
Sewer	1,524,477	1,391,938	1,414,067	1,468,802	6%
DownTown	1,006,859	1,107,236	1,275,379	1,309,566	18%
Capital Projects	2,789,469	2,439,850	1,275,067	1,090,000	-55%
MFT	1,125,908	1,439,175	1,269,699	1,522,740	6%
Housing Authority	2,706,168	4,032,000	2,173,063	3,825,000	-5%
CDBG-Cook	300,000	0	0	300,000	100%
Retirement Funds					
Police Pension	-708,386	4,359,994	5,051,817	4,667,121	7%
Fire Pension	-269,415	2,635,657	3,002,659	2,675,430	2%
Bond Retirement	264,822	308,675	289,821	290,000	-6%
TIF	2,846,923	913,725	2,086,400	1,151,200	26%
Vehicle Services	1,897,382	1,755,627	1,831,539	1,825,953	4%
Foreign Fire Insurance	<u>28,007</u>	<u>36,398</u>	<u>36,398</u>	<u>30,000</u>	-18%
Subtotal	56,138,550	64,567,473	63,402,261	63,400,299	-2%
Library	<u>2,117,861</u>	<u>2,032,102</u>	<u>2,142,106</u>	<u>1,857,518</u>	-9%
TOTAL FUNDS	<u>58,256,411</u>	<u>66,599,575</u>	<u>65,544,367</u>	<u>65,257,817</u>	-2%

Village of Park Forest

2023/2024 Budget

EXPENDITURES (All Funds)

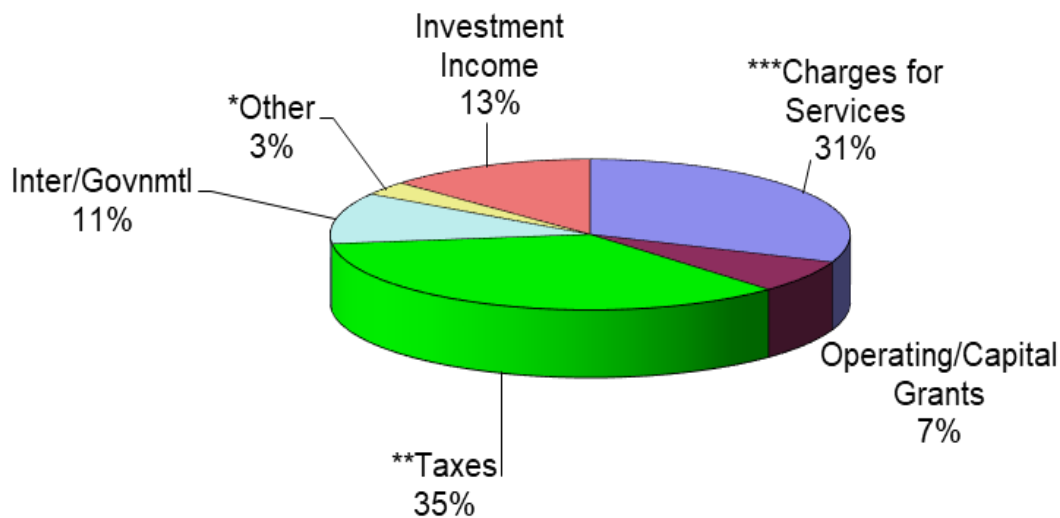
	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
General Fund***	25,118,228	37,700,297	32,116,063	34,024,358	-10%
Aqua Center	418,055	554,852	539,838	438,562	-21%
Tennis and Health Club	213,026	377,941	333,243	362,508	-4%
Municipal Parking	51,363	57,425	53,805	78,178	36%
Refuse	1,546,506	1,601,784	1,596,427	1,666,225	4%
Water	6,275,452	7,457,139	6,781,801	8,328,730	12%
Sewer	1,124,278	1,695,082	1,406,494	1,756,378	4%
DownTown	1,138,559	1,486,524	1,387,304	1,452,663	-2%
Capital Projects	2,311,375	4,011,671	417,059	1,126,296	-72%
MFT	925,052	2,729,538	1,748,591	3,099,650	14%
Housing Authority	2,792,647	3,996,046	2,454,592	3,784,504	-5%
CDBG-Cook	300,000	0	0	300,000	100%
Retirement Funds					
Police Pension	3,379,389	3,084,126	3,078,909	3,348,047	9%
Fire Pension	1,725,486	1,865,459	1,826,077	2,007,044	8%
Bond Retirement	279,834	287,875	287,175	299,625	4%
TIF	2,305,459	1,425,000	1,250,000	1,030,000	-28%
Vehicle Services*	1,129,515	1,377,253	1,236,301	1,269,472	-8%
Foreign Fire Insurance	18,426	35,000	35,000	60,000	71%
<u>Transfers from General Fund:</u>					
To Aqua Center	250,000	250,000	250,000	250,000	0%
To Tennis and Health Club	615,000	15,000	15,000	15,000	0%
To DownTown	155,036	155,036	155,036	155,036	0%
To Housing Authority	0	30,000	30,000	30,000	0%
To Capital Projects	185,000	185,000	185,000	185,000	0%
To Pension Funds	279,562	146,856	146,856	0	-100%
To Bond Retirement	50,000	75,000	75,000	75,000	0%
To Municipal Parking	75,000	0	0	0	0%
Total Transfers	1,609,598	856,892	856,892	710,036	-17%
Subtotal	52,662,249	70,599,904	57,405,570	65,142,276	-8%
Library	<u>1,663,010</u>	<u>2,378,865</u>	<u>2,098,475</u>	<u>1,855,864</u>	-22%
TOTAL FUNDS**	<u>54,325,259</u>	<u>72,978,769</u>	<u>59,504,045</u>	<u>66,998,140</u>	-8%

* 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 2023/2024 Budget

Revenues (All Fund) FY 23/24 Proposed

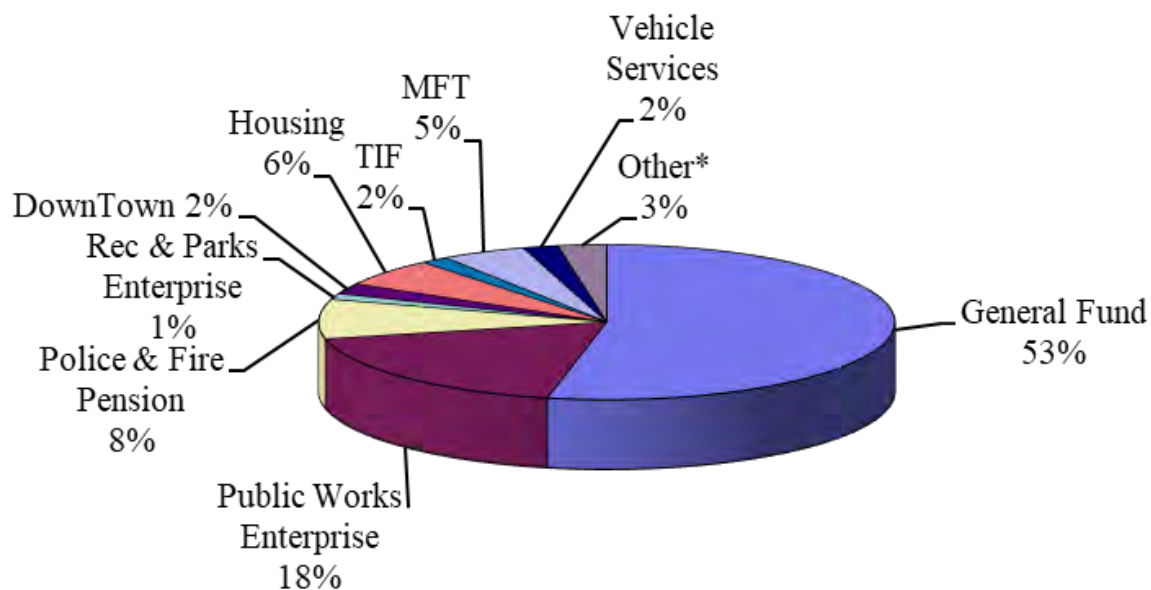


* Other includes Fines and Forfeits, Transfers, Proceeds from Sale of Capital Assets and Miscellaneous

** 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 23/24 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 21/22 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	4,711,360	0	19,166,105	5,081,143	408,109	293,136	0	0	0	0	29,659,853
Aqua Center	168,302	0	0	0	0	1,424	0	250,000	0	0	419,726
Tennis and Health Club	187,194	0	0	0	0	1	13	615,000	0	0	802,208
Municipal Parking	11,904	0	0	0	0	124	0	75,000	0	0	87,028
Refuse	1,598,627	0	0	0	0	1,327	0	0	0	0	1,599,954
Water	8,641,835	0	0	0	0	14,994	741	1,400,000	0	0	10,057,570
Sewer	1,218,329	0	0	0	0	5,256	892	300,000	0	0	1,524,477
DownTown	831,989	0	0	0	0	16,406	3,428	155,036	0	0	1,006,859
Capital Projects	49,279	289,656	0	188,972	0	0	50,004	2,185,000	26,558	0	2,789,469
MFT	-18,739	0	0	1,122,379	0	9,448	0	12,820	0	0	1,125,908
Housing Authority	0	2,706,169	0	0	0	0	0	0	0	0	2,706,169
CDBG - Cook	0	0	0	300,000	0	0	0	0	0	0	300,000
Police Pension	0	0	0	0	0	0	0	0	0	-708,386	-708,386
Fire Pension	0	0	0	0	0	0	0	0	0	-269,415	-269,415
Bond Retirement	0	0	214,816	0	0	6	0	50,000	0	0	264,822
TIF	0	0	2,846,735	0	0	188	0	0	0	0	2,846,923
Vehicle Services	1,835,321	0	0	0	0	8,922	53,138	0	0	0	1,897,381
Foreign Fire Insurance	0	0	0	0	0	0	28,007	0	0	0	28,007
	19,235,401	2,995,825	22,227,656	6,692,494	408,109	351,232	136,223	5,042,856	26,558	-977,801	56,138,553

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

Village of Park Forest
REVENUE (ALL FUNDS) BY SOURCE
GASB 34 Presentation
FY 23/24 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	4,715,379	0	20,670,333	4,553,012	292,000	411,000	0	0	0	0	30,641,724
Aqua Center	138,000	0	0	0	0	8,000	0	250,000	0	0	396,000
Tennis and Health Club	202,750	0	0	0	0	20,000	0	15,000	0	0	237,750
Municipal Parking	8,105	0	0	0	0	2,410	0	0	0	0	10,515
Refuse	1,622,169	0	0	0	0	15,970	0	0	0	0	1,638,139
Water	8,781,513	0	0	1,440,000	0	96,846	2,000	0	0	0	10,320,359
Sewer	1,404,321	0	0	0	0	2,000	62,481	0	0	0	1,468,802
DownTown	1,122,030	0	0	0	0	31,000	1,500	155,036	0	0	1,309,566
Capital Projects	0	205,000	0	0	0	0	0	685,000	200,000	0	1,090,000
MFT	0	494,414	0	899,326	0	129,000	0	0	0	0	1,522,740
Housing Authority	0	3,795,000	0	0	0	0	0	30,000	0	0	3,825,000
CDBG - Cook	0	0	0	300,000	0	0	0	0	0	0	300,000
Police Pension	0	0	0	0	0	0	0	0	0	4,667,121	4,667,121
Fire Pension	0	0	0	0	0	0	0	0	0	2,675,430	2,675,430
Bond Retirement	0	0	214,900	0	0	100	0	75,000	0	0	290,000
TIF	0	0	1,150,000	0	0	1,200	0	0	0	0	1,151,200
Vehicle Services	1,688,453	0	0	0	0	85,000	52,500	0	0	0	1,825,953
Foreign Fire Insurance	0	0	0	0	0	0	30,000	0	0	0	30,000
	19,682,720	4,494,414	22,035,233	7,192,338	292,000	802,526	148,481	1,210,036	200,000	7,342,551	63,400,299

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

**Village of Park Forest
EXPENDITURES (All Funds) SUMMARY
FY 21/22 Actual**

	General Fund	R & P Enterprise	Public Works Enterprise	DownTown and TIF	MFT	Housing	Retirement Funds	Other*	TOTAL
<u>Personnel Services</u>									
Regular Salaries	11,034,777	73,870	1,689,096	105,739	0	236,449	0	62,349	13,202,280
Overtime Salaries	690,644	0	128,867	2,189	0	0	0	9,274	830,974
Temporary/Part-time Salaries	507,874	56,831	104,095	74,620	0	13,148	0	0	756,568
IRMA Workers Comp Reimb.	-54,240	0	0	0	0	0	0	0	(54,240)
Total Personnel Services	12,179,055	130,701	1,922,058	182,548	0	249,597	0	71,623	14,735,582
<u>Insurance Benefits</u>	1,838,240	0	298,282	1,596	0	22,938	9,098	0	2,170,154
<u>IRMA</u>	748,869	13,035	166,502	11,422	0	7,657	0	0	947,485
<u>Employee Support</u>	5,170,524	-13,180	-232,108	-16,378	0	46,590	4,842,312	-6,965	9,790,795
<u>Professional Services</u>	1,366,834	206,924	1,506,026	58,161	1,318	36,717	179,575	67,537	3,423,092
<u>Legal Services</u>	178,001	0	0	0	0	0	0	0	178,001
<u>Operating Supplies</u>	473,544	33,668	633,212	18,336	93,824	550	0	315,509	1,568,643
<u>Property Taxes</u>	0	0	0	458,627	0	0	0	0	458,627
<u>Maintenance</u>	889,546	33,290	1,161,346	236,868	178,138	0	0	453,252	2,952,440
<u>Capital Outlays**</u>	538,007	33,416	82,480	266,059	609,964	0	0	498,463	2,028,389
<u>Housing Assistance Payments</u>	0	0	0	0	0	2,425,426	0	0	2,425,426
<u>Depreciation</u>	0	69,847	1,137,297	57,022	0	0	0	528,163	1,792,329
<u>Debt Service</u>	0	0	116,981	0	0	0	0	250,000	366,981
<u>Interest Expense</u>	0	0	275,433	0	0	0	0	29,400	304,833
<u>Transfers to Other Funds</u>	1,609,598	0	1,200,121	2,083,429	0	0	0	1,814,375	6,707,523
<u>Other Financing Use/Cost</u>	0	0	0	0	0	0	0	0	0
<u>Miscellaneous</u>	372,442	8,334	60,503	1,668	0	3,172	73,891	4,695	524,705
<u>Bad Debt Expense</u>	0	0	0	0	0	0	0	0	0
<u>Leases and Rentals</u>	1,161,101	5,710	396,853	1,499	0	0	0	0	1,565,163
<u>Utilities</u>	<u>202,065</u>	<u>109,337</u>	<u>272,617</u>	<u>83,159</u>	<u>41,809</u>	<u>0</u>	<u>0</u>	<u>13,099</u>	<u>722,086</u>
TOTAL	26,727,826	631,082	8,997,603	3,444,016	925,053	2,792,647	5,104,876	4,039,151	52,662,254

*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 23/24 Proposed

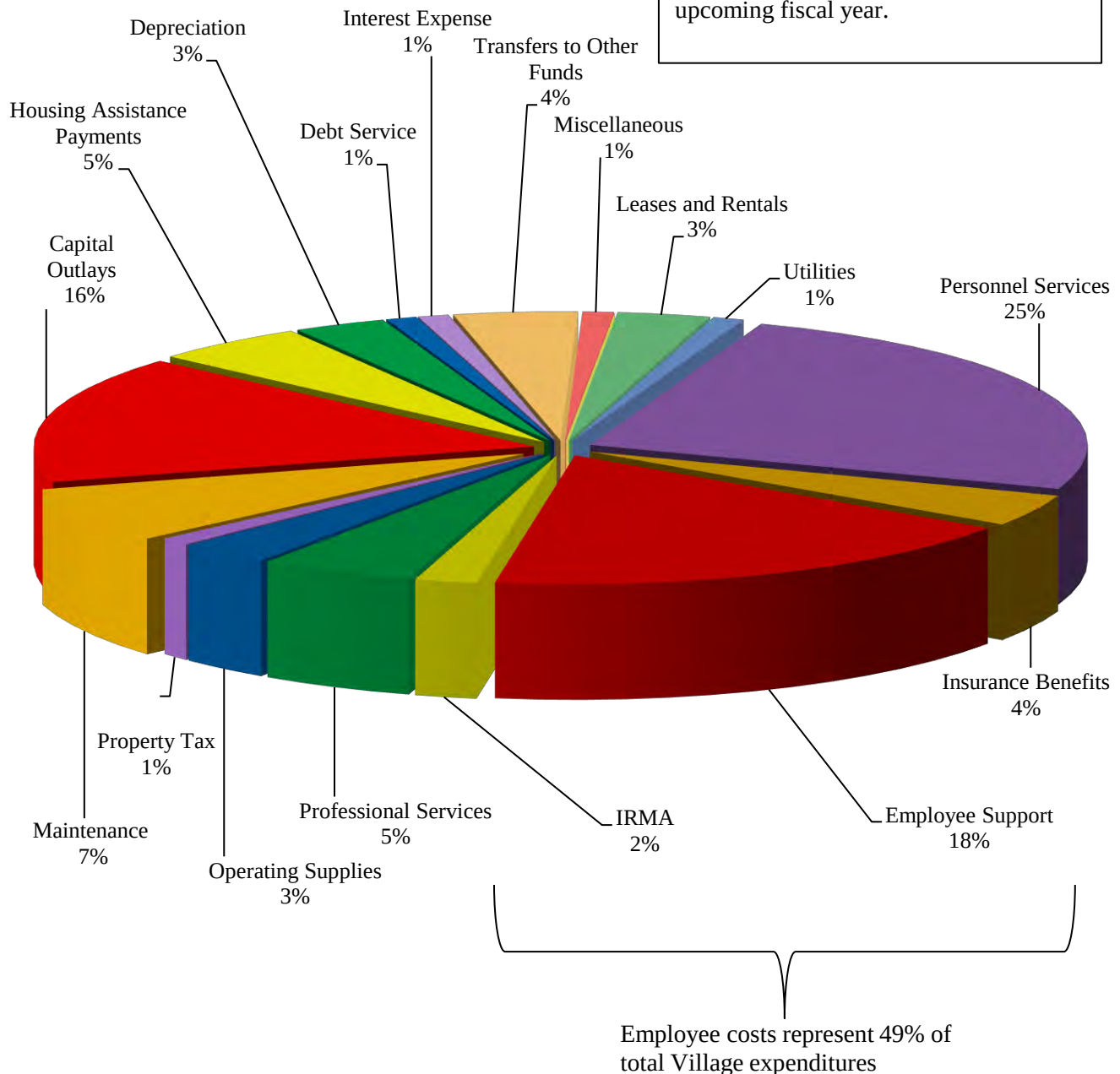
	General Fund	R & P Enterprise	Public Works Enterprise	DownTown and TIF	MFT	Housing	Retirement Funds	Other*	TOTAL
<u>Personnel Services</u>									
Regular Salaries	12,010,677	103,193	1,855,075	123,452	0	261,226	0	88,238	14,441,861
Overtime Salaries	840,001	2,448	202,500	1,500	0	0	0	21,219	1,067,668
Temporary/Part-time Salaries	716,053	92,359	142,619	93,142	0	0	0	263	1,044,436
IRMA Workers Comp Reimb.	0	0	0	0	0	0	0	0	0
Total Personnel Services	13,566,731	198,000	2,200,194	218,094	0	261,226	0	109,720	16,553,965
<u>Insurance Benefits</u>	2,234,871	0	378,017	1,626	0	26,398	0	0	2,640,912
<u>IRMA</u>	1,125,115	38,400	350,775	25,000	0	6,390	0	0	1,545,680
<u>Employee Support</u>	5,765,927	30,781	392,718	39,203	0	50,307	5,145,041	23,605	11,447,582
<u>Professional Services</u>	1,606,560	234,360	1,671,885	51,120	1,700	27,933	209,500	70,160	3,873,218
<u>Legal Services</u>	263,065	0	0	0	0	0	0	0	263,065
<u>Operating Supplies</u>	592,343	59,639	815,688	23,295	103,000	1,800	0	374,470	1,970,235
<u>Property Taxes</u>	0	0	0	425,000	0	0	0	0	425,000
<u>Maintenance</u>	1,451,613	24,011	1,735,583	239,680	267,471	0	0	492,688	4,211,046
<u>Capital Outlays**</u>	5,531,475	47,700	795,700	664,100	2,683,479	0	0	742,000	10,464,454
<u>Housing Assistance Payments</u>	0	0	0	0	0	3,409,900	0	0	3,409,900
<u>Depreciation</u>	0	77,646	1,328,508	61,950	0	0	0	565,325	2,033,429
<u>Debt Service</u>	0	0	0	0	0	0	0	285,000	285,000
<u>Interest Expense</u>	0	0	218,741	0	0	0	0	13,425	232,166
<u>Transfers to Other Funds</u>	710,036	0	1,204,890	592,172	0	0	0	370,000	2,877,098
<u>Miscellaneous</u>	400,993	8,058	74,350	2,000	0	550	550	5,000	491,501
<u>Bad Debt Expense</u>				35,000					35,000
<u>Leases and Rentals</u>	1,265,483	6,230	425,212	1,558	0	0	0	0	1,698,483
<u>Utilities</u>	<u>220,182</u>	<u>76,245</u>	<u>237,250</u>	<u>102,865</u>	<u>44,000</u>	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>684,542</u>
TOTAL	34,734,394	801,070	11,829,511	2,482,663	3,099,650	3,784,504	5,355,091	3,055,393	65,142,276

*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 23/24 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 2022/2023 with a total unassigned Fund Balance of \$14,920,910. In addition, \$4,158,064 was assigned for projects to be spent in 2022/2023.

Revenue has a positive impact on the General Fund balance while expenditures have a negative impact. It is estimated that operating revenues for Fiscal Year 2022/2023 will exceed expenditures by \$806,700, after transfers and use of assigned fund balance. 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 6.2 months of expenditures (\$19,885,674) is maintained in the Fund Balance at the end of FY 22/23.

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 2022/2023.

Board approved fiscal policies mandate a minimum three-month reserve to fund cash flow shortages. The estimated ending fund balance presented for Fiscal Year 2023/2024 after adjustments is a 5.5 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
2023/2024 Budget**

[Table of Contents](#)

GENERAL FUND SUMMARY

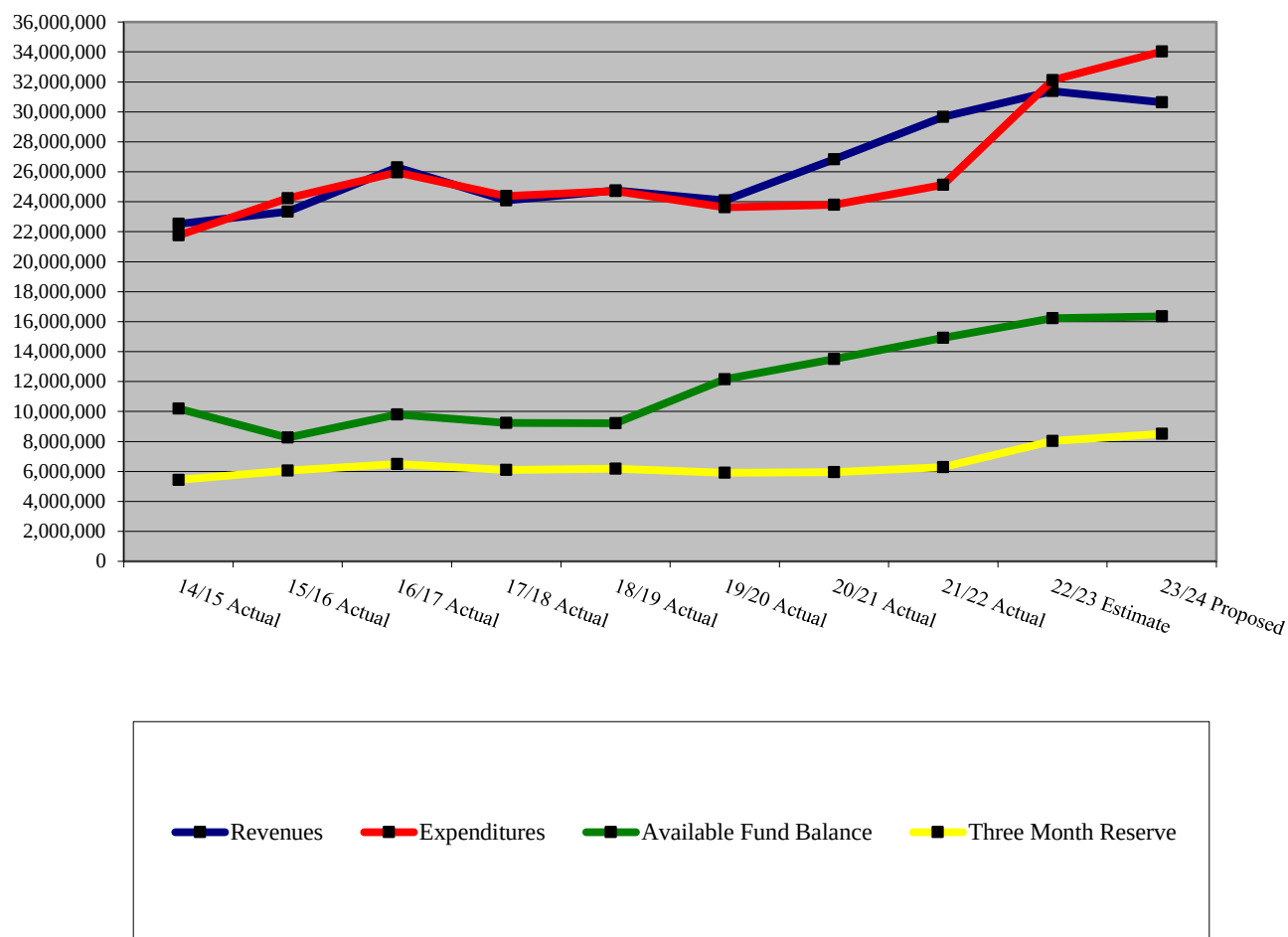
	FY 22/23 ESTIMATED	FY 23/24 PROPOSED
Beginning Unassigned General Fund Balance (6/30/2022)	14,920,910	19,886,496
Assignments 6/30/2022	4,158,064	
Operating		
Revenues	31,380,477	30,641,724
Expenditures # @	(32,116,063)	(34,024,358)
Assigned or Reserved General Fund fund balance # @	2,400,000	50,000
Transfers to -		
DownTown - CAM	(155,036)	(155,036)
Aqua Center	(250,000)	(250,000)
Tennis & Health	(15,000)	(15,000)
Bond Retirement	(75,000)	(75,000)
Capital Projects		
- Public Art	(10,000)	(10,000)
- Land Banking	(50,000)	(50,000)
- Somonauk Park	(50,000)	(50,000)
- Central Park	(25,000)	(25,000)
- Sustainability Plan Implementation	(50,000)	(50,000)
Housing Authority	(30,000)	(30,000)
Pension Funds (Police and Fire)	(146,856)	0
Total Transfers	<u>(856,892)</u>	<u>(710,036)</u>
Annual Overage (Shortfall)	<u>807,522</u>	<u>(4,042,670)</u>
Net Adjusted Unassigned Fund Balance * #	<u>19,886,496</u>	<u>15,843,826</u>

* One month of expenditures in FY 23/24 equals \$2,894,533. A three month reserve in expenditures would be \$8,683,599. The Board's desired goal is a minimum three month reserve. The ending reserve represents 5.5 months' expenditures.

Of the \$32,116,063 in General Fund expenditures in FY 22/23, \$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.

@ FY 23/24 has an infrastructure project budgeted at \$4,737,575 that spends down the unassigned fund balance in the General Fund. Removing this project of \$4,737,575 means the remainder of the General Fund is budgeted at a surplus of \$694,905 for FY 23/24. There is \$50,000 of reserved fund balance being spent for new video broadcasting hardware funded by PEG fees that does not impact the unassigned 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
2023/2024
Budget**

FUND SUMMARY

	FY 22/23 ESTIMATE	FY 23/24 PROPOSED
<u>Aqua Center*</u>		
Beginning Net Position	1,084,402	935,437
Revenue	390,873	396,000
Expenses	<u>539,838</u>	<u>438,562</u>
Ending Net Position	935,437	892,875
<u>Tennis & Health*</u>		
Beginning Net Position	657,133	560,452
Revenue	236,562	237,750
Expenses	<u>333,243</u>	<u>362,508</u>
Ending Net Position	560,452	435,694
<u>Municipal Parking**</u>		
Beginning Net Position	453,647	420,868
Revenue	21,026	10,515
Expenses	<u>53,805</u>	<u>78,178</u>
Ending Net Position	420,868	353,205
<u>Refuse**</u>		
Beginning Net Position	717,096	711,210
Revenue	1,590,541	1,638,139
Expenses	<u>1,596,427</u>	<u>1,666,225</u>
Ending Net Position	711,210	683,124

* 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
2023/2024
Budget

FUND SUMMARY

	FY 22/23 ESTIMATE	FY 23/24 PROPOSED
<u>Water Fund**</u>		
Beginning Net Position	25,521,939	28,817,011
Revenue	10,076,873	10,320,359
Expenses	<u>6,781,801</u>	<u>8,328,730</u>
Ending Net Position	28,817,011	30,808,640
<u>Sewer Fund**</u>		
Beginning Net Position	8,011,387	8,018,960
Revenue	1,414,067	1,468,802
Expenses	<u>1,406,494</u>	<u>1,756,378</u>
Ending Net Position	8,018,960	7,731,384
<u>DownTown</u>		
Beginning Net Position	1,255,771	1,143,846
Revenue	1,275,379	1,309,566
Expenses	<u>1,387,304</u>	<u>1,452,663</u>
Ending Net Position	1,143,846	1,000,749

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

Capital Projects

Beginning Fund Balance	3,362,071	4,220,079
Revenue	1,275,067	1,090,000
Expenses	<u>417,059</u>	<u>1,126,296</u>
Ending Fund Balance	4,220,079	4,183,783

MFT***

Beginning Fund Balance	3,649,915	3,171,023
Revenue	1,269,699	1,522,740
Expenditures	<u>1,748,591</u>	<u>3,099,650</u>
Ending Fund Balance	3,171,023	1,594,114

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

**Village of Park Forest
2023/2024
Budget**

FUND SUMMARY

	FY 22/23 ESTIMATE	FY 23/24 PROPOSED
<u>CDBG</u>		
Beginning Fund Balance	6,098	6,098
Revenue	0	300,000
Expenditures	<u>0</u>	<u>300,000</u>
Ending Fund Balance	6,098	6,098
<u>Police Pension</u>		
Beginning Net Position	24,311,729	26,284,637
Revenue	5,051,817	4,667,121
Expenditures	<u>3,078,909</u>	<u>3,348,047</u>
Ending Net Position	26,284,637	27,603,711
<u>Fire Pension</u>		
Beginning Net Position	16,463,938	17,640,520
Revenue	3,002,659	2,675,430
Expenditures	<u>1,826,077</u>	<u>2,007,044</u>
Ending Net Position	17,640,520	18,308,906
<u>Bond Retirement</u>		
Beginning Fund Balance	82,001	84,647
Revenue	289,821	290,000
Expenditures	<u>287,175</u>	<u>299,625</u>
Ending Fund Balance	84,647	75,022
<u>TIF Funds</u>		
Beginning Fund Balance	2,219,241	3,055,641
Revenue	2,086,400	1,151,200
Expenditures	<u>1,250,000</u>	<u>1,030,000</u>
Ending Fund Balance	3,055,641	3,176,841

**Village of Park Forest
2023/2024
Budget**

FUND SUMMARY

	FY 22/23 ESTIMATE	FY 23/24 PROPOSED
<u>Vehicle Services</u>		
Beginning Net Position	5,025,056	5,620,294
Revenue	1,831,539	1,825,953
Expenses	<u>1,236,301</u>	<u>1,269,472</u>
Ending Net Position	5,620,294	6,176,775

Foreign Fire Insurance***

Beginning Fund Balance	41,211	42,609
Revenue	36,398	30,000
Expenditures	<u>35,000</u>	<u>60,000</u>
Ending Fund Balance	42,609	12,609

*** Included in General Fund Summary.

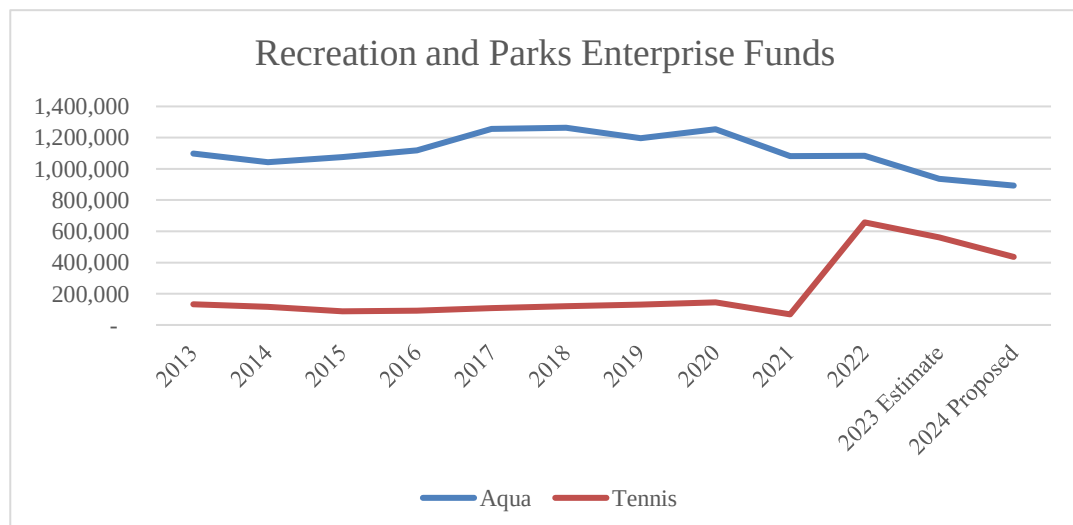
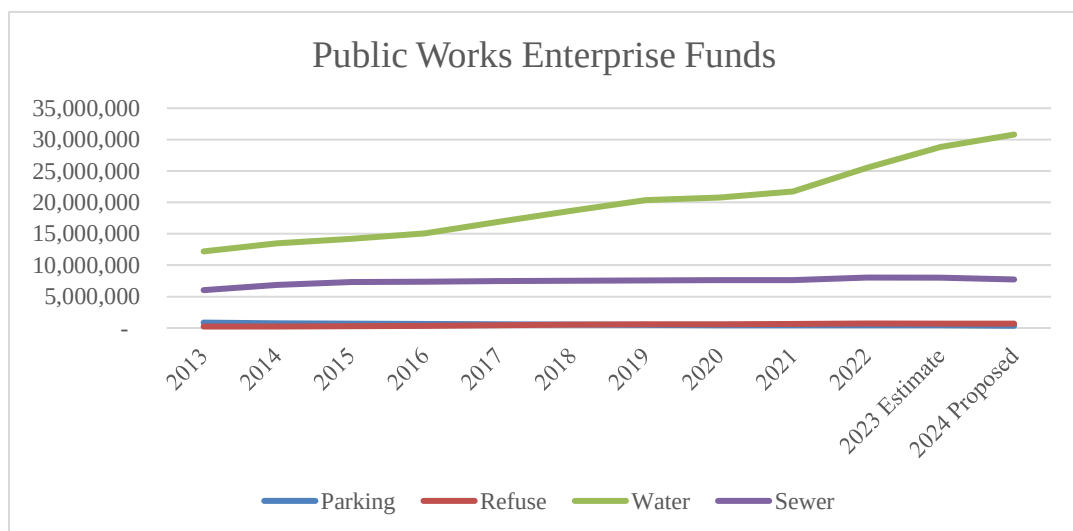
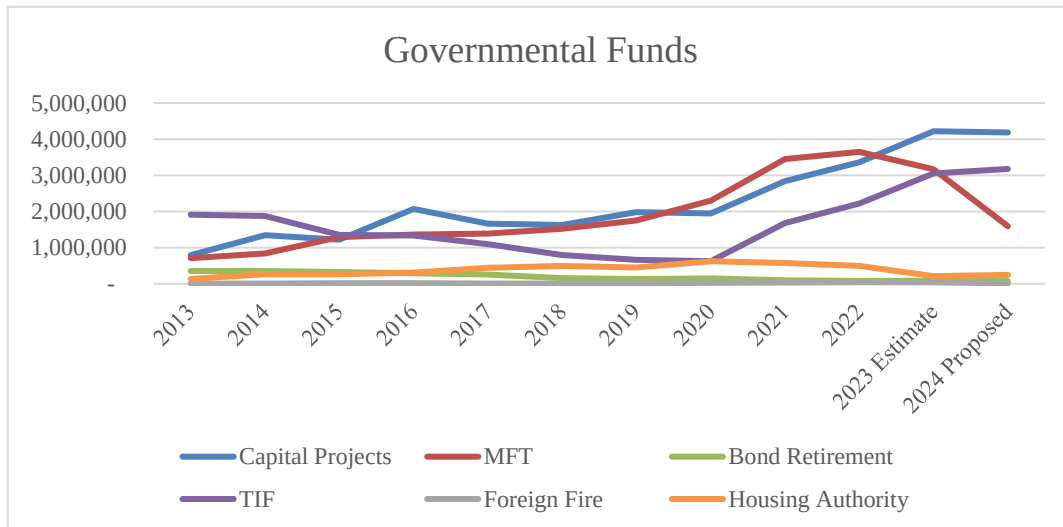
Housing Authority

Beginning Fund Balance	491,347	209,818
Revenue	2,173,063	3,825,000
Expenditures	<u>2,454,592</u>	<u>3,784,504</u>
Ending Fund Balance	209,818	250,314

Village of Park Forest 2023/2024 Budget

FUND SUMMARY

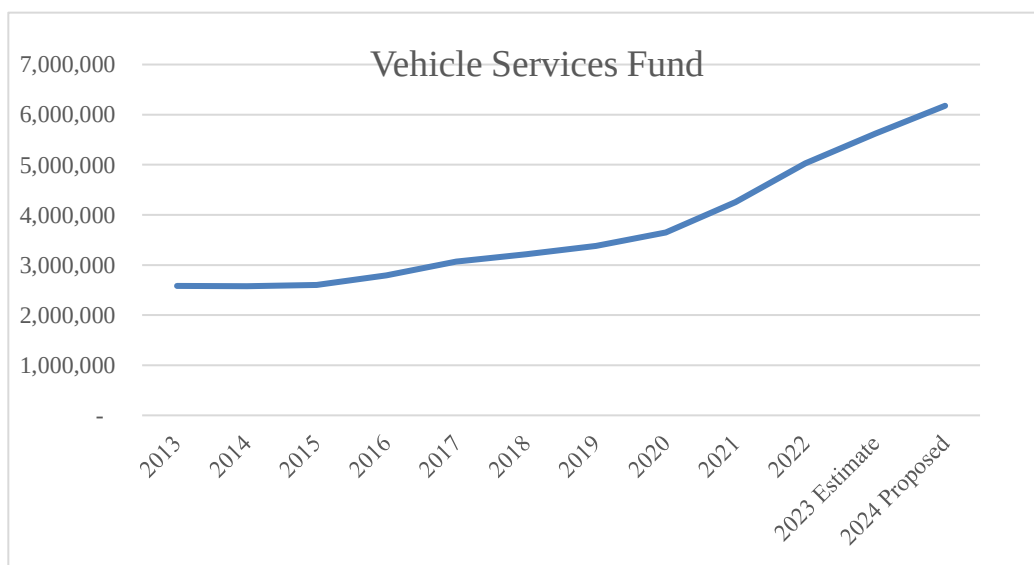
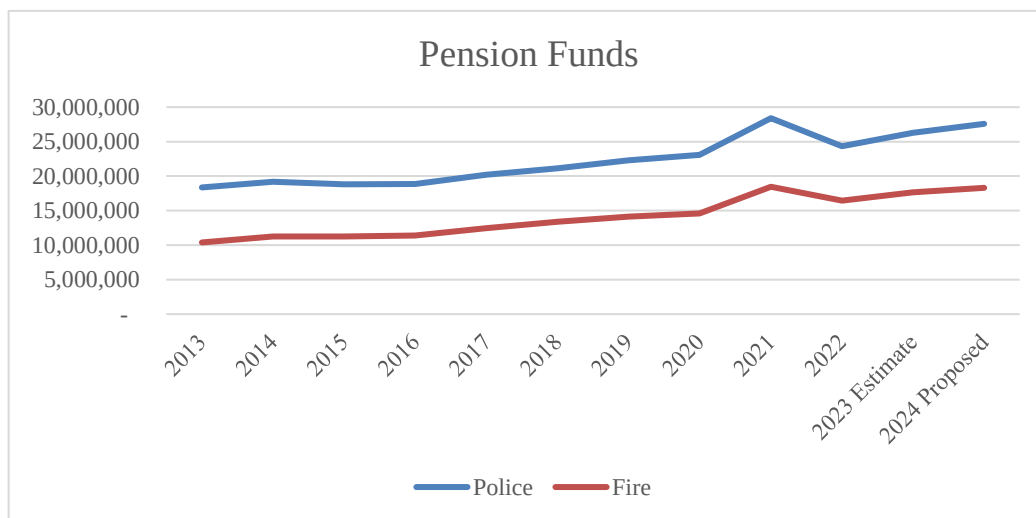
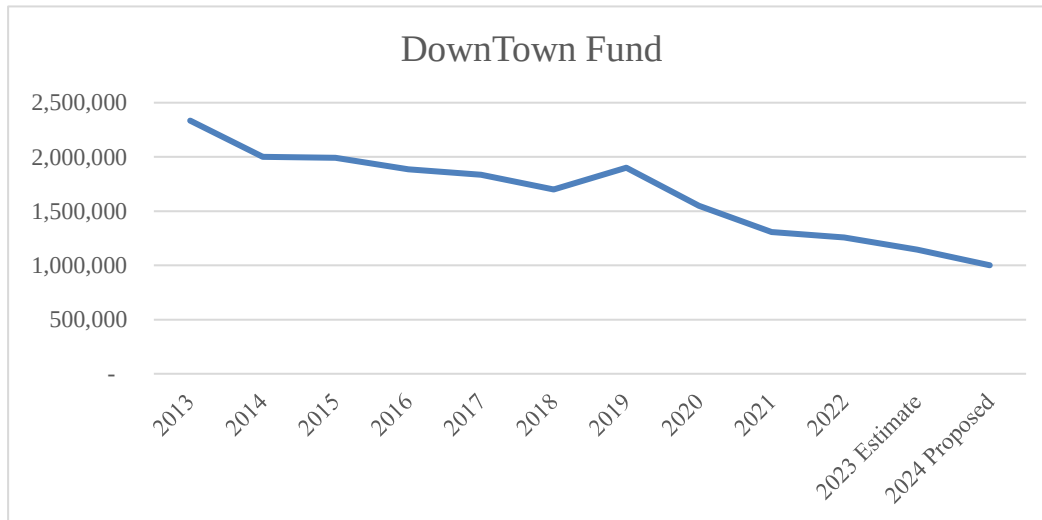
Net Position or Fund Balance Trends, as of June 2024



Village of Park Forest 2023/2024 Budget

FUND SUMMARY

Net Position or Fund Balance Trends, as of June 2024



Village of Park Forest 2023/2024 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 27-82.

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 2023/2024, 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 2023/2024, the Police department will replace computer hardware for \$32,800 and replace copier for \$10,000.

Fire Department

The Fire department will spend \$20,700 upgrading their computer hardware, \$20,000 on protective clothing, \$11,000 on replacing pagers and radios and \$10,000 for upgrades to special teams equipment. The remaining outlays of \$29,500 are for various paramedic and fire-fighting equipment.

Public Works Projects/Water Main Replacement

The FY 2024 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 \$100,000 for sidewalk replacement, based on need, throughout the Village. Lastly, over \$4.7 million is budgeted from the unassigned fund balance of the General Fund for extensive road improvements in the Village.

The FY 2023/2024 budget for the Water Fund contains \$1,500,000 for the ongoing multi-year, large scale water main replacement program. There is \$910,000 for the water main improvement throughout the Village, \$500,000 for over coating the Blackhawk Tower 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>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Water Main Breaks	117	165	154	120	128	109	160	128

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 2023/2024, 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 FY 23/24 Budget has \$164,100 in capital outlays that continue to build out tenant spaces as well as upgrade the aging assets in the DownTown. 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 \$715,000 are planned for FY 2023/2024. 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 2023/2024 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 Engine #54 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 \$319,000 that goes to improve and maintain Village buildings and facilities not specifically identified in other areas of the budget.

The Aqua Center will have \$15,000 for facility improvements and \$3,800 for computer upgrades. The Tennis and Health Club will have \$12,000 to replace heaters for the courts, \$1,900 for computer replacement and \$15,000 for smaller maintenance items on its building and exercise equipment.

TIF

The TIF Fund can now pay for improvement in the DownTown. There is \$200,000 for installing public washrooms in the DownTown and \$300,000 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 2023/2024 budget achieve these goals.

**Village of Park Forest
2023/2024 Budget**

[Table of Contents](#)

CAPITAL EXPENDITURES BY DEPARTMENT

General Fund Departments

Administration

Computer & Printer Replacements	3,000	
Trustee Laptops (3)	3,000	
VOIP Expansion	10,000	
Video Broadcasting Hardware	50,000	
File Servers	10,000	
Backup Appliance	15,000	
MS Office Pro Licensing	<u>30,000</u>	
		121,000

Police

Computer System Upgrades/Copier	32,800	
Copy Machine	<u>10,000</u>	
		42,800

Fire

Protective Clothing	20,000	
Fire Station Maintenance	9,500	
Fire Station Furnishings	7,500	
Special Teams Equipment	10,000	
Pagers/Radios	11,000	
EMS Equipment	5,500	
SCBA Air Bottles	7,000	
Computer System Upgrades	<u>20,700</u>	
		91,200

Recreation and Parks

Computer Upgrades	<u>7,600</u>	
		7,600

Freedom Hall

Tuckpointing	10,000	
Replace Stage Drapes	<u>30,000</u>	
		40,000

Village of Park Forest 2023/2024 Budget

[Table of Contents](#)

Facilities Maintenance

Central Park-Resurface Tennis Courts	65,000	
Central Park Wetlands Management Plan	3,000	
Central Park-Replace Backstops/Baseline Fencing	25,000	
Green Initiatives	15,000	
Various Parks-crack-fill/seal lots	10,000	
ADA Transition Plan Implementation-Various	5,000	
Various Parks-Replace tables/bleachers	6,400	
Playground Safety Resurface Maintenance-Various Parks	8,000	
Play Equipment Upgrades-Various Parks	<u>15,000</u>	
		152,400

Building and Grounds

Emergency Purchases/Repairs/Replacements	10,000	
Department Office Space Upgrades	20,000	
Interior Public Space Upgrades/Counter Security	50,000	
Replace HVAC/Boardroom	30,000	
Rec Center - Misc Maintenance/Equipment Upgrades	10,000	
Rec Center - Replace Doors - Lower Level	7,000	
Rec Center - Video Security/Wi-Fi	5,000	
Rec Center - Replace galvanized water lines washrooms	15,000	
Police - Replace HVAC - Various	12,000	
Police - Roof Replacement	120,000	
Police Tuckpointing	5,000	
Police - Parking Lot - Sealcoat/Stripe	5,000	
Municipal Garage - Galvanized Water Lines	8,000	
Municipal Garage - Garage Door Repairs	5,000	
Municipal Garage - Tuck-pointing	7,000	
Municipal Garage - Replace Upper Windows-West Wall	<u>10,000</u>	
		319,000

Public Works

Computer System Upgrades	6,400	
Local Road Improvements - Various Locations	4,518,179	
Local Road Improvements - Construction Engr	219,396	
Tree Removal	<u>8,000</u>	
		4,751,975

Economic Development and Planning

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

Community Development

Computer Replacement	<u>3,000</u>	
		<u>3,000</u>

Total General Fund		5,531,475

**Village of Park Forest
2023/2024 Budget**

[Table of Contents](#)

Enterprise Funds

Aqua Center

Computer System Upgrades	3,800
ADA Transition Plan Implementation	5,000
Install Lockers/Dressing Partitions/Deck Chair	5,000
Pool Play Equipment	<u>5,000</u>

18,800

Tennis and Health

Replace/Upgrade Exercise Equipment	5,000
ADA Transition Plan Implementation	5,000
Tuck-Pointing	5,000
Computer System Upgrades	1,900
Court-Heaters	<u>12,000</u>

28,900

Water

Computer Replacement	5,700
Well Maintenance - Well 6 (Components and Casing)	90,000
Blackhawk Tower Overcoat	500,000
Local Watermain Improvement*	<u>910,000</u>

1,505,700

Sewer

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

500,000

DownTown Park Forest

Tenant Build Out	75,000
Recondition Roofs/Sealcoating	33,600
Interior LED Lighting Bldg 1&7 (ind. Offices)	7,500
Repair Exterior Fascia	5,000
Tenant Signs(Matching Grant Program)	3,000
Computer Upgrades	5,000
Dumpster Enclosures	10,000
Masterplan Movie Theater Study	<u>25,000</u>

164,100

Total Enterprise Funds

2,217,500

Village of Park Forest 2023/2024 Budget

[Table of Contents](#)

Capital Projects

Traffic Signal at US30/Indiana Street	325,000	
Signage and Sculpture	10,000	
Village Green Enhancements	25,000	
Central Park Redevelopment	75,000	
Equipment and Grounds Improvements	5,000	
Economic Development Incentive	20,000	
Communal Composting	8,000	
Community Gardens (larger garden improvements)*	10,000	
EV Charging Infrastructure**	80,000	
EV Municipal Infrastructure/Fleet Adoption**	75,000	
EV Readiness Coordinator**	20,000	
LED Lighting Replacement**	10,000	
Mini Forest	10,000	
Tool Lending Library	3,000	
Solar Installation***	20,000	
Sustainability Incentives (community & rain gardens, energy efficiency improvements)*	15,000	
Water Bottle Filling Station	<u>4,000</u>	
Total Capital Projects		715,000

Motor Fuel Tax Fund

Resurf. Shabbona Dr(Sauk Tr to Indianwood Blvd) - Const ^{1,R}	278,700	
Resurf. Shabbona Dr(Sauk Tr to Indianwood Blvd) - CE ^{1,R}	114,031	
Resurf. Westwood/Norwood (Sauk Trail to Western) - Phase 1 ²	211,000	
Forest Blvd Improvements - ITEP Path Contrsruction ³	1,890,680	
Forest Blvd Improvements - ITEP Path Contrsruction Engineering ³	<u>189,068</u>	
Total Motor Fuel Tax Fund		2,683,479

Housing Choice Voucher Program

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

TIF - Downtown

DownTown public washrooms and storage	200,000	
Implementation of DownTown Master Plan Objectives	<u>300,000</u>	
Total TIF - Downtown		500,000

**Village of Park Forest
2023/2024 Budget**

[Table of Contents](#)

Vehicle Service Fund

Police

Mobile Data Terminals for Squads	10,000
Three Police Vehicles @ \$51,000 ea*	153,000

Fire

Engine 54*	750,000

Recreation and Parks

Misc. Vehicle Repair/Recondition	12,000
Various Maintenance Attachments and Equipment	5,000
Replace Toro Mower #138*	95,000
CNG Conversions*	15,000

Public Works

Combination Vactor/Jetter#604*	<u>400,000</u>

Total Vehicle Services		<u>1,440,000</u>

Total Village Capital Expenditures		13,089,354

Village of Park Forest 2023/2024 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
2023/2024 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 2022/2023 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. In 2022/2023, Staff worked on the following strategic planning goals as adopted by the Village Board of Trustees.

- 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 2022/2023, no items were officially tabled.

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

Work began organization-wide toward strategic planning goals that were adopted 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 2022/2023.

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, a SSMMA Legislative Webinar took place in January 2023 in place of an in-person function. Village Officials plan to attend the Illinois Municipal League legislative lobby day in late-2022/2023.

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 2022/2023 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 increase of 1.5% and the 2018 tax levy was flat, meaning it was unchanged from the prior year. The 2019 tax levy increased 2.0% due primarily to the increased cost of police and fire pensions. The 2020 tax levy increased 0.85% driven, again, by the increased cost of police and fire pensions. The 2021 and 2022 tax levies were both 0% increases while maintaining a three-month minimum 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, 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 2022/2023 Achievements:

- 1. Assist 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.**

The recent trend of higher than normal turnover which began in 2021 slowed slightly in 2022. The Village secured a total of 308 applications to fill various positions within the organization. Popular sites for job seekers like LinkedIn and Indeed continue to be useful in helping to drive application volume from high-qualified applicants.

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

The HR Director prioritized the modernization of the human resources operations of the Village in 2022-23. As part of the modernization, the HR Director directed the securing of a benefits administration system along with securing new benefit options that will allow employees to avoid financial pitfalls.

- 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.**

The HR Director attended the IPELRA Law Seminar in 2022 to stay up-to-date on laws impacting municipalities. Similarly, the HR Director also took part in webinars organized by IRMA addressing similar issues. Daily emails from SHRM provide additional awareness to aid the Village in remaining in compliance with changing laws.

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

The Village's annual employee pool party along with the village's annual holiday party returned in 2022 after a two year hiatus due to COVID. Village employees continue to receive much support from EAP partner ERS. The HR Director currently serves on ILCMA's DEI Committee, IRMA's Membership Relations Committee, and IPELRA's Marketing Communications Committee.

- 5. Serve 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.

The HR Director has conducted three recruitment processes over the past year that has required the involvement of the Board of Fire and Police Commissioners.

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 2022/2023, 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 2022, the Village reorganized its communications staffing approach and replaced the communications director position with a communications specialist and communications coordinator, hired in August and September respectively. New staff are continuing to learn their roles but have already begun to enhance communications volume while continuing to implement the previous public relations plan of previous years.

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

Park Forest's website continues to be the information hub of the village. Content on the village's website has increased since the hiring of new staff who add several new posts to the homepage each week. Additionally, new pages to engage residents like an "Ask the Village" and "Meet the Village" page have allowed residents to better understand where their tax dollars go and what talent exists to deliver the services they receive.

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 restructuring of the communications team not having been completed until the fall of 2022, this objective has been moved to a 2023-2024 budget year implementation.

2023/2024 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 2023/2024 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 2023/2024 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 2022/2023 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 2022/2023 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 2022/2023, 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. Finally, informal Saturday Morning Rules Meetings took place as scheduling and pandemic restrictions would allow.

- 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 served as 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 2022/2023.

- 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. In 2022-2023, the Board began to review Staff's efforts toward carrying out each of these goals.

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

With new strategic planning goals in place, Staff began efforts to follow through on them. Implementation strategies were provided to the Board. With the October Financial Update, an update was presented on Staff's efforts in working toward achieving these goals.

The Village Board has standing Board Committees: A, B and C. Board Committee A reviewed Village Code as relates to front and side yard fence height restrictions. While no changes were recommended for Village Code, refinements were made to the brochures and on-line materials available to the public. Board Committee C had preliminary review of the merits for establishing an Education Committee. No formal action was recommended.

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 2022/2023, 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 more than 100 total seats should a vacancy arise.

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 2022/2023 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. As warranted, the Village submitted witness slips in support or opposition presented in Illinois General Assembly.

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 2022 and a subsequent update took place in February 2023. In particular, both sessions included an ongoing 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 2022/2023 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 ladder CD portfolio was established with PMA from the CN settlement proceeds and this continues to provide the best possible returns while maintaining liquidity. In Fiscal 2018/2019, the Treasurer expanded the Village's investment platforms past PMA's ladder CD portfolio to include 5th 3rd Bank and PFM. These additional platforms 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. In late FY 21/22 and throughout FY 22/23, interest rate rose and interest income rose across all Village funds. 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 2022, a total of 52 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

Calendar Year	2015	2016	2017	2018	2019	2020	2021	2022
Number	56	98	50	85	56	52	50	52

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 358 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>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
<i>Number</i>	<i>213</i>	<i>155</i>	<i>266</i>	<i>338</i>	<i>349</i>	<i>245</i>	<i>281</i>	<i>358</i>

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

Village Hall served as early voting site for Cook County residents with State-wide elections in October/November 2022 and the local elections in March/April 2023.

2023/2024 BOARD OF TRUSTEE OBJECTIVES:

The Mayor's, Board of Trustees', Treasurer's and Clerk's objectives will continue to be as important in 2023/2024 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 2023/2024.

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
2023/2024
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.

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.

Fire & Police Advisory Council – Established in April 2021, this group will study matters related to fire and police operations. Recruitment to fill the five-person Council unfolded in 2022/2023 and an initial kickoff meeting took place.

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 – The Planning and Zoning Commission was adopted by the Board in 2017 after the merging of the Plan Commission and Zoning Board of Appeals. The major responsibility of the Planning and Zoning Commission is to guide, direct, and control the growth development or redevelopment of the Village and its environs.

The Commission, established by State Statute and Village Ordinance, is advisory to the Mayor and Board of Trustees.

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 2022/2023 OBJECTIVES:

Board of Fire and Police Commissioners - The Board of Fire and Police Commissioners completed the process of establishing an eligibility list for new police officers and new firefighter paramedics.

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. The EDAG incentive subcommittee reviewed two economic development incentive applications, paying particular attention to proposing conditional inducements which address systemic racism and economic inequality. One applicant did not follow-thru with purchasing the property. The second applicant requested a renewal and continues to work with the EDAG. The EDAG continues to monitor property taxes and the optics related to incentive recommendations. At the July 19, 2022 Main Street Nights the EDAG interviewed 117 attendees about their shopping habits and preferences. The EDAG revised the targeted retail and restaurant types based on the feedback and promoted the advantages of shopping locally. One business requested the new Small Business Loan program application, but did not follow thru. The EDAG Chairman and/or a member participated in all of the DownTown Master Plan Update meetings. This year, eleven nominees (the most nominees since the award was established) were received for Business Person of the Year. At the writing of this update, the members plan to interview five of the nominees before selecting the winner.

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 a residential home, housing cooperative, and community garden that 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 continued 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 in-person cultural events for awareness and to encourage the community to mingle amongst their neighbors and engage the community. These events included an Ice Cream Social, Job Fair, a Commission Holiday Dinner for volunteers, a Hat & Scarf Give-a-way, personalized Park Forest sweatshirt give-a-way, a partnership with the Rec & Parks team with a turkey give-a-way, a Black History month writing competition with the local schools, several trivia games and activities for Black History Month, and a day out for residents to celebrate Black History Month sponsored at one of our local business, Theater 47. These events gave the opportunity for businesses to be showcased, local businesses and churches by way of showing their community contributions through donations, created awareness, along with residents meeting their neighbors. The Commission continued to celebrate other historic months throughout the year with small events (ex. Taco Tuesday, LGBTQ, much more), proclamations and/or posters are created for display in the lobby.

Parks and Recreation Advisory Board - The Parks and Recreation Advisory Board continues to undergo significant changes. With a change in membership and leadership, the group is working towards a renewed focus and cohesive vision.

Planning and Zoning Commission – The Planning and Zoning Commission (PZC) did not considered any major variations during 2022 as no applications for major variations were submitted. However, the PZC did have a public hearing and discussion for a Special Use Permit for multifamily housing within a DownTown C-2 Mixed Use Commercial District. The Special Use Permit was recommended to the Board of Trustees for approval with conditions. The PZC also considered two text amendments to the Unified Development Ordinance. The first text amendment was a change to the Use Table, Use Standards, and Definition of Terms for Retail Tobacco and Smoking Lounges. The second text amendment considered was to allow for the combination of a Drive-Through Facility with a Gas Station. Both text amendments were recommended for approval to the Board with amendments. The special use permit and text amendments were consequently approved by the Village Board with no amendments. PZC Commissioners reviewed the Aging-in-Community Strategic Guide and supported the development of the DownTown Master Plan. The PZC continued its coordination with the Forest Preserve District of Cook County (FPDCC) that started in 2021. The PZC supported a FPDCC workshop held in the Village of Park Forest in March 2022, held a regular PZC meeting with the FPDCC in July, and reviewed a report from the FPDCC to better understand changes to restoration, infrastructure, and programming at

Sauk Trail Woods Forest Preserve. Lastly, the PZC was compliant in its Code of Conduct acceptance and sexual harassment training.

Senior Citizens Advisory Commission – Currently there are two open seats on the Commission, of which the members will actively seek appointments. Due to health concerns one member requested removal from the commission and other members continue to recruit a replacement. 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. During the summer of 2022, 400 area low-income seniors received \$10,000 in coupons from Age Options. Due to COVID impacts no in-person events were planned or completed. As high risk commission members began to feel comfortable with meeting in person, discussions led to the scheduling of an Estate Planning seminar March 2022.

Veterans Commission – Two new Commissioners were appointed in 2022-2023. Fundraising efforts secured more than \$19,000 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 coordinated a very successful Veterans Day program complete with landing a Vietnam-era helicopter in Central Park. The Commission will assist the Park Forest American Legion in co-sponsoring their annual Memorial Day program in late-2022-23.

Youth Commission – The Youth Commission has struggled to have a quorum since the beginning of the pandemic. Despite their struggles, the Youth Commission partnered with The Commission on Human Relations to host a community job fair, with a job preparedness workshop in the spring. The Commission again hosted its Kid’s at the Market Program in conjunction with the Park Forest Farmers’ Market, and the Commission was also able to sponsor 300 meals for families in partnership with Chicago Heights School District 163’s Back to School event in August. To end the year, the Youth Commission was present to distribute candy at the annual Trunk or Treat event for Halloween.

2023/2024 BOARDS AND COMMISSIONS OBJECTIVES:

Board of Fire and Police Commissioners - The Board of Fire and Police Commissioners will oversee processes to establish a new promotional list for Shift Commander in the Park Forest Fire Department.

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. The EDAG will solicit and select the 2023 Business Person of the Year. EDAG members will attend grand openings and ribbon cuttings. The group members will promote shopping locally, promote the Small Business Loan Program, establish a subcommittee to review loan applications, and will continue to monitor property taxes for inequities. They will review submitted applications for incentives and make recommendations consistent with the Village’s adopted Development Incentive Policy. EDAG members will work to correct GPS mapping issues faced by Park Forest businesses.

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. The strategies and objectives charged to the commission from the Climate Action and Resilience Plan.
2. Continue to support the Wetland Discovery Center, Thorn Creek Nature Center, and Butterfly Garden.
3. Organize and host Earth Month.
4. Assist Village staff in the review of Ordinances as they apply to the environment.
5. Support the Sustainability Office.
6. Promote, review, and award the “Sustainability Award”, given to a residential home, housing cooperative, business, church, and community garden that improves their properties in the most environmentally sustainable ways.
7. 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 and will continue to offer its Landlord Incentive Program to encourage new and current landlords to rent to Housing Choice Voucher clients.

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, local businesses, in-house departments, 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. 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, and potentially partner with Co-ops within the communities to create more engagement.

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 (or partnering) at least one community event per quarter that cultivates and supports an appreciation for nature, encourages a healthy lifestyle 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 work with staff to 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 work with the Park Forest Youth Commission on activities and events that support the Youth Commission’s goal to 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 three vacancies. The group will continue its efforts to improve the health of Park Forest seniors by addressing food insecurity amongst seniors by assisting with distribution of farmers’ market coupons and seeking opportunities to coordinate fresh produce distribution in the community. The Commission will host quarterly seminars on topics relative to the senior population and will continue to utilize several methods to reach the senior community regarding resources available. The Commissioners will work with Village Board to adopt suggestions presented in the Aging in a Changing Region strategic guide. Finally, the Commission will strive to bring awareness of programs and services available to south suburban 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 has dedicated itself to conducting a Village Youth Day Back to School Celebration before the start of the school near the end of the summer. Along with their 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 2023/2024 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 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 2023/2024 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 2022/2023 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 20 new ordinances and 36 resolutions during 2022 in addition to providing interpretation of various existing ordinances.

ORDINANCES ADOPTED

Calendar Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Number	13	19	19	15	27	25	29	21	19	20

RESOLUTIONS ADOPTED

Calendar Year	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Number	54	26	46	32	24	32	33	39	46	36

- 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.

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

Both fire and police bargaining agreements were completed prior to 2022/2023.

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

No employee grievances were filed in 2022/2023 which necessitated the assistance of legal counsel.

- 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 federal laws regarding FMLA, Public Employee Disability Act (PEDA) and the Public Safety Employee Benefits Act (PSEBA).

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

In conjunction with the Village's Troubled Building and Property Task Force, numerous ordinance violations were pursued in local adjudication hearings. The Village Prosecutor has been instrumental in bringing resolution to code violations either prior to litigation or as a result of it.

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

No litigation was pursued on behalf of the Village Board in 2022/23.

2023/2024 LEGAL SERVICES OBJECTIVES:

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

2023/2024 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 2023/24 as may arise in the coming year.

Village of Park Forest 2023/2024 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 2022/2023 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.

In 2022, the online payment of tenants' rent and business license renewal was initiated.

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.

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 2020/2021 Fiscal Year. The Village has submitted the 2021/2022 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 2022/2023 Fiscal Year. The Fiscal Year 2023/2024 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. Assess banking services for the Village in order to minimize banking fees and maximize interest earned on deposits.

Staff continues to review the banking services provided by US Bank. This year we met with banking officials to discuss the current 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.

Staff continue to review the requirements of a Popular Annual Financial Report (PAFR) with Lauterbach & Amen. Due to the delay in filing the Single Audit this year, these discussion will continue during FY23/24 audit year.

Information Technology:

1. We have replaced our old Comcast business internet system with a new Comcast fiber optic network.

The new network allows us to bring all buildings into the same network improving speed and reliability of systems hosted at Village hall including BSA and Executime.

2. Replace aging server hardware with new Dell servers and a Data Array storage unit. This will improve performance and stability of systems hosted on our servers.

The new servers have been installed and the migration of the old virtual machines to the new setup is underway.

3. Implemented security awareness training with KnowBe4 courses.

This training will include short web courses regarding ransomware, phishing, social engineering and spyware threats.

4. Review and evaluate IT policies and procedures.

Evaluation of policies is an ongoing yearly endeavor. Part of taking over has involved me reviewing current systems. I am working on documentation, network mapping and preparing procedures for disaster recovery.

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.

2023/2024 FINANCE DEPARTMENT OBJECTIVES AND PERFORMANCE MEASURES:

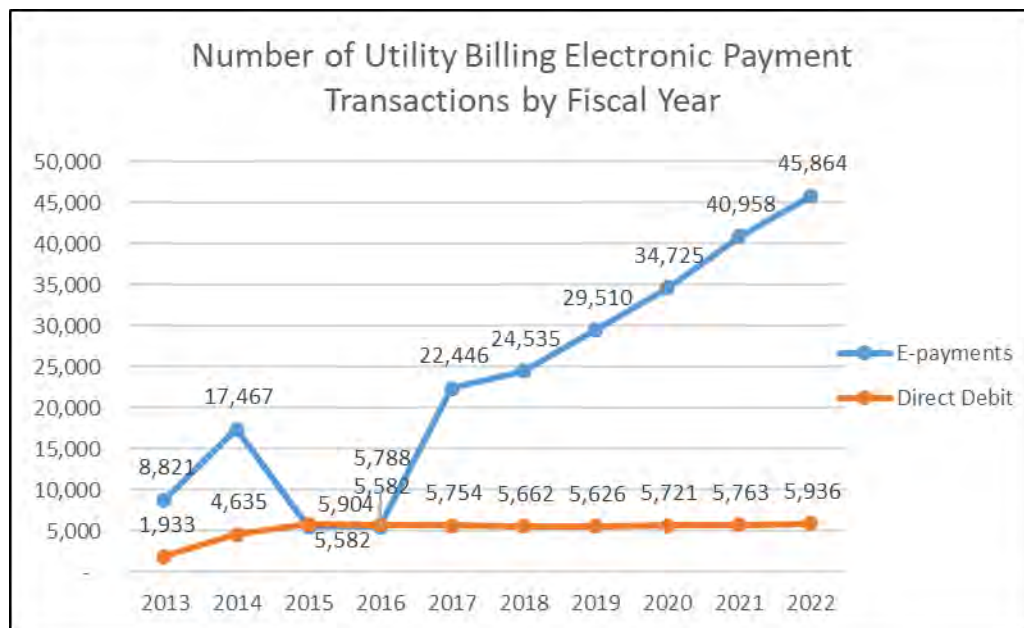
1. To provide municipal services in a responsive and fiscally sustainable manner through continued collaboration, innovation, and regional leadership.
2. To employ best practices to deliver high-quality services, maintain and develop infrastructure in an environmentally and fiscally sustainable manner.
3. To mitigate effects of climate changes through management of Village resources, partnerships, and the natural environment.
4. To increase opportunities of engagement and maximize resources for all residents.
5. Continue training of staff and assuming leadership presences across the region.
6. Increase the frequency in which the Village Board receives financial updates on Village operations from quarterly to monthly.
7. Assess banking services for the Village in order to minimize banking fees and maximize interest earned on deposits.
8. 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>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
Payroll checks processed	7,556	9,369	7,123	6,231	6,273
W-2s issued (calendar)	366	355	274	270	280
1099-Rs issued (calendar)	69	70	68	70	72
Accounts Payable paper checks	4,056	3,803	3,679	2,861	3,196
ACH Payments	2,721	2,701	2,615	2,754	2,984
Invoices Processed	11,936	11,546	10,700	9,772	10,201
1099-Misc issued (calendar)	420	381	209	202	10
1099-NEC issued (calendar)*	0	0	81	130	140
Accounts Receivable invoices	2,354	2,872	3,192	3,208	2,646

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
Water Bills issued	101,071	101,095	101,340	102,331	102,903
Late Notices issued	40,706	39,825	29,200	36,068	37,927
Utility Billing E-payments	24,535	29,510	34,725	40,958	45,864
Utility Billing Direct Debits	5,662	5,626	5,721	5,763	5,936

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Vehicle Sticker Sales					
Passenger	9,527	9,320	7,620	7,323	7,640
Truck	493	465	389	399	401
RV	19	17	14	10	14
Motorcycle	154	132	122	104	98
E-payments	306	337	963	415	422



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

Information Technology Objectives:

1. Set up cameras at the central park and Freedom hall location. These security cameras will help monitor the parking lot and park grounds.
2. Update the Gas Boy fuel system to a cloud based solution. This needs to be done due to the current system being out of support and incompatible with current web browsers.
3. Expand storage solution for the police departments evidence drives.

4. Clean up network racks and restructure IT equipment at each building. We have old equipment that can be removed from many of our network racks as well as many cables that need to be better arranged.
5. Documentation. We are updating current IT documentation including networking, hardware inventory and licensing information. As well as creating disaster recovery and build guides for all systems managed by the IT department.

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>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</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	0	0
Executive Asst. to the V. M.	1	1	1	1	1
Communications Coordinator****	0	0	0	1	1
HR Generalist****	0	0	0	1	1
Communications Specialist****	0	0	0	1	1
Administrative Assistant II****	1	1	1	0	0
Office Assistant ***	1	1	0.43	0.43	0.43
Farmers Market Manager (FTE)*	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	6	6	5.43	6.43	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	0	0	0	0
Accounting Manager	1	1	1	1	1
Accountant	1	1	1	1	1
Payroll Specialist*, ***	1	1	1	1	1
Accounts Payable Technician	1	1	1	1	1
Part-time Office Tech (FTE)*, ***	<u>0.53</u>	<u>0.53</u>	<u>0.53</u>	<u>0</u>	<u>0</u>
	8.53	7.53	7.53	7	7
Subtotal Administration/Finance	14.53	13.53	12.96	13.43	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.

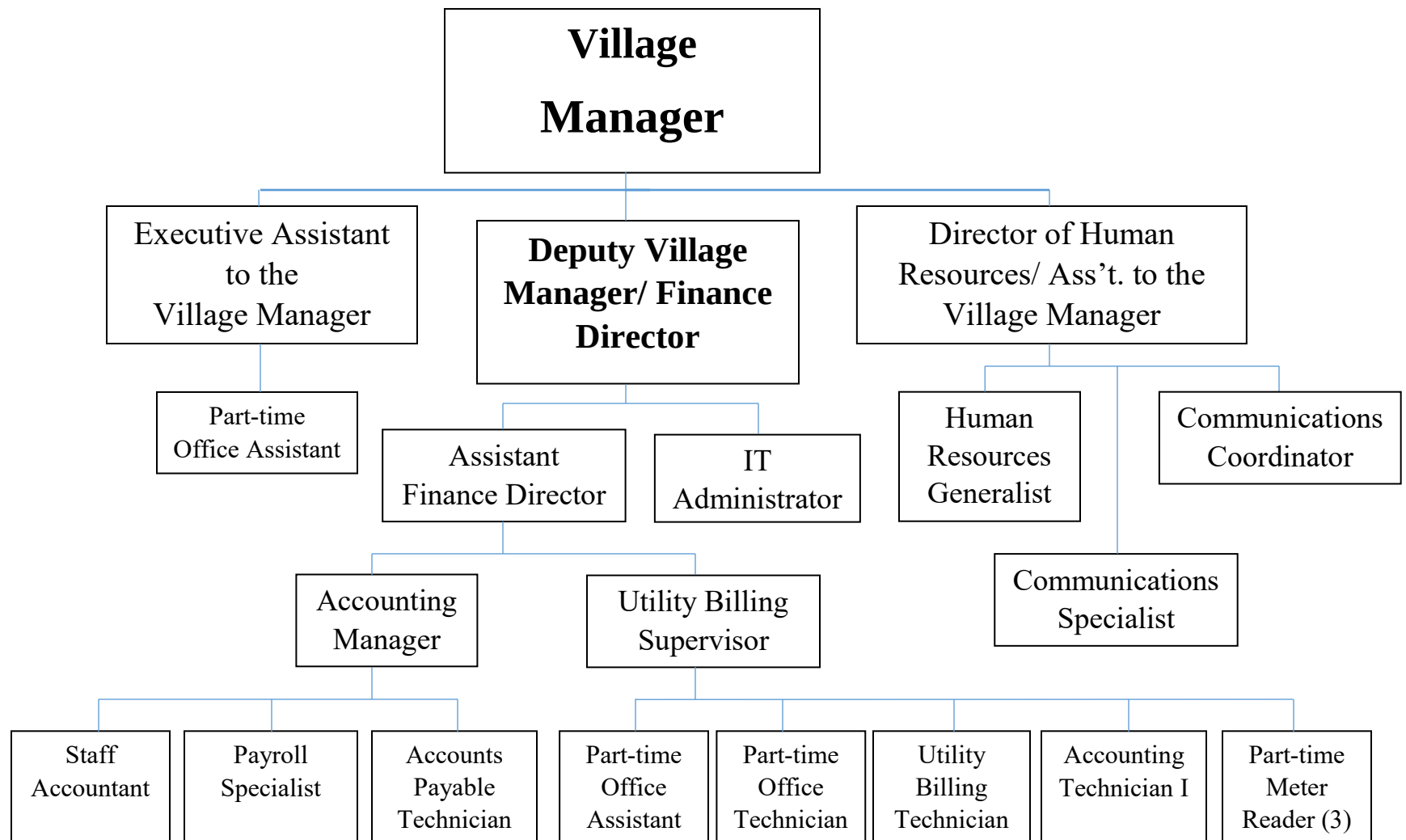
****FY22/23 Restructure the Communications Director position to Communications Coordinator and add a Communications Specialist position. Restructure Admin Assistant II position to an HR Generalist. Restructure Payroll & Benefits Specialist to Payroll Specialist.

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	0.57	0.57	0.57
Part-time Office Technician***	<u>1.27</u>	<u>1.27</u>	<u>0.7</u>	<u>0.7</u>	<u>0.7</u>
	4.27	4.27	4.27	4.27	4.27

Total Positions:	18.8	17.8	17.23	17.7	17.7

Village of Park Forest Administration Department Organizational Chart



**Village of Park Forest
2023/2024 Budget**

**ADMINISTRATION
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	1,164,980	1,342,784	1,245,639	1,354,787	1%
Overtime Salaries	20	1,542	1,142	1,542	0%
Temporary/Part-time Salaries	104,677	<u>75,900</u>	<u>90,712</u>	<u>98,900</u>	30%
Total Personnel Services	1,269,677	1,420,226	1,337,493	1,455,229	2%
<u>Insurance Benefits</u>	154,170	265,936	186,978	216,505	-19%
<u>IRMA</u>	748,869	1,325,082	825,079	1,125,115	-15%
<u>Employee Support</u>	286,021	385,654	318,504	392,743	2%
<u>Professional Services</u>	290,832	344,969	286,263	338,503	-2%
<u>Legal Services</u>	178,001	263,065	218,500	263,065	0%
<u>Operating Supplies</u>	85,683	123,816	80,106	118,666	-4%
<u>Maintenance</u>	134,877	133,281	145,000	139,753	5%
<u>Capital Outlays</u>	31,020	147,319	88,000	121,000	-18%
<u>Miscellaneous</u>	110,746	135,905	137,230	133,505	-2%
<u>Leases and Rentals</u>	10,268	10,474	10,474	10,576	1%
<u>Utilities</u>	66,034	85,500	38,000	94,000	10%
Subtotal	3,366,199	4,641,227	3,671,627	4,408,660	-5%
Transfer to Aqua Center*	250,000	250,000	250,000	250,000	0%
Transfer to Tennis and Health Club	615,000	15,000	15,000	15,000	0%
Transfer to DownTown	155,036	155,036	155,036	155,036	0%
Transfer to Housing Authority*		30,000	30,000	30,000	0%
Transfer to Capital Projects	185,000	185,000	185,000	185,000	0%
Transfer to Pension Funds	279,562	146,856	146,856	0	-100%
Transfer to Bond Retirement Fund	50,000	75,000	75,000	75,000	0%
Transfer to Municipal Parking Fund	<u>75,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Transfers	1,609,598	856,892	856,892	710,036	-17%
TOTAL	<u>4,975,797</u>	<u>5,498,119</u>	<u>4,528,519</u>	<u>5,118,696</u>	-7%

**Village of Park Forest
2023/2024
Budget**

**ADMINISTRATION
SALARY DETAIL**

	6/30/2023 Base	Increase Salary 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
<u>Manager's Office</u>										
Thomas Mick Village Manager***	198,365	204,316		204,316	20,432	15,630	22,361	1,401	126	35
Jason Miller Director of Human Resources / ATVM	133,139	137,133	22,9	137,133	13,713	10,491	14,453	874	126	30
Angela Thurston Exec. Asst / Deputy Village Clerk	87,097	89,710	13,9	89,710	8,971	6,863	24,517	1,401	126	15
Joshua Vinson Communications Coordinator	65,199	67,155	12,2	69,801	6,980	5,340	8,382	450	126	15
Rachel Jones HR Generalist	77,826	80,161	11,8	81,091	8,109	6,203	22,361	874	126	15
James Guirguis Communications Specialist	52,085	53,648	7,2	55,908	5,591	4,277	8,382	450	126	15
Elizabeth Garza Office Assistant (split: 43%Adm, 57% Wtr)	23,444	24,147	3,9	24,147	2,415	1,847	8,382	450	126	10
Overtime	500	500		500	50	38				
Part-time Help	500	500		500		38				
Retiree Health Insurance Stipend							3,500			
Subtotal Manager's Office	638,155	657,270		663,106	66,261	50,727	112,338	5,900	882	
<u>Board of Trustees / Elected Officials</u>										
Mayor***	28,000			28,000	2,800	2,142				
Trustees (3 @ \$7,500 & 3 @ \$12,500)	60,000			60,000	6,000	4,590				
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
2023/2024
Budget**

**ADMINISTRATION
SALARY DETAIL**

	6/30/2023 Base	Increase Salary 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Part-Time - Board Mtg Minutes 12 @ \$75 per hour	900			900	90	69				
Subtotal Board of Trustees / Elected Officials	94,100			94,100	8,890	7,199				
<u>Boards / Commissions</u>										
Temp/Part-time(Recorder of Minutes)	4,300			4,300	430	329				
Subtotal Boards / Commissions	4,300			4,300	430	329				
<u>Finance Department</u>										
Mark Pries Deputy Village Manager/Finance Dir	154,122	158,746	25,9	158,746	15,875	12,144	25,052	0	126	25
Mark Giesing IT Administrator	101,106	104,139	22,1	108,244	10,824	8,281	1,500	0	126	20
Sharon Floyd Assistant Finance Director	121,354	124,995	20,9	124,995	12,500	9,562	16,553	1,401	126	25
Theresa McAvoy Accounting Manager	110,071	113,373	18,9	113,373	11,337	8,673	7,482	874	126	25
Analind Serna Accountant	66,853	68,859	10,5	69,658	6,966	5,329	7,482	450	126	15
Denise Ashley Accounts Payable Technician	54,691	56,332	8,2	56,985	5,699	4,359	25,052	1,401	126	10
Esmeralda Ocampo Payroll Specialist	56,607	58,305	8,3	60,680	6,068	4,642	8,382	874	126	10
Overtime	1,000	1,030		1,042	104	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
2023/2024
Budget

ADMINISTRATION
SALARY DETAIL

	6/30/2023 Base	Increase Salary 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Subtotal Finance Department	665,804	685,779		693,723	69,373	53,070	91,503	5,000	882	
ADMINISTRATION TOTAL	1,402,359	1,441,449		1,455,229	144,954	111,325	203,841	10,900	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
2023/2024 Budget**

[Table of Contents](#)

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

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	662,106	
500100	Overtime	500	
500200	Temporary/Part-time	<u>500</u>	
Total Personnel Services			663,106

INSURANCE

510100	Health Insurance	108,838	
	Dental Insurance	5,900	
	Life Insurance	<u>882</u>	
			115,620
510120	Health Insurance Stipend (J. Brown)	<u>3,500</u>	
			3,500
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 (\$24/employee)	5,670	
	BMI Music Use Insurance Coverage	391	
	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>9,636</u>
Total Health, IRMA and Other Insurance			1,244,235

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.)		5,500
520100	Mileage Reimbursement		250
520200	Dues/Subscriptions		
	News Subscriptions	325	
	Notary Association (National & State) x 4	300	
	ICMA (1)	1,200	
	ILCMA (2)	700	
	IL Public Employer Labor Relations Assoc. (IPELRA)	800	
	3CMA	800	
	Personnel Journals	100	
	CityTech USA Human Resources list serve	390	
	Miscellaneous Dues/Subscriptions (IAMMA, Metro Managers Association, etc.)	<u>1,870</u>	
			6,485
520300	Training Expenses (tuition reimbursement, ILCMA, IPELRA, NPELRA, in-service training, education reimbursement and seminars.)	6,700	
	Employee Training (leadership, sexual harassment, etc.)	4,700	
	College Courses	2,000	
	Computer Training - All Village Departments	5,600	
	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.)		22,000
520610	FICA		50,727
520620	IMRF		<u>66,261</u>

Total Employee Support

174,223

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 (employee lunch room, quiet room)	19,000	
	Technical support for cable access channel broadcasts	4,000	
	Marketing & Promotions	15,100	
	Communications and Marketing to Current/New Residents	<u>36,000</u>	
			117,138
531500	Physical Examinations (Ongoing and new hire physical exams and drug screenings for all required Village positions.)	16,000	
	Annual law enforcement mental health screenings	<u>7,500</u>	
			23,500
532600	Credit Card Service Charge		<u>1,000</u>
	Total Professional Services		141,638

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>3,000</u>
Total Capital Outlays		3,000

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	3,300	
	Employee Appreciation Event - Summer	2,700	
	Art Fair Sponsorship	1,400	
	Safe Halloween	2,000	
	Other Events	5,000	
	Holiday Tree Lighting	<u>1,375</u>	
			<u>33,300</u>
	Total Miscellaneous Expenditures		112,500
<u>LEASES AND RENTALS</u>			
600400	Vehicle Interfund Rentals		<u>10,576</u>
	Total Leases and Rentals		10,576
<u>UTILITIES</u>			
610000	Telephone		
	Phone service billing for Village	55,500	
	Internet connection (T-1 & Broadband)	25,000	
	Cell phone charges	<u>3,500</u>	
	Total Utilities		<u>84,000</u>
	TOTAL MANAGER'S OFFICE		2,565,978

**Village of Park Forest
2023/2024 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500200	Temporary/Part-time	
	Mayor	28,000
	Trustees (3 @ \$12,500; 3 @ \$7,500)	60,000
	Saturday Morning Rules Minutes (12x\$75)	900
	Village Clerk (\$100 per week)	<u>5,200</u>
Total Personnel Services		94,100

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.)	12,500
520100	Car Mileage Reimbursement/Allowance	1,500
520200	Dues/Subscriptions	
	SSMMA - Membership	9,652
	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)	130
	International Institute of Municipal Clerks (2)	350
	Munic. Clerks of South & Southwest Cook County (2)	30
	National Civic League	250

	Illinois Municipal League	1,481	
	Chicago Southland Economic Development Corporation	2,500	
	National League of Cities	<u>2,064</u>	
			22,845
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		7,199
520620	IMRF		<u>8,890</u>
	Total Employee Support		61,484

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

CAPITAL OUTLAYS

560000	Trustee Laptops (3)	<u>3,000</u>

Total Capital Outlays	3,000

MISCELLANEOUS EXPENDITURES

591200	Other Special Events Expense Outside of Village Hall (Ex: School Board Meetings, New Business Grand Openings, NAACP Dinner Dance, Unity Day Dinner)	<u>2,875</u>

Total Miscellaneous Expenditures	<u>2,875</u>

UTILITIES

610000	Telephone Cell phone charges	10,000

Total Utilities	<u>10,000</u>

TOTAL BOARD OF TRUSTEES/ELECTED OFFICIALS	181,059

**Village of Park Forest
2023/2024 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, Board of Fire and Police Commissioners, etc.)	2,200
520610	FICA	329
520620	IMRF	<u>430</u>
Total Employee Support		2,959

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	1,270	
	(Clean Up Day, Camp Out, Chili Cook Off, PFAC Event)		
	Environment Commission Events	1,270	
	(Example: Earth Day)		
	Senior Commission Initiatives	1,270	
	Veterans Commission Events	1,270	
	(Ex: Veterans Day, Memorial Day)		
	Youth Commission Events	1,270	
	(Example: Youth Day)		<u>10,250</u>
	Total Operating Supplies		<u>10,980</u>
	TOTAL BOARDS AND COMMISSIONS		18,989

Village of Park Forest 2023/2024 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	1,940	
	(2 hearings/month @ \$20 hr. for 3 hours)		
	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)		71,000
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)		155,000
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 **263,065**

TOTAL LEGAL SERVICES **263,065**

**Village of Park Forest
2023/2024 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	692,681	
500100	Overtime Salaries	<u>1,042</u>	
Total Personnel Services			693,723

INSURANCE

510100	Health Insurance	91,503	
	Dental Insurance	5,000	
	Life Insurance	<u>882</u>	
			97,385
Total Insurance			97,385

EMPLOYEE SUPPORT

520000	Travel Expenses		
	Local	500	
	Out of Town	<u>2,500</u>	
			3,000
520100	Car Mileage Reimbursement/Allowance		1,600
520200	Dues/Subscriptions		
	AICPA (2)	500	
	GFOA - State (4) and National (2)	1,200	
	IL CPA Society (1)	300	
	APA	262	
	Payroll Managers Newsletter	899	
	Kiplinger Letter	200	
	GMIS	<u>100</u>	
			3,461

520300	Training		
	Computer Network	5,000	
	GFOA State and National	14,773	
	AICPA Annual Conference	750	
	IL CPA Society	500	
	Payroll Training	500	
	Customer Service	450	
	Accounts Payable	250	
	Accounts Receivable	250	
	Other Training	<u>800</u>	
			23,273
520400	Books/Pamphlets		300
520610	FICA		53,070
520620	IMRF		<u>69,373</u>
Total Employee Support			154,077

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Audit Schedules (Statistical & GASB 45)	3,400	
	Bond Fees	955	
	Document Destruction	1,550	
	Secretary of State Registration (Vehicle Stickers)	500	
	GFOA Certificate of Achievement	530	
	Distinguished Budget Presentation	<u>445</u>	
			7,380
530300	Audit Services		
	External	20,979	
	Internal	<u>3,000</u>	
			23,979
531400	Computer Programming Services		
	Computer Programming Services	120,000	
	Security Software-SpearTip	<u>38,856</u>	
			158,856
532600	Credit Card Fees - Epay Vehicle Stickers		<u>2,300</u>
Total Professional Services			192,515

OPERATING SUPPLIES

540000	Other Operating Supplies		
	Office Supplies	<u>500</u>	500
540100	Computer Supplies		15,886
540350	Office Equipment/Furnishing		<u>2,600</u>
Total Operating Supplies			18,986

MAINTENANCE

550000	Contractual Equipment Maintenance - Other		
	Computer Maintenance	20,799	
	BS&A Contract	48,618	
	Executime Contract	13,716	
	Printer Maintenance	3,000	
	Software Contracts (Vehicle Stickers/Animal License)	1,500	
	Other Maintenance	<u>2,120</u>	
Total Maintenance			89,753

CAPITAL OUTLAYS

560000	Capital Outlays		
	VOIP Expansion	10,000	
	Video Broadcasting Hardware*	50,000	
	File Servers	10,000	
	Backup Appliance	15,000	
	MS Office Pro Licensing	<u>30,000</u>	
Total Capital Outlays			115,000

* - funded from PEG Fee reserved fund balance and does not impact unassigned fund balance

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>1,379,569</u>
	TOTAL ADMINISTRATION		4,408,660

Village of Park Forest 2023/2024 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.

SUPPORT SERVICES

The Support Services Division consists of a Deputy Chief who oversees an Administrative Sergeant, 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 the administration of the Parking Hearing Program, 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 offenses and violations of the Village’s vehicle seizure ordinance. An appointed local hearing officer, required to be an experienced attorney who has undergone specialized training as an adjudicator, 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 nearly \$20,000 being spent on the youth of Park Forest through programs such as the Youth Violence Prevention Engagement (YVPE), Unity Day, Safe Halloween, 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 four full-time and five part-time Records Clerks and two full-time and one part-time Administrative Assistants.

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, 7 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 platoons 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, scooters, 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 Pop-Up Parties in various neighborhoods 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 participate in school programs such as judging science and art fairs and partaking in career days.

PROBLEM ORIENTED POLICING

The Police Department continues its implementation of the **Problem Oriented Policing (POP)** program which pairs individual patrol officers with specific neighborhoods as liaisons between the community and the Police Department. While an on-duty officer is always dispatched to a call for service, the neighborhood's POP Officer may be tasked with addressing longer-term problems or quality of life issues that cannot be handled within one shift, and 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 2022 necessarily requires recognition that, while waning, the continuing COVID-19 pandemic had an impact on public safety operations. As Police personnel invariably are exposed to the virus, quarantine protocols have affected staffing and led to decreases in self-initiated activity.

Information provided on crime and traffic data, enforcement efforts, community relations events, and budgeting from 2020-2022 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 2022/2023 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, 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. 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. Police personnel also regularly engage with community members and visitors at events such as Main Street Nights and the Park Forest Farmer's Market.

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.

In Park Forest, as well as nationwide, driving habits have changed since the start of the pandemic. Offenses like aggravated speeding (21 mph over the posted limit or faster) and reckless driving have 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 2022 patrol period, police officers conducted over 3,100 traffic stops and reported handling over 4,800 illegal parking situations. Traffic stops led to 223 vehicle seizures, which resulted from using a vehicle in offenses such as DUI (46 total DUI arrests were made in 2022), driving with a suspended, revoked, or otherwise invalid driver's license, possession of drugs, and other misdemeanor and felony charges. An additional 112 hours of traffic enforcement were provided by the Police Department partaking in Illinois Department of Transportation-funded DUI, seatbelt, speeding, 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 124 citations issued for snow route violations in 2022.

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 2022 due to staffing issues, however the Investigations Division still focused on proactive investigations when possible and served 8 search warrants at residences. Those search warrants resulted in the recovery of 9 illegally possessed rifles, shotguns and handguns plus ammunition, illegal narcotics, stolen property, identity theft and credit card fraud items. Twelve adults were arrested with a total of 16 felony or misdemeanor charges being filed, with additional charges pending.

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. The Youth Violence Prevention Engagement (YVPE) took place on Saturday mornings. 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 37 youth in 2022. 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 2023 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 2022 the Police Department provided case management to 151 juveniles, including referrals for Adverse Childhood Experiences (ACE) through the use of the ACCESS screening tool, with 81 positive responses including sexual abuse, running away, physical abuse, and parental abuse. Those with positive responses were connected with the appropriate resources. In early 2023, the Lake County, IL government indicated that they are seeking to replicate the Park Forest Police juvenile procedures, and the Illinois Attorney General's Office is gathering information to implement these strategies state-wide.

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 and scooters 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 BICYCLE program. These items were purchased with asset forfeiture and/or vehicle seizure funds. Additional tablets and scooters were given away through the community events, leading to 45 tablets and 60 scooters being donated in 2022. Police Department members also participated in numerous school events throughout the school year. Park Forest Police conducted "Active Shooter" drills at Park Forest schools in 2022 and regularly participate in School District 163's drills testing their intruder alarm systems and interacting with students at these times. The Chief of Police also serves on the Safety Council for School District 163.

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 second annual 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 2022, the Police Department continued its Autism Awareness programming, providing an opportunity for families of individuals on the Autism spectrum to provide photos and details related to their family member(s). This information was uploaded into the Police Department's dispatch/records management system, allowing for



notification to first responders should they receive a call for service at addresses where these families reside and instant access to important information to assist in addressing the needs of these individuals.

In April of 2022 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 March of 2022 the Police Department participated in the Polar Plunge in support of Special Olympics Illinois (SOILL), raising over \$5000 for SOILL. Through additional events such as Coffee for Champions and the Torch Run itself, almost \$8,000 was raised for that cause in 2022.

Throughout the summer of 2022 the Police Department participated in 7-Eleven's Operation Chill, providing free Slurpee coupons during interactions with youth in the community.

In 2022, the Police Department, in partnership with the Fire Department, Public Works, Economic Development, the Manager's Office, School District 163, and School District 201U hosted two Pop-Up parties in different neighborhoods, grilling food and providing activities for residents of the Eastgate and Autumn Ridge neighborhoods. The School Districts also assisted residents with registering their children for pre-school and elementary school at these events. This was the first year in which more than one such event was held.

In August of 2022, the Police Department encouraged neighborhoods to hold block parties for National Night Out and attended those celebrations. Due to severe weather, the annual Unity Day celebration had to be cancelled.

In August of 2022 the Police Department made a donation of hundreds of requested fidget spinners and sensory items to the Will County Children's Advocacy Center.

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 continues today. 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 2022. As an example, over 300 junk/abandoned vehicle complaints 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, including the rehoming of eight young children found to be living in critically unsafe conditions and the charging of their caregiver with numerous counts of Endangering the Health and Safety of a Child. The Police Department assisted the Building Department with numerous other 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 2022, the Police Department issued 540 Crime Free Housing licenses and 137 Municipal Ordinance Violation citations were issued to property owners for failure to obtain a Crime Free Housing license. As of early 2023 there were 3,910 properties registered through the Crime Free Housing program. In 2022 the Police Department issued 8 warning notices to landlords regarding minor criminal or quasi-criminal behavior on

the part of their tenants or visitors at the rental property. Fourteen Notices of Eviction for serious criminal offenses were sent to landlords in 2022. 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. Two landlord training seminars were held, outlining to landlords 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, almost 150 problem renters have been removed from properties since the program's inception in March of 2008, with only 11 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 began enforcing the new Village ordinance regarding the parking of second division vehicles, resulting in compliance in many instances and the issuance of 74 citations to vehicle owners who failed to comply with the new ordinance.

The Police Department began a full review of Public Safety-related ordinances that is expected to be completed and brought to the Village Board for discussion in the first half of 2023.

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 2022/2023 fiscal year the Police Department, through a partnership with the Building and Grounds Department, re-plumbed and completely renovated the main bathroom/shower facility utilized by personnel. In addition, again with Recreations and Parks personnel, the HVAC system in one wing of the police facility was completely revamped.

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 over \$22,000 for October 2022 through September 2023 from the Illinois Criminal Justice Authority (ICJIA) in support of the Total Access Collaborative for Trauma Informed Care (TACTIC). The Police Department received almost \$15,000 through its partnership with the Urban Youth Trauma Center to continue their Youth Violence Prevention partnership in 2022.

The Police Department utilized over \$7,000 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 2022.

The Police Department received \$16,783.75 in state asset forfeiture funds in 2022 and also seized over \$56,000.00 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 over \$80,000 of asset forfeiture funds in 2022 to pay for the unexpected cost to replace the Community Service Vehicle, as well as purchasing additional less-lethal force equipment and training costs for police personnel.

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-house training in 2022 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 pistols, 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 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 Field Operations personnel who qualified for the training either certified or scheduled to attend certification training as of early 2023. Until new officers are eligible to become Crisis Intervention Team certified, they receive crisis and mental health-related training. All sworn personnel but five are certified Juvenile Officers (these being recently hired officers), and all non-probationary officers but two have attended interview and interrogation training or are scheduled to attend in 2023.

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 2023/2024 budget. This document is also posted on the Village website.

The Police Department continued to use social media throughout 2022/2023 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 the newly created Police and Fire Advisory Council. The council was officially created by ordinance in 2021 and serves 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 in November 2022 highlighting a partnership with auto manufacturers to provide anti-theft devices free of charge resulted in media coverage both locally and internationally.

Additional efforts at meeting the goal of sustaining the Village's role as a catalyst for innovative change in the region is 2022 include the following:

In November 2022 the Chief of Police worked with several auto manufacturers to provide free anti-theft devices to Park Forest residents who own vehicles that were being targeted by auto thieves. This first in the region partnership resulted in over 30 additional Illinois law enforcement agencies obtaining information to duplicate this partnership in their communities.

In December 2022, the Police Department utilized non-taxpayer funds to purchase an Unmanned Aerial Vehicle (AUV/drone) to assist with search and rescue, missing persons, and fugitive tracking cases. Seven police personnel were certified as operators, undergoing comprehensive training and obtaining the required Federal Aviation Administration part 107 license to operate the UAV. The drone system has been utilized several times since December 2023 to aid in locating missing persons and wanted subjects who fled from law enforcement in Park Forest and neighboring communities.

In 2022, all Police Department personnel were trained in Active Bystandership for Law Enforcement (ABLE), after three personnel were certified as trainers for this innovative program. 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”.

PLANNED IMPLEMENTATION OF 2023/2024 BOARD’S GOALS:

In 2022, the Village Board established new Board Goals to guide Village Management and staff for the next five years. Below are those goals and the Police Department’s implementation strategies to be utilized moving forward in order to support the direction provided by the Village Board.

Strengthen and enhance economic conditions to attract and retain businesses and employers to support a thriving local economy

The Police Department will continue and enhance its focus on conducting business checks in order to build and maintain relationships with owners, managers, employees, and patrons of Park Forest businesses.

The Police Department will continue and enhance its involvement in activities taking place in the Downtown Park Forest area, including community events.

Provide municipal services in a responsive and fiscally sustainable manner through continued collaboration, innovation, and regional leadership

The Police Department will continue and work to enhance partnerships with agencies such as the Crisis Center of South Suburbia, The Children’s Advocacy Centers of Cook County, Will County, and LaRabida Children’s Advocacy Center, and the Urban Youth Trauma Center.

The Police Department will continue and enhance its dedication to providing modern, adaptive services to the youth of Park Forest through the use of the Total Access Collaborative for Trauma Informed Care (TACTIC) program and Youth Violence Engagement Prevention Engagement program, screening youth who come in contact with law enforcement for Adverse Childhood Experiences and providing referrals for services and education.

The Police Department will aggressively seek alternative funding sources to provide law enforcement services, programs, and initiatives.

Employ best practices to deliver high-quality services, maintain and develop infrastructure in an environmentally and fiscally sustainable manner

The Police Department will assist with roadway safety through the use of traffic enforcement, parking enforcement, and education.

The Police Department will research and implement available accident reduction strategies where feasible throughout the Village.

Mitigate effects of climate changes through management of Village resources, partnerships, and the natural environment

The Police Department will continue to implement conservation and efficiency practices within the limits of a seventy-year-old facility.

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

The Police Department will continue and enhance interventions and initiatives for at-risk and trauma-exposed youth within the Village of Park Forest.

The Police Department will continue and enhance training of personnel in the areas of equity, inclusion, and crisis intervention.

The Police Department will aggressively pursue technology and data-driven public safety approaches.

The Police Department will continue and enhance its Problem-Oriented policing strategy, in which law enforcement personnel address quality of life issues within Village neighborhoods.

Increase opportunities of engagement and maximize resources for all residents

The Police Department will continue and enhance events for all Village residents, including within individual neighborhoods.

Continue to develop public relations and innovative marketing and communications to promote Park Forest

The Police Department will continue and enhance public safety communication and accessibility, highlighting positive interactions throughout the Village.

Build upon a history of Park Forest and cultivate a culture that meets the future

The Police Department will work to instill a sense of historical excellence within newer personnel and provide materials and training to continue the culture of innovation within public safety in Park Forest.

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

The SouthCom Combined Dispatch Center began dispatching calls for service in 2002. A CAD and RMS system, FREQUENTIS, was used until July of 2016, when the current system, Spillman, was instituted. Each of these systems utilized different criteria for identifying and tallying calls for service, making 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 from 2016 forward are more reliable. The following chart represents call totals by year.

2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
15,644	17,126	17,529	19,509	19,113	17,251	17,651	18,432	18,073	17,123

It should be noted that calls for service do not reflect police activity for which no call number was generated, such as follow up responses to previous calls and many proactive premise/area checks, or for traffic stops that did not result in arrests.

Criminal Incidents

In 2022, Illinois began transitioning from the Uniform Crime Reporting (UCR) system that had been utilized to the National Incident Based Reporting System (NIBRS). At the time of this publishing, the Park Forest Police Department is one of only 16% of Illinois agencies to be in compliance with this change. The shift from UCR to NIBRS significantly changes the way in which serious crime data is reported and published. UCR data records one crime for each incident, whereas NIBRS records each criminal act associated with an incident. For example, if an individual was arrested for possessing a stolen vehicle and is found to possess an illegal firearm and illegal narcotics, UCR reporting utilized a hierarchy rule and records only the most serious crime for the incident: Possession of a Stolen Motor Vehicle. In contrast, NIBRS reporting would show three crimes for this incident: Possession of a Stolen Motor Vehicle, Unlawful Possession of a Weapon, and Illegal Possession of a Controlled Substance. This more accurately records the criminal acts that were committed, but makes it extremely difficult to determine the number of actual *incidents* that occurred. This substantial difference in reporting procedures should be considered when analyzing crime data year-to-year.

UCR data recorded by the Police Department recorded for Index Crimes for the preceding 6 years is presented in the following chart, and NIBRS data is shown for 2022. 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. Only clearances in which the offender was criminally charged with the crime (and not “exceptional clearances”) are listed in the chart below. 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.

	2016	C	2017	C	2018	C	2019	C	2020	C	2021	C	2022	C
Criminal Homicide	2	1	1	1	1	1	1	2	1	0	0	0	3	1
Rape	2	0	6	4	4	4	12	6	6	0	11	2	8	0
Robbery	35	10	26	20	24	12	25	10	12	3	9	2	17	7
Aggravated Battery/Aggravated Assault*	32	24	25	14	32	19	35	24	50	26	19	6	36*	11
Burglary	112	20	70	7	74	8	62	6	30	4	7	2	26	9
Theft	210	43	217	36	219	27	251	30	151	7	53	5	173**	11
Vehicle Theft	33	11	41	3	51	2	50	11	42	2	16	4	91***	19
Arson	5	0	3	0	7	0	3	1	2	0	6	3	4	7
Total Index Crime	431	109	389	85	412	73	439	90	294	42	289	24	358	65

C: Clearances by arrest only

*: NIBRS uses the category “Aggravated Assault” which includes misdemeanor crimes that were not included in UCR data collection, making comparisons with previous years inaccurate.

** : NIBRS includes several theft/larceny related crimes such as shoplifting and theft from a vehicle that were not included in UCR reported data for the “Theft” category, making comparisons with previous years inaccurate.

***: The nationwide Kia/Hyundai motor vehicle theft trend and an increase in rental moving trucks not being returned and reported stolen accounted for approximately 80% of reported Motor Vehicle Thefts.

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 8 rapes were reported in 2022, some of the reported incidents occurred several years prior or more. For those reasons, understanding year-to-year crime trends requires looking beyond UCR and NIBRS 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	2016	2017	2018	2019	2020	2021	2022
# Cases Investigated	223	225	297	408	391	405	394

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 2022 the Investigations Division closed out 262 cases, of which 216 were Cleared by Arrest, Exceptionally Cleared, or Unfounded.

Year	2016	2017	2018	2019	2020	2021	2022
Clearance Rate	72%	78%	89%	87%	94%	82%	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 2016 to 2022 is provided below. Traffic stops may be resolved through arrests, moving citations, compliance citations, or with a warning.

	2016	2017	2018	2019	2020	2021	2022
Traffic Stops	3,668	4,576	3,579	3,390	2,602	2,459	3,103

Parking citation data for 2016 through 2022 is reflected in the below chart.

	2016	2017	2018	2019	2020	2021	2022
Citations	3,271	5,241*	4,470*	4,268*	3,026*	4,628*	4804*

* 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 2016 to 2022:

	2016	2017	2018	2019	2020	2021	2022
Alarms	149	318	421	367	18	193	269
Alcohol	18	11	21	18	12	6	13
Animal	59	95	108	121	82	59	83
Assault	4	2	2	4	3	2	2
Battery	21	12	7	18	9	6	13
Cell Phone/ While Driving*	27	174	57	223	1	0	0
Curfew	18	23	6	7	12	6	8
Crime Free Housing	180	294	170	194	198	198	137
Criminal Damage	4	5	5	4	4	9	8
Discharge Air Gun	2	1	2	2	0	0	0
Disorderly Conduct	34	23	31	35	9	25	19
Disorderly House	3	0	3	4	3	1	1
License, Registration	104	353	88	54	33	26	116
Junk Vehicles	3	6	7	1	1	2	0
Obstruct/Resist Police	9	10	13	11	6	4	12
Possession of Cannabis**	128	170	148	117	34	44	40
Possession of Drug Paraphernalia**	24	36	37	21	2	8	3
Possession of Tobacco	2	1	5	1	3	2	5
Theft	9	13	5	2	3	3	5
Trespass	12	25	5	9	6	1	9
Truancy	8	8	7	4	0	0	1
Unattended Vehicle				34	12	84	2
Miscellaneous***	118	69	130	129	84	148	120
Total	936	1649	1278	1380	535	827	866

* 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- 70 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
2022	385	2	81	2*	138
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

*One of the fatal traffic crashes in each year (2021 and 2022) 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
2022	4	2	2	0	0
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	2022
# of Incidents	74	54	43	50
# Officer Injured	5	7	8	4
# Suspects Injured	8	5	8	6
# Firearm Discharges	0	0	0	0
# Taser Discharges	7	4	9	4

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 2022 was 19,726 (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 0.25% 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-23	20,500	3,430	4,320
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.

Legislation enacted in 2021 dramatically increased the mandated training hours for Law Enforcement Officers in Illinois. In order to satisfy these requirements, PFPD in-house training plans and instructors must be certified by the Illinois Law Enforcement Training and Standards Board (ILETSB). In 2022, numerous trainings that had traditionally occurred in-house became ILETSB certified and the trainings were applied toward mandated hours.

In March of 2022, Police personnel certified as instructors for Active Bystandership for Law Enforcement (ABLE) provided that modern training to all sworn staff. 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”.

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. Prior to 2022, this training fulfilled the requirements of most state mandated training. Online training through the ILETSB website was used to assist in satisfying 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, at separate roll calls in 2022, representatives from the Crisis Center For South Suburbia and Aunt Martha's Youth Services presented brief trainings to Police personnel related to the services that those organizations provide to youth and victims/witnesses of Domestic Violence. 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.

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:

<u>Positions</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
Chief of Police	1	1	1	1	1
Deputy Chief	2	2	2	2	2
Police Commander ¹	6	6	6	6	5
Police Sergeant	6	6	6	6	7
Police Officer	27	26	26	26	26
ISATT Replacement Officer ²	0	1	1	1	1
Community Engagement Coordinator ³	0	1	1	1	1
Records Supervisor	1	1	1	1	1
Records Clerk (FT) ¹	5	5	5	5	4
Records Clerk (PT) (FTE)	1.9	1.9	1.9	1.9	1.9
Admin. Assistant ¹ /Housing Analyst	1	1	1	1	2
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	56.1	56.1	56.1	56.1

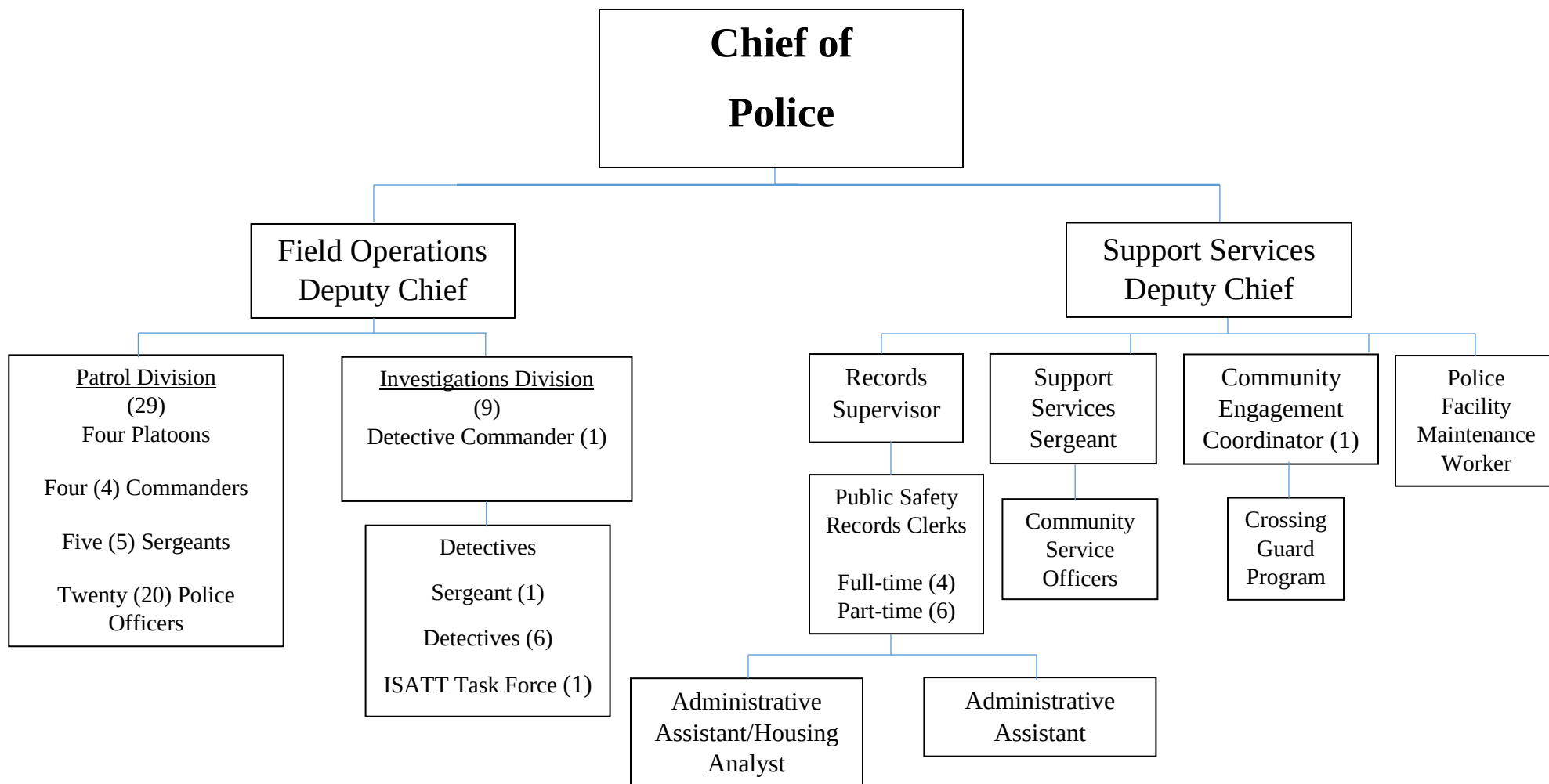
¹ In 2022, the Administrative Commander's Position was replaced with a Sergeant's position. One Records Clerk position was reclassified as an Administrative Assistant to better reflect the job responsibilities.

² In 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.

³ In 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.

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

Village of Park Forest Police Department Organizational Chart



Village of Park Forest 2023/2024 Budget

POLICE DEPARTMENT SUMMARY

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	4,702,459	4,995,401	4,995,401	5,175,057	4%
Overtime Salaries	401,179	437,464	447,538	450,588	3%
IRMA Workers Comp Reimb	0	0	(1,568)	0	0%
Temporary/Part-time Salaries	<u>165,260</u>	<u>236,500</u>	<u>220,000</u>	<u>246,139</u>	4%
Total Personnel Services	5,268,898	5,669,365	5,661,371	5,871,784	4%
<u>Insurance</u>	797,702	915,304	915,304	952,760	4%
<u>Employee Support</u>	2,806,490	2,857,776	2,849,269	3,122,557	9%
<u>Professional Services</u>	490,422	536,368	538,868	478,102	-11%
<u>Operating Supplies</u>	163,578	229,249	208,262	210,765	-8%
<u>Maintenance</u>	8,944	15,000	8,000	12,400	-17%
<u>Capital Outlays</u>	50,480	25,900	25,900	42,800	65%
<u>Miscellaneous</u>	9,113	10,300	12,000	11,600	13%
<u>Leases and Rentals</u>	325,237	334,994	334,994	334,994	0%
<u>Utilities</u>	<u>21,336</u>	<u>20,060</u>	<u>20,060</u>	<u>21,600</u>	8%
TOTAL	<u>9,942,201</u>	<u>10,614,316</u>	<u>10,574,028</u>	<u>11,059,362</u>	4%

**Village of Park Forest
2023/2024
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Increase 3.00% Non-Union(Sworn)	7/1/2023 Grade & Step	Gross*	Pension Police 71.20%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days**
<u>NON-UNION</u>										
Vacant										
Chief of Police ¹	148,910	153,377	25,8	155,156	110,471	2,250	25,052	1,401	126	35
Brian Rzyski (Gross incl \$4,600 CST pay)										
Deputy Chief of Police ¹	139,797	143,991	23,9	148,591	105,797	2,155	22,361	1,401	126	35
John Deceault (Gross incl \$4,600 CST pay)										
Deputy Chief of Police ¹	139,797	143,991	23,9	148,591	105,797	2,155	22,361	1,401	126	30
Michael Baugh (Gross incl \$4,600 CST pay)										
Commander	127,422	131,245	21,9	135,845	96,722	1,970	22,361	1,401	126	30
Lloyd E Elliot (Gross incl \$4,600 CST pay)										
Commander	127,422	131,245	21,9	135,845	96,722	1,970	25,052	1,401	126	30
James Varga (Gross incl \$4,600 CST pay)										
Commander	127,422	131,245	21,9	135,845	96,722	1,970	14,453	1,401	126	30
Todd Beilke (Gross incl \$4,217 CST pay)										
Commander	127,422	131,245	21,9	135,462	96,449	1,964	25,052	1,401	126	30
Kristopher Vallow (Gross incl \$3,450 CST pay)										
Commander	127,422	131,245	21,9	134,695	95,903	1,953	22,361	1,401	126	25
Retired Chief of Police (eff 7/15/2023)	31,002	31,932	25,9	31,932	0	463	0	0		
Subtotal Non-Union	1,096,616	1,129,516		1,161,962	804,581	16,850	179,053	11,208	1,008	

*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
2023/2024
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Increase 3.00%	7/1/2023 Grade & Step	Gross*	Pension IMRF 10.00%	FICA 7.65%^A	Health	Dental	Life	Vacation/ Personal Days**
<u>SUPPORT STAFF</u>	Non-Union(Civilian)									
Amanda J Casey Records Supervisor	87,097	89,710	13,9	89,710	8,971	6,863	14,453	874	126	20
Rachel Wax Community Engagement Coordinator	77,436	79,759	12,7	80,684	8,068	6,172	8,382	450	126	10
Brittani Barnett Records Clerk	69,585	71,673	8,9	71,673	7,167	5,483	8,534	450	126	15
Yolanda Martinez Records Clerk	69,585	71,673	8,9	71,673	7,167	5,483	7,482	450	126	25
Natasha Robertson Admin Assistant I	69,585	71,673	8,9	71,673	7,167	5,483	14,453	1,401	126	20
Christy Coyle Admin Assistant I	69,585	71,673	8,9	71,673	7,167	5,483	14,453	1,401	126	15
Lee Neal Records Clerk	62,760	64,643	8,6	65,393	6,539	5,003	22,361	1,401	126	10
Katherine Worley Records Clerk	69,585	71,673	8,9	71,673	7,167	5,483	8,534	450	126	10
Lazaro Diaz Sr Facility Maintenance	64,028	65,949	7,8	66,714	6,671	5,104	15,061		126	10
Subtotal Support Staff	639,246	658,426		660,866	66,084	50,557	113,713	6,877	1,134	
Total Non-Union & Support Staff	1,735,862	1,787,942		1,822,828	870,665	67,407	292,766	18,085	2,142	

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

¹Vehicle

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

**Village of Park Forest
2023/2024
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Increase 3.00%	7/1/2023 Grade & Step	Gross*	Pension Police 71.20%	FICA 7.65%^A	Health	Dental	Life	Vacation/ Personal Days**
<u>UNION</u>										
Jonathan Mannino Sergeant	115,323	118,782	Step C+	118,782	84,573	1,722	22,361	477	300	25
Julius Moore Sergeant	115,323	118,782	Step C+	118,782	84,573	1,722	8,382	1,401	300	25
Paul Morache Sergeant	110,888	114,215	Step B+	114,215	81,321	1,656	1,500	1,401	287	21
Justin Rimovsky Sergeant	110,888	114,215	Step B+	114,215	81,321	1,656	22,361	1,401	287	21
Alex M Bregin Sergeant - Step B+ 12/26/23	109,249	112,526	Step B	113,371	80,720	1,644	22,361	1,401	285	20
Haytham Elyyan Sergeant - Step B 8/12/23	105,047	108,198	Step A	112,027	79,763	1,624	22,361	1,401	282	15
Ryan F Purdy Sergeant - Step B 1/8/24	105,047	108,198	Step A	110,196	78,460	1,598	22,361	1,401	277	15
Mitchell G. Greer Police Officer	102,708	105,789	Step I	105,789	75,322	1,534	1,500	0	267	25
Craig Taylor Police Officer - Step I 1/12/24	101,213	104,249	Step H	104,960	74,732	1,522	22,361	1,401	265	25

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

¹Vehicle

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

**Village of Park Forest
2023/2024
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Increase 3.00%	7/1/2023 Grade & Step	Gross*	Pension Police 71.20%	FICA 7.65%^A	Health	Dental	Life	Vacation/ Personal Days**
James W. Kessler Police Officer	101,213	104,249	Step H	104,249	74,225	1,512	1,500	0	262	25
David Habecker II Police Officer	101,213	104,249	Step H	104,249	74,225	1,512	25,052	1,401	262	21
Kristopher Kush Police Officer	101,213	104,249	Step H	104,249	74,225	1,512	24,517	1,401	262	25
Timothy Hoskins Police Officer	101,213	104,249	Step H	104,249	74,225	1,512	22,361	1,401	262	25
Evelyn A Piszczor Police Officer	99,719	102,711	Step G	102,711	73,130	1,489	25,052	874	260	18
Charles A Karl Police Officer - Step G 3/14/24	95,885	98,762	Step F	99,825	71,075	1,447	15,061	874	252	15
Karolis Sitkauskas Police Officer	95,885	98,762	Step F	98,762	70,319	1,432	24,517	1,401	249	15
Catrina Y Bolin Police Officer	95,885	98,762	Step F	98,762	70,319	1,432	1,500	0	249	10
Arthur W Rich Police Officer	95,885	98,762	Step F	98,762	70,319	1,432	25,052	1,401	249	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
2023/2024
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Increase 3.00%	7/1/2023 Grade & Step	Gross*	Pension Police 71.20%	FICA 7.65%^A	Health	Dental	Life	Vacation/ Personal Days**
Stuart L Walden Police Officer	95,885	98,762	Step F	98,762	70,319	1,432	1,500	0	249	15
Garrick A Enns Police Officer	95,885	98,762	Step F	98,762	70,319	1,432	8,382	450	249	15
Brian A King Police Officer	95,885	98,762	Step F	98,762	70,319	1,432	25,052	1,401	249	15
Vanessa A Gauna Police Officer	95,885	98,762	Step F	98,762	70,319	1,432	7,482	450	249	15
Jennifer Keith Police Officer	95,885	98,762	Step F	98,762	70,319	1,432	14,453	874	249	15
Regis Bowers Police Officer - Step F 12/17/23	90,338	93,048	Step E	95,905	68,284	1,391	8,382	450	242	15
Luis F Ibarra, Jr Police Officer -Step F 4/29/24	90,338	93,048	Step E	93,927	66,876	1,362	16,873	0	237	13
Tierra Scott Police Officer -Step E 11/18/23	84,130	86,654	Step D	90,589	64,499	1,314	16,192	450	229	10
Giovanni Goycochea Police Officer -Step E 5/2/24	84,130	86,654	Step D	87,638	62,398	1,271	16,192	874	222	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 ^c and **

**Village of Park Forest
2023/2024
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Increase 3.00%	7/1/2023 Grade & Step	Gross*	Pension Police 71.20%	FICA 7.65%^A	Health	Dental	Life	Vacation/ Personal Days**
Denny Li Police Officer -Step E 8/1/23	84,130	86,654	Step D	92,310	65,725	1,338	8,382	450	232	10
Rodell L Noriega Police Officer -Step D 5/17/24	79,395	81,777	Step C	82,340	58,626	1,194	25,052	1,401	207	10
Oscar A Quezada Zendejas Police Officer -Step D 5/17/24	79,395	81,777	Step C	82,340	58,626	1,194	8,382	450	207	10
Matthew D Venn Police Officer -Step D 5/17/24	79,395	81,777	Step C	82,340	58,626	1,194	16,192	874	207	10
Amy Wierzgac Police Officer -Step D 5/2/24	79,395	81,777	Step C	82,527	58,759	1,197	8,382	450	209	10
Megan Hanink Police Officer -Step B 4/28/24	67,709	69,740	Step A	70,608	50,273	1,024	8,382	450	179	10
Vacant- ISATT Officer Replacement Police Officer -	67,709	69,740	Step A	69,740	49,655	1,011	25,052	1,401	176	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 ^{cA} and **

**Village of Park Forest
2023/2024
Budget**

**POLICE DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Increase 3.00%	7/1/2023 Grade & Step	Gross*	Pension Police & IMRF	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days**
Subtotal Union	3,229,286	3,326,165		3,352,229	2,386,787	48,608	524,492	29,462		8,449
Total Non-Union, Support and Union Part-Time	4,965,148	5,114,107		5,175,057	3,257,452	116,015	817,258	47,547		10,591
Record Clerks	137,179	141,295		142,469	4,014	10,899				
Community Service Officers	46,763	48,166		48,725	4,873	3,727				
Crossing Guards	54,945	54,945		54,945		4,203				
Subtotal Part-Time	238,888	244,406		246,139	8,887	18,829				
Overtime										
Administration/Records	59,926	61,724		61,724	6,172	4,722				
Field Operations	377,538	388,864		388,864		5,639				
Subtotal Overtime	437,464	450,588		450,588	6,172	10,361				
Disability Pension Health Insurance							46,656			
Retiree Health Insurance Stipend							30,708			
POLICE DEPT. TOTAL	5,641,501	5,809,101		5,871,784	3,272,511	145,205	894,622	47,547		10,591

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
2023/2024 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

Regular Salaries			
500010	Administration/Records	1,822,828	
500020	Field Operations	<u>3,352,229</u>	5,175,057
Overtime Salaries			
500110	Administration/Records	61,724	
500120	Field Operations	<u>388,864</u>	450,588
Part-time Salaries			
500210	Record Clerks	142,469	
	Community Service Officers	48,725	
	Crossing Guards	<u>54,945</u>	<u>246,139</u>
Total Personnel Services			5,871,784

INSURANCE

510100	Health Insurance	817,258	
	Dental Insurance	47,547	
	Life Insurance	<u>10,591</u>	875,396
510110	Health Insurance - Disability		46,656
510120	Health Insurance - Stipend		<u>30,708</u>
Total Insurance			952,760

EMPLOYEE SUPPORT

520000	Travel Expenses Airfare, hotel, mileage, and tolls for training, conferences, Officer of the Year Exchange Program, out of town investigative operations			4,000
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	410 120 350 225 250 240 2,000 2,400 <u>250</u>		6,245
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 1,800 2,400 <u>1,750</u>	7,850	
	<u>Crime Prevention and Control</u> NEMRT fee - (46 Employees @ \$95) TRI-River fee Police Supervisor School Misc. Outside Training Course Fees Educational Assistance/ Career Development	4,370 4,100 4,400 6,400 <u>15,000</u>	34,270	
	<u>Crime Investigations/ Tactics</u> Homicide Investigators Conference ITOA Conference (2 attendees @ \$100) ILEAS Conference (2 attendees @ \$100) Specialized Investigation Training	900 200 200 <u>500</u>	<u>1,800</u>	43,920
520400	Books and Pamphlets Honors Ceremony Miscellaneous books/pamphlets	2,000 <u>1,400</u>		3,400

520610	FICA	145,205
520620	IMRF	81,143
520621	Police Pension Contributions (Levy + \$14,000 PPRT)	<u>2,838,644</u>
Total Employee Support		3,122,557

PROFESSIONAL SERVICES

530500	Strays/Impounding Fees	13,000
532600	Credit Card Service Charge	2,010
535700	SouthCom contribution - Police share (80%) x (\$578865)	<u>463,092</u>
Total Professional Services		478,102

OPERATING SUPPLIES

540000	Other Operating Supplies	
	<u>Administration</u>	
	Miscellaneous Office Supplies and equipment	10,001
	Ring Camera Program	20,000
	<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.	5,900
	Simunition Rounds	1,000
	Taser practice/duty cartridges	2,700
	Less lethal practice rounds	1,700
	Range Maintenance	3,000
	<u>Crime Investigation</u>	
	Line-Up Fees/Informant Fees	500
	Miscellaneous: Fingerprint supplies, camera supplies, etc.	2,500
	CLEAR Database (Thomas Reuters)	3,780
	Other Investigative Equipment	1,000
	<u>Community Service Officer</u>	
	Miscellaneous: Catch poles, Animal cages, etc.	1,000

<u>Crime Free Housing/Municipal/Vehicle Seizure Hearings</u>			
	Miscellaneous office supplies, envelopes, tapes for hearings, suspension fees, recording fees	<u>2,418</u>	63,499
540100	Computer Software/Supplies <u>Administration</u>		
	LEXIPOL fee	5,000	
	FLOCK ALPR fees	22,500	
	TI Line for LiveScan	3,300	
	Watchguard Warranties/Replacement	29,536	
	Evidence Management BEAST	3,600	
	Misc. Supplies, fees & software	500	
	LEADS On-Line fee (Discontinued for FY23/24)	0	
	MSI "MOVE" & "MOS" M-Ticket database fee	12,000	
	Ink cartridges, DVD's, CD's, computer paper, Software	<u>9,000</u>	85,436
540250	Police K9 Program		2,500
540300	Stationery/Forms		
	P tickets @ \$850/10,000	850	
	M tickets @ \$800/2,000	800	
	Miscellaneous Forms	<u>2,000</u>	3,650
540350	Office Equipment/Furnishings		
	Miscellaneous office furniture for Building reconfiguration		2,000
540400	Food Expense		
	Training meals, other meetings, etc.	6,000	
	Prisoner meals @ approx. \$150/ month	<u>1,800</u>	7,800
540900	Uniforms		
	42 Regular Officers @ approx. \$625 each	26,250	
	10 Clerical Employees @ approx. \$343 each	3,430	
	Detective Clothing Allowance	4,550	
	Community Service Officer Uniforms	1,000	
	New Officer Uniform/Equipment	4,950	
	Crossing Guard Uniforms	<u>200</u>	40,380
541100	Youth Services - Crime Prevention		
	Miscellaneous supplies: Youth Services/Equipment and Programs	2,500	

Community Policing Events

Community Service Program, B.I.C.Y.C.L.E. Program

Safe Halloween, Pop Ups, Unity Day, Autism Awareness, etc. 3,000

(Additionally funded through grant programs)

5,500

Total Operating Supplies

210,765

MAINTENANCE

550200 Equipment Maintenance and Repair - Other

Building Security cameras

2,400

Building Maintenance

10,000

Total Maintenance

12,400

CAPITAL OUTLAYS

560000 Other Capital Outlays

Computer System Upgrades/Copier

32,800

Copy Machine

10,000

Total Capital Outlays

42,800

MISCELLANEOUS EXPENDITURES

590100 Postage

Administration

Daily department mail

3,600

Administrative/Municipal Hearings

Cost of sending violation notices

4,000

Vehicle Seizure Program

Cost of sending notices - certified

800

Community Policing/Crime Free Housing

Letters and miscellaneous mailings

1,200

9,600

590200 Radio/Telephone Communications Expense

Non Contract Parts Maintenance

2,000

Total Miscellaneous Expenditures

11,600

LEASES AND RENTALS

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

UTILITIES

610000	Telephone	
	MetTel	8,060
	Verizon Cellular	<u>13,540</u>
	Total Utilities	<u>21,600</u>

TOTAL POLICE DEPARTMENT	11,059,362

Village of Park Forest 2023/2024 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 the department protects is the Village itself and a limited range of unincorporated areas adjacent to the Village. The department strives to deliver the highest level of emergency response, with the greatest margin of safety for staff and citizens, in the most fiscally responsible manner.

The Park Forest Fire Department is a full-service, combination organization consisting of career, paid-on-call, and volunteer personnel providing fire suppression, emergency medical, technical rescue, hazardous materials, surface water rescue, public education, fire prevention, fire/arson investigation, and disaster management services. Emergency medical services are provided at the paramedic level by the department's two advanced life support (ALS) ambulances with a shared reserve back-up unit.

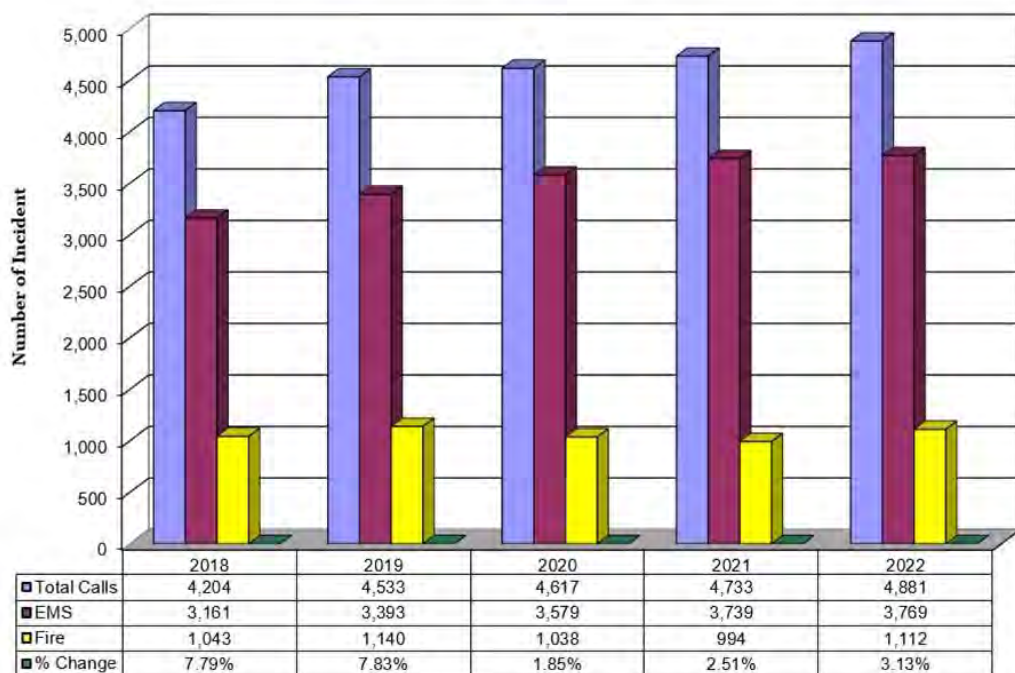
The internal structure of the department is designed around four operating divisions including administration, emergency operations, fire prevention, and vehicle maintenance. The administrative division is responsible for the coordination and oversight of all operating divisions and provides assistance to both internal and external customers to accomplish mission specific objectives as established by the Village Board, Village Administration, and the department.

The emergency operations division includes fire, emergency medical operations, and special team response. 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 with six firefighter/paramedics all working under the general direction of the Deputy Chief/Fire Chief. The emergency operations division responds to more than four thousand 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. Both the Office of the State Fire Marshal and the Illinois Department of Public Health have mandatory 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 for set-up and coordination of this training.

The primary focus of the Fire Prevention Bureau is the elimination of those conditions which may potentially result in a fire. These activities include annual fire inspections coupled with a positive public education campaign to reduce the human elements which annually contribute to numerous fires. Public education efforts are particularly important for the Village's at-risk populations which include children and senior citizens. Using aids such as the fire safety

education trailer, fire extinguisher training prop, and similar aids, the department reaches out to individuals, families and groups both young and old alike. The Fire Prevention Bureau and the activities provided are conducted under the direction of the Fire Prevention Captain. Each Shift Commander is assigned a list of occupancies which they are responsible to inspect on annual basis. Hireback personnel are used to complete public education activities.

Alarm Activity by Calendar Year

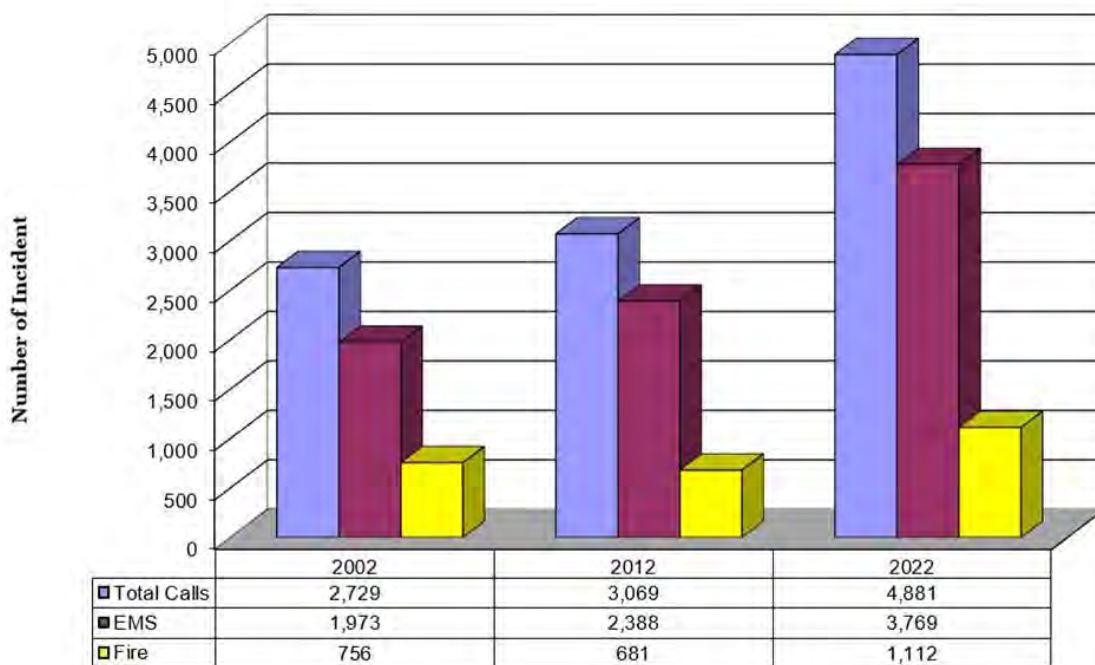


With the cost of ambulances over \$300,000, and most fire engines exceeding \$750,000, the vehicle maintenance division plays a critical role in maintaining the department's fleet and equipment. The work of this division saves the Village thousands of dollars each year by performing preventative maintenance 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. All mechanics report directly to a Lieutenant who oversees the activities of the vehicle maintenance division.

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.

**At the end of July 2023 the department will complete a re-organization process. This re-organization shifts administrative oversight/duties with the elimination of the Captain position and promotion of a Deputy Chief.*

Alarm Activity by Calendar Year



ACCOMPLISHMENTS OF 2022/2023 BUDGET OBJECTIVES:

The following objectives were established to work in concert with Board 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.

- Participation in a combined training group in MABAS 24. This group provides training and hands-on education to satisfy continuing education requirements to maintain Office of the State Fire Marshal certification.
- Continuing advancement of station alerting systems has provided a streamlined incident response. The department continues to research and apply technologies that give us the ability to connect with other area departments utilizing the same system.

To employ best practices to deliver high-quality services, maintain and develop infrastructure in an environmentally and fiscally sustainable manner.

- Working with our billing agency and The Illinois Fire Service Administrative Professionals (IFSAP) group to review fees for service from a cost/value and service sustainability perspective.

To mitigate effects of climate changes through management of Village resources, partnerships, and the natural environment.

- Phasing out daily paper reports including the daily staffing report and the daily log to decrease our carbon footprint.
- Upgrading exhaust system through Federal grant funding.
- Tinted windows to prevent advanced degradation of gear.

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.

- Three members of the community currently participating in our internship/apprentice program.
- In September 2022, the first individual that participated in our internship program was hired as a full-time Firefighter/Paramedic.
- Faster dispatching thru pre-alerts on new station alerting system.
- Working with our SouthCom partners in developing response plans allowing for faster deployment of mutual aid resources.
- Standardizing inspection program for shift commanders leading to more aggressive public safety in public buildings

To increase opportunities of engagement and maximize resources for all residents.

- Participation in a program administered cooperatively between the Illinois Fire Safety Alliance (IFSA) and the Office of the Illinois State Fire Marshal (OSFM). The program distributes fire safety education materials and 10-year sealed battery smoke alarms to fire departments in the state of Illinois. Fire departments then deliver the education while installing smoke alarms in at-risk homes within their communities. Both the educational materials and smoke alarms are provided at no cost as a result of funding from both the IFSA and OSFM.
- In January of 2023, the fire department hosted a Child Passenger Safety Technician Certification class increasing the number of technicians within our department.
- Continuing CPR program that includes bi-monthly classes as well as customized classes for groups as needed.

To continue to develop public relations and innovative marketing and communications to promote Park Forest.

- Institution of a community engagement committee tasked with increasing our on-line footprint. The committee has created on-line accounts in multiple social media platforms including Tik Tok, Facebook, Twitter, and YouTube and has started to provide content.
- Active approach in career fairs within the region.

To build upon the history of Park Forest and cultivate a culture that meets the future.

- Continued partnership with Governor State's STEAM camp.

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. Turnout time is the elapsed time from when a unit is dispatched until that unit changes their status to "responding." The overall average for all calls that the fire department responded to in 2022 was 75 seconds. There are multiple reasons this number has gone up with the main reason being the upgrade in our dispatch system. The new system starts to clock turnout times as soon as the tones drop. In the past, the clock did not start until the dispatch message was completed. The other reason 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 2022, ALS responses once again exceeded this benchmark (98%), while BLS responses missed the benchmark at 33% compliance. Overall, the average response time for an ambulance call is 00:04:46. 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 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 2022. 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 this year; however, going forward, it will allow the shift commander into every building within the three-year rotation and aid in meeting the goal.

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 to present classes. 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 farmer's market. Fire Prevention increased social media platform messages and our public educators participated in multiple zoom classes.

Fire Suppression: The Department tracks benchmarks that use 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 met and exceeded benchmarked categories.

NFPA 1710: The National Fire Protection Association (NFPA) Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Departments (specifically NFPA 1710), defines an acceptable benchmark for staffing scenarios within a specific set of time limits for predominantly career fire departments. These include turnout time, initial company response time, and minimum staffing complement assembly time. These numbers, as presented, represent actual structure fire incidents and do not include incidents dispatched as structure fires where a full group of responders was not assembled due to the scope of the incident. In each of these incidents in 2022, 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 their overall satisfaction (these are computer generated random numbers correlated to call numbers). While only a limited number of these voluntary surveys are returned (21.9% in 2022), those returned indicate 66% of the citizen's rate services as "exceeding expectations", while 93% 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 2022 was 31.2% which is down from the previous two years.

Performance Measure	Benchmark	20/21	21/22	22/23
<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%	71%	32%
<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	42%	45%	33%
<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.	*	145	186
<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> 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 between 10,000 and 24,999 in the Midwest Region.	85 fires or 3.3 fires per 1,000 population	✓	✓	✓
<u>Fire Suppression:</u> Keep civilian fire injuries at or below the average for communities between 10,000 and 24,999 in the Midwest Region.	.61 civilian fire injuries per 1,000 population	✓	✓	✓
<u>Fire Suppression:</u> Have no civilian or firefighter fire fatalities.	0 fire fatalities.	1	✓	✓
<u>Fire Suppression:</u> Property loss per capita	\$46.40 per	✓	✓	✓

lower than average	capita			
<u>Fire Suppression:</u> Property loss per 1000 population served below Midwest average	\$19,633 per 1000 population	\$22,002	✓	✓
<u>Fire Suppression:</u> Average property loss per incident over all types of fires compared nationally	\$21,414 for 2015	✓	✓	✓
<u>NFPA 1710:</u> Met standard for turnout time on all actual structure fires.	60-seconds	13/16	12/13	6/12
<u>NFPA 1710:</u> Met standard for initial company response time on all actual structure fires.	240-seconds	8/16	12/13	6/12
<u>Survey Responses:</u> Respondents to the survey rate the services as meeting or exceeding expectations.	90% of respondents.		✓	✓
<u>Collection:</u> Exceed the industry average for ambulance billing collection.	> 65% collection	✓	43.5%	31.2%

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
2022	3			3	

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 (NFPA) Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations

and Special Operations to the Public by Career Fire Department (specifically NFPA 1710 in our case). Many departments now use this standard as an acceptable benchmark for staffing scenarios in today's modern fire service.

We have used this standard as a guideline in the development and deployment of our Auto-Aid Agreements and response guidelines. It's important to fully appreciate the Department's internal capacity to immediately intervene in emergency situations, as it plays the largest factor in the determination of the outcome and the safety of firefighters. Ultimately, the determination of "appropriate" staffing is based upon defining what the on-duty members are expected to place in operation and what critical tasks they are expected to perform when they arrive at the scene. The Fire Department received a grant in 2020 which allowed the department to hire 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 have 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 re-organized the department by putting the day time Lieutenant back onto a 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, we are 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 look minimize limitations on our operational capabilities.

The Village has and continues to be supportive of the Department's needs and appreciates the need to move forward with more optimal staffing on first responding units as funding becomes available.

The current staffing complement is depicted below:

<u>Position</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
Fire Chief	1	1	1	1	1
Deputy Fire Chief**	1	1	1	1	1
Fire Captain***	1	1	1	1	0
Shift Commander*	0	3	3	3	3
Fire Lieutenant	4	3	3	3	3
Firefighter/Paramedic*	18	18	18	18	18
Executive Assistant***	0	0	0	0	1
Administrative Assistant	1	1	1	1	0
II***					
Office Technician-Part Time	<u>.4</u>	<u>.4</u>	<u>.4</u>	<u>.4</u>	<u>.4</u>
Total	26.4	28.4	28.4	28.4	27.4

* FY20/21 includes reorganization changes: addition of shift commander rank and two new firefighter/paramedic positions funded by a SAFER Grant through 12/31/23.

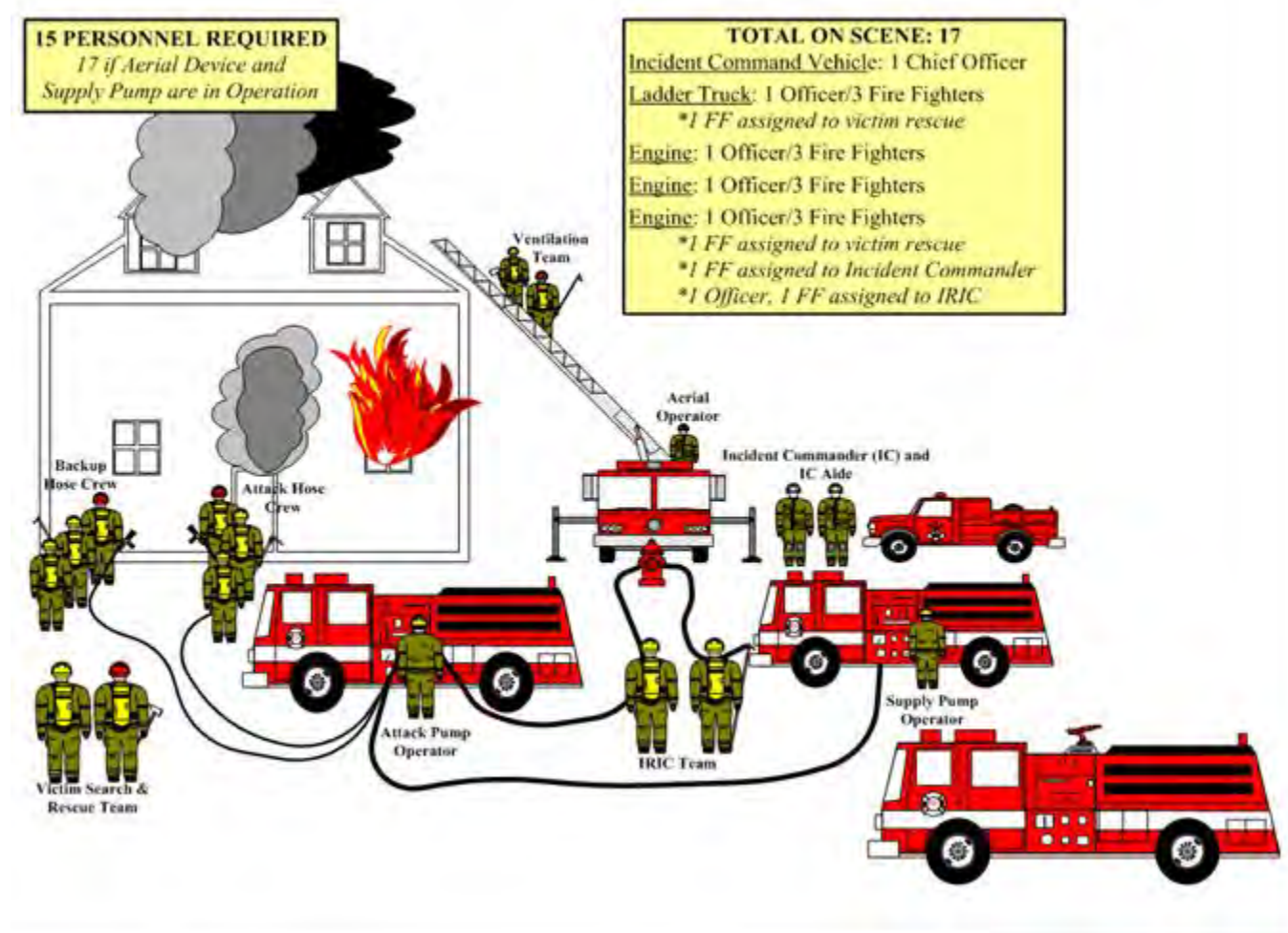
** FY21/22 Deputy Chief position not filled after retirement of DC in 07/21.

*** FY23/24 reclassification of Administrative Assistant to Executive Assistant to the Fire Dept.; Captain position eliminated after retirement in 07/23 and Deputy Chief position filled.

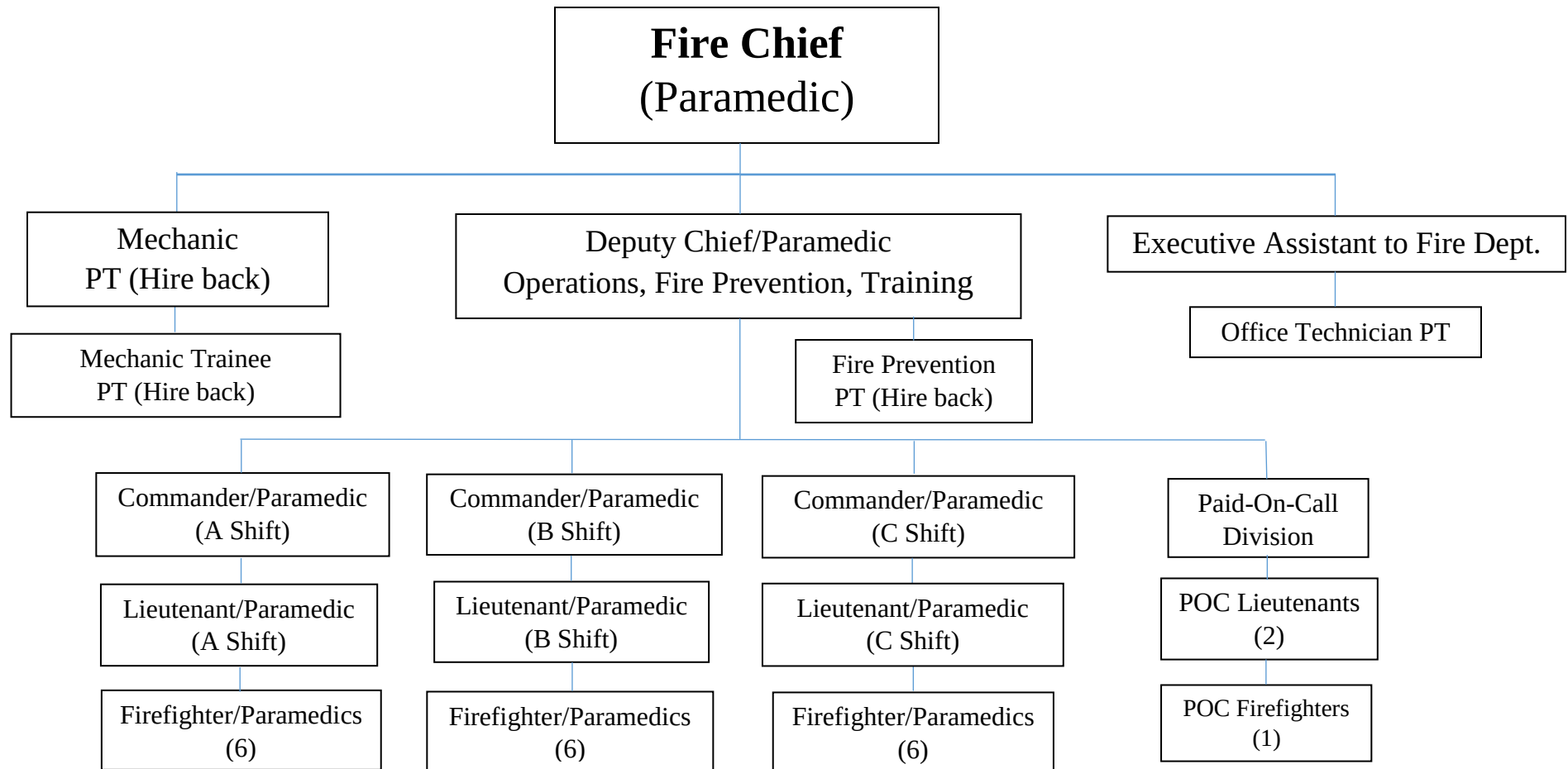
Initial Full-Alarm assignment capability deployed within 8 minutes (NFPA 1710):

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.



Village of Park Forest Fire Department Organizational Chart



Village of Park Forest 2023/2024 Budget

FIRE DEPARTMENT SUMMARY

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	2,659,468	2,896,185	2,878,509	2,875,451	-1%
Overtime Salaries	223,225	261,248	280,906	299,085	14%
Temporary/Part time Salaries	21,597	109,307	28,000	67,586	-38%
IRMA Workers Comp Reimb.	<u>(50,681)</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Personnel Services	2,853,610	3,266,740	3,187,415	3,242,122	-1%
<u>Insurance</u>	438,630	488,784	488,734	525,087	7%
<u>Employee Support</u>	1,571,112	1,667,331	1,671,331	1,691,447	1%
<u>Professional Services</u>	91,804	132,464	132,464	115,773	-13%
<u>Operating Supplies</u>	55,706	71,590	67,590	72,454	1%
<u>Maintenance</u>	24,957	27,500	27,000	28,000	2%
<u>Capital Outlays</u>	79,445	99,695	89,600	91,200	-9%
<u>Miscellaneous</u>	2,246	2,500	2,500	2,600	4%
<u>Leases and Rentals</u>	380,042	399,044	399,044	418,996	5%
<u>Utilities</u>	<u>8,825</u>	<u>10,000</u>	<u>9,000</u>	<u>10,000</u>	0%
TOTAL	<u>5,506,377</u>	<u>6,165,648</u>	<u>6,074,678</u>	<u>6,197,679</u>	1%

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED
<u>Foreign Fire Insurance Fund</u>				
Revenue	28,007	36,398	36,398	30,000
Expenditures	<u>18,426</u>	<u>35,000</u>	<u>35,000</u>	<u>60,000</u>
Change in Fund Balance	9,581	1,398	1,398	(30,000)
Ending Fund Balance	<u>41,211</u>	<u>42,609</u>	<u>42,609</u>	<u>12,609</u>

**Village of Park Forest
2023/2024
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Increase 3.00%	7/1/2023 Grade & Step	Gross	Pension Fire 66.00%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days*
<u>NON UNION*</u>										
Tracy Natyshok Fire Chief ¹	154,122	158,746	25,9	158,746	104,772	2,302	1,500	874	126	35
Vacant (Gross incl \$3,238 paramedic) Deputy Fire Chief ¹	139,797	143,991	23,9	147,229	97,171	2,135	25,052	1,401	126	20
Phillip L Myers (Gross incl \$3,238 paramedic) Fire Captain (Retire 7/21/23-Estimated Gross)	127,422	131,245	21,9	28,012	6,828	406	0	0	11	30
Subtotal Non-Union	421,341	433,982		333,987	208,771	4,843	26,552	2,275	263	
<u>UNION</u>										
Mark N Cotrano Shift Commander/Paramedic	119,118	122,691	039,C	122,691	80,976	1,779	0	0	126	12
Patrick Hisel Shift Commander/Paramedic	119,118	122,691	039,C	122,691	80,976	1,779	16,192	1,401	126	15
Neil Grove Shift Commander/Paramedic	119,118	122,691	039,C	122,691	80,976	1,779	25,052	1,401	126	12
Taylor J Bordewyk Lieutenant/Paramedic	104,993	108,143	040,F+	108,143	71,374	1,568	25,052	1,401	272	12
Tyler J Triemstra Lieutenant/Paramedic	104,993	108,143	040,F+	108,143	71,374	1,568	25,052	874	272	10

¹ Vehicle assigned

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

**Village of Park Forest
2023/2024
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Increase 3.00%	7/1/2023 Grade & Step	Gross	Pension Fire 66.00%	FICA 7.65%^A	Health	Dental	Life	Vacation/ Personal Days*
Kevin L Grove Lieutenant/Paramedic	104,993	108,143	040,F+	108,143	71,374	1,568	25,052	1,401	272	9
Edward A Wright Firefighter/Paramedic	102,712	105,794	040,G	105,794	69,824	1,534	6,547	179	267	14
Carolyn Lopez Firefighter/Paramedic	99,972	102,972	040,F	102,972	67,962	1,493	16,192	1,401	260	11
Cory Murdoch Firefighter/Paramedic	99,972	102,972	040,F	102,972	67,962	1,493	24,517	477	260	11
Nathan Marconi Firefighter/Paramedic	99,972	102,972	040,F	102,972	67,962	1,493	8,382	450	260	9
Drew R Sparks Firefighter/Paramedic	99,972	102,972	040,F	102,972	67,962	1,493	25,052	1,401	260	9
Michelle L Paradise Firefighter/Paramedic	99,972	102,972	040,F	102,972	67,962	1,493	25,052	874	260	9
James R Baum Firefighter/Paramedic	99,972	102,972	040,F	102,972	67,962	1,493	16,873	874	260	9
Kevin Meredith Firefighter/Paramedic	99,972	102,972	040,F	102,972	67,962	1,493	16,192	874	260	8

¹ Vehicle assigned

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

**Village of Park Forest
2023/2024
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Increase 3.00%	7/1/2023 Grade & Step	Gross	Pension Fire 66.00%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days*
Thomas W Marconi Firefighter/Paramedic 040,F 08/17/23	95,384	98,245	040,E	102,244	67,481	1,483	25,052	1,401	257	8
Joseph P Spanier Firefighter/Paramedic 040,F 09/14/23	95,384	98,245	040,E	101,881	67,241	1,477	25,052	1,401	257	8
Elizabeth K Vlahakis Firefighter/Paramedic	95,384	98,245	040,E	98,245	64,842	1,425	0	0	247	8
Kyle Zelhart Firefighter/Paramedic	95,384	98,245	040,E	98,245	64,842	1,425	25,052	1,401	247	8
Steven Dees Firefighter/Paramedic	95,384	98,245	040,E	98,245	64,842	1,425	25,052	1,401	247	8
Shane Krivanec Firefighter/Paramedic 040,E 11/04/23	89,020	91,691	040,D	95,977	63,345	1,392	8,382	450	242	5
Ryan Miller Firefighter/Paramedic 040,E 03/30/24	89,020	91,691	040,D	93,203	61,514	1,351	8,382	450	234	5
Jacob J Chavez Firefighter/Paramedic 040,D 01/04/24	82,609	85,087	040,C	88,135	58,169	1,278	17,166	450	222	5
Jori A Boren Firefighter/Paramedic 040,D 01/04/24	82,609	85,087	040,C	88,135	58,169	1,278	8,534	450	222	5
Kyle A Young Firefighter/Paramedic 040,B 09/19/23	69,059	71,130	040,A	76,963	50,796	1,116	8,382	450	194	5

¹ Vehicle assigned

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

**Village of Park Forest
2023/2024
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

	6/30/2023	Increase	7/1/2023 Grade & Step	Gross	Pension Fire 66.00%	FICA 7.65% ^A	Health	Dental	Life	Vacation/ Personal Days*
Total Union	2,364,086	2,435,011		2,460,373	1,623,846	35,676	406,261	20,862	5,650	
Total Non-Union and Union	2,785,427	2,868,993		2,794,360	1,832,617	40,519	432,813	23,137	5,913	
<u>SUPPORT STAFF</u>					IMRF 10%					
Traci Apt Executive Assistant to the Fire Dept	77,826	80,161	11,8	81,091	8,109	6,203	15,061	874	126	25
Nicole Hallberg Part-time Office Technician - 37.5%	19,470	20,054	2,9	20,054		1,534				
Total Support Staff	97,296	100,215		101,145	8,109	7,737	15,061	874	126	
Paid On Call	89,837	92,532		47,532		3,636				
Hire Back Mechanic				14,000		203				
Hire Back Mechanic - Training				6,500		94				
Overtime	261,248	269,085		299,085		4,337				
Disability Pension Health Insurance							18,705			
Retiree Health Insurance Stipend							22,708			
FIRE DEPT. TOTAL	3,233,808	3,330,825		3,262,622	1,840,726	56,526	489,287	24,011	6,039	
ALLOCATIONS:										
Vehicle Services				-20,500		-297				
FIRE DEPARTMENT TOTAL	3,233,808	3,330,825		3,242,122	1,840,726	56,229	489,287	24,011	6,039	

¹ Vehicle assigned

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

**Village of Park Forest
2023/2024
Budget**

**FIRE DEPARTMENT
SALARY DETAIL**

6/30/2023	Increase	7/1/2023		Pension	FICA				Vacation/
Base	3.00%	Grade	Gross	Fire	7.65%^A	Health	Dental	Life	Personal
		& Step		66.00%					Days*
				IMRF 10%					

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.

¹ Vehicle assigned

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

**Village of Park Forest
2023/2024 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	2,875,451
500100	Overtime Salaries	293,085
500170	Overtime Salaries - Prevention	6,000
500200	Temporary/Part-time	<u>67,586</u>

Total Personnel Services **3,242,122**

INSURANCE

510100	Health Insurance	447,874
	Dental Insurance	24,011
	Life Insurance	<u>6,039</u>
		477,924
510110	Health Insurance - Disability	18,705
510120	Health Insurance - Stipend	22,708
510130	Sick Time Saving Incentive (8.2.1)	<u>5,750</u>

Total Insurance **525,087**

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	1,800	
	IAFC, IFSAP, NFPA, ISFSI, FDSOA, NAFI	650	
	State/Local Associations	700	
	IFCA, Metro-Chiefs, IAFF, 4th Dist., 3rd Dist.	<u>100</u>	
			8,000
520300	Training		
	National Conferences (IAFC, ISFSI)	5,000	
	State/Local Conferences and Seminars	1,000	
	IFCA, Univ. of Illinois, Metro-Chiefs, IFIA, IFSAP	3,000	
	College Tuition	2,000	
	Fire Prevention Bureau	1,000	
	Paramedic/EMT/EMS Training	19,500	
	Firefighter II Academy	4,000	
	Outside Training Programs (firefighting related)	7,000	
	FAE, HazMat, Confined Space	<u>2,100</u>	
			44,600
520400	Books/Pamphlets		
	Administrative Manuals, Fire Protection	450	
	Handbook, Municipal Directory	150	
	Fire Prevention/Public Education/Investigation,	200	
	Baby-sitters, School Programs, Investigation Text	100	
	EMS, Paramedic Texts, PHTLS Text	<u>100</u>	
			1,000
520610	FICA		56,229
520620	IMRF		8,109
520622	Fire Pension Contributions (Levy + \$8,000 PPRT)		<u>1,568,509</u>
	Total Employee Support		1,691,447

PROFESSIONAL SERVICES

535700	SouthCom contribution - Fire share		<u>115,773</u>
	Total Professional Services		115,773

OPERATING SUPPLIES

540000	Other Operating Supplies		
	Station Supplies	10,000	
	Batteries, kitchen supplies/office supplies	3,000	
	Fire Prevention handouts, Public Ed, Open House	8,000	
	Miscellaneous equipment	<u>6,500</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	19,500	
	New Hires/Replacements	<u>7,250</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>8,904</u>	<u>8,904</u>
Total Operating Supplies			72,454

MAINTENANCE

550000	Contractual/Equipment Maintenance Defibrillators	1,000	
	Miscellaneous Equipment Maintenance	1,000	
	Cot Maintenance Contract	<u>3,000</u>	5,000
550200	Equipment Maintenance and Repair Maintenance Contract - Radios/Pagers	2,900	
	Maintenance Contract - Weather Sirens	3,500	
	Extinguisher Recharging	1,500	
	Air Quality Testing	2,400	
	Compressor Maintenance	2,500	
	Station Equipment Repairs	7,000	
	Hydrostatic Testing	2,000	
	Cellular Repairs	<u>1,200</u>	<u>23,000</u>
Total Maintenance			28,000

CAPITAL OUTLAYS

560000	Capital Outlays Protective Clothing	20,000	
	Fire Station Maintenance	9,500	
	Fire Station Furnishings	7,500	
	Special Teams Equipment	10,000	
	Pagers/Radios	11,000	
	EMS Equipment	5,500	
	SCBA Air Bottles	7,000	
	Computer System Upgrades	<u>20,700</u>	
Total Capital Outlays			91,200

MISCELLANEOUS EXPENDITURES

590100	Postage	<u>600</u>	600
590200	Radio/Communications		
	Radio Batteries	500	
	Knox Box Program	1,000	
	Opticom/Repairs	<u>500</u>	2,000
Total Miscellaneous Expenditures			2,600

LEASES AND RENTALS

600400	Vehicle Interfund Rentals	<u>418,996</u>	
Total Leases and Rentals			418,996

UTILITIES

610000	Telephone		
	MetTel	4,500	
	Verizon Cellular	4,000	
	Wireless Internet Connection Charges	<u>1,500</u>	
Total Utilities			<u>10,000</u>

TOTAL FIRE DEPARTMENT			6,197,679

Village of Park Forest 2023/2024 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. In 2022, the Community Health Coordinator was promoted to the Assistant Director of the department, retaining these duties. 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 responsibilities for the Park Forest Main Street Market fall under Recreation, Parks & Community Health; the Assistant Director oversees this program as well. In 2022, 7 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.

Teen Zone meets Tuesday – Friday after school to 6:30 pm, September – May. Teen Zone has successfully resumed services this school year, still operating under the same COVID Guidelines as Park Forest-Chicago Heights School District 163. With the closing of Rich East High School, the program has undergone a transition now working with more middle-school age youth. Teen Zone saw an average of 240 youth each week during 2022. Goals for the 2023/24 program include developing a mentor and entrepreneurship program, developing (with the help of a licensed therapist and yoga instructor) a Therapy Through Yoga class to help build the skills needed to be successful adults and productive members of society. Teen Zone is looking forward to resuming the annual college tour for the spring of 2024, visiting Colleges and Universities on the East Coast and a few Southern States. The Teen Job Connection, a program designed to partner Teen Zone participants with residents to perform household task, has stalled in recent years due to the aforementioned changes in youth served. Staff is still working on rebuilding a once, often utilized resource for residents.

Park Forest Summer Camps have been operating for over five decades in various formats within the Village. In 2022 the camp hosted 100 youth and provided a variety of programs to increase their personal growth skills including 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.

Community trips offered by Recreation, Parks & Community Health grew over the last year. From motorcoach's filled with trip goers, to offering internally planned, sold out international trips, which broadened the departments reach throughout the Village and South Suburban region.

Programming is a major part of the department's operations. Programming opportunities include fitness, martial arts, dance/performing arts and sports. The department took a cautious approach to resuming programming during the COVID-19 Pandemic, but saw increases in programs offered in 2022. Programming highlights for the year include: Mama's Birds Summer Performing Arts Camp, Youth Basketball and Taekwondo.

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.

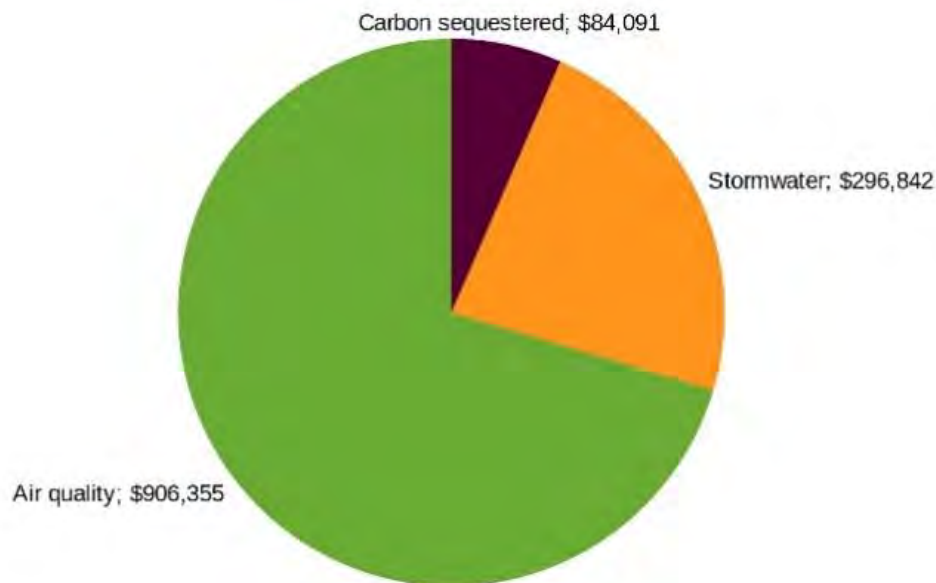
With a total *Standing Eco Value* estimated at \$6,473,000, the mature urban forest in parks and parkways is one of the Village's most valued assets, extremely beneficial to both the environment and the community as a whole.

- 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 Forest

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 planting 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	2016	2017	2018	2019	2020	2021	2022
Trees Pruned	932	715	85	24	0	45	328
Ash Treated	0	0	0	0	0	0	0
Ash Removed	1	4	0	0	0	0	4
Storm or Vehicle Accident Damaged	0	0	2	10	47	5	1
Storm Damaged - Pruned*	0	0	0	0	13	12	0
Trees Removed*	38	61	233	149	38	139	57
Removed For DPW*	N/A	N/A	4	1	0	2	52
Trees Planted							
Memorial*	N/A	N/A	3	4	2	8	4
Grant Funded*	N/A	N/A	21	44	43	300	NA
Cost Share*	N/A	N/A	1	9	0	5	2
Park Projects*	N/A	N/A	39	10	2	22	22
Total Trees Planted	61	27	70	67	47	335	28
Resident Contacts	52	84	54	61	20	35	25

* 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 2022/2023 RECREATION PARKS & COMMUNITY HEALTH OBJECTIVES:

To address the Boards strategic vision Recreation, Parks & Community Health adopted the following goals and objectives for the 2022/2023 fiscal year.

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

Staff continues to review Lifecycle Plan Projects and implement them as funding allows. Projects completed include: a new playground at Shabbona Park & the removal of "spring" playground equipment and replacement with inclusive stand and spins. In summer of 2023 the Somonauk Nature Adventure Park will open along with the addition of the all-abilities, inclusive playground at Somonauk Park.

2. Continue to expand Teen Services and youth programming.

Teen Zone works with more than 240 youth on average per week and worked with area organizations to offer additional mentoring and enrichment services. Youth Basketball returned to normal operations featuring more than 100 youth in the annual league.

3. Expand Community Health Programming and Initiatives.

Two community blood drives were held in conjunction with American Red Cross in 2022. Red Cross collected 60 units of blood from donors. Several Vaccination clinic were offered to the community through partnership with Jewel Osco Pharmacy. Monthly free COVID testing was offered to residents through a partnership with SWIO and Midwest Coordination Center. Over 100 individual residents/employees were tested in 2022

4. Continue to expand participation in the Farmers Market of both vendors and shoppers.

Seven new market vendors were added to the roster in 2022. The average market attendance was 350 per week

5. Continue pricing plan for programs and services.

Pricing remains under constant review to balance affordability to residents and yet minimize impacts to the general fund. Staff will increase fees to facility rentals in July 2023.

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 began in Spring 2022 and was completed in Spring of 2023. This project will better project long-term costs for each building.

2023/2024 RECREATION PARKS & COMMUNITY HEALTH OBJECTIVES:

Recreation, Parks & Community Health is adopting the following goals and objectives for the 2023/2024 fiscal year.

1. To provide municipal services in a responsive and fiscally sustainable manner through continued collaboration, innovation, and regional leadership
2. To employ best practices to deliver high-quality services, maintain and develop infrastructure in an environmentally and fiscally sustainable manner.
3. To increase opportunities of engagement and maximize resources for all residents.
4. To build upon the history of Park Forest and cultivate a culture that meets the future.

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	2015	2016	2017	2018	2019	2020	2021	2022
Youth Basketball	254	369	299	213	213	19	170	148
Soccer	102	116	71	56	40	0	44	0
Volleyball	N/A	83	19	0	12	0	17	13
Cheer Camp	25	33	11	9	14	0	11	0
Summer Camps	237	182	182	185	217	0	25	75
Dance/Performing Arts	185	460	246	189	180	26	40	42
Mind & Body (Fitness)	95	135	36	112	63	43	21	125
Special Interests	96	146	128	83	108	9	4	0
First Aid/Safety/CPR/ Babysitter by Fire Dept.	N/A	N/A	N/A	39	41	6	22	15
Men's Softball (Teams)	N/A	16	16	15	9	7	8	0
Individual Sports	528	76	42	56	34	3	60	50
Teen Zone Weekly Average	250	360	400	400	340	0	240	240
Pavilion Rentals/ Equipment	172	186	192	129	140	50	109	82
Swim Lessons	381	335	N/A	N/A	207	0	207	126
Lifeguard Saves	121	105	N/A	N/A	231	0	8	32
Youth Tennis Lessons	24	33	25	30	32	0	81	177
Trip Participants /# of Trips	255/13	356/14	699/37	327/25	719/39	41/23	98/27	215/24
Wetlands & Discovery Center Participants	807	465	225	150	75	0	0	0
Blood Pressure Check (Village Hall)	N/A	N/A	N/A	N/A	108	36	54	40
Flu shots (/Covid)	N/A	N/A	N/A	N/A	57	21	99	20/14
Food Pantry Visits	N/A	N/A	N/A	N/A	70	8	0	NA
Cholesterol Screenings	N/A	N/A	N/A	N/A	N/A	10	0	NA
Blood Drive (Units collected)	N/A	N/A	N/A	N/A	N/A	35	75	60
Resident Concerns/ Contacts	N/A	N/A	N/A	N/A	15	20	10	15
Sr. Resident Contacts	N/A	N/A	N/A	N/A	1,490	266	537	1101

ESTIMATED ATTENDANCE: COMMUNITY EVENTS

Resident Event	Date	Attendance/ Volunteers/ Hours
First Day in Nature	1/1/2022	Canceled
Easter Eggstravaganza	3/27/2021	200
Clean-Up Our Parks	N/A	N/A
MSN/ Resident Appreciation	6/8/2022	Canceled
Main Street Nights (MSN)	6/15/2022	600
Main Street Nights (MSN)	6/22/2022	600
Main Street Nights (MSN)	6/29/2022	700
Fourth of July Concert/Fireworks	7/4/2022	Canceled
Main Street Nights (MSN)	7/13/2022	800
Main Street Nights (MSN)	7/19/2022	700
Main Street Nights (MSN)	7/20/2022	600
MSN/ Movie Night	7/27/2022	600
MSN/ Unity Day	8/3/2022	1000
Central Park Campout	N/A	N/A
Safe Halloween	10/29/2022	300
Winter Holiday Market	12/9-12/10/22	450
Youth Day	8/13/2022	400

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

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Main *	1,327 (6)	1,592(7)	1,096 (6)	1,313 (6)	1,213 (5)	950 (5)	1,014 (6)
Matinee **	1,167 (6)	1,316(6)	1,249 (6)	1,818 (6)	854 (5)	560 (5)	459 (5)
Family***	546 (3)	328(2)	481 (3)	412 (2)	500 (2)	0	Canceled

* Number of performances in parentheses.

** 1 show for spring of 2022 was cancelled.

*** Family shows remained cancelled for 2022 due to schools not resuming outings

STAFFING:

<u>Position</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
Director of Recreation & Parks	1	1	1	1	1
Assistant Director ³	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	0	0	0	1	0
Recreation Supervisor I	1	1	1	1	2
Community Health Coordinator ³	1	1	1	1	0
Administrative Assistant	1	1	1	2	2
Office Assistant	2	2	2	0	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
Cultural Arts Specialist ¹	0	0	0	0	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	.2	.2	.2	0	.2
Total Positions	21.0	21.0	21.0	20.8	21.0

* Reimbursed by Thorn Creek

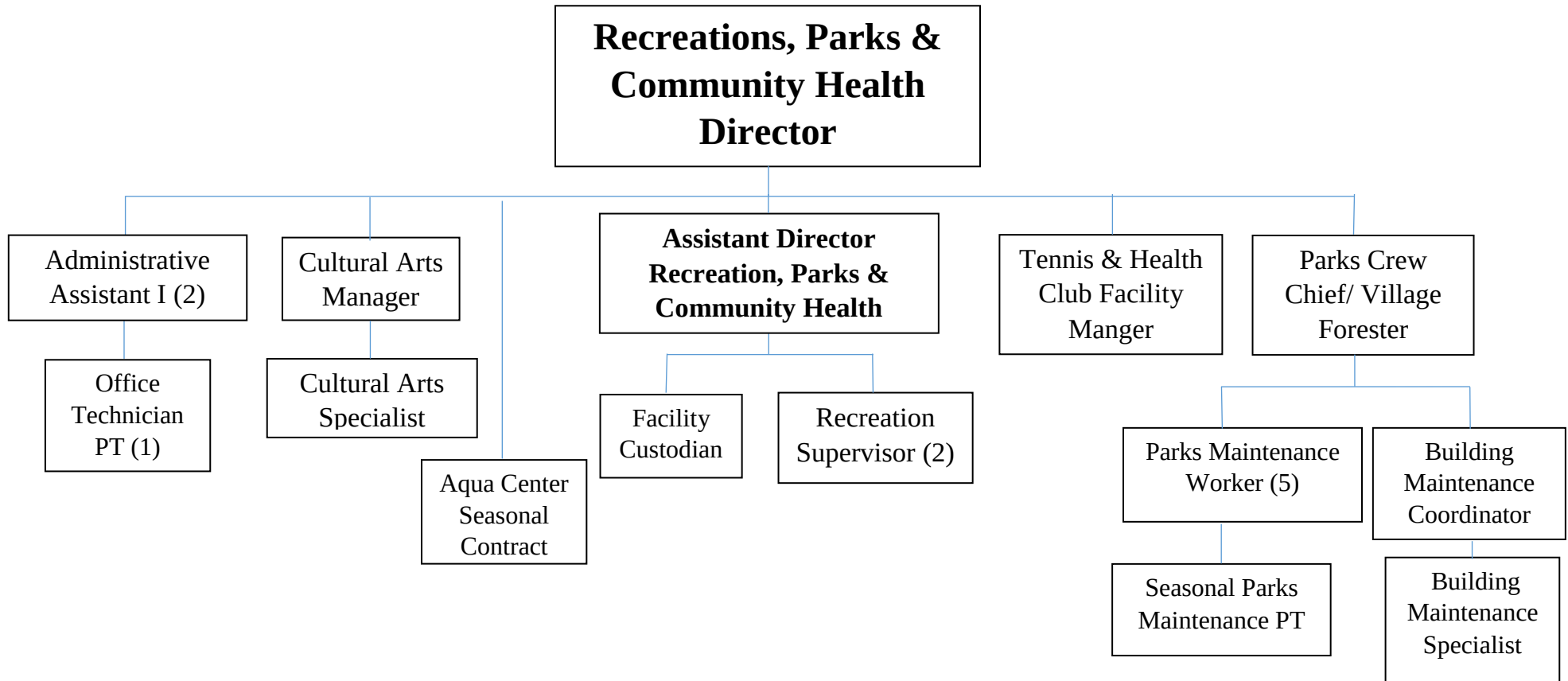
¹ FY 23/24 Freedom Hall Assistant Cultural Arts Manager was reclassified as Cultural Arts Specialist.

² FY 23/24 Main Street Market Manager responsibilities will revert to a PT Market Manager.

³ FY 23/24 Community Health Coordinator responsibilities became part of Assistant Director responsibilities.

Village of Park Forest Recreation, Parks & Community Health Department

Organizational Chart



**Village of Park Forest
2023/2024 Budget**

**RECREATION, PARKS AND COMMUNITY HEALTH
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	1,228,982	1,247,047	1,196,525	1,206,251	-3%
Overtime Salaries	20,411	20,982	15,194	21,847	4%
Temporary/Part-time Salaries	<u>174,696</u>	<u>290,846</u>	<u>206,141</u>	<u>268,570</u>	-8%
Total Personnel Services	1,424,089	1,558,875	1,417,860	1,496,668	-4%
<u>Insurance</u>	233,928	264,908	254,564	289,378	9%
<u>Employee Support</u>	250,993	261,268	226,871	255,369	-2%
<u>Professional Services</u>	338,537	366,185	495,617	373,509	2%
<u>Operating Supplies</u>	142,389	152,331	124,179	155,378	2%
<u>Maintenance</u>	199,129	146,851	203,910	148,188	1%
<u>Capital Outlays</u>	213,825	1,271,427	347,304	519,000	-59%
<u>Miscellaneous</u>	148,302	159,703	157,280	117,680	-26%
<u>Leases and Rentals</u>	108,937	127,321	127,321	146,419	15%
<u>Utilities</u>	<u>90,264</u>	<u>76,107</u>	<u>76,283</u>	<u>76,507</u>	1%
TOTAL	<u>3,150,393</u>	<u>4,384,976</u>	<u>3,431,189</u>	<u>3,578,096</u>	-18%

**Village of Park Forest
2023/2024
Budget**

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

	6/30/2023 Base	Salary Increase 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Kevin Adams Director of Recreation & Parks	119,410	122,992	24,3	124,419	12,442	9,518	22,361	1,401	126	27
Margaret Lewis Asst Dir of Recreation & Parks	99,278	102,256	18,6	103,442	10,344	7,913	1,500	0	126	25
Todd Cann Parks Crew Chief/Village Forester	91,453	94,197	14,9	94,197	9,420	7,206	22,361	1,401	126	30
Brad M Skoryi Tennis & Health Club Manager	82,485	84,960	14,6	85,946	8,595	6,575	24,517	1,401	126	15
Victor Blackful Cultural Arts Manager	69,451	71,535	14,1	72,365	7,237	5,536	7,482	450	126	15
Daniel Dessecker Building Maintenance Coordinator	88,361	91,012	14,8	92,068	9,207	7,043	7,482	450	126	15
Craig J Yohn Building Maintenance Specialist	70,592	72,710	9,8	73,553	7,355	5,627	15,061	1,401	126	12
Adina McCollough Recreation Supervisor	73,060	75,252	9,9	75,252	7,525	5,757	16,553	1,401	126	19
Kellen Thornton Recreation Supervisor	57,425	59,148	9,2	59,834	5,983	4,577	16,873	874	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
2023/2024
Budget**

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

	6/30/2023 Base	Salary Increase 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Teresa Brown Administrative Assistant I	62,760	64,643	8,6	65,393	6,539	5,003	16,553	874	126	12
Margarita Guzman Administrative Assistant I	56,607	58,305	8,3	58,981	5,898	4,512	16,192	874	126	10
Kevin D Rogge II Parks Maintenance Worker	66,269	68,257	7,9	68,257	6,826	5,222	22,361	874	126	15
Fidel Morales Parks Maintenance Worker	66,269	68,257	7,9	68,257	6,826	5,222	17,166	874	126	15
Leonard Porter Parks Maintenance Worker	66,269	68,257	7,9	68,257	6,826	5,222	16,873	874	126	15
David Thiesen Parks Maintenance Worker	55,797	57,471	7,4	58,138	5,814	4,448	8,382	450	126	10
Jose L Vazquez Parks Maintenance Worker	52,085	53,648	7,2	54,270	5,427	4,152	7,482	450	126	10
Vacant Cultural Arts Specialist	52,085	53,648	7,2	54,270	5,427	4,152	25,052	1,401	126	10
David A Brown Facility Custodian	54,521	56,157	3,9	56,157	5,616	4,296	25,052	1,401	126	11

* 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
2023/2024
Budget**

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

	6/30/2023 Base	Salary Increase 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Sub-Total	1,284,177	1,322,705		1,333,056	133,307	101,981	289,303	16,851	2,268	
Part-time Help	350,268	361,343		361,343	8,544	27,643				
Overtime	24,259	25,302		25,302	2,530	1,936				
Retiree Health Insurance Stipend							10,500			
Sub-Total	1,658,704	1,709,350		1,719,701	144,381	131,560	299,803	16,851	2,268	
ALLOCATIONS										
Tennis				-184,511	-10,715	-14,115	-28,017	-1,401	-126	
Aqua Center				-13,489	-1,349	-1,032	0	0	0	
Library				-2,435	-244	-186	0	0	0	
Vehicle Services				-21,135	-2,087	-1,617	0	0	0	
Downtown P. F.				-1,463	-131	-112	0	0	0	
Subtotal				-223,033	-14,526	-17,062	-28,017	-1,401	-126	
RECREATION/PARKS TOTAL	1,435,671	1,486,317		1,496,668	129,855	114,498	271,786	15,450	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
2023/2024 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	536,908	
	Parks Department staff	<u>70,603</u>	
			607,511
500100	Overtime Salaries		450
500200	Temporary/Part-time		<u>33,309</u>
	Total Personnel Services		641,270

INSURANCE

510100	Health Insurance	264,786	
	Dental Insurance	15,450	
	Life Insurance	<u>2,142</u>	
			282,378
510120	Health Insurance Stipend		<u>7,000</u>
	Total Insurance		289,378

EMPLOYEE SUPPORT

520000	Travel Expenses (Personal vehicle usage reimbursements)		2,346
520200	Dues/Subscriptions		1,020
520300	Training Expenses		4,080
520610	FICA		49,060
520620	IMRF		<u>64,129</u>
	Total Employee Support		120,635

PROFESSIONAL SERVICES

530000	Professional Services		
	Computer support & other professional services	3,060	
	ActiveNet Service Fees	<u>9,180</u>	
			12,240
531600	Community Event Support for Fireworks	20,400	
	Thorn Creek Woods/OPRT Management Commissions	18,360	
	SSSRA Contribution (moved from Program Services)	39,399	
	July 4th Event Support	<u>9,792</u>	
	(Stage & equipment, entertainment, transportation for Parade Grand Marshall, etc.)		87,951
532600	Credit Card Service Charges		<u>6,375</u>
	Total Professional Services		106,566

OPERATING SUPPLIES

540000	Other Operating Supplies	9,568	
	Volunteer Activities	<u>10,200</u>	
			<u>19,768</u>
	Total Operating Supplies		19,768

CAPITAL OUTLAYS

560000	Capital Outlays		
	Computer Upgrades	<u>7,600</u>	
	Total Capital Outlays		7,600

MISCELLANEOUS EXPENDITURES

590100	Postage for Recreation and Parks Brochure		5,000
590900	Advertising and Marketing (Print three brochures)		24,480
591200	Other Special Events		
	Concert Series Village Green (8 events)	30,600	
	Other Events	<u>10,200</u>	
			<u>40,800</u>
	Total Miscellaneous Expenditures		70,280

UTILITIES

610000	Telephone	<u>6,170</u>

Total Utilities	<u>6,170</u>

TOTAL RECREATION, PARKS & COMMUNITY HEALTH- GENERAL SUPPORT	1,261,667

**Village of Park Forest
2023/2024 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	113,179
500100	Overtime Salaries	2,991
500200	Temporary/Part-time	<u>9,894</u>

Total Personnel Services **126,064**

EMPLOYEE SUPPORT

520610	FICA	9,644
520620	IMRF	<u>11,617</u>

Total Employee Support **21,261**

PROFESSIONAL SERVICES

530000	Other Professional Services (Piano tuning, sound tech and other miscellaneous services)	22,950
531800	Freedom Hall Events Artists Contracts	91,555
532600	Credit Card Service Charge	<u>1,326</u>

Total Professional Services **115,831**

OPERATING SUPPLIES

540000	Other Operating Supplies	<u>6,120</u>

Total Operating Supplies	6,120

MAINTENANCE

550200	Equipment Repairs (HVAC, plumbing and electrical)	3,060

550400	Contractual Maintenance (trash disposal, security system, etc.)	<u>8,947</u>

Total Maintenance	12,007

CAPITAL OUTLAYS

560000	Capital Outlays	
	Tuckpointing	10,000
	Replace Stage Drapes	<u>30,000</u>

Total Capital Outlays	40,000

MISCELLANEOUS EXPENDITURES

590100	Postage for series brochures	1,500

590800	Printing	510

590900	Advertising and Marketing	28,560

591100	Freedom Hall events expenses	<u>9,690</u>

Total Miscellaneous Expenditures	40,260

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Park maintenance equipment charges)	<u>4,673</u>

Total Leases and Rentals	<u>4,673</u>

UTILITIES

610600	Public Utilities Cell Phone Charges (Electric, gas and water)	<u>16,829</u>

Total Utilities	<u>16,829</u>

TOTAL RECREATION, PARKS & COMMUNITY HEALTH - FREEDOM HALL	383,045

**Village of Park Forest
2023/2024 Budget**

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

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	9,234
500100	Overtime Salaries	700
500200	Farmers Market Manager	<u>8,034</u>
Total Personnel Services		17,968

EMPLOYEE SUPPORT

520610	FICA	1,375
520620	IMRF	<u>993</u>
Total Employee Support		2,368

PROFESSIONAL SERVICES

530000	Other Professional Services	<u>2,040</u>
Total Professional Services		2,040

OPERATING SUPPLIES

540000	Other Operating Supplies	<u>2,040</u>
Total Operating Supplies		2,040

MISCELLANEOUS EXPENDITURES

590900	Advertising and Marketing	2,040

591200	Other Special Events		
	Double Bucks Coupon Program	3,060	
	Farmers Market	<u>2,040</u>	
			5,100
	Total Miscellaneous Expenditures		7,140

TOTAL RECREATION, PARKS & COMMUNITY HEALTH - COMMUNITY HEALTH	31,556

**Village of Park Forest
2023/2024 Budget**

RECREATION, PARKS & COMMUNITY HEALTH - FACILITIES MAINTENANCE

DETAIL

01-11-22

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	296,854
500100	Overtime Salaries	8,978
500200	Temporary/Part-time	<u>62,824</u>

Total Personnel Services	368,656

EMPLOYEE SUPPORT

520300	Training Expenses	3,570
520610	FICA	28,202
520620	IMRF	<u>30,583</u>

Total Employee Support	62,355

OPERATING SUPPLIES

540000	Other Operating Supplies (Paints, hardware, small tools, horticultural supplies and repair parts for park maintenance)	<u>46,870</u>

Total Operating Supplies	46,870

MAINTENANCE

550500	Contractual Grounds Maintenance	
	Wetlands Management	2,040
	Contract Mowing	31,056
	Urban Forestry Operations	<u>80,000</u>

Total Maintenance	113,096

CAPITAL OUTLAYS

560000	Capital Outlays	
	Central Park- Resurface Tennis Courts	65,000
	Central Park Wetlands Management Plan	3,000
	Central Park- Replace Backstops/Baseline Fencing	25,000
	Green Initiatives	15,000
	Various Parks- crack-fill/ seal lots	10,000
	ADA Transition Plan Implementation- Various	5,000
	Various Parks- Replace tables/bleachers	6,400
	Playground Safety Surface Maintenance- Various Parks	8,000
	Play Equipment Upgrades- Various Parks	<u>15,000</u>
Total Capital Outlays		152,400

LEASES and RENTALS

600400	Vehicle Interfund Rentals	
	Park maintenance equipment charges	<u>105,920</u>
Total Leases and Rentals		105,920

UTILITIES

610600	Public Utilities	
	Cell Phone Charges	6,000
	(Electric, natural gas and telephone)	<u>27,108</u>
Total Utilities		<u>33,108</u>

TOTAL RECREATION, PARKS & COMMUNITY HEALTH - FACILITIES MAINT. 882,405

**Village of Park Forest
2023/2024 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)	106,858	
	Teen Zone Coordinator & Support Staff	8,366	
	P.T. Naturalist (reimbursed)	<u>37,312</u>	
			<u>152,536</u>
Total Personnel Services			155,883

EMPLOYEE SUPPORT

520610	FICA		11,925
520620	IMRF		<u>4,048</u>
Total Employee Support			15,973

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Misc. Professional Services	13,458	
	Basketball Referee Fees	4,500	
	Summer Camp Expenses	28,560	
	Trip related expenses	77,054	
	South Suburban Special Recreation Association*	<u>0</u>	
			123,572
* - South Suburban Special Recreation Association moved to General Support			
530800	Instructional Services - Contractual		<u>25,500</u>
Total Professional Services			149,072

OPERATING SUPPLIES

540000	Other Operating Supplies	
	Program equipment, T-shirts, and supplies	27,680
	Teen Zone supplies	3,500
	Miscellaneous	<u>3,500</u>
	Total Operating Supplies	34,680

TOTAL RECREATION, PARKS & COMMUNITY HEALTH - PROGRAM SERVICES **355,608**

**Village of Park Forest
2023/2024 Budget**

**BUILDINGS and GROUNDS
DETAIL
01-11-07**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	179,473
500100	Overtime Salaries	5,381
500200	Temporary/Part-time	<u>1,973</u>
Total Personnel Services		186,827

EMPLOYEE SUPPORT

520610	FICA	14,292
520620	IMRF	<u>18,485</u>
Total Employee Support		32,777

OPERATING SUPPLIES

540000	Other Operating Supplies (Paints, hardware, small tools, cleaning supplies and chemicals and paper products/towels)	<u>45,900</u>
Total Operating Supplies		45,900

MAINTENANCE

550200	Equipment Repairs (HVAC, plumbing and electrical upkeep of buildings and equipment)	12,885
550400	Contractual Maintenance (Custodial service and other contractual repairs)	<u>10,200</u>
Total Maintenance		23,085

CAPITAL OUTLAYS

560000	Capital Outlays	
	Emergency Purchases/Repairs/Replacements	10,000
	Department Office Space Upgrades*	20,000
	Interior Public Space Upgrades/ Counter Security*	50,000
	Replace HVAC/ Boardroom	30,000
	Rec Center- Misc. Maintenance/ Equip. Upgrades	10,000
	Rec Center- Replace Doors- Lower Level	7,000
	Rec Center- Video Security/ Wi-Fi	5,000
	Rec Center- Replace galvanized water lines washrooms	15,000
	Police- Replace HVAC-Various	12,000
	Police- Roof Replacement	120,000
	Police- Tuckpointing	5,000
	Police- Parking Lot- Sealcoat/Stripe	5,000
	Municipal Garage - Galvanized Water Lines	8,000
	Municipal Garage - Garage Door Repairs	5,000
	Municipal Garage- Tuck-pointing	7,000
	Municipal Garage - Replace Upper Windows- West Wall	<u>10,000</u>
	 Total Capital Outlays	 <u>319,000</u>
	* - Funded from TIF reimbursement to Village	
	 Total Capital Outlays	 319,000

LEASES and RENTALS

600400	Vehicle Interfund Rentals	<u>35,826</u>
	 Total Leases and Rentals	 35,826

UTILITIES

610600	Public Utilities (Electric, gas and telephone)	<u>20,400</u>
	 Total Utilities	 <u>20,400</u>

TOTAL BUILDINGS and GROUNDS	<u>663,815</u>

TOTAL RECREATION, PARKS & COMMUNITY HEALTH	3,578,096

Village of Park Forest 2023/2024 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 2022/2023 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 McGill Asphalt, a pavement patching project done by M/J Asphalt, 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 2023. 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, 2023.

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, safety harnesses, ear muffs first aid supplies, and work gloves were purchased. Ten employees have utilized a \$100 safety shoe allowance for employees to purchase steel toe boots. All Public Works staff completed Sexual Harassment Awareness Training.

4. Provide engineering support to other Village departments.

DPW worked with Economic Development on various Grant applications, Sustainability initiatives, and GIS Implementation. Additionally, the Department provided numerous engineering reviews on Building permits and Site Plan applications.

5. Maintain and/or improve Village infrastructure while incorporating any applicable new technologies.

The Department worked to implement GIS mapping of Village assets.

6. Find additional sources of funding to assist with improving Village infrastructure.

American Rescue Plan Act (ARPA) and CARES Act funding are obligated to be used to

fund a major local road improvement project. ITEP funds were awarded to the Village to complete a Phase I study to install a multi-use path along 26th St, from Western Ave to an existing connection point into Thorn Creek Woods.

7. Provide continued education trainings and/or workshops for professional development.

Staff attended various Suburban Public Works Directors Association monthly meetings. Staff attended the APWA National Conference.

8. Complete Capital Outlay projects.

IT Dept. replaced computers for those DPW employees who are eligible. Austin Tyler Construction completed a road improvement project along various streets.

9. Maintain sidewalks and improve sidewalk ramps for ADA accessibility.

DPW contracted with McGill Asphalt. for sidewalk replacement and ADA improvements at various locations Village wide.

10. Evaluate rates as needed.

No rates were evaluated at this time.

2023/2024 PUBLIC WORKS OBJECTIVES:

Based on the Village Board's newly adopted Strategic Planning Visions and Goals in 2022, DPW has set the following new implementation strategies, goals and objectives.

1. Work with private utility companies and continue to upgrade digital communication technology through enhanced 5G or fiber optic communications.
2. Maintain and upgrade municipal infrastructure within Village business districts.
3. Continue to collaborate with neighboring communities on joint bid projects, working within the Suburban Public Works Directors Association, and utilize purchasing cooperatives for vehicle/equipment replacement.
4. Attend conferences and trainings to keep up with industry trends, education, and funding opportunities.
5. Seek grant and funding opportunities to maintain roads, sidewalks, and other infrastructure.
6. Improve village infrastructure with environmentally sustainable technology.
7. Implement components of Village Complete Streets Policy and Sustainability Policy into projects.
8. Strive to restore and/or improve the Village's green infrastructure.
9. Focus on projects that improve motorist, pedestrian, bicycle and quality of life safety concerns.
10. Create and maintain project blogs and resources of project information by utilizing technology.

11. Employ and retain a workforce that reflects the diversity of the community.
12. Improve communication to residents by using technology resources like website, blogs, social media, and Code Red for project updates and service interruptions.
13. Work with Communications Staff to create a Department Dashboard.

PERFORMANCE MEASURES:

The following quantities of work were accomplished in previous calendar years:

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Jolly Trolley Passengers	11,331	10,407	4,344*	5,758	6,263

* 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.

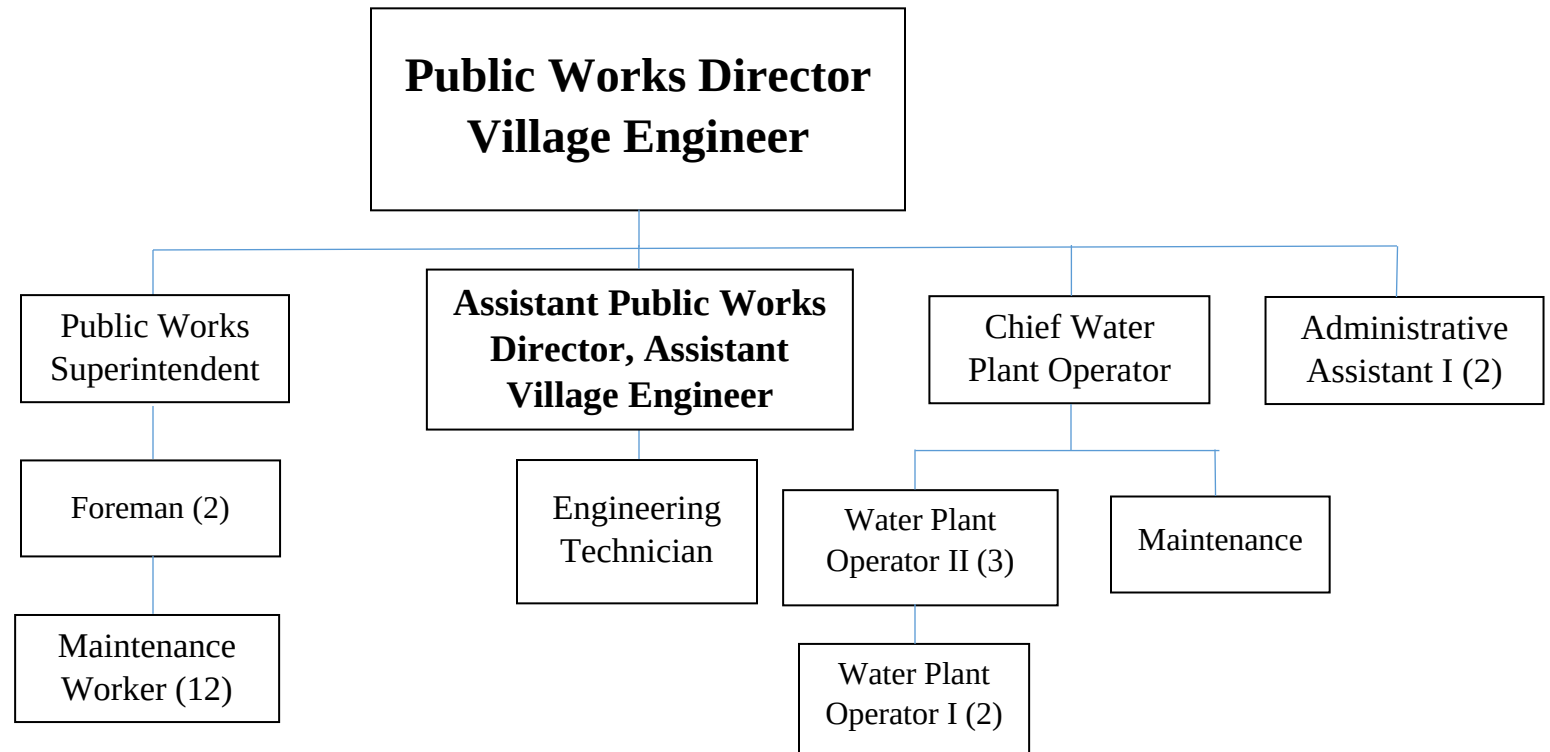
STAFFING:

<u>Position</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</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	0.5	0.5	2
Administrative Assistant I**	0	0	0	1	0
Administrative Assistant II**	1	1	1	0	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	19.5	19.5	19.5
Sub-Total Positions – Water	<u>11.27</u>	<u>11.27</u>	<u>11.27</u>	<u>11.27</u>	<u>11.27</u>
TOTAL DPW/Water	31.27	31.27	30.77	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
2023/2024 Budget**

[Table of Contents](#)

**PUBLIC WORKS DEPARTMENT
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	433,774	457,719	449,653	476,724	4%
Part-time Salaries	2,552	3,530	151	0	-100%
Overtime Salaries	43,180	64,227	48,738	66,154	3%
IRMA WC	<u>-3,559</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
Total Personnel Services	475,947	525,476	498,542	542,878	3%
<u>Insurance</u>	119,618	126,021	135,118	136,289	8%
<u>Employee Support</u>	88,373	95,444	87,084	102,717	8%
<u>Professional Services</u>	126,867	433,876	484,855	248,898	-43%
<u>Operating Supplies</u>	15,575	13,887	6,246	11,250	-19%
<u>Maintenance</u>	419,087	3,463,153	175,973	1,020,722	-71%
<u>Capital Outlays*</u>	159,914	5,324,436	5,155,561	4,751,975	-11%
<u>Miscellaneous</u>	600	650	605	755	16%
<u>Leases and Rentals</u>	322,381	329,109	329,206	339,542	3%
<u>Utilities</u>	<u>9,838</u>	<u>8,555</u>	<u>9,636</u>	<u>11,575</u>	35%
TOTAL	<u>1,738,201</u>	<u>10,320,607</u>	<u>6,882,826</u>	<u>7,166,601</u>	-31%

* - Funding for \$2,030,389 in FY 23 and \$4,737,574 in FY 24 comes from the unassigned fund balance in the General Fund. Even after using these funds, the unassigned fund balance in the General Fund is expected to be 5.5 months at the end of FY 23/24.

* - 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
2023/2024
Budget**

**PUBLIC WORKS DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Salary Increase 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Roderick Ysaguirre Director of Public Works***	154,122	158,746	25,9	158,746	15,875	12,144	25,052	1,401	126	35
Nicholas Christie Asst Dir of Public Works/VE***	127,422	131,245	21,9	131,245	13,125	10,040	1,500	1,401	126	25
Kevin P Lisowski Engineering Technician	85,369	87,930	14,7	88,950	8,895	6,805	14,453	1,401	126	18
Arteilla J Sanchez Administrative Assistant I	58,586	60,344	8,4	61,044	6,104	4,670			126	10
Jasmine M Ayala Administrative Assistant I	58,586	60,344	8,4	61,044	6,104	4,670	8,382	450	126	10
Brett Millsap Superintendent	110,071	113,373	18,9	113,373	11,337	8,673	22,361	1,401	126	20
Larry M Stilts Foreman	88,361	91,012	14,8	92,068	9,207	7,043	15,061	874	126	25
Donald J Kloss Foreman	88,361	91,012	14,8	92,068	9,207	7,043	14,453	874	126	15
Kennety Hall Maintenance Worker	73,060	75,252	9,9	75,252	7,525	5,757	15,061	874	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
2023/2024
Budget**

**PUBLIC WORKS DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Salary Increase 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Gerritt Van Der Bilt Maintenance Worker	73,060	75,252	9,9	75,252	7,525	5,757	16,873	874	126	20
Lance Krout Maintenance Worker	73,060	75,252	9,9	75,252	7,525	5,757	22,361	1,401	126	20
Robert Bruns Maintenance Worker	73,060	75,252	9,9	75,252	7,525	5,757	14,453	1,401	126	20
Glenn Towry Maintenance Worker	73,060	75,252	9,9	75,252	7,525	5,757	22,361	1,401	126	15
Ronald Emery Maintenance Worker	73,060	75,252	9,9	75,252	7,525	5,757	22,361	1,401	126	15
Brandon D McAlister Maintenance Worker	70,592	72,710	9,8	73,553	7,355	5,627	8,382	450	126	15
Ramon Florez Maintenance Worker	70,592	72,710	9,8	73,553	7,355	5,627	24,517	1,401	126	14
Mark A Kellogg Maintenance Worker	61,519	63,365	9,4	64,100	6,410	4,904	24,517	1,401	126	10
Jhett J Anderson Maintenance Worker	59,436	61,219	9,3	61,929	6,193	4,738	7,482	450	126	10
Dylan R Kelly Maintenance Worker	55,481	57,145	9,1	59,400	5,940	4,544	8,382	1,401	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
2023/2024
Budget**

**PUBLIC WORKS DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Salary Increase 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Ryan D Shepherd Maintenance Worker	55,481	57,145	9,1	59,400	5,940	4,544	16,192	874	126	10
Overtime	211,333	217,673		217,673	21,767	16,652				
Retiree Health Insurance Stipend							3,500			
Subtotal	1,793,672	1,847,485		1,859,658	185,964	142,266	307,704	21,131	2,520	
ALLOCATIONS										
Public Works Vehicle Service				-68,085	-6,809	-5,209	0	0	0	
Refuse Collection				-31,749	-3,175	-2,429	-5,010	-280	-25	
Water General				-402,401	-40,240	-30,784	-117,910	-8,313	-1010	
Water Supply and Purification				-9,471	-947	-725	0	0	0	
Water Distribution				-393,573	-39,357	-30,108	0	0	0	
Sanitary Sewer				-392,954	-39,295	-30,061	-57,587	-4,387	-544	
Downtown Park Forest				<u>-18,547</u>	<u>-1,855</u>	<u>-1,419</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Subtotal				-1,316,780	-131,678	-100,735	-180,507	-12,980	-1,579	
PUBLIC WORKS TOTAL	476,892	530,705		542,878	54,286	41,531	127,197	8,151	941	

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
2023/2024 Budget**

**PUBLIC WORKS DEPARTMENT
DETAIL
01-17-00**

PERSONNEL SERVICES

Salaries and Wages

Regular Salaries			
500000	Regular Salaries	330,033	
500040	Regular Salaries - MFT Eligible	<u>146,691</u>	476,724
Overtime Salaries			
500100	Overtime Salaries	10,884	
500140	Overtime Salaries - MFT Eligible	<u>55,270</u>	66,154
Total Personnel Services			542,878

INSURANCE

510100	Health Insurance	123,697	
	Dental Insurance	8,151	
	Life Insurance	<u>941</u>	132,789
510120	Health Insurance Stipend		<u>3,500</u>
Total Insurance			136,289

EMPLOYEE SUPPORT

520000	Travel Expenses (Reimbursement for lodging and travel expenses for conferences and seminars)		2,900
520100	Car/Mileage (Mileage and Toll reimbursement for business travel)		100

520200	Dues/Subscriptions (American Public Works Assoc., IL Society of Professional Engineers, American Society of Civil Engrs, South Sub Dir. Assoc., Notary)	900
520300	Training (Seminars, workshops, tuition / luncheon meeting / CDL reimbursement, Professional development, Applicator Renewal, PE Renewal)	3,000
520610	FICA	41,531
520620	IMRF	<u>54,286</u>
Total Employee Support		102,717

PROFESSIONAL SERVICES

530000	Other Professional Services (JULIE charges (1/2 in Water), concrete and asphalt testing, Murray & Trettel)	8,000
530200	Architectural/Engineering Services Mosquito Evaluation Study (Will Co. Only) Cell Tower/Antenna Review 26th St MultiUse Trail Phase 1** Other Architectural/Engineering	1,300 7,500 114,272 <u>20,000</u>
		<u>143,072</u>

** -100% funded by 2022 Invest in Cook Grant. Amount shown is estimated balance carried into FY24

531400	Computer/Programming Services (Esri Software renewals, CADD Renewals)	7,690
532000	Contractual Bus Service - Jolly Trolley Contract Intergovernmental Agreement w/Rich Township PACE Grant subsidy (Based on Ridership) Saturday Service (Rich Township Discontinued) Fare Box Revenue (Jolley Trolley)	55,000 25,770 0 <u>9,366</u>
		<u>90,136</u>
Total Professional Services		248,898

OPERATING SUPPLIES

540000	Other Operating Supplies (Office, and first aid supplies, small Menards purchases)	3,350
540200	Printing/Copying Supplies (Village maps, CAD printer paper/ink)	1,000
540350	Office Equipment/Furnishings	350
540800	Cleaning Supplies/Paper Products (Cleaning supplies, paper towels, shop towel rental)	100
540900	Uniforms/Protective Clothing (Hi Vis jackets, T shirts for crew and office, safety supplies)	3,600
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>2,500</u>
Total Operating Supplies		11,250

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)	31,500

550600	Contractual Street Maintenance *	800,000	
	Street Patching	<u>38,960</u>	
	* \$350,000 to be reimbursed by DCEO Grant		838,960
550700	Street Maintenance Supplies (Asphalt, cones, barricades, sand bags, street light supplies)		12,312
550800	Contractual Sidewalk Maintenance (Contractual sidewalk replacement)* (50% billed to homeowners program)	90,000 <u>10,000</u>	100,000
	* previously \$60,000 in MFT Fund		
552300	Street Name Sign Maintenance Supply		1,750
552400	Traffic Signs Maintenance Supplies		<u>1,600</u>
Total Maintenance			1,020,722

CAPITAL OUTLAYS

560000	Other Capital Outlays		
	Computer System Upgrades	6,400	
	Local Road Improvements - Various Locations* ¹	4,518,179	
	Local Road Improvements - Construction Engr* ¹	219,396	
	Tree Removal	<u>8,000</u>	
Total Capital Outlays			4,751,975

¹ Amount shown is 70% of the total costs projected to be spent in FY 24

* - Funding for these projects is detailed in the expenditure summary.

MISCELLANEOUS EXPENDITURES

590100	Postage		105
590800	Printing Reproduction and Graphics (Project Plans)		250
591000	Legal Notices (Notice to Bidders)		<u>400</u>

Total Miscellaneous Expenditures		755
<u>LEASES and RENTALS</u>		
600400	Vehicle Interfund Rentals - General (Internal vehicle rental rate charges)	140,842
600440	Vehicle Interfund Rentals - MFT (Internal vehicle rental rate charges)	195,070
600500	Other Equipment Rental (Oxygen, argon/CO2, acetylene, cylinder rental charges, miscellaneous equipment rental)	<u>3,630</u>
Total Leases and Rentals		339,542
<u>UTILITIES</u>		
610000	Telephone (Verizon Cell Phones (1/2 in Water General))	11,000
610700	Public Utility Service - Security Lighting (Apache St - resident utility bill , CN Fence land lease)	<u>575</u>
Total Utilities		<u>11,575</u>
TOTAL PUBLIC WORKS		7,166,601

Village of Park Forest 2023/2024 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 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 major and minor subdivision, rezoning, variations, special uses, and more. Additionally, the Planner coordinates application review and consideration from staff, the Planning and Zoning Commission (PZC), and Village Board. The Planner fulfills the liaison position for the PZC and supports comprehensive planning and site plan review for new developments and redevelopments.

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 PZC 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 more 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 (retention purposes) 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 2022/2023 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.

IFF, a multifamily developer, submitted an application for a Special Use Permit to the PZC, consistent with the housing study and 2002 DownTown Master Plan, which was recommended for approval to the Village Board of Trustees and approved by the Village Board on December 12, 2022. The developer, IFF, has moved forward with final architectural and engineering designs as of March 2022 and continues to renew their letter of intent with the Village.

Staff joined ULI and participated in several webinars in place of in person meetings. Staff attended the October 20, 2022, ICSC Deal Making event in Chicago. Appointments were made and eventually led to Juancho's Tacos considering Park Forest for a brick n mortar location.

Staff used the 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. Staff attempted to match site locations with prospects, however, none of the efforts resulted in a commitment.

Pandemic conditions provided staff time to explore structural constraints of the Cook County tax assessment, valuation, appeals, policies, and actions. 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 FY2022-2023, the first incentive application EDAG reviewed did not proceed with property acquisition. The second applicant requested a renewal and is working with the EDAG to meet certain standards.

Staff worked with Community Development staff and the Village Attorney to acquire 3250 Lincoln Hwy through the abandonment process. The property was acquired January 3, 2023. Staff will be drafting an RFP to identify potential developers and concepts consistent with the 2012 TOD Study. Because the property is vacant, it will qualify for property tax exemption.

Staff is working with the Village Attorney to acquire the Theater Building in DownTown Park Forest, through an agreed to Deed in Lieu of Foreclosure, which is based on a lien for the unpaid Common Area Maintenance. The property is not vacant and will require ongoing property valuation and property tax appeals.

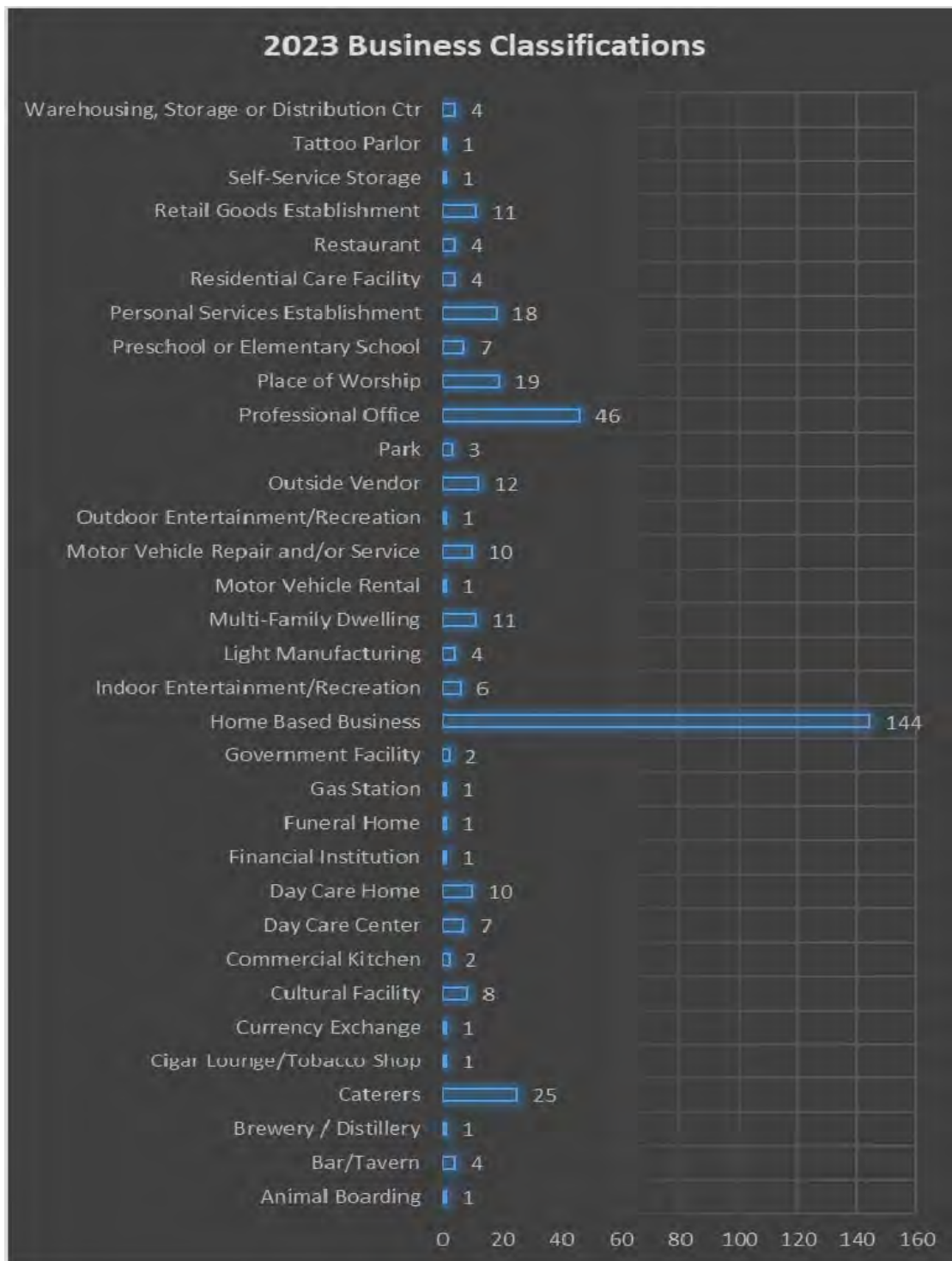
With financial support from the DownTown TIF, Houseal & Lavigne was hired to assist with updating the DownTown Master Plan.

New businesses in Park Forest include M&M Pallet, Bixby's, and Presidential Cigar Lounge, LLC.

Abuzir Auto sold the business and building at 381 Blackhawk to Kaseem Auto Sales LLC.

The owners of 70 North Street sold the building to M&M Pallet, as a result Essations Inc moved from Park Forest, despite staff working with Essations' owners to try to keep them in Park Forest.

The sale of Central Court Plaza took place in spring 2022. The local owner opened Bixby's, a bar/restaurant with gaming, paying homage to the former, well-liked restaurant by the same name. Presidential Cigar Lounge opened at 22307 Central Park Avenue. Subway underwent a significant interior and exterior renovation. Rahima's Hair Palace also upgraded the interior. One storefront remains vacant; however, a building permit was issued. Ownership seal coated the parking lot, replaced roofs, replaced fascia, upgraded plumbing, and installed energy efficient HVAC units.

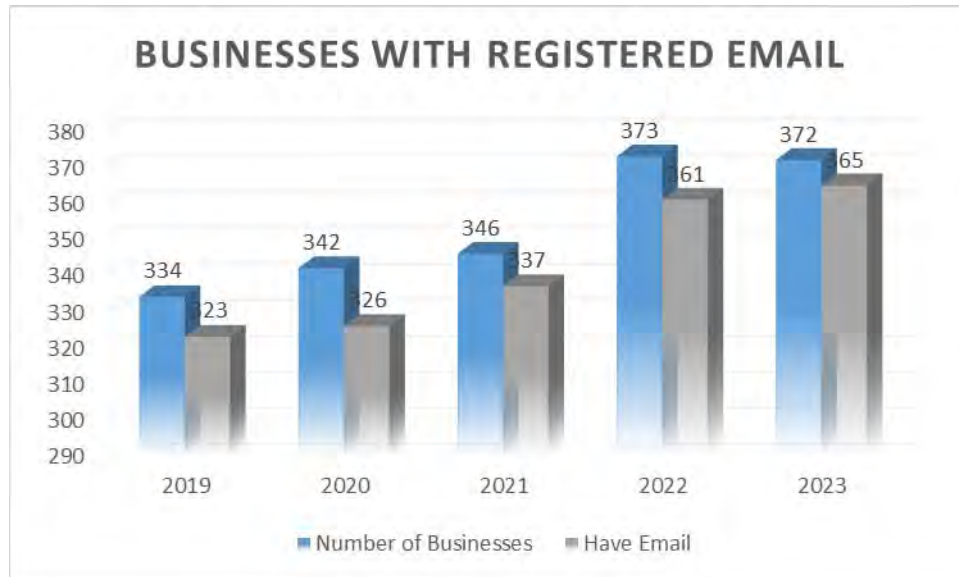


Support existing businesses.

The EDAG selected, owner of Tower Cleaners, as the 2021 Sam Montella Park Forest Business Person of the Year. Having received the most nominations since the award's inception, the 2022 Business Person of the Year has not yet been selected. The EDAG and

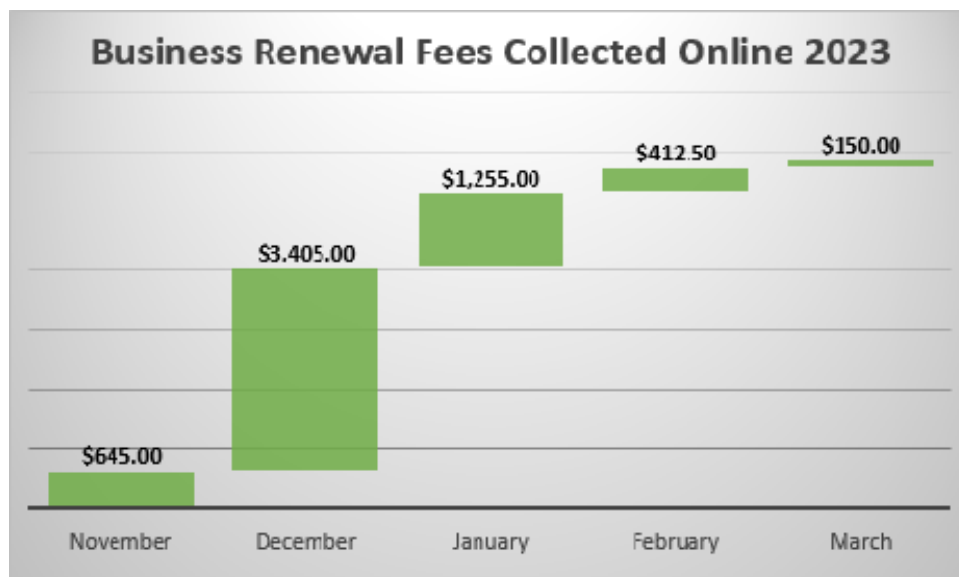
EDPD staff drafted a business loan program seeded with \$100,000. The program has been marketed for a year. Only one business entity inquired of the application and did not proceed.

Two business newsletters were produced and distributed to all Park Forest businesses.



A majority of communication is completed 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 2023 equal \$5,867.50.



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. 182 Washington and 307 Meota have been sold to private owners.

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 2022-2023, the Village will support the South Suburban Land Bank and Development Authority's (SSLBDA) abandonment proceedings of 60 vacant and abandoned homes. During 2022 and through the end of February 2023, the Village supported 24 abandonments for the SSLBDA.

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 SSTI completed rehabilitating 117 Wilson Street, which was sold in July 2022. The home at 74 Marquette was rehabilitated during FY 2021-2022 and used to house the 2022 AmeriCorps Team. It was sold in February 2023 to an owner occupant. The next SSTI rehabilitation is located at 76 Winslow and should be completed in late Spring/early Summer 2023 for potential use by the AmeriCorps NCCC team. The 2023-2024 house has been identified and is located at 224 Gentry.

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. The final guide was completed in January 2022.

In August 2022, the Villages of Park Forest, Richton Park, and Matteson completed the Transportation Alternatives Study Report with the support of the Regional Transportation Authority to identify and implement alternative transportation options that meet the unique needs of area residents and employees.

The Village was awarded \$250,000 from the Illinois Housing Development Authority Round 1 of the Strong Communities Program. These grant funds were used for eligible reimbursements up to \$40,000 per property. Funds could also have been utilized to demolish vacant and blighted houses. The first round of this grant ends March 19, 2023. The Village exhausted the \$250,000 prior to the grant ending.

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 mediaplatforms. A Park Forest Community Relations YouTube page was created to showcase current and forthcoming videos.

Community 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 hosted an Amateur night and a Valentine's Wine & Chocolate Tasting at Freedom Hall. This event showcased local talent and artists in the South Suburbs. Local businesses were invited to participate as vendors. Participants came from local suburban communities and the Chicagoland.

The Commission on Human Relation and Community Relations had multiple in-person cultural events for awareness, to encourage the community to mingle amongst their neighbors and engage the community. These events included an Ice Cream Social, a Job Fair, a Commission Holiday Dinner for volunteers, a Hat & Scarf Give-a-way, and personalized Park Forest sweatshirt Give-a-way. A partnership with the Recs & Parks team to give away Turkeys, which were sponsored by Blue Cross Blue Shield. A Black History month Writing Competition during February with the local schools, several Trivia Games and activities for Black History Month, and a day out for residents to celebrate Black History Month sponsored at one of our local business, Theater 47.

Community Relations hosted a Black Business pop-up to show case the local Black owned businesses at Freedom Hall. This event included Park Forest local small businesses.

Community Relations hosted its third Sunset Soiree event. This event is an outdoor dining experience with entertainment with all-white décor. Attendees doubled and included Park Foresters, participants from surrounding communities and the Chicagoland area. This is a ticketed event, which utilizes local businesses for the food, dessert and wine.

Community Relations hosted its fourth 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, samples, raffles, and a DJ for entertainment. These activities helped highlight local amenities and businesses.

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 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 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.

Community Relations continue to showcase Park Forest businesses and hidden gems by way of a local bus tour for Residents. Stops include Freedom Hall, Tennis and Healthclub, Historical museum and local businesses, just to name a few. Residents are shown new business additions, provided history on Park Forest during the tour, and updates on what is to come. 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.

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.

2023/2024 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	2023****
Quarterly Business Meeting Attendance	186	221*	288	131	70	234	-
Number of Quarterly Business Meetings	5	4	5	5	4	4	
Business License Renewal Packages Sent							
Mailed	258	260	246	250	275	317	312
Emailed	<u>62</u>	<u>67</u>	<u>70</u>	<u>89</u>	<u>67</u>	<u>64</u>	<u>62</u>
Total	320	327	316	339	342	381	374
Business License Renewal Application Submission							
Interactive PDF	97	111	120	130	133	165	134
Handwritten	<u>230</u>	<u>205</u>	<u>195</u>	<u>208</u>	<u>199</u>	<u>203</u>	<u>153</u>
Total	327	316	315	338	330	368	287

* Count includes July's CSEDQ 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 3/2023; still gathering data for the calendar year.

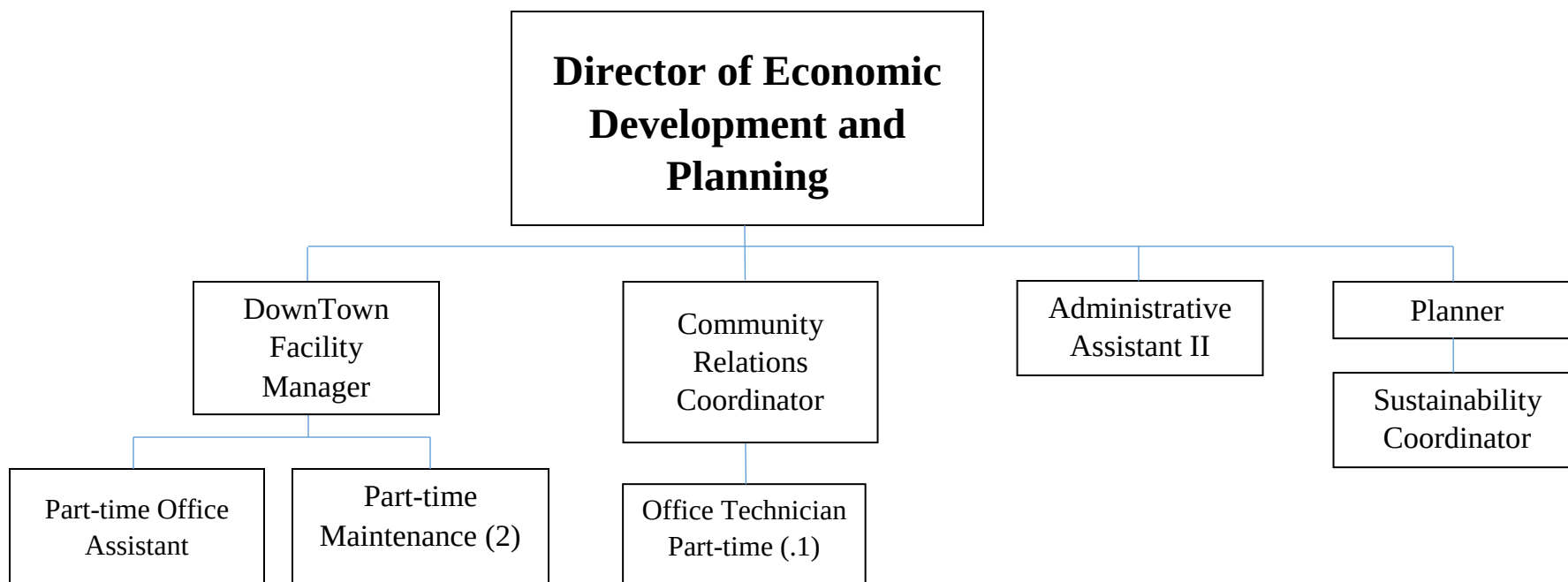


STAFFING:

<u>Position</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
Director of Economic Development & Planning	1	1	1	1	1
Assistant Director of Economic Development & Planning	1	1	1	0	0
Planner	0	0	0	1	1
Community Relations Coordinator	1	1	1	1	1
Administrative Assistant II	1	1	1	1	1
Sustainability Coordinator**	.5	.5	.5	1	1
Office Technician (part-time)	.1	.1	.1	.1	.1
Total	4.6	4.6	4.6	5.1	5.1

** Sustainability Coordinator moved to FT in 2022

Village of Park Forest Economic Development Department Organizational Chart



**Village of Park Forest
2023/2024 Budget**

**ECONOMIC DEVELOPMENT
and PLANNING SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	388,950	410,066	410,066	437,717	7%
Overtime Salaries	1,795	762	1,800	785	3%
Part-time Salaries	<u>12,780</u>	<u>11,304</u>	<u>5,600</u>	<u>11,778</u>	<u>4%</u>
Total Personnel Services	403,525	422,132	417,466	450,280	7%
<u>Insurance</u>	28,791	28,001	28,001	37,653	34%
<u>Employee Support</u>	81,100	93,232	91,382	100,403	8%
<u>Professional Services</u>	27,079	33,500	31,980	36,375	9%
<u>Operating Supplies</u>	4,449	16,717	6,717	17,230	3%
<u>Capital Outlays</u>	0	2,500	2,500	2,500	0%
<u>Miscellaneous</u>	97,848	170,170	122,350	129,653	-24%
<u>Utilities</u>	<u>1,057</u>	<u>2,000</u>	<u>980</u>	<u>1,000</u>	<u>-50%</u>
TOTAL	<u>643,849</u>	<u>768,252</u>	<u>701,376</u>	<u>775,094</u>	1%

Village of Park Forest
2023/2024
Budget

ECONOMIC DEVELOPMENT AND PLANNING
SALARY DETAIL

8-16

	6/30/2023 Base	Increase Salary 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Sandra Zoellner Director of Economic Development & Planning	125,379	129,140	25,3	130,638	13,064	9,994	15,061	874	126	30
Andrew Brown Economic Development Planner	82,485	84,960	14,6	85,946	8,595	6,575	8,382	450	126	15
Evelyn Randle Community Relations Coordinator	87,097	89,710	13,9	89,710	8,971	6,863	8,382	874	126	20
Vacant Administrative Assistant II	73,060	75,252	9,9	75,252	7,525	5,757	1,500	0	126	15
Carrie Malfeo Sustainability Coordinator	53,910	55,527	7,3	56,171	5,617	4,297	1,500	0	126	10
Office Technician (Part-time)	11,304	11,643	2,5	11,778	0	901				
Overtime	762	785		785	79	60				
ECONOMIC DEVELOPMENT & PLANNING TOTAL	433,997	447,017		450,280	43,851	34,447	34,825	2,198	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
2023/2024 Budget**

**ECONOMIC DEVELOPMENT & PLANNING
DETAIL
01-19-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	437,717
500100	Overtime Salaries	785
500200	Part-time Salaries	<u>11,778</u>

Total Personnel Services **450,280**

INSURANCE

510100	Health Insurance	34,825
	Dental Insurance	2,198
	Life Insurance	<u>630</u>

Total Insurance **37,653**

EMPLOYEE SUPPORT

520000	Other Travel Expense (Commuter train, other transportation, parking, meals, accommodations for attendance at meetings of Will County Econ. Network, Southland Chamber, Illinois Municipal Human Relations Assoc, Chicago Area Fair Housing Alliance, 3CMA, economic development marketing, American Planning Assn, International Economic Development Corp, FDI, and others)	5,219
520100	Car/Mileage Reimbursement	2,040
520200	Membership Dues/Subscriptions	
	3CMA - Associate Membership	400
	American Planning Association (Planner)	500
	American Planning Association (PZC)	850
	ArcGIS (AGOL) Mapping Services	500
	Chicago Area Fair Housing Alliance	250
	Downtown Promotion Reporter	246

	Illinois Economic Development Assoc	250	
	Illinois Municipal Human Rights Association	100	
	InDesign/Adobe	1,000	
	International Council of Shopping Centers	125	
	International Economic Development Council	250	
	LoopNet-commercial brokerage/marketing	2,700	
	Postermyswall	175	
	South Suburban Housing Center	500	
	South Suburban Small Business Association	350	
	Southland Black Chamber of Commerce	500	
	Urban Land Institute (ULI)	<u>336</u>	
			9,032
520300	Training Staff Development		
	Registration for workshops and conferences		5,814
520610	FICA		34,447
520620	IMRF		<u>43,851</u>
	Total Employee Support		100,403

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Sanitarian Fees	12,500	
	Special Events Support	6,000	
	Business Marketing Support (speaker fees)	1,575	
	Design of Community Calendar (2)	4,800	
	South Suburban Housing Center	4,000	
	Constant Contact (2)	2,700	
	Housing & Econ Dev Website Development (videos)	2,300	
	MakerLab Programming	<u>1,500</u>	
			35,375
532600	Credit Card Service Charge	<u>1,000</u>	
			<u>1,000</u>
	Total Professional Services		36,375

OPERATING SUPPLIES

540000	Other Operating Supplies		
	Office Supplies	1,750	
	Miscellaneous Copies	<u>500</u>	
			2,250
540400	Department Sponsored Meetings		
	(Business Connection events, Realtor/Broker/Econ Dev events, housing plan/climate action plan implementation)	5,800	
	Civic Leadership Development Program	<u>9,180</u>	
			<u>14,980</u>
	Total Operating Supplies		17,230

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	4,500	
	Community Calendar (2)	4,500	
	Miscellaneous mailings	<u>1,000</u>	
			10,000
590800	Printing/Reproduction/Graphics		
	Economic Development Material	2,250	
	Shopping & Services Guide	17,500	
	Utility Bill Inserts	4,000	
	Special Events	2,500	
	Community Calendar	<u>14,000</u>	
			40,250
590900	Advertising		
	Ads for Special and Cultural Events (radio, boosts)	2,500	
	Business/Industry attraction and retention	2,500	
	Visitor/New Resident attraction and retention	5,000	
	Sign Grant Program (outside DownTown Park Forest)	<u>3,000</u>	
			13,000
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)	25,000
	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)	11,200
	Response to Current Events (e.g., Police & Neighborhood activities)	1,500
	Promotional items (logo and sustainability promotion)	9,000
	Support for EDAG Initiatives	1,200
	Comprehensive Housing Plan Implementation	2,000
	Attendance at trade shows/job fairs (Business Expos, Career Fairs, ICSC, ULI)	<u>3,003</u>
		<u>64,653</u>
	Total Miscellaneous Expenditures	<u>129,653</u>

UTILITIES

610000	Telephone	1,000
	Total Utilities	<u>1,000</u>

TOTAL ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT	775,094

Village of Park Forest 2023/2024 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 2022/2023 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 5 grants for \$683,259 bringing the total figure to \$48.2 million approved including prior years. In 2021 the Grant Task Force saw approval of 15 grants for \$4,145,732. 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**

<i>Smart Growth Assessment of Development Regulations (USEPA)</i>	- \$20,000*
<i>Revision of Zoning and Subdivision Regulations (CMAP)</i>	- \$100,000*
<i>211th Street Bike/Ped Access Plan (RTA)</i>	- \$10,000*
<i>IL Building Blocks Housing Rehab (IHDA)</i>	- \$861,054*
<i>Abandoned Property Program Housing Demolition (Round 1) (IHDA)</i>	- \$185,000*
<i>Two Maker Space Grant (SBA)</i>	- \$100,000*
<i>Morton Arboretum Grant</i>	- \$12,781*
<i>Bicycle Sharrows (IDOT)</i>	- \$60,000*
<i>Bicycle & Pedestrian Plan (CMAP)</i>	- \$116,379*
<i>CNG Fuel Farm/Fleet for Star Disposal</i>	- \$3,171,000*
<i>DOT-Traffic Safety Grant</i>	- 17,916*
<i>Revitalization of mid-block cut throughs (CDBG)</i>	- \$274,000*
<i>Resurfacing Illinois Street from North Orchard to Western Avenue</i>	- \$1,340,000*
<i>Blight Reduction Program Housing Demolition (Round 2) (IHDA)</i>	- \$805,000*
<i>Blight Reduction Program Housing Demolition (Round 1) (IHDA)</i>	- \$350,000*
<i>Abandon Property Program Demolition Rehab (Round 2) (IHDA)</i>	- \$118,200*
<i>Abandon Property Program Demolition Rehab (Round 3) (IHDA/SSLBDA)</i>	- \$250,000*
<i>Abandon Property Program Demolition Rehab (Round 4) (IHDA/SSLBDA)</i>	- \$250,000**
<i>House Demolition (CDBG)</i>	- \$135,000*
<i>(SCBA) Operations and Safety Grant (FEMA.DHS)</i>	- \$218,960*
<i>(SCBA) Operations and Safety Grant – Trailer (FEMA.DHS)</i>	- \$106,166*
<i>Replace Breathing Air Compressor</i>	- \$45,000*
<i>Reconstruction Forest Blvd., Indianwood to Western Ave. Design Plan</i>	- \$380,000**
<i>Storm Water Sewer Replacement (Will Co.)</i>	- \$23,200*
<i>Sanitary Sewer System Lining N & O Streets (CDBG)</i>	- \$200,000 *
<i>Invest in Grant Fund-Design Forest Blvd. Resurfacing</i>	- \$480,000 **
<i>Greenest Region Ameri-Corp Member</i>	- \$18,000 *
<i>Urban Water Grant – Rain Garden</i>	- - \$30,000 **
<i>Upgrades to Fire Station Alert System (FEMA)</i>	- \$54,709 *
<i>Services for children Impacted by Violence & Drama Year1(ICJIA)</i>	- \$662,000 *
<i>Services for children Impacted by Violence & Drama Year 2 (ICJIA)</i>	- \$378,000 *
<i>Somonauk Nature Adventure Park Improvements (OSLAD)</i>	- \$395,000 **
<i>Sanitary Sewer Relining Eastgate (CDBG)</i>	- \$300,000 *
<i>Safer Covid-19 Recruitment Grant</i>	- \$785,000 *
<i>AFG Ambulance grant</i>	- \$270,000 **
<i>Covid-19 Community Relief for Cook and Will Counties</i>	- \$734,135 **
<i>Shabbon Drive Resurfacing (Monee to Shabbona to Indianwood)</i>	\$1,448,238 *
<i>Shabbona Drive ReSurfacing (Sauk Trail to Indianwood)</i>	- \$2,653,600 **
<i>Road Reconstruction/Water main Replacement (DECO)</i>	- \$350,000 **
<i>LED Streetlighting Replacement Program</i>	- \$320,000 *
<i>Sinifle Family Demo/Rehab Round 1 (IHDA/SCP)</i>	- \$250,000 **
<i>Village Hall Improvements (DECO)</i>	- \$100,000 **
<i>SouthCom & B1 Technology Upgrades (DOJ/COPS/CJS)</i>	- \$276,000 **

*Section of Indianwood CIPP Sewerling Program (CDBG) \$300,000 ***
*26th Street Multi-Use Path (CDBG) \$300,000 ****

* 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
2022	75 *	0

* Number of properties that are being pursued for abandonment.

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.

2023/2024 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>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Number of Building Permits Issued	868	835	956	863
Amount Collected in Permit Fees	\$118,075	\$144,611	\$111,955	\$172,440
Total Valuation of Work	\$9,216,286	\$9,148,950	\$8,345,081	\$13,976,723
Contractor's License Fees	\$36,450	\$40,650	\$41,850	\$40,950
Residential Inspection Fees	\$68,550	\$67,650	\$70,250	\$70,250
Real Estate Transfer Tax Stamps	\$249,891	\$180,351	\$344,240	\$604,459
Housing Court/Adjudication Fines	\$38,438	\$19,941	\$29,668	\$14,565
Civil Court/Liens	\$0	\$0	\$0	\$0
Buildings & Grounds Maintenance Income	\$151,305	\$79,121	\$107,552	\$89,447
Buildings & Grounds Maintenance Expense	\$109,893	\$95,830	\$88,159	\$106,219
Elevator/Escalator Inspection Fees	\$3,300	\$2,900	\$3,150	\$3,000
Number of Houses Vacant *	434	376	322	173

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Number of Houses in Foreclosure *	322	163	136	99
Number in Foreclosure and Occupied *	226	112	88	63
Vacant Building Registration Program	\$17,800	\$11,800	\$12,000	\$8,800
New Vacant Building Registration Units	89	89	60	50
* Annual Average				
<u>Inspections</u>				
No Access	48	28	34	26
Inspector Initiated	1,834	2,351	2,165	1,951
Call-in/Referral Complaints	475	286	423	382
Single Family Inspections	568	547	743	598
Multifamily Inspections	468	212	295	410
New Construction	1,788	2,088	2,285	2,155
Violations	5,904	4,221	4,715	4,914
<u>Abatement</u>				
No Access	4	2	1	6
Inspector Initiated	994	1,385	2,125	1,784
Call-in/Referral Complaints	322	231	318	268
Single Family Inspections	324	197	373	271
Multi-family Inspections	70	57	54	60
Violations	4,932	2,347	3,497	2,930
<u>Overall Inspection Totals</u>	6,895	7,384	8,781	7,879
Certificates of Occupancy Issued	998	663	744	820
Number of Citations Issued	226	103	266	257
Days Representing Citations	18,776	4,125	6,385	6,967
Average Days Per Citation	83	40	24	41

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:

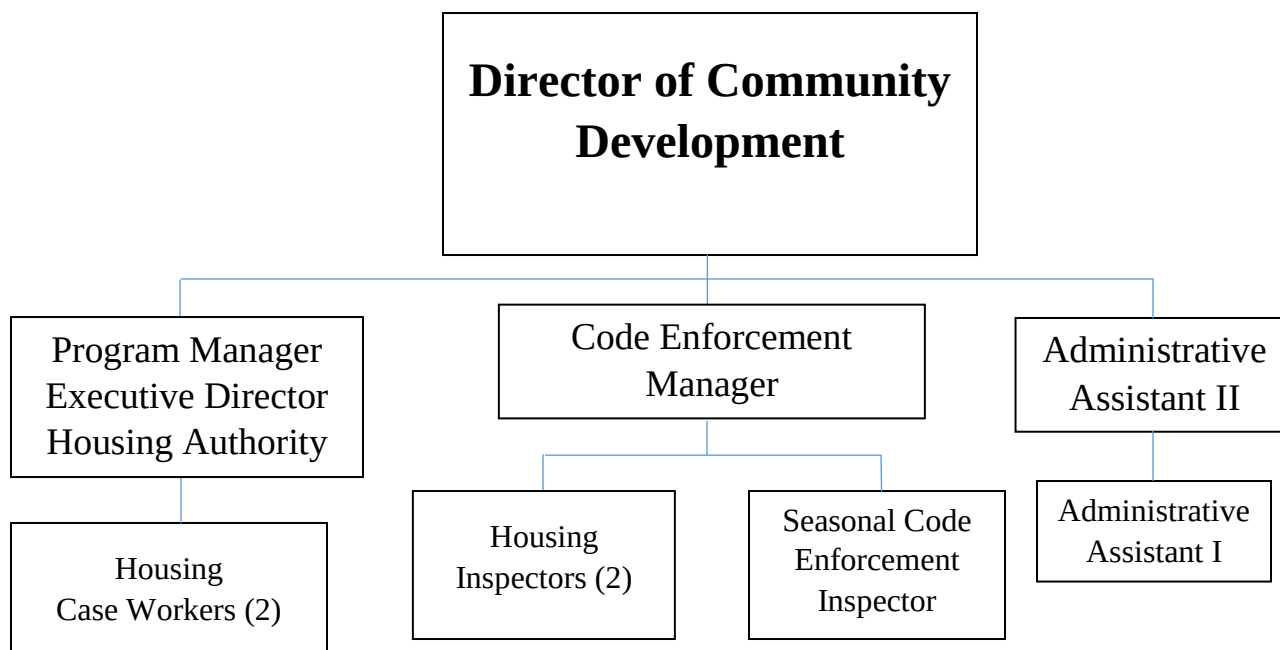
Objectives 1 and 2 will be measured by the completion of a landlord brochure, an informational packet and an updated Rent Reasonableness Handbook.

STAFFING:

The Community Development Department budget has decreased by .5 in staffing.

<u>Position</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</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	2	2	2
Housing Case Worker (part-time)	0	0	.5	0	0
Administrative Assistant II	1	1	1	1	1
Administrative Assistant I	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	10.5	10.5	10.0	9.5	9.5

Village of Park Forest Community Development Department Organizational Chart



Village of Park Forest

2023/2024 Budget

COMMUNITY DEVELOPMENT SUMMARY

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
<u>Personnel Services</u>					
Regular Salaries	456,164	468,158	481,025	484,690	4%
Overtime	835	0	886	0	0%
Temporary/Part-time Salaries	<u>26,310</u>	<u>22,408</u>	<u>14,276</u>	<u>23,080</u>	3%
Total Personnel Services	483,309	490,566	496,187	507,770	4%
<u>Insurance</u>	65,400	63,862	68,524	77,199	21%
<u>Employee Support</u>	86,435	95,848	84,508	100,691	5%
<u>Professional Services</u>	1,293	15,400	3,286	15,400	0%
<u>Operating Supplies</u>	6,163	6,600	6,623	6,600	0%
<u>Maintenance</u>	102,550	105,792	96,768	102,550	-3%
<u>Capital Outlays</u>	3,322	1,900	1,900	3,000	58%
<u>Miscellaneous</u>	3,588	5,200	3,070	5,200	0%
<u>Leases and Rentals</u>	14,236	15,103	15,103	14,956	-1%
<u>Utilities</u>	<u>4,711</u>	<u>5,000</u>	<u>4,370</u>	<u>5,500</u>	<u>10%</u>
TOTAL	<u>771,006</u>	<u>805,271</u>	<u>780,339</u>	<u>838,866</u>	4%

**Village of Park Forest
2023/2024
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT
SALARY DETAIL**

	6/30/2023 Base	Salary Increase 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Lawrence Kerestes Director of Community Development	146,783	151,186	24,9	151,186	15,119	11,566	16,873	874	126	35
Tiffany Perry Program Mgr/Exec Dir HA	85,369	87,930	14,7	88,950	8,895	6,805	1,500	0	126	20
Jerry C. Martin Code Enforcement Manager	91,453	94,197	14,9	94,197	9,420	7,206	16,873	874	126	30
Kathleen E. Fisher Housing Inspector	69,585	71,673	8,9	71,673	7,167	5,483	15,061	874	126	25
Eshe McGee Housing Inspector	69,585	71,673	8,9	71,673	7,167	5,483	14,453	1,401	126	20
Mattie Tyson Housing Case Worker	69,585	71,673	8,9	71,673	7,167	5,483	7,482	450	126	25
Karla Dixon Housing Case Worker	69,585	71,673	8,9	71,673	7,167	5,483	8,534	450	126	15
Audretta Bell Admin. Assistant II	63,668	65,578	9,5	66,339	6,634	5,075	7,482	450	126	10
Emilie I Leber Admin. Assistant I	54,691	56,332	8,2	58,553	5,855	4,479	8,382	450	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
2023/2024
Budget**

**COMMUNITY DEVELOPMENT DEPARTMENT
SALARY DETAIL**

	6/30/2023	Salary Increase	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Inspector - Seasonal Part-time	22,151	22,815	2,7	23,080		1,766				
Subtotal	742,455	764,729		768,996	74,591	58,829	96,640	5,823	1,134	
ALLOCATIONS										
Housing (Housing Case Worker @ 100%)				-71,673	-7,167	-5,483	-8,534	-450	-126	
Housing (Code Enforcement Manager @ 5%)				-4,710	-471	-360	-844	-44	-6	
Housing (Housing Inspector @ 5%)				-3,584	-358	-274	-753	-44	-6	
Housing (Housing Inspector @ 40%)				-28,669	-2,867	-2,193	-5,781	-560	-50	
Housing (Program Manager @ 95%)				-84,503	-8,450	-6,464	-1,425	0	-120	
Housing (Housing Case Worker @ 95%)				<u>-68,089</u>	<u>-6,809</u>	<u>-5,209</u>	<u>-7,108</u>	<u>-428</u>	<u>-120</u>	
Subtotal				-261,226	-26,123	-19,984	-24,445	-1,525	-428	
COMMUNITY DEVELOPMENT										
DEPARTMENT TOTAL	742,455	764,729		507,770	48,468	38,845	72,195	4,298	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
2023/2024 Budget**

**COMMUNITY DEVELOPMENT
DETAIL
01-20-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	484,690
500200	Temporary/Part-time	<u>23,080</u>
Total Personnel Services		507,770

INSURANCE

510100	Health Insurance	72,195
	Dental Insurance	4,298
	Life Insurance	<u>706</u>
		<u>77,199</u>
Total Insurance		77,199

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		38,845
520620	IMRF		<u>48,468</u>
	Total Employee Support		100,691

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>	
			<u>6,600</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>102,550</u>

Total Maintenance		102,550

CAPITAL OUTLAYS

560000	Capital Outlays Computer Replacement	<u>3,000</u>

Total Capital Outlays		3,000

MISCELLANEOUS EXPENDITURES

590100	Postage	5,000

591000	Public Notices	<u>200</u>

Total Miscellaneous Expenditures		5,200

LEASES AND RENTALS

600400	Vehicle Interfund Rentals	<u>14,956</u>

Total Leases and Rentals		14,956

UTILITIES

610000	Telephone Cell Phone Charges (5)	<u>5,500</u>

Total Utilities		<u>5,500</u>

TOTAL COMMUNITY DEVELOPMENT DEPARTMENT		838,866

**Village of Park Forest
2023/2024 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
2023/2024 Budget**

**RECREATION AND PARKS
COMBINED ENTERPRISE FUNDS
(Aqua Center and Tennis and Health Club)**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 BUDGET	PERCENT CHANGE
REVENUE					
Services	345,069	302,087	318,881	329,250	9%
Sales	10,440	16,500	10,750	11,500	-30%
IRMA Surplus Distribution	0	0	0	0	0%
Interest	1,425	8,000	11,742	8,000	0%
Merchandise Sales	0	0	0	0	0%
Contributions/Donations	0	0	0	0	0%
Transfer in from American Rescue Plan	0	0	0	0	0%
Transfer from General Fund	<u>865,000</u>	<u>265,000</u>	<u>265,000</u>	<u>265,000</u>	0%
TOTAL REVENUE	<u>1,221,934</u>	<u>591,587</u>	<u>606,373</u>	<u>613,750</u>	4%
<u>Net Income(Loss)</u>	590,853	(245,206)	(198,327)	(205,403)	-16%
Debt Principal Repayment		-			
Depreciation	<u>69,846</u>	<u>73,746</u>	<u>63,668</u>	<u>77,646</u>	
Cash Flow	660,699	(171,460)	(203,040)	(109,674)	
<u>Beginning Net Cash</u>			1,084,040	881,000	
<u>Ending Net Cash</u>			881,000	771,326	

**Village of Park Forest
2023/2024 Budget**

**RECREATION AND PARKS
COMBINED ENTERPRISE FUNDS
(Aqua Center and Tennis and Health Club)**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	73,870	96,814	79,832	103,193	7%
Overtime Salaries	0	2,323	45	2,448	5%
Temporary/Part-time Salaries	<u>56,831</u>	<u>89,394</u>	<u>69,305</u>	<u>92,359</u>	3%
Total Personnel Services	130,702	188,531	149,182	198,000	5%
<u>Insurance (IRMA)</u>	13,035	19,912	31,908	38,400	93%
<u>Employee Support</u>	-13,181	28,879	25,289	30,781	7%
<u>Professional Services</u>	206,924	229,747	262,045	234,360	2%
<u>Operating Supplies</u>	33,668	58,470	40,499	59,639	2%
<u>Maintenance</u>	33,291	23,540	29,093	24,011	2%
<u>Capital Outlays</u>	33,416	125,900	113,900	47,700	-62%
<u>Depreciation</u>	69,846	73,746	63,668	77,646	5%
<u>Transfers to Other Funds</u>	0	0	0	0	0%
<u>Miscellaneous</u>	8,334	7,900	5,900	8,058	2%
<u>Leases and Rentals</u>	5,710	5,418	5,418	6,230	15%
<u>Utilities</u>	<u>109,336</u>	<u>74,750</u>	<u>146,179</u>	<u>76,245</u>	2%
TOTAL EXPENSES	<u>631,081</u>	<u>836,793</u>	<u>873,081</u>	<u>801,070</u>	-4%

**Village of Park Forest
2023/2024 Budget**

**PUBLIC WORKS
COMBINED ENTERPRISE FUNDS
(Municipal Parking, Refuse Collection, Water and Sewer)**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Parking Lot Fees	11,904	11,800	8,105	8,105	-31%
Charges for Service	1,598,626	1,558,762	1,574,571	1,622,169	4%
Water Sales					
Residential	5,828,145	6,539,918	6,277,183	6,580,568	1%
Commercial	1,300,646	1,526,638	1,653,427	1,683,335	10%
Infrastructure Fee	307,620	306,247	309,703	309,703	1%
Sanitary District Fees	189,529	189,128	190,094	190,094	1%
Sewer User Fees					
Residential	989,175	1,118,082	1,069,228	1,123,711	1%
Commercial	224,282	265,524	274,559	275,025	4%
Sewer Tap Fees	3,840	4,500	3,540	4,500	0%
Interest	20,373	2,712	258,583	161,737	5864%
Merchandising & Jobbing	10,128	10,000	5,000	10,000	0%
Utility Warranty	2,064	2,064	2,170	2,170	5%
Transfer from Other Funds	375,000	0	0	0	0%
Miscellaneous Income	<u>1,633</u>	<u>3,000</u>	<u>7,443</u>	<u>4,000</u>	33%
TOTAL REVENUE	<u>10,862,966</u>	<u>11,538,375</u>	<u>11,633,606</u>	<u>11,975,117</u>	4%
<u>Net Income(Loss)</u>	<u>1,982,347</u>	<u>811,945</u>	<u>1,741,568</u>	<u>154,469</u>	-81%
Major Capital Outlays	(4,242,631)	(6,107,854)	(3,572,640)	(300,000)	-95%
Debt Principal Repayment	(6,134,985)	(1,241,432)	(1,241,432)	(1,282,701)	3%
Loan Proceeds	7,987,593	3,333,333	3,742,933	1,257,067	-62%
Loan Issue Cost	0	0	0	0	0%
Depreciation	<u>1,149,298</u>	<u>1,156,735</u>	<u>1,156,735</u>	<u>1,328,508</u>	15%
Cash Flow	741,622	(2,047,273)	1,827,164	1,157,343	
<u>Beginning Net Cash</u>			4,589,088	6,416,252	
<u>Ending Net Cash</u>			6,416,252	7,573,595	

**Village of Park Forest
2023/2024 Budget**

**PUBLIC WORKS
COMBINED ENTERPRISE FUNDS
(Municipal Parking, Refuse Collection, Water and Sewer)**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	1,689,095	1,791,029	1,821,922	1,855,075	4%
Overtime Salaries	128,866	196,602	137,561	202,500	3%
Temporary/Part-time Salaries	<u>104,095</u>	<u>118,358</u>	<u>90,826</u>	<u>142,619</u>	20%
Total Personnel Services	1,922,056	2,105,989	2,050,309	2,200,194	4%
<u>Insurance</u>	298,282	340,228	342,164	378,017	11%
<u>IRMA</u>	166,502	350,694	231,629	350,775	0%
<u>Employee Support</u>	-232,109	364,367	335,056	392,718	8%
<u>Professional Services</u>	1,506,025	1,597,318	1,610,264	1,671,885	5%
<u>Operating Supplies</u>	633,212	749,229	787,104	815,688	9%
<u>Maintenance</u>	1,161,347	1,498,221	1,200,869	1,735,583	16%
<u>Capital Outlays</u>	82,479	365,700	5,700	795,700	118%
<u>Depreciation</u>	1,137,297	1,156,735	1,156,735	1,328,508	15%
<u>Interest Expense</u>	275,433	250,247	250,247	209,878	-16%
<u>Transfer to Other Funds</u>	1,200,121	1,204,710	1,204,710	1,204,890	0%
<u>Miscellaneous</u>	60,503	58,030	64,440	74,350	28%
<u>Leases & Rentals</u>	396,853	412,412	407,198	425,212	3%
<u>Utilities</u>	<u>272,617</u>	<u>272,550</u>	<u>245,613</u>	<u>237,250</u>	-13%
TOTAL EXPENSES	<u>8,880,618</u>	<u>10,726,430</u>	<u>9,892,038</u>	<u>11,820,648</u>	10%

Village of Park Forest 2023/2024 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 2022/2023 BUDGET OBJECTIVES:

1. Continue to maximize opportunities presented by the CELTS partnership to enhance member experience and services offered.

Staffing shortages played a major role in the opportunity to expand services in 2022 which lead to features only opening at specific times. CELTS has already begun the hiring process for 2023 and promises a better outcome with exciting expanded events and services.

2. Continues to add to member experience.

Despite staffing shortages, members were granted the ability to access the facility early.

3. Continue to expand revenue streams with a focus on day camps and party rentals.

Staffing shortages prevented an expansion of day campers allowed at the facility. Ensuring the facility was available to members remained the focus.

4. Implement new programming and offerings to veterans and seniors

Swim lessons continued to see a renaissance, while WIBIT Wednesday returned in limited amounts due to staffing shortages. Senior members were given a VIP experience with their access to CELTS leadership team.

5. Continue to evaluate pool operations with regard expense vs. revenue.

After some early season struggles, CELTS reviewed pool operations to reduce Operating Costs (chemicals, water, cleaning supplies, etc), decreasing backwash time with the addition of enzymes to daily pool chemicals.

2023/2024 AQUA CENTER OBJECTIVES:

1. To provide municipal services in a responsive and fiscally sustainable manner through continued collaboration, innovation, and regional leadership
2. To employ best practices to deliver high-quality services, maintain and develop infrastructure in an environmentally and fiscally sustainable manner.
3. To increase opportunities of engagement and maximize resources for all residents.
4. To build upon the history of Park Forest and cultivate a culture that meets the future.

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
2022	938	60.0%
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%

**Village of Park Forest
2023/2024 Budget**

**AQUA CENTER
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Services	168,055	134,250	129,131	138,000	3%
Sales	247	0	0	0	0%
Interest	1,424	8,000	11,742	8,000	0%
Transfer from General Fund	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	0%
TOTAL REVENUE	<u>419,726</u>	<u>392,250</u>	<u>390,873</u>	<u>396,000</u>	1%
<u>Net Income(Loss)</u>	1,671	(162,602)	(148,965)	(42,562)	-74%
Depreciation	<u>64,558</u>	<u>65,957</u>	<u>59,040</u>	<u>67,357</u>	
Cash Flow	66,229	(96,645)	(89,925)	24,795	
<u>Beginning Net Cash</u>			524,464	434,539	
<u>Ending Net Cash*</u>			434,539	459,334	

* Ending net cash reserved for the following year operations and capital items.

**Village of Park Forest
2023/2024 Budget**

**AQUA CENTER
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	0	11,251	0	11,857	5%
Overtime Salaries	<u>0</u>	<u>1,549</u>	<u>0</u>	<u>1,632</u>	5%
Total Personnel Services	0	12,800	0	13,489	5%
<u>Insurance(IRMA)</u>	1,676	2,593	739	4,211	62%
<u>Employee Support</u>	-1,177	2,208	0	2,381	8%
<u>Professional Services</u>	195,802	222,465	250,759	226,985	2%
<u>Operating Supplies</u>	17,296	30,970	16,329	31,589	2%
<u>Maintenance</u>	14,061	7,200	10,505	7,344	2%
<u>Capital Outlays</u>	28,880	65,900	65,900	18,800	-71%
<u>Depreciation</u>	64,558	65,957	59,040	67,357	2%
<u>Miscellaneous</u>	7,237	7,000	5,000	7,140	2%
<u>Leases and Rentals</u>	2,356	2,709	2,709	3,115	15%
<u>Utilities</u>	<u>87,367</u>	<u>135,050</u>	<u>128,857</u>	<u>56,151</u>	-58%
TOTAL EXPENSES	<u>418,055</u>	<u>554,852</u>	<u>539,838</u>	<u>438,562</u>	-21%

**Village of Park Forest
2023/2024 Budget**

**AQUA CENTER
DETAIL
53-11-33**

PERSONNEL SALARIES

Salaries and Wages

500000	Regular Salaries	11,857
500100	Overtime Salaries	<u>1,632</u>
Total Salaries		13,489

INSURANCE

510300	IRMA Premium	<u>4,211</u>
Total Insurance		4,211

EMPLOYEE SUPPORT

520610	FICA	1,032
520620	IMRF	<u>1,349</u>
Total Employee Support		2,381

PROFESSIONAL SERVICES

530000	Other Professional Services (ActiveNet Fees, CELTS Aquatic Group Mgmt. Contract)	223,712
530300	Audit Services (annual)	213
532600	Credit Card Service Charge	<u>3,060</u>
Total Professional Services		226,985

OPERATING SUPPLIES

540000	Other Operating Supplies (Paints and hardware, small tools, cleaning supplies, paper products, towels and office supplies)	25,469
541600	Chemicals	<u>6,120</u>
Total Operating Supplies		31,589

MAINTENANCE

550200	Equipment Repairs (Mechanical systems, plumbing, electrical, upkeep of building and equipment)	3,570
550500	Contractual Grounds Maintenance	<u>3,774</u>
Total Maintenance		7,344

CAPITAL OUTLAYS

560000	Capital Outlay		
	Computer System Upgrades	3,800	
	ADA Transition Plan Implementation	5,000	
	Install lockers/Dressing Partitions/ Deck Chair	5,000	
	Pool Play Equipment	<u>5,000</u>	
	Total Capital Outlay		18,800
560700	Depreciation		<u>67,357</u>
Total Capital Outlays			86,157

MISCELLANEOUS EXPENDITURES

590900	Advertising and Marketing Expense	<u>7,140</u>
	Total Miscellaneous Expenditures	7,140

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Charges for maintenance activities performed by Parks staff)	<u>3,115</u>
	Total Leases and Rentals	3,115

UTILITIES

610000	Telephone	2,091
610600	Public Utilities (Electric, natural gas and telephone)	<u>54,060</u>
	Total Utilities	<u>56,151</u>
	TOTAL AQUA CENTER	438,562

Village of Park Forest 2023/2024 Budget

TENNIS and HEALTH CLUB

DEPARTMENT FUNCTION:

The Department of Recreation and Parks operates the Park Forest Tennis and Health Club, a six-court facility with health and exercise equipment, 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 member ship 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. Nine men's and women's teams, at all ability levels, travel to such clubs as Five Seasons (Burr Ridge), Midtown (Chicago), Naperville, Oak Brook, Hinsdale and many others. This is many more teams than other, 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. 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. New for this season, the Chicago State men's and women's teams and Prairie State College men's teams are also using the Club. Altogether, these four collegiate teams add over \$30,000 in revenue.

ACCOMPLISHMENTS OF 2022/2023 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 while making the courts more attractive to users. All six courts are scheduled to be resurfaced in Summer of 2023. The physical therapy room and 2nd floor training room were remodeled to expand usage and recruit new services.

2. Continue marketing and evaluate the 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. Prairie State College utilized the club for practice and matches, making a total of three area colleges and universities taking advantage of the facility.

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.

Staff offered free tennis lessons at the Village's Main Street Nights event throughout summer, as well as partnering with other community events to offer tennis instruction. Free Pickleball camps were offered to residents in local parks as well as a Friday night Pickleball league starting at the Club.

2023/2024 TENNIS and HEALTH CLUB OBJECTIVES:

1. To provide municipal services in a responsive and fiscally sustainable manner through continued collaboration, innovation, and regional leadership
2. To employ best practices to deliver high-quality services, maintain and develop infrastructure in an environmentally and fiscally sustainable manner.
3. To increase opportunities of engagement and maximize resources for all residents.
4. To build upon the history of Park Forest and cultivate a culture that meets the future.

PERFORMANCE MEASURES:

Season	Resident	Non- Resident	Total Sales	New Members
2021/22	31 (11%)	243 (89%)	274	49
2020/21	28 (11%)	232 (89%)	260	26
2019/20	22 (12%)	216 (88%)	238	22
2018/19	44 (17%)	216 (83%)	260	30
2017/18	44 (18%)	207 (82%)	251	64
2016/17	43(17%)	207(83%)	250	41
2015/16	40 (17%)	202 (83%)	242	60
2014/15	100 (31%)	222 (69%)	322	99
2013/14	69 (22%)	243 (78%)	312	107
2012/13	81 (25%)	248 (75%)	329	78
2011/12	81 (25%)	308 (77.6%)	389	n/a

**Village of Park Forest
2023/2024 Budget**

**TENNIS and HEALTH CLUB
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Services	177,014	167,837	189,750	191,250	14%
Sales	10,193	16,500	10,750	11,500	-30%
Interest	1	0	21,062	20,000	100%
Transfer from General Fund	<u>615,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	0%
TOTAL REVENUE	<u>802,208</u>	<u>199,337</u>	<u>236,562</u>	<u>237,750</u>	19%
 <u>Net Income (Loss)</u>	 589,182	 (178,604)	 (96,681)	 (124,758)	 -30%
Depreciation	<u>5,289</u>	<u>7,789</u>	<u>4,628</u>	<u>10,289</u>	
Cash Flow	594,471	(170,815)	(92,053)	(114,469)	
 <u>Beginning Net Cash</u>			559,576	467,523	
<u>Ending Net Cash</u>			467,523	353,054	

Village of Park Forest 2023/2024 Budget

TENNIS and HEALTH CLUB SUMMARY

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	73,870	85,563	79,832	91,336	7%
Overtime Salaries	0	774	45	816	5%
Temporary/Part-time Salaries	<u>56,831</u>	<u>89,394</u>	<u>69,305</u>	<u>92,359</u>	3%
Total Personnel Services	130,702	175,731	149,182	184,511	5%
<u>Insurance(IRMA)</u>	11,359	33,319	31,169	34,189	3%
<u>Employee Support</u>	-12,004	26,671	25,289	28,400	6%
<u>Professional Services</u>	11,122	7,282	11,286	7,375	1%
<u>Operating Supplies</u>	16,372	27,500	24,170	28,050	2%
<u>Maintenance</u>	19,230	16,340	18,588	16,667	2%
<u>Capital Outlays</u>	4,536	60,000	48,000	28,900	-52%
<u>Depreciation</u>	5,289	7,789	4,628	10,289	32%
<u>Miscellaneous</u>	1,097	900	900	918	2%
<u>Leases and Rentals</u>	3,354	2,709	2,709	3,115	15%
<u>Utilities</u>	<u>21,969</u>	<u>19,700</u>	<u>17,322</u>	<u>20,094</u>	2%
TOTAL EXPENSES	<u>213,026</u>	<u>377,941</u>	<u>333,243</u>	<u>362,508</u>	-4%

**Village of Park Forest
2023/2024 Budget**

[Table of Contents](#)

**TENNIS and HEALTH CLUB
DETAIL
54-11-59**

PERSONNEL SALARIES

Salaries and Wages

500000	Regular Salaries	91,336
500100	Overtime Salaries	816
500200	Temporary/Part-time	<u>92,359</u>

Total Salaries **184,511**

INSURANCE

510100	Health Insurance	24,517
	Dental Insurance	1,401
	Life Insurance	<u>126</u>
		26,044

510120	Health Insurance Stipend	3,500
510300	IRMA Premium	<u>4,645</u>

Total Insurance **34,189**

EMPLOYEE SUPPORT

520200	Dues/Subscriptions (Tennis team entry fees)	3,570

520610	FICA	14,115

520620	IMRF	<u>10,715</u>

Total Employee Support **28,400**

PROFESSIONAL SERVICES

530000	Other Professional Services (ActiveNet Service Fees, Exterminator, equipment servicing)	2,040

530300	Audit Services (annual)	235

532600	Credit Card Service Charge	<u>5,100</u>

Total Professional Services **7,375**

OPERATING SUPPLIES

540000	Operating Supplies (Paints and hardware, small tools, cleaning supplies, paper products, towels and office supplies)	10,200
540450	Food purchases for resale	1,020
540500	Beverage purchases for resale	10,200
540600	Accessories purchases for resale (Pro Shop)	<u>6,630</u>
Total Operating Supplies		28,050

MAINTENANCE

550200	Equipment Repairs (HVAC, plumbing, electrical, upkeep of building and equipment)	1,632
550400	Contractual Maintenance (Custodial Maintenance, Security system, etc.)	12,995
550500	Contractual Grounds Maintenance	<u>2,040</u>
Total Maintenance		16,667

CAPITAL OUTLAYS

560000	Capital Outlays	
	Replace/ Upgrade Exercise Equipment	5,000
	ADA Transition Plan Implementation	5,000
	Tuck-pointing	5,000
	Computer system upgrades	1,900
	Court-Heaters	<u>12,000</u>
	Total Capital Outlays	28,900
560700	Depreciation	<u>10,289</u>
Total Capital Outlays		39,189

MISCELLANEOUS EXPENDITURES

590900	Advertising and Marketing Expense	<u>918</u>

Total Miscellaneous Expenditures	918

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Maintenance activities performed by Parks staff)	<u>3,115</u>

Total Leases and Rentals	3,115

UTILITIES

610000	Telephone	1,734

610600	Public Utilities (Electric, gas and telephone)	<u>18,360</u>

Total Utilities	<u>20,094</u>

TOTAL TENNIS and HEALTH CLUB	362,508

Village of Park Forest 2023/2024 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. New gates were installed at all 4 exits. The Village eliminated the monthly pass card payment option at the end of November 2012.

ACCOMPLISHMENT OF 2022/2023 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 to address pay box and gate issues.

- Snow and ice removal operations.

DPW removed snow and ice as conditions required. Crews plowed and salted the parking lot as needed. Funds were used to purchase salt (calcium chloride pellets) for stairway, ADA ramp, and other pedestrian areas and walkways.

- Grounds upkeep and debris removal.

Village contractor provided mowing services during the budget year. This parking lot was included in the Village Wide Street Sweeping Contract. These lots are scheduled to be swept twice per year. Village staff cleared vegetation and brush as needed and Tru Green 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.

Usage decreased to 31 in Fiscal 2022.

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 2023.

4. Research and/or incorporate any applicable new technologies for infrastructure improvements.

No new technologies were incorporated with infrastructure improvements this past year.

2023/2024 MUNICIPAL PARKING FUND OBJECTIVES:

Based on the Village Board's newly adopted Strategic Planning Visions and Goals in 2022, DPW has set the following new implementation strategies, goals and objectives.

1. Maintain and upgrade municipal infrastructure within Village business districts.
2. Minimize road salt usage during winter season and purchase equipment to begin implementing anti-icing strategies.
3. Seek grant and funding opportunities to maintain parking lot.
4. Improve village infrastructure with environmentally sustainable technology.
5. Implement components of Village Complete Streets Policy and Sustainability Policy into projects.
6. Improve storm water management throughout Village public areas and insure the same on private developments.
7. Strive to restore and/or improve the Village's green infrastructure.
8. Focus on projects that improve motorist, pedestrian, bicycle and quality of life safety concerns.
9. Create and maintain project blogs and resources of project information by utilizing technology.
10. Improve communication to residents by using technology resources like website, blogs, social media, and Code Red for project updates and service interruptions.

PERFORMANCE MEASURES:

The following table reflects the number of commuters served at both lots for the last five calendar years:

	2018	2019	2020	2021	2022
Commuters served at 211 th St. Station *	22,566*	0	0	0	0
Commuters served at Matteson Station	48,295	50,993	14,518	7,584	8,289

Customer calculation is based on revenue received.

* On September 1, 2018, this lot was closed.

**Village of Park Forest
2023/2024 Budget**

**MUNICIPAL PARKING FUND
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Parking Lot Fees	11,904	11,800	8,105	8,105	-31%
Transfer from General Fund	75,000	0	0	0	0%
Misc Income	0	0	10,511	0	0%
Interest	<u>124</u>	<u>1</u>	<u>2,410</u>	<u>2,410</u>	240900%
TOTAL REVENUE	<u>87,028</u>	<u>11,801</u>	<u>21,026</u>	<u>10,515</u>	-11%
<u>Net Income(Loss)</u>	35,665	(45,624)	(32,779)	(67,663)	48%
Depreciation	<u>28,375</u>	<u>26,160</u>	<u>26,160</u>	<u>26,160</u>	
Cash Flow	64,040	(19,464)	(6,619)	(41,503)	
<u>Beginning Net Cash</u>			73,781	67,162	
<u>Ending Net Cash</u>			67,162	25,659	

**Village of Park Forest
2023/2024 Budget**

**MUNICIPAL PARKING FUND
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>IRMA</u>	741	217	125	298	37%
<u>Professional Services</u>	2,798	2,378	2,143	2,150	-10%
<u>Operating Supplies</u>	1,430	2,270	2,270	2,270	0%
<u>Maintenance</u>	13,628	21,400	20,328	44,300	107%
<u>Depreciation</u>	28,374	26,160	26,160	26,160	0%
<u>Utilities</u>	<u>4,391</u>	<u>5,000</u>	<u>2,779</u>	<u>3,000</u>	-40%
TOTAL EXPENSES	<u>51,363</u>	<u>57,425</u>	<u>53,805</u>	<u>78,178</u>	36%

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
2023/2024 Budget**

**MUNICIPAL PARKING FUND
DETAIL
51-17-00**

INSURANCE

510300	IRMA Premium	<u>298</u>
Total Insurance		298

PROFESSIONAL SERVICES

532600	Credit Card Service Charges	<u>2,150</u>
Total Professional Services		2,150

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)	14,000
550500	Contractual Grounds Maintenance (Mowing/grounds services, veg control)	5,300
551000	Parking Lot Maintenance (Various repair/replacement for surface, gates and lighting)	<u>25,000</u>
Total Maintenance		44,300

CAPITAL OUTLAYS

560700	Depreciation	<u>26,160</u>
Total Capital Outlays		26,160

UTILITIES

610600	Public Utilities (Electricity for parking lot lighting)	<u>3,000</u>
Total Utilities		<u>3,000</u>

TOTAL MUNICIPAL PARKING FUND		78,178

Village of Park Forest 2023/2024 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 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. Promote recycling through Village media.

A one-day composting event was held on 7-16-2022 in partnership with the University of Illinois Extension Office. Urban Canopy was the commercial composter for food waste and provided the finished compost. 210 lbs food waste collected, 40 attendees, and 5 yards of finished compost was given away.

After Halloween 2022, 2 lbs. of candy wrappers were collected and diverted from the landfill. The wrappers are to be recycled into dog waste bags.

According to a 2022 Recycling Year in Review, 10,330 total lbs were recycled during Recycle Fest, 18,400 lbs of paper was shredded, 28 volunteers participated in Community Clean Up day, 44 holiday trees were mulched and 212 lbs of lights, 93 ink cartridges recycled, 82 lbs of drugs taken back, 82 lbs of batteries collected, 1,000 lbs of pumpkins composted, and 4 large bins of plastic garden pots were collected.

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. Rates for this 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. For 2027, rates will be reviewed for the next 5 year interval.

2023/2024 REFUSE COLLECTION FUND OBJECTIVES:

Based on the Village Board's newly adopted Strategic Planning Visions and Goals in 2022, DPW has set the following new implementation strategies, goals and objectives.

1. Improve village infrastructure with environmentally sustainable technology.
2. Implement components of Village Complete Streets Policy and Sustainability Policy into projects.
3. Strive to restore and/or improve the Village's green infrastructure.
4. Improve communication to residents by using technology resources like website, blogs, social media, and Code Red for project updates and service interruptions.

PERFORMANCE MEASURES:

Quantities of refuse collected in the previous five calendar years are as follows:

	2018	2019	2020	2021	2022
Garbage (tons)	5,933	6334	7,473	7,104	6,680
Recyclables (tons)	965	918	965	982	897
Yard waste (tons)	549	569	570	558	464
Total (tons)	7,447	7,821	9,008	8,644	8041
Electronic Waste (each)	*				
TV/Monitor	332	205	312	271	173
Computer	9	0	1	7	4
Other	67	0	38	52	43
Revenue from sale of recyclables	\$5,000	\$5,000	\$ 5,000	\$ 5,000	\$15,000

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
2023/2024 Budget**

**REFUSE COLLECTION FUND
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Charges for Service	1,598,626	1,558,762	1,574,571	1,622,169	4%
Interest	<u>1,327</u>	<u>200</u>	<u>15,970</u>	<u>15,970</u>	<u>7885%</u>
TOTAL REVENUE	<u>1,599,953</u>	<u>1,558,962</u>	<u>1,590,541</u>	<u>1,638,139</u>	5%
EXPENSES					
<u>Personnel Services</u>	30,056	30,824	30,824	31,749	3%
<u>Insurance</u>	4,745	4,978	4,965	5,315	7%
<u>IRMA</u>	23,835	42,542	24,497	42,542	0%
<u>Employee Support</u>	-4,254	5,317	5,155	5,604	5%
<u>Professional Services</u>	1,333,713	1,355,351	1,365,922	1,412,153	4%
<u>Transfer to Other Funds</u>	144,093	148,682	148,682	148,862	0%
<u>Miscellaneous</u>	<u>14,319</u>	<u>14,090</u>	<u>16,382</u>	<u>20,000</u>	<u>42%</u>
TOTAL EXPENSES	<u>1,546,506</u>	<u>1,601,784</u>	<u>1,596,427</u>	<u>1,666,225</u>	4%
<u>Net Income (Loss)</u>	53,447	(42,822)	(5,886)	(28,086)	
<u>Beginning Net Cash</u>			601,749	595,863	
<u>Ending Net Cash</u>			595,863	567,777	

**Village of Park Forest
2023/2024 Budget**

**REFUSE COLLECTION FUND
DETAIL
56-17-53**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	<u>31,749</u>
Total Personnel Services		31,749

INSURANCE

510100	Health Insurance	5,010	
	Dental Insurance	280	
	Life Insurance	<u>25</u>	
			5,315
510300	IRMA Premium		<u>42,542</u>
Total Insurance			47,857

EMPLOYEE SUPPORT

520610	FICA	2,429
520620	IMRF	<u>3,175</u>
Total Employee Support		5,604

PROFESSIONAL SERVICES

530000	Other Professional Services (Contractual garbage collection) (Street Sweeping Debris Overage)	1,409,148 <u>1,000</u>	1,410,148
530300	Audit Services	<u>2,005</u>	
Total Professional Services			1,412,153

TRANSFER TO OTHER FUNDS

581000	Indirect Cost to General Fund (Reduced by \$30,000 for municipal bldg. pick-up)	<u>148,862</u>	
Total Transfer To Other Funds			148,862

MISCELLANEOUS EXPENDITURES

590100	Postage (Refuse portion of Utility Bill)	<u>20,000</u>	
Total Miscellaneous Expenditures			<u>20,000</u>

TOTAL REFUSE COLLECTION FUND			1,666,225

Village of Park Forest 2023/2024 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.

In November of 2021 and April 2022, the Village was awarded 2 low interest (0.83%) IEPA loans in the amounts of \$3,490,670 and \$1,509,330, with a \$400,000 loan forgiveness to replace the ground storage tank at the Water Treatment Plant and to replace additional water mains village wide. These projects are reflected in this budget and continued rate increases are needed to pay back this additional 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.

In 2022, solar panels were installed on the roof of the Water Treatment Plant and in the open field just west of the Water Plant. This facility used the most energy and contributed the most emissions than any other Village owned facility. This solar project is anticipated to offset approximately 45% of the Water Treatment Plant's energy use. This budget includes projected energy savings and on-going performance will be documented.

ACCOMPLISHMENT OF 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. Continue to work on reducing fire flow deficiencies within the Village.

During the 2022 construction season, DPW completed the replacement of 6 inch water mains along Antietam St, Lester Rd, Apple Ln, Windsor St, Monee Ct, Washington St and Ct, Nassau St, Apache St, and Arrowhead St and upsizing it to an 8 inch water main. These project locations were selected to reduce main break frequency and help improve any fire flow deficiencies within these areas.

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 2022 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, 2021. 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.

Chicago Bridge and Iron (CBI) constructed a new 0.5 million gallon elevated storage tank at the Water Treatment Plant. Work is currently on going and scheduled to go online in spring/summer202. Austin Tyler Construction replaced 2.5 miles of water main along various roads village wide. 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 128 water main breaks throughout the 2022 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 McGill Asphalt Co. and an asphalt restoration contract with M/J Asphalt Co. DPW staff completed parkway grass restoration throughout the year. Restoration work for those water main repairs that took place in the winter are completed in the spring and restoration work for those water main 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 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). Public Works crews attended Work Zone Safety Training. Operators attended Plant Maintenance Techologist Training and Cybersecurity Awareness for Water and Sewer.

8. Continue to improve the water distribution system researching and/or incorporating any applicable new technologies for infrastructure improvements.

Baxter and Woodman Consulting Engineers began work on building a Global Information System (GIS) map of the village water distribution system.

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: Drinking Water License Continuing Education Training

2023/2024 WATER FUND OBJECTIVES:

Based on the Village Board's newly adopted Strategic Planning Visions and Goals in 2022, DPW has set the following new implementation strategies, goals and objectives.

1. Maintain and upgrade municipal infrastructure within Village business districts.
2. Continue to collaborate with neighboring communities on joint bid projects, working within the Suburban Public Works Directors Association, and utilize purchasing cooperatives for vehicle/equipment replacement.
3. Attend conferences and trainings to keep up with industry trends, education, and funding opportunities.
4. Seek grant and funding opportunities to maintain water treatment and distribution systems.
5. Improve village infrastructure with environmentally sustainable technology.
6. Implement components of Village Complete Streets Policy and Sustainability Policy into projects.
7. Strive to restore and/or improve the Village's green infrastructure.

8. Focus on projects that improve motorist, pedestrian, bicycle and quality of life safety concerns.
9. Create and maintain project blogs and resources of project information by utilizing technology.
10. Employ and retain a workforce that reflects the diversity of the community.
11. Improve communication to residents by using technology resources like website, blogs, social media, and Code Red for project updates and service interruptions.

PERFORMANCE MEASURES:

The following quantities of work were completed in previous calendar years:

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Water main breaks repaired	120	128	109	160	128
Water valves replaced/added	7	18	6	14 3 added	65
Water service valves replaced	148	130	138	117	103
Multi-Family Looped service requests (New category for 2009) *	0	0	0	0	0
Hydrants replaced	15	20	7	14 4 added	50
Water main replaced (Ft)	1,157	1,636	0	4080	14,773
Water main installed (Ft)	4,590 (Autumn Ridge to Agrati Inc.)	0	0	0	0
Water pumped (gallons)	544,697,000	557,336,000	547,224,000	523,717,000	598,470,000
Water billed (gallons)	379,323,060	386,234,250	382,244,460	381,584,730	363,359,580

*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>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
Chief Water Plant Operator	1	1	1	1	1
Assistant Chief Water Plant Operator	1	1	1	0	0
Water Plant Operators II	3	3	3	3	3
Water Plant Operator I	1	1	1	2	2
Utility Billing Supervisor	1	1	1	1	1
Accounting Technician I	1	1	1	1	1
Utility Billing Technician	1	1	1	1	1
Full Time Maintenance Worker	1	1	1	1	1
Office Assistant - Part-time	0	0	.57	.57	.57
Office Technician - Part-time	<u>1.27</u>	<u>1.27</u>	<u>.70</u>	<u>.70</u>	<u>.70</u>
Total Positions – Water Fund	11.27	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
2023/2024 Budget**

**WATER FUND
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Water Sales					
Residential	5,828,145	6,539,918	6,277,183	6,580,568	1%
Commercial	1,300,646	1,526,638	1,653,427	1,683,335	10%
Infrastructure Fee	307,620	306,247	309,703	309,703	1%
Federal Grants ARPA	1,400,000	1,440,000	1,440,000	1,440,000	0%
Sanitary District Fees	189,529	189,128	190,094	190,094	1%
Utility Warranty	1,032	1,032	1,085	1,085	5%
Merchandising & Jobbing	10,128	10,000	5,000	10,000	0%
Tap on Fees	0	0	2,420	6,728	0%
Interest Income	14,994	146,911	193,692	96,846	-34%
Miscellaneous Income	<u>1,005,476</u>	<u>1,000</u>	<u>4,269</u>	<u>2,000</u>	100%
TOTAL REVENUE	<u>10,057,570</u>	<u>10,160,874</u>	<u>10,076,873</u>	<u>10,320,359</u>	2%
<u>Net Income(Loss)</u>	3,782,117	2,703,735	3,295,072	1,991,629	-26%
Debt Principal Repayment	(6,086,601)	(1,192,441)	(1,192,441)	(1,294,714)	9%
Major Capital Outlays	(3,504,949)	(5,807,854)	(3,072,640)	(910,000)	-84%
Loan Proceeds	7,987,593	3,333,333	3,742,933	1,257,067	-62%
Depreciation	<u>918,148</u>	<u>936,143</u>	<u>936,143</u>	<u>1,090,624</u>	17%
Cash Flow	3,096,308	(27,084)	3,709,067	2,134,606	
<u>Beginning Net Cash</u>			2,036,598	5,745,665	
<u>Ending Net Cash</u>			5,745,665	7,880,271	

Village of Park Forest 2023/2024 Budget

WATER FUND SUMMARY

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	1,299,567	1,382,079	1,412,972	1,461,781	6%
Overtime Salaries	117,833	180,689	125,344	186,110	3%
Temporary/Part-time Salaries	<u>80,951</u>	<u>90,191</u>	<u>78,406</u>	<u>74,527</u>	-17%
Total Personnel Services	1,498,350	1,652,959	1,616,722	1,722,418	4%
<u>Insurance</u>	237,626	275,288	277,737	304,991	11%
<u>IRMA</u>	121,813	254,704	167,872	254,704	0%
<u>Employee Support</u>	-158,988	285,500	261,137	305,391	7%
<u>Professional Services</u>	123,772	132,698	139,312	150,698	14%
<u>Operating Supplies</u>	629,808	817,926	779,934	806,685	-1%
<u>Maintenance</u>	980,917	1,207,385	936,750	1,414,183	17%
<u>Capital Outlays</u>	76,824	165,700	5,700	595,700	260%
<u>Depreciation</u>	906,148	936,143	936,143	1,090,624	17%
<u>Interest Expense</u>	268,152	243,573	243,573	212,681	-13%
<u>Transfer to Other Funds</u>	909,121	909,121	909,121	909,121	0%
<u>Miscellaneous</u>	25,162	23,750	24,549	28,600	20%
<u>Leases & Rentals</u>	306,092	314,142	313,528	323,984	3%
<u>Utilities</u>	233,675	238,250	169,723	208,950	-12%
<u>Debit Service</u>	116,981	0	0	0	0%
TOTAL EXPENSES	<u>6,275,452</u>	<u>7,457,139</u>	<u>6,781,801</u>	<u>8,328,730</u>	12%

**Village of Park Forest
2023/2024
Budget**

**WATER DEPARTMENT
SALARY DETAIL**

1519

	6/30/2023 Base	Salary Increase 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Wendy M Schafer Chief Water Plant Operator	110,071	113,373	18,9	113,373	11,337	8,673	16,192	874	126	20
Matthew Fuhri Water Plant Operator II	76,713	79,014	10,9	79,014	7,901	6,045	15,061	874	126	15
Richard A Carr Water Plant Operator II	76,713	79,014	10,9	79,014	7,901	6,045	16,873	874	126	15
Mark Djordjevich Water Plant Operator II	76,713	79,014	10,9	79,014	7,901	6,045	16,873	874	126	10
Patrick D Benson Water Plant Operator I	73,060	75,252	9,9	75,252	7,525	5,757	22,361	1,401	126	15
Elizabeth J Schell Water Plant Operator I	73,060	75,252	9,9	75,252	7,525	5,757	22,361	1,401	126	25
Marcy Gott Utility Billing Supervisor	91,453	94,197	14,9	94,197	9,420	7,206	22,361	1,401	126	30
Lorri Bailey Utility Billing Technician	69,585	71,673	8,9	71,673	7,167	5,483	1,500	0	126	20
Osvaldo Sanchez Maintenance Worker	58,586	60,344	8,4	61,044	6,104	4,670	25,052	874	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
2023/2024
Budget**

**WATER DEPARTMENT
SALARY DETAIL**

15-10

	6/30/2023 Base	Salary Increase 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Laura O'Connor Accounting Technician	66,269	68,257	7,9	68,257	6,826	5,222	8,534	450	126	15
Michelle Davis Part-time Office Technician -70%	36,345	37,435	2,9	37,435	3,744	2,864				
Elizabeth Garza Office Assistant(split:43%Adm,57% Wtr)	31,077	32,009	3,9	32,009	3,201	2,449				
Meter Readers (3)	50,244	50,244		50,244	0	3,844				
Overtime	52,687	54,268		54,268	5,427	4,152				
Retiree Health Insurance Stipend							5,500			
Subtotal	942,576	969,346		970,046	91,979	74,212	172,668	9,023	1,260	
ALLOCATIONS										
Sanitary Sewer				-53,073	-5,307	-4,060	-4,859	-278		-56
Water General				402,401	40,240	30,784	117,910	8,313	1010	
Water Supply and Purification				9,471	947	725	0	0	0	
Water Distribution				<u>393,573</u>	<u>39,357</u>	<u>30,108</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Subtotal				752,372	75,237	57,557	113,051	8,035	954	
WATER DEPT. TOTAL				1,722,418	167,216	131,769	285,719	17,058	2,214	

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
2023/2024 Budget**

**WATER FUND - GENERAL SUPPORT
DETAIL
60-19-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	628,616
500100	Overtime Salaries	5,244
500200	Temporary/Part-time	<u>74,527</u>
Total Personnel Services		708,387

INSURANCE

510100	Health Insurance	280,219	
	Dental Insurance	17,058	
	Life Insurance	<u>2,214</u>	
			299,491
510120	Health Insurance Stipend		5,500
510300	IRMA Premium		204,704
510400	IRMA Deductible Payments		<u>50,000</u>
Total Insurance			559,695

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.)	3,660
520300	Training (Seminars, tuition reimbursement, workshops, professional development, License renewal)	1,200
520400	Books and Pamphlets (Design standards, reference/code books)	250
520610	FICA	54,192
520620	IMRF	<u>65,813</u>
Total Employee Support		126,415

PROFESSIONAL SERVICES

530000	Other Professional Services (JULIE charges,(1/2 in General), material testing, bank fees, meter testing, Sebis Direct, BSI Online, GIS)	41,000
530300	Audit Services	10,198
532600	Credit Card Service Charges	<u>60,000</u>
Total Professional Service		111,198

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>2,160</u>
Total Operating Supplies		3,560

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Meter interrogator repairs and SENSUS software support, other equipment repairs, MSi)	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>1,090,624</u>
Total Capital Outlays		1,096,324

DEBT SERVICE

570000	Debt Service*	
	G.O. Bond Principal (Water Plant)	870,000
	IEPA Loan 2011 Wtr Mn Repl - L17-3142	168,720
	IEPA Loan 2016/2017 Wtr Mn Repl - L17-5288	194,376
	IEPA Loan 2023 Wtr Mn Repl-L17-5067	<u>52,755</u>
		1,285,851
	*Not included in income calculation	0
570100	Interest Expense	<u>212,681</u>
Total Debt Service		212,681

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)	27,000
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		28,600

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Internal vehicle and equipment rental charges)	<u>14,303</u>
Total Leases and Rentals		14,303

UTILITIES

610000	Telephone (Verizon cell phones(1/2 in General), Johnson Security 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	3,792,534

**Village of Park Forest
2023/2024 Budget**

**WATER FUND - SUPPLY AND PURIFICATION
DETAIL
60-19-51**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	569,760
500100	Overtime Salaries	<u>50,698</u>
Total Personnel Services		620,458

EMPLOYEE SUPPORT

520610	FICA	47,465
520620	IMRF	<u>62,046</u>
Total Employee Support		109,511

PROFESSIONAL SERVICES

530000	Other Professional Services (Laboratory/water testing)	20,000
530200	Engineering/Architectural Services (Soils testing, Permit Assistance, Tower Inspection)	19,000
530700	Environmental Permit Fees (Lime Lagoon Portion)	<u>500</u>
Total Professional Services		39,500

OPERATING SUPPLIES

540000	Other Operating Supplies (Repair parts, WP supplies, lab equipment, first aid supplies Hydrochloric acid for press, Red B Gone, oil and grease)	30,000

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)	4,500
541400	Paint/Hardware/Small Tools	2,000
541500	Salt (Water softening salt (Menards) and sodium hypochloride)	25,613
541600	Lime/Water Chemicals (Lime, carbon dioxide, soda ash, phosphates, hydrofluosilicic acid, and lagoon acid)	<u>663,212</u>
Total Operating Supplies		728,825

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Contractual repairs of pumps, motors, meters, vehicles, valves,) clean filtrate tank, SCADA - Work done by Contractor)	201,000
550200	Equipment Maintenance and Repair - Other (Equipment repair parts - Work done by staff, MB1, MCC batteries)	45,000
550400	Contractual Building/Facility Maintenance (WP/Tower maint. - Contractual or Day Labor, mowing elevator maintenance)	190,000
551500	Lime Residuals Disposal (Lime sludge removal WP & Lagoon)	305,950
551800	Well Maintenance Supplies (Parts for well and booster station repairs - Work done by staff)	4,000
551900	Contractual Well Maintenance (Contractual well and booster station repairs, mowing, motor rebuilding, valve and meter replacement)	<u>40,000</u>
Total Maintenance		785,950

CAPITAL OUTLAYS

560000	<u>Other Capital Outlay</u>	
	Well Maintenance - Well 6 (Components and Casing)	90,000
	Blackhawk Tower Overcoat	500,000
	<i>*not included in income calculation - will be capitalized</i>	
		<u>590,000</u>
	Total Capital Outlays	590,000

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Internal vehicle and equipment rental charges)	15,809
600500	Other Equipment Rental (Rental of pumps, generators, cylinder (oxygen, propane, acetylene) rentals, tools, etc.)	<u>1,500</u>
	Total Leases and Rentals	17,309

UTILITIES

610000	Telephone (Cell Phones (Verizon), Peerless Network, SCADA Metro Cloud, AT&T Modem)	16,000
610600	Public Utilities (Electricity and natural gas for WP and Remote Sites)	<u>180,700</u>
	Total Utilities	<u>196,700</u>

TOTAL WATER FUND - SUPPLY AND PURIFICATION	3,088,253

**Village of Park Forest
2023/2024 Budget**

**WATER FUND - DISTRIBUTION
DETAIL
60-19-52**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	263,405
500100	Overtime Salaries	<u>130,168</u>
Total Personnel Services		393,573

EMPLOYEE SUPPORT

520610	FICA	30,108
520620	IMRF	<u>39,357</u>
Total Employee Support		69,465

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)	45,000
540900	Uniform and Protective Clothing (Uniform rental (1/2 in Sewer)	5,300
541200	Plants, Chemicals and Fertilizers (Materials for main break lawn restoration, tree replacement)	16,000
541400	Paint/Hardware/Small Tools	<u>8,000</u>
Total Operating Supplies		74,300

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Equipment & tool maintenance, main break locating services, leak detection survey, repainting hydrants)	39,000
550200	Equipment Maintenance and Repair - Other (Equipment repair parts, water meters 80%)	45,000
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>368,833</u>
Total Maintenance		612,833

CAPITAL OUTLAYS

560000	Other Capital Outlay	
	*Local Watermain Improvement	<u>910,000</u>
		910,000
	<i>* not included in income calculation - will be capitalized</i>	
Total Capital Outlays		0

LEASES and RENTALS

600100	Ground Lease (Autumn Ridge Water Tower - Yr 4 of 4th Term)	1,158
600400	Vehicle Interfund Rentals (Internal vehicle and equipment rental charges)	290,714

600500	Other Equipment Rental (Rental of pumps, generators, tools, etc.)	<u>500</u>

Total Leases and Rentals	<u>292,372</u>

UTILITIES

610600	Public Utility Services	<u>5,400</u>

Total Utilities	<u>5,400</u>

TOTAL WATER FUND - DISTRIBUTION	<u>1,447,943</u>

TOTAL WATER DEPARTMENT	4,536,196

DEPARTMENT OF PUBLIC WORKS
WATER FUND PROPOSED BUDGET BY DEPARTMENT

[Table of Contents](#)

<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	628,616	569,760	263,405	1,461,781
500100	Overtime	5,244	50,698	130,168	186,110
500200	Temporary/Part-time	<u>74,527</u>	<u>0</u>	<u>0</u>	<u>74,527</u>
Total Salaries		708,387	620,458	393,573	1,722,418
<u>INSURANCE:</u>					
510100	Insurance Premium	299,491	0	0	299,491
510120	Insurance Stipend	5,500	0	0	5,500
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		559,695	0	0	559,695
<u>EMPLOYEE SUPPORT:</u>					
520000	Other Travel	1,200	0	0	1,200
520100	Car/Mileage	100	0	0	100
520200	Dues/Subscriptions	3,660	0	0	3,660
520300	Training	1,200	0	0	1,200
520400	Books and Pamphlets	250	0	0	250
520610	FICA	54,192	47,465	30,108	131,765
520620	IMRF	65,813	62,046	39,357	167,216
Total Employee Support		126,415	109,511	69,465	305,391
<u>PROFESSIONAL SERVICES:</u>					
530000	Other Professional Services	41,000	20,000	0	61,000
530200	Engineering/Architectural Services	0	19,000	0	19,000
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		111,198	39,500	0	150,698
<u>OPERATING SUPPLIES:</u>					
540000	Other Operating Supplies	400	30,000	45,000	75,400
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	2,160	4,500	5,300	11,960
541200	Plants, Chemicals and Fertilizers	0	0	16,000	16,000
541400	Paint/Hardware	0	2,000	8,000	10,000
541500	Salt	0	25,613	0	25,613
541600	Lime/Chemicals	<u>0</u>	<u>663,212</u>	<u>0</u>	<u>663,212</u>
Total Operating Supplies		3,560	728,825	74,300	806,685

DEPARTMENT OF PUBLIC WORKS
WATER FUND PROPOSED BUDGET BY DEPARTMENT

[Table of Contents](#)

<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	201,000	39,000	253,000
550200	Equip. Maint. and Repair - Other	2,400	45,000	45,000	92,400
550400	Contractual Bldg./Facility Maint.	0	190,000	0	190,000
551500	Sludge Disposal	0	305,950	0	305,950
551800	Well Maintenance Supplies	0	4,000	0	4,000
551900	Contractual Well Maintenance	0	40,000	0	40,000
552000	Main Maintenance Supplies	0	0	160,000	160,000
552100	Main Maintenance - Contractual	<u>0</u>	<u>0</u>	<u>368,833</u>	<u>368,833</u>
Total Maintenance		15,400	785,950	612,833	1,414,183
<u>CAPITAL OUTLAYS:</u>					
560000	Other Capital Outlay	5,700	590,000	0	595,700
560700	Depreciation	<u>1,090,624</u>	<u>0</u>	<u>0</u>	<u>1,090,624</u>
Total Capital Outlays		1,096,324	590,000	0	1,686,324
<u>DEBT SERVICE:</u>					
570100	Interest Expense	<u>212,681</u>	<u>0</u>	<u>0</u>	<u>212,681</u>
Total Debt Service		212,681	0	0	212,681
<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	27,000	0	0	27,000
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		28,600	0	0	28,600
<u>LEASES AND RENTALS:</u>					
600100	Ground Lease	0	0	1,158	1,158
600400	Vehicle Interfund Rentals	14,303	15,809	290,714	320,826
600500	Other Equipment Rental	<u>0</u>	<u>1,500</u>	<u>500</u>	<u>2,000</u>
Total Leases and Rentals		14,303	17,309	292,372	323,984
<u>UTILITIES:</u>					
610000	Telephone/Telegraph	1,850	16,000	0	17,850
610600	Public Utilities	<u>5,000</u>	<u>180,700</u>	<u>5,400</u>	<u>191,100</u>
Total Utilities		<u>6,850</u>	<u>196,700</u>	<u>5,400</u>	<u>208,950</u>
<u>FUND TOTAL</u>		3,792,534	3,088,253	1,447,943	8,328,730

Village of Park Forest 2023/2024 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.

Sewer 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 as need.

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 capital. 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.

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 2022/2023 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 38,203 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 10 manholes.

- Timely response to investigate calls of a potential sewer back up in the public sanitary mains.

DPW responded to approximately 48 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 2022, DPW inspected 55 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 Work Zone Safety Training, Flagger Training and Chloride Training.

3. Improve sewer infrastructure by reconstructing and/or replacing sewers and appurtenances as necessary; researching and/or incorporating any applicable new technologies.

1,370 feet of Storm Sewer and 859 feet of Sanitary Sewer were replaced as part of the numerous road reconstruction projects that took place in 2022.

4. Find additional sources of funding to assist with improving Village infrastructure.

DPW utilized ARPA and Cares Act funding to invest in the Village's Infrastructure.

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.

The Fiscal 2023 Sewer Capital project will be to replace 1,876 feet of sanitary sewer in the Spring of 2023.

7. Evaluate rates as needed.

In November 2021, the Village Board approved a 5-year sewer rate increase as outlined above.

2023/2024 BUDGET OBJECTIVES:

Based on the Village Board's newly adopted Strategic Planning Visions and Goals in 2022, DPW has set the following new implementation strategies, goals and objectives.

1. Maintain and upgrade municipal infrastructure within Village business districts.
2. Continue to collaborate with neighboring communities on joint bid projects, working within the Suburban Public Works Directors Association, and utilize purchasing cooperatives for vehicle/equipment replacement.
3. Attend conferences and trainings to keep up with industry trends, education, and funding opportunities.
4. Seek grant and funding opportunities to maintain sewer infrastructure.
5. Improve village infrastructure with environmentally sustainable technology.
6. Implement components of Village Complete Streets Policy and Sustainability Policy into projects.
7. Improve storm water management throughout Village public areas and insure the same on private developments.
8. Strive to restore and/or improve the Village's green infrastructure.
9. Focus on projects that improve motorist, pedestrian, bicycle and quality of life safety concerns.
10. Create and maintain project blogs and resources of project information by utilizing technology.
11. Improve communication to residents by using technology resources like website, blogs, social media, and Code Red for project updates and service interruptions.

PERFORMANCE MEASURES:

The following specific quantities of work were completed in previous fiscal/budget years:

Work completed by Day Labor and/or Contractors:	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Sanitary sewer replaced (linear feet)	0	0	2,422	225	290
Sanitary sewer televised (linear feet)	1,220	8,607	3,360	24,780	0
Sanitary sewer cleaned (linear feet)	46,412	47,919	45,230	31,992	38,203
Sanitary sewer lined (linear feet)	0	6,185	3,360	11,485	0
Storm sewer replaced (linear feet)	591	162	0	131	1370
Storm Sewer installed (linear feet) *		426	0	28	859

* New performance measure started in 2019. Consists of new storm sewer installed that was not previously in service.

Village of Park Forest

2023/2024 Budget

SEWER FUND SUMMARY

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Sewer User Fees					
Residential	989,175	1,118,082	1,069,228	1,123,711	1%
Commercial	224,282	265,524	274,559	275,025	4%
Utility Warranty	1,032	1,032	1,085	1,085	5%
Transfers from Other Funds	300,000	0	0	0	0%
Sewer Tap Fees	3,840	4,500	3,540	4,500	0%
Misc. Income	892	2,000	3,174	2,000	0%
Interest Income	<u>5,256</u>	<u>800</u>	<u>62,481</u>	<u>62,481</u>	7710%
TOTAL REVENUE	<u>1,524,477</u>	<u>1,391,938</u>	<u>1,414,067</u>	<u>1,468,802</u>	6%
<u>Net Income(Loss)</u>	400,198	(303,144)	7,573	(287,576)	-5%
Debt Principal Repayment	(48,384)	(48,991)	(48,991)	(49,605)	1%
Major Capital Outlay	(737,682)	(300,000)	(500,000)	(300,000)	0%
Depreciation	<u>202,775</u>	<u>194,432</u>	<u>194,432</u>	<u>211,724</u>	9%
Cash Flow	(183,093)	(457,703)	(346,986)	(425,457)	
<u>Beginning Net Cash</u>			1,876,960	1,529,974	
<u>Ending Net Cash</u>			1,529,974	1,104,517	

**Village of Park Forest
2023/2024 Budget**

**SEWER FUND
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	359,472	378,126	378,126	416,485	10%
Overtime Salaries	11,034	15,913	12,217	16,390	3%
Temporary/Part-time Salaries	<u>23,144</u>	<u>28,167</u>	<u>12,420</u>	<u>13,152</u>	-53%
Total Personnel Services	393,649	422,206	402,763	446,027	6%
<u>Insurance</u>	55,911	59,962	59,462	67,711	13%
<u>IRMA</u>	20,113	53,231	39,135	53,231	0%
<u>Employee Support</u>	-68,866	73,550	68,764	81,723	11%
<u>Professional Services</u>	45,742	106,891	102,887	106,884	0%
<u>Operating Supplies</u>	1,975	9,033	4,960	6,733	-25%
<u>Maintenance</u>	166,801	274,436	243,791	277,100	1%
<u>Capital Outlays</u>	5,656	200,000	0	200,000	0%
<u>Depreciation</u>	202,775	194,432	194,432	211,724	9%
<u>Interest Expense</u>	7,281	6,674	6,674	6,060	-9%
<u>Transfer to Other Funds</u>	146,907	146,907	146,907	146,907	0%
<u>Miscellaneous</u>	21,022	20,190	23,509	25,750	28%
<u>Leases & Rentals</u>	90,761	98,270	93,670	101,228	3%
<u>Utilities</u>	<u>34,552</u>	<u>29,300</u>	<u>19,540</u>	<u>25,300</u>	-14%
TOTAL EXPENSES	<u>1,124,278</u>	<u>1,695,082</u>	<u>1,406,494</u>	<u>1,756,378</u>	4%

**Village of Park Forest
2023/2024 Budget**

**SEWER FUND
DETAIL
70-19-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	416,485
500100	Overtime Salaries	16,390
500200	Temporary/Part-time wages	<u>13,152</u>
Total Personnel Services		446,027

INSURANCE

510100	Health Insurance Premium	62,446	
	Dental Insurance	4,665	
	Life Insurance	<u>600</u>	
			67,711
510300	IRMA Premium		33,231
510400	IRMA Deductible Payments		<u>20,000</u>
Total Insurance			120,942

EMPLOYEE SUPPORT

520000	Travel Expenses (Reimbursement for lodging, travel expenses for conferences and seminars)	1,500
520300	Training (Seminars, workshops, professional development, license renewal)	1,500
520610	FICA	34,121
520620	IMRF	<u>44,602</u>
Total Employee Support		81,723

PROFESSIONAL SERVICES

530000	Other Professional Services (Arro Lab (EFF) Tests, Sebis Direct, Decanting disposal, CAWS dues)	12,500
530200	Engineering/Architectural Services (EFF oversight, NPDES compliance, engineering, studies, flow testing, GIS)	77,000
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		106,884

OPERATING SUPPLIES

540000	Other Operating Supplies (office supplies, small tools, design stds, code books)	1,500
540900	Uniform and Protective Clothing (Uniform Rental - 1/2 in Water)	4,033
541400	Paint/Hardware/Small tools	<u>1,200</u>
Total Operating Supplies		6,733

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)	12,600

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)	189,500
Total Maintenance		277,100

CAPITAL OUTLAYS

560000	Capital Outlays	
	Storm Sewer Improvements	200,000
	Sanitary Sewer Improvements (Replacement)*	<u>300,000</u>
		200,000
560700	Depreciation	<u>211,724</u>
Total Capital Outlays		411,724

* Not included in income calculation - will be capitalized.

DEBT SERVICE

570000	Debt Service*	
	IEPA Loan (Sewer Rehab)	<u>49,605</u>
		0
570100	Interest Expense	<u>6,060</u>
Total Debt Service		6,060

* Not included in income calculation. IEPA Loan amount is estimated.

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)	25,000
590800	Printing/Reproduction/Graphics (Project Plans)	250
591000	Legal Notices (Notice to Bidders)	<u>500</u>

Total Miscellaneous Expenditures	25,750

LEASES and RENTALS

600400	Vehicle Interfund Rentals (Internal vehicle rental charges)	96,428
600500	Other Equipment Rental (Pump and generator rental, miscellaneous)	<u>4,800</u>

Total Leases and Rentals	101,228

UTILITIES

610000	Telephone (EFF Wireless subscription)	300
610600	Public Utilities (Electricity for lift stations)	<u>25,000</u>

Total Utilities	<u>25,300</u>

TOTAL SANITARY SEWER FUND	1,756,378

Village of Park Forest 2023/2024 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, 2022**

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	3,857,067
Other Transfers	2,796,720
	\$ 7,503,787

Borrowing

1999 Borrowing paid by Tax Increment	\$ 1,640,000
Total Funding Through 2022	\$ 32,456,835

* 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

POLICE
DEPARTMENT

[Table of Contents](#)

DRIVE

LAKEWOOD

BOULEVARD

BOULEVARD

WALGREENS

CHASE BANK

LIBERTY DRIVE

STREET

MAIN

VICTORY DRIVE

FOREST

4
VILLAGE
HALL

LESTER RD.

FIRE
STA.

VICTORY DRIVE

BOULEVARD

US BANK

U.S.
POST
OFFICE

ST. IRENAEUS
CHURCH

ORCHARD

INDIANWOOD

Park Forest
Live Grow Discover

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 \$7,503,787, represents only 23 percent of the total cost of the project as of June 30, 2022. In Fiscal 2022, the TIF generated \$2,846,735 in net increment. This represented a 37.9% 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	30	
*Patricia Moore Art Studio	28	
Muzicnet	25	
Tall Grass Arts Assoc.	23	
Rich Township Sr. Ctr.	21	
Simpson Foundation	21	
*State Farm Insurance/M. Jordan	20	
Tall Grass Art School	21	
IPO	20	
Park Forest Chiropractic	20	
Mark of Excellence	19	
L. Upshaw Realty	19	
*Allstate Insurance	17	
Oasis Salon	17	
Wilson Realty Group	17	(formerly Westbrook Realty)
*Tower Cleaners	16	
Park Forest Podiatry	16	
Fieldcrest Dance Studio	15	

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>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>%</u>	75%	75%	84%	80%	74%	75%	76%	74%	83%	83%	83%

The following tenancy information is for Village-owned buildings as of March 1, 2023.

DownTown Occupancy – Building Square Foot

	<u>Square Feet</u>		Percent
	<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>14,832</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**

DownTown Occupancy Per Office/Building Units
Per Units
1-Mar-23

		Total Units	Units		Percent
			<u>Vacant</u>	<u>Occupied</u>	<u>Occupied</u>
Building #1	Main Floor	10	1	9	90%
	2nd Floor				
	Office	28	<u>0</u>	<u>28</u>	<u>100%</u>
Total Building #1			1	37	97%
Building #4B	Main Floor	1	0	1	100%
**Building #5	Main Floor	7	0	7	100%
	2nd Floor	1	1	0	0%
**Building #6A	Main Floor	5	1	4	80%
	2nd Floor	1	1	0	0%
Building #6B	Main Floor	10	1	9	90%
Building #7	Main Floor	12	1	11	92%
	2nd Floor				
	Office	25	<u>0</u>	<u>25</u>	<u>100%</u>
Total Building #7			1	36	97%
TOTAL FOR BUILDINGS:		100	<u>6</u>	<u>94</u>	<u>94%</u>

****Buildings 5 & 6A have now added the second floor space, beginning FY20-21**

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 <u>Square Feet</u>	Adjusted <u>Square Feet</u>
Building #1	35,246	35,246
Building #4A	86,817 *	-
Building #4B	18,528	27,800
Building #5	23,986	23,986
Building #6A	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:

			Estimated		Projected
Common Area Costs			2022/2023		2023/2024
	Salaries				
	Management		\$ 26,335		\$ 32,490
	(Mgr. 25%/Office 20%)				
	Grounds (80%)		68,110		65,207
	(PW/R&P/PT/OT)		\$ 94,445		\$ 97,697
	Benefits		\$ 16,554		\$ 17,639
	Liability Insurance (IRMA)		5,000		5,000
	Common Utilities		11,493		26,470
	Operating Supplies		11,460		16,830
	Maintenance				
	General Maintenance		\$ 134,531		77,550
	Salt		2,480		4,000
	Snow Plowing		4,632		25,200
	Landscaping		13,073		10,200
			\$ 293,668		\$ 280,586
Total Common Area Costs			\$ 388,113		\$ 378,283

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.

<u>Common Area Maintenance Activity</u>				
<u>Fiscal</u>				<u>Cumulative</u>
<u>Year</u>		<u>Revenue</u>	<u>Expense</u>	<u>Balance</u>
1999		270,180	267,241	2,939
2000		270,180	222,999	50,120
2001	*	270,538	333,913	(13,255)
2002	*	266,895	424,515	(170,875)
2003	*	270,538	306,273	(206,610)
2004		272,359	296,517	(230,768)
2005		272,359	348,786	(307,195)
2006		272,359	364,324	(399,160)
2007		272,359	316,474	(443,275)
2008	**	272,359	805,464	(976,380)
2009		272,359	305,009	(1,009,030)
2010		272,359	248,521	(985,192)
2011		272,359	264,383	(977,216)
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		725,997	221,697	(796,577)
2022		60,922	388,113	(1,123,768)
2023	est	101,538	378,283	(1,400,513)

- (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.[HJ1]

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 was 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 were 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. 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 \$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 add 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 stands 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.

In FY 2022-2023, overall general maintenance continued to address curb appeal and structural matters. For Buildings 5 & 6A, the fascia and columns were painted, gutters and downspouts (part of a four-year plan) were replaced, sidewalks were shaved down for safe walkability, and the roof sealcoating on Building 5 was completed. To grow the year-round attraction of the Downtown, permanent lights along the eaves and roof line were installed for holidays, celebrations and special events. The build-out of 67 Lester is underway for All Out Smoke Pit. The last dumpster enclosure was replaced for the Village owned buildings. With the untimely passing of artist Patricia Moore, the Salon Artist Gallery closed. The unit needed a partial rebuild and new HVAC system. Maya's Beauty Supply moved into 294 Main. The Downtown Property Management Office maintains a waiting list for second floor offices. Both 299 Main Street and 361 Artists Walk were improved to vanilla box standards. Downtown staff are managing the Dining on the Green venue. The 2023/24 budget will continue with improvements of downtown buildings, curb appeal, for move-ins and holiday installations with a wow factor.

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. 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.

Summary

The projected revenues for Fiscal Year 2023/2024 include rent and licenses in the amount of \$962,000 based on current leases and a Village transfer of \$155,036 for Common Area Maintenance (if needed). Common area revenue in the amount of \$104,030 represents Aunt Martha's, Building #2, and 202 Forest Boulevard. Total revenue is projected at \$1,309,566. Projected expenses for the Downtown are anticipated to be \$1,452,663. The net loss is projected at \$143,097. The Ending Net Cash is \$420,779.

STAFFING:

<u>Position</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</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
2023/2024 Budget
DOWNTOWN PARK FOREST
REVENUES**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUES					
DownTown Rent	705,603	773,000	894,950	920,000	19%
Farmers Market*	5,910	0	0	0	0%
Common Area Revenue	60,922	85,000	101,538	104,030	22%
Hall Rental	21,520	26,000	45,640	52,000	100%
Other Business Licenses	30,000	36,000	39,500	42,000	17%
Transfer from General Fund (CAM)	155,036	155,036	155,036	155,036	0%
Interest	16,406	27,700	31,520	31,000	12%
LED Sign Revenue	8,034	2,500	6,145	4,000	60%
Miscellaneous	<u>3,428</u>	<u>2,000</u>	<u>1,050</u>	<u>1,500</u>	-25%
TOTAL REVENUE	<u>1,006,859</u>	<u>1,107,236</u>	<u>1,275,379</u>	<u>1,309,566</u>	18%
<u>Net Income(Loss)</u>	<u>(131,700)</u>	<u>(379,288)</u>	<u>(111,925)</u>	<u>(143,097)</u>	-62%
Major Capital Outlay	(75,173)	0	0	0	0%
Depreciation	<u>57,022</u>	<u>92,346</u>	<u>48,924</u>	<u>61,950</u>	-33%
Cash Flow	(149,851)	(286,942)	(63,001)	(81,147)	
<u>Beginning Net Cash</u>			564,927	501,926	
<u>Ending Net Cash</u>			501,926	420,779	

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 2023/2024 Budget

DOWNTOWN PARK FOREST EXPENSES

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
EXPENSES					
<u>Personnel Services</u>					
Regular Salaries	105,739	116,463	125,631	123,452	6%
Overtime Salaries	2,189	1,500	2,112	1,500	0%
Temporary/Part time Salaries	<u>74,620</u>	<u>89,156</u>	<u>83,026</u>	<u>93,142</u>	4%
Total Personnel Services	182,548	207,119	210,769	218,094	5%
<u>Insurance</u>	1,596	1,626	1,605	1,626	0%
<u>IRMA</u>	11,422	25,000	24,677	25,000	0%
<u>Employee Support</u>	-16,377	36,414	35,119	39,203	8%
<u>Professional Services</u>	9,447	21,000	9,730	21,120	1%
<u>Property Taxes</u>	458,627	375,000	330,440	425,000	13%
<u>Operating Supplies</u>	18,336	22,800	16,666	23,295	2%
<u>Maintenance</u>	236,868	234,630	232,064	239,680	2%
<u>Capital Outlays</u>	9,315	241,600	298,155	164,100	-32%
<u>Depreciation</u>	57,022	92,346	48,924	61,950	-33%
<u>Miscellaneous</u>	1,668	1,500	1,200	2,000	33%
<u>Bad Debt</u>	0	39,000	20,000	35,000	-10%
<u>Transfer to Other Funds</u>	83,429	89,724	89,724	92,172	3%
<u>Rentals</u>	1,499	1,355	1,355	1,558	15%
<u>Utilities</u>	<u>83,159</u>	<u>97,410</u>	<u>66,876</u>	<u>102,865</u>	6%
TOTAL EXPENSES	<u>1,138,559</u>	<u>1,486,524</u>	<u>1,387,304</u>	<u>1,452,663</u>	-2%

**Village of Park Forest
2023/2024
Budget**

**DOWNTOWN PARK FOREST
SALARY DETAIL**

17-23

	6/30/2023 Current Base	Salary Increase 3.00%	7/1/2023 Grade & Step	Gross*	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days**
Heather N Jones Facility Manager	99,278	102,256	18,6	103,442	10,344	7,913	1,500	0	126	17
Kelli L Hallberg Office Asst - 25 hrs/wk = 1300 hrs annually	31,809	32,763	3,7	33,143	3,314	2,535				
Maintenance Worker @ 25 hrs/wk (1300 hrs/year @ avg hrly rate of 24.96/hr)	32,451	33,424	2,9	33,424	3,342	2,557				
Maintenance Worker @ 25 hrs/wk (1300 hrs/year @ avg hrly rate of 19.62/hr)	25,505	26,270	2,2	26,575	2,658	2,033				
Overtime				1,500	150	115				
ALLOCATIONS										
Public Works				18,547	1,855	1,419				
Recreation and Parks				<u>1,463</u>	<u>131</u>	<u>112</u>				
TOTAL DOWNTOWN PARK FOREST	189,043	194,713		218,094	21,794	16,684	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
2023/2024 Budget**

**DOWNTOWN PARK FOREST
DETAIL
80-00-00**

PERSONNEL SERVICES

500000	Regular Salaries		
	DownTown	103,442	
	Public Works	18,547	
	Recreation and Parks	<u>1,463</u>	
			123,452
500100	Overtime Salaries		
	Public Works / Recreation & Parks		1,500
500200	Temporary/Part-time		
	Downtown		<u>93,142</u>
Total Personnel Services *			218,094

INSURANCE

510100	Health/Life Insurance		1,626
510300	IRMA Premiums		<u>25,000</u>
Total Insurance*			26,626

EMPLOYEE SUPPORT

520200	Membership Dues		725
520610	FICA		16,684
520620	IMRF		<u>21,794</u>
Total Employee Support *			39,203

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>6,120</u>
Total Professional Services		21,120

PROPERTY TAXES

532500	Property Taxes	<u>425,000</u>
Total Property Taxes		425,000

OPERATING SUPPLIES

540000	Other Operating Supplies (Janitorial/Electrical/MT)	13,770
540050	Common Area Supplies (Sidewalk, landscaping supplies, door locks)	3,060
540800	Cleaning Supplies/Paper Products	1,465
541400	Paint, hardware and small tools	1,000
541500	Salt	<u>4,000</u>
Total Operating Supplies		23,295

MAINTENANCE

550150	LED Sign (Rt 30 and Orchard)*	5,000
550300	Equipment Maintenance	2,000

550400	Contractual Building/Facility Maintenance		
	Janitorial Service	15,300	
	Building & Structural Maintenance & Repair HVAC	67,320	
	Alarm Monitoring	8,160	
	Internet Service (HVAC units/DTPF/DOTG)	5,100	
	LED Connection/Verizon	430	
	Trash Collection/Star Disposal	10,200	
	Elevator Inspection and Maintenance	1,300	
	Elevator Quarterly Inspections	900	
	Window Cleaning	820	
	Tenant Buildout (2nd FL offices: carpet/painting)	<u>10,200</u>	
			119,730
550450	Common Area General Maintenance *		
	Parking Lot Patching & Striping	10,000	
	Gutters / Downspouts repair/Replacement	12,500	
	Sidewalk Repairs	5,000	
	Exterior Canopy & Support Beams Repair	7,500	
	Purchase of Hometown Heroes Pole Banners	4,000	
	DownTown Winter Decorations SavATree	23,000	
	Annual Holiday Pole Decoration	550	
	DownTown New Way Finding Signs incl. Village Hall	<u>15,000</u>	
			77,550
550500	Contractual Grounds Maintenance		
	Snow Plowing	25,200	
	Landscaping	<u>10,200</u>	
			<u>35,400</u>
	Total Maintenance		239,680

CAPITAL OUTLAYS

560000	Other Capital Outlays		
	Tenant Build Out	75,000	
	Recondition Roofs/Sealcoating	33,600	
	Interior LED Lighting Bldg 1&7 (ind. Offices)	7,500	
	Repaint Exterior Fascia	5,000	
	Tenant Signs (Matching Grant Program)	3,000	
	Computer Upgrades	5,000	
	Dumpster Enclosures	10,000	
	Masterplan Movie Theater Study	<u>25,000</u>	
			164,100

560700	Depreciation	<u>61,950</u>

Total Capital Outlays	226,050

TRANSFER TO OTHER FUNDS

580000	Transfer to General Fund - Indirect Costs	<u>92,172</u>

Total Transfer To Other Funds Expenditures	92,172

MISCELLANEOUS EXPENDITURES

590900	Advertising (Promotional material etc.) ePark News ads, CVB ads, Canva Print Subscription	2,000

591951	Bad Debt	<u>35,000</u>

Total Miscellaneous Expenditures	37,000

LEASES and RENTALS

600400	Vehicle Interfund Rentals	<u>1,558</u>

Total Leases and Rentals	1,558

UTILITIES

610000	Telephone	6,770

610600	Gas and Electric (Vacant Spaces and Office)	69,625

610680	Common Area Utilities	<u>26,470</u>

Total Utilities	<u>102,865</u>

TOTAL DOWNTOWN PARK FOREST	1,452,663

Village of Park Forest 2023/2024 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 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 were 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 FY2023, the Village will own 105 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 the building at 3250 Lincoln Highway).

The exhibit labeled '23-24 Other Village owned properties with PIN' 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 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 owns 78 vacant parcels.

The Village was awarded an IHDA Strong Communities Program (SCP) grant in December 2020 that facilitated modest improvements to properties owned by the Village to make them more marketable. This grant was used on three Eastgate properties to sell to CEDA, two non-SSTI homes on Nauvoo Street and Oswego Street, and two SSTI homes at 74 Marquette Street and 76 Winslow Street.

Outside of the Eastgate neighborhood, the Village recently sold two vacant blighted houses at 307 Meota and 182 Washington. These were marketed to investors who will complete each properties rehabilitation. Utilizing the IHDA APP grant in 2019, the Village lightly rehabbed and sold two properties at 178 Nauvoo and 336 Oswego to an investor who rehabilitated and sold them to owner occupants.

The SSLBDA owns two vacant houses in Park Forest that are marketed for rehabilitation and occupancy, and is in the process of acquiring another 60 vacant, tax delinquent houses through the judicial property abandonment 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 19 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 78 vacant parcels in the Eastgate neighborhood owned by the Village and SSLBDA, the Village is seeking judicial deeds (abandonment) for eleven additional blighted, vacant houses. These houses may be demolished or rehabbed conditionally with the IHDA SCP grant if funding is available. In FY 22/23, utilizing the No Cash Bid process, the Village sought sixteen vacant lots where the homes have been demolished.

A small number of the properties listed on the attached exhibit '23-24 Other Village owned properties with PIN' 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 percent 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, lien foreclosure processes, and maintaining property tax exemptions have averaged \$5,450 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 eleven vacant, blighted houses through the judicial abandonment process and sixteen lots through the tax 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.

Most vacant, abandoned residential properties will now be acquired by the SSLBDA through the abandonment process on behalf of the Village. In this way, the legal and maintenance expenses are paid by the SSLBDA, which also benefits by retaining any proceeds realized by the sale of property.

Due to the limited amount of funds available for the Capital Projects Fund in FY 2023, 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 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 required, 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. These costs are pre-inflationary and could be 10% higher depending on the state of the economy and inflation.

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 13 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.

In FY2023/2024, the Village's Capital Projects Fund will incur maintenance costs on

approximately 100 vacant residential properties, four vacant land commercial properties, and two commercial properties with existing buildings. This will include the recently acquired commercial property at 3250 Lincoln Highway. 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 and higher than average inflation, property maintenance must continue to be a priority for the Economic Development Capital Projects Fund in FY2023/2024.

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 – when available - 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, in FY2020-2021 the program rehabbed 117 Wilson, in FY2021-2022 the program rehabbed 74 Marquette, and in FY2022-2023 the program is planning to complete 76 Winslow. All homes except 76 Winslow – still under rehabilitation - 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 the home sales, and subsequent sales of SSTI houses, is added to a balance that could be utilized if proceeds and grants no longer fully pay rehab expenses. 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 latest SSTI home, 74 Marquette, was sold at the end of February 2023 to an owner-occupant.

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.

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.

Unfortunately, these past three years have precluded most of the plans for public art. 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 2023 include the purchasing and installation of three public sculptures on public

land.

CAPITAL PROJECTS – Village Green Enhancements (33-03)

Another 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, canopies and redesigning the stage to allow for better accessibility and audience interaction. Other amenities include a Friendship Circle and a community exercise area. These projects are planned over a period of several years and will align with the Downtown Master 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, \$75,000 is included in this year's budget to continue accumulating funds.

CN PROJECTS

The Village was able to secure a \$4,805,000 cash settlement from Canadian National Railroad. Of this amount \$2,450,000 contributed to the cost of the Orchard Drive construction, \$500,000 for sound mitigation west of Western Avenue, and \$1,000,000 for Eastgate sound mitigation and redevelopment. In addition, signage of \$80,000 was identified.

SIGN PROJECTS (33-04)

The Village's settlement with the CN Railroad included a \$40,000 donation for the installation of a new LED sign on the Orchard Drive/CN Viaduct. The Village has historically used the CN viaduct over Orchard Drive to hang banners that promote activities such as the Farmer's Market, the Park Forest Art Fair, and other community events. An electronic message board was installed on the north and south sides of the viaduct in 2015, and now the Village has a simple and attractive means of conveying information about Village activities.

As part of the Parking Lot Reconstruction Agreement between the Village and the EJ&E Railway Company, CN contributed \$40,000 to Park Forest for the installation of an electronic parking lot capacity sign. This sign was initially proposed to alert commuters to the availability of parking in the Homan/Hickory commuter parking lot, including how many parking spaces are available at any given time. However, given that Commuter Lot #1 was closed in September 2018, and parking availability is typically not an issue in Commuter Lot #2, Village Staff proposes to use these funds instead for the installation of 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	<u>\$78,000</u>
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. From August 2016 to April 2022, the Village was able to fund a part-time Sustainability Coordinator to continue the Village's sustainability efforts. The Sustainability Coordinator's work was supported by a Greenest Region Corps (GRCorps) AmeriCorps Members from 2018-2022. This is a position that was created by the Metropolitan Mayor Caucus and funded by Serve Illinois (a funding agency for AmeriCorps). A new GRCorps Member was hired each fall, and serves for approximately 10 months. It was funded for three years but has since been disbanded. In April 2022, the Village decided to make the Sustainability Coordinator position into full time position.

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 2022/2023 BUDGET OBJECTIVES

1. Continue the implementation of the Park Forest Sustainability Plan (PFSP)

In April 2022, the Sustainability Office started its first annual Community Clean up event. The focus area was Tamarack Street with 28 volunteers, 51 bags of garbage and 1 bag of recycling collected.

In summer 2022, the Village benefitted from a sixth 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 Garden and Food Pantry, organizing the Tool Lending library, assistance at the Recycle Fest, trail work at Thorn Creek Woods Nature Preserve, handing out Disaster Preparedness

kits at Main Street Nights, and watering and maintenance of the downtown planters and Fire Department Community garden.

Partnered with Area J Co-Op to add energy-efficient products, lighting and weatherization through incentives from ComEd and Elevate Energy. Coordination, communication, and support from the Sustainability Office is ongoing.

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.

Partnered with the Environment Commission to launch a community batteries recycling program located in the Village Hall lobby.

Continued 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	2022	Total
Batteries (Big Green Box)	Recycled	pounds	43	45	82	170

Continued emails of Green Tips to Village staff.

Hosted a second annual one-day Community Composting event in partnership with the University of Illinois Extension office to promote the benefits of composting and reducing food waste. Urban Canopy composted 210 pounds of food waste, 40 attendees were provided 5 cubic yards of finished compost as a giveaway.

Promoted an opt-in curbside composting service with Urban Canopy to collect food waste from businesses and residents. The garbage from an average household is 40 percent food waste.

Entered into a two-year Electric Aggregation program which will supply Park Forest with 100 percent renewable energy from the Midwest at a fixed rate of 7.99 cents per kWh through NIMEC/MC2.

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 2022.

Installed a roof and ground solar array at the Park Forest Water Treatment Plant that will offset 45 percent of the energy consumed by this facility annually. The Village took advantage of the ComEd rebate, a federal tax credit through a six year silent partnership with Balance Solar, and the Adjustable Block Grant program to bring the total cost down by two-thirds and a payback period to five and a half years. The

estimated cost savings in 25 years is over \$1,000,000. Installed a solar dashboard on Village website to show benefits of installation.

Hosted a spring Shredding/Drug take-back event collecting 10,400 pounds of paper, 14 pounds of prescription drugs, and 760 pounds of cardboard boxes recycled. Partnered with Recreation, Parks and Public Health to plant a mini forest to promote biodiversity, mitigate flooding, build a healthy ecosystem and sequester carbon. It is two village-owned vacant lots at the corner of Marquette and Niagara. Over 600 native trees and shrubs were planted.

The 2022 Recycle Fest took in 7,900 pounds of electronics, 52 televisions, and 94 eyeglasses, 2,000 pounds of clothing and shoes, 82 pounds of medication, 34 flags, 13 bikes, and 40 trophies. Collections since 2016 are show below

Material	Unit	Year							Total
		2016	2017	2018	2019	2020	2021	2022	
Paper	pounds	12,000	6,000	3,000	15,000	12,000	7,500	*	55,500
Electronics	pounds	8,783	2,432	13,000	19,000	32,000	6,000	7,900	89,115
TV	count	232	169	208	70	144	50	52	925
Eye glasses	count	300	70	240	248	58	125	94	1,135
Clothes and shoes	pounds		482	1,316	3,500	2,520	5,300	2,100	15,218
Plastic bags	pounds		7	15	36	112	**	**	163
Medication	pounds		16	36	40	42	70	82	270
Polystyrene	pounds				20	138	**	**	158
Books	count				8,157	4,455	**	**	12,612
Flags	count				28	84	12	34	158
Bikes	count				26	3	12	13	28
Trophies	count					252	188	40	480

**Paper shredding moved to a separate event*

***Material discontinued from Recycle Fest*

Continued work to launch a free Tool Lending Library that will be housed at the Wetlands Discovery Center. The Sustainability Office had purchased a collection of home repair and garden tools, developed inventory, instruction videos, check out guidelines, and a tool use waiver. Tentative open hours will be every Saturday from 8 am – 12 pm.

Partnered with the Park Forest Public Library and Environment Commission to continue the Park Forest Seed Library by sourcing seed donations, publicizing the availability of seeds, and creating educational materials about the importance of growing local food.

Continued to promote and incentivize community gardens on Village-owned vacant lots, schools, churches, and businesses. There were seven Village-owned vacant lot community gardens and one church community garden.

Continued to promote and educate the community about apiaries and chicken coops. There were seven registered chicken coops and one apiary.

Hosted a Grow Solar Southland event in partnership with the Citizens Utility Board at the Park Forest Public Library.

Distributed 135 ComEd energy efficiency kits at summer events.

Started researching best site locations and gaining quotes to expand electric vehicle (EV) charging stations throughout the community and take advantage of upcoming incentives through the Inflation Reduction Act. Continue to publicize the Village Hall parking lot free EV charging station and vehicle sticker.

In 2022, the Christmas Tree and Lights recycling program diverted 212 pounds of holiday lights and 44 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
2022	212	44
Total	848	403

Based on the 2018 municipal Greenhouse Gas Inventory, buildings and facilities make up 37 percent 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.

Hosted several in person education and sign up events to promote the participation in the Illinois Solar for All Community Solar program. The majority of Park Forest residents qualify for the state funded program that would save them 50 percent off the energy supply portion of their ComEd bill for 20 years. The solar farm will be located in Chicago Heights.

SUSTAINABILITY PLAN IMPLEMENTATION GOALS FOR FISCAL YEAR 2023/2024

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 outreach to multi-family and Co-Ops to take advantage of incentives for energy efficient products, lighting and weatherization.

Work towards 100% of residents to have access to recycling and the option of composting services.

Complete grant opportunities that will benefits CARP goals.

Launch a communal composting program.

Research funding sources for a pollinator garden addition to the Water Treatment Plant ground solar array.

Continue to promote and expand the community gardening program.

Continue Recycle Fest to recycle electronics, televisions, medications, clothing/textiles, bikes, eyeglasses, trophies and other materials.

Research steps to implement electric vehicles and charging stations to Village fleet.

Secure funding incentives to install and expand EV charging stations.

Seek volunteers to launch the Tool Lending Library.

Keep informational kiosks up-to-date.

Continue educating the public on the importance of composting and promoting commercial composters servicing our area 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.

Continue to implement incentive programs for (1) community gardens, (2) rain gardens to mitigate localized flooding, and (3) energy efficiency upgrades by local businesses.

Continue sourcing seed donations and supporting the Park Forest Seed Library.

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 and educate community about planting native plants and trees.

Conduct a GHG inventory for calendar year 2022.

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 and the property was sold in the spring of 2022. While the Village has sold the property, 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. While staff is encouraged the sign refresh will be completed within the FY2022/2023, there has been slow progress with the owner in regard to dividing the PIN and anticipate this to be resolved in FY2023/2024.

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
2023/2024 Budget**

[Table of Contents](#)

**CAPITAL PROJECTS
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 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	0	0	-100%
-Central Park	25,000	25,000	25,000	47,000	88%
-Village Green	0	0	0	28,000	100%
Transfer from TIF Fund	2,000,000	500,000	500,000	500,000	0%
Star Contract	5,000	5,000	5,000	5,000	0%
Intergovernmental Revenue - APP/SCP Grant	470,628	0	146,672	0	0%
Grants (Local)	3,000	0	0	200,000	100%
Intergovernmental Revenue - COVID Relief		0	0	0	0%
American Resue Plan (ARP)		1,589,850	0	0	-100%
Misc Income	50,272	50,000	50,000	0	-100%
Sale of Assets	26,558	110,000	438,395	200,000	82%
Central Court Plaza Rent	<u>49,011</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
TOTAL REVENUE	2,789,469	2,439,850	1,275,067	1,090,000	-55%
EXPENDITURES					
Professional Services - Economic Development	48,646	41,000	47,444	35,000	-15%
Maintenance - Economic Development	237,529	273,000	271,488	255,000	-7%
Capital Outlays - Economic Development	23,180	325,000	0	325,000	0%
Public Utilities - Economic Development	4,084	1,000	4,100	1,000	0%
Capital Outlays - Somonauk Park	384,231	250,000	0	0	-100%
Capital Outlays - Public Art	5,138	10,000	10,000	10,000	0%
Capital Outlays - Central Park	0	25,000	0	75,000	200%
Capital Outlays - Village Green Serv.Fac.	0	0	0	25,000	100%
Capital Outlays - Winnebago Park Path	0	65,000	0	0	-100%
Central Court Plaza	15,280	30,000	25,000	25,000	-17%
Transfers to Other Funds	1,514,375	2,886,356	0	70,000	-98%
Sustainability Plan Implementation	<u>78,912</u>	<u>105,315</u>	<u>59,027</u>	<u>305,296</u>	190%
TOTAL EXPENDITURES	<u>2,311,375</u>	<u>4,011,671</u>	<u>417,059</u>	<u>1,126,296</u>	-72%
Excess of Revenues (Expenditures)	478,094	(1,571,821)	858,008	(36,296)	
<u>Beginning Fund Balance</u>			3,362,071	4,220,079	
<u>Ending Fund Balance</u>			4,220,079	4,183,783	

**Village of Park Forest
2023/2024 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		9,000
532500	Property Taxes		<u>2,000</u>
	Total Professional Services		35,000

MAINTENANCE

550500	Contractual Grounds (Mowing, debris removal, rehab, demo)		
	Mowing, debris removal, board-ups	15,000	
	South Suburban Trades Initiative	40,000	
	Home Repair & Accessibility Program	<u>200,000</u>	
	Total Maintenance		255,000

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 Cares Act to General Fund	<u>70,000</u>	
	Total Transfer to Other Funds		70,000

Village of Park Forest 2023/2024 Budget

UTILITIES

610600	Public Utility Service	<u>1,000</u>

Total Utilities	<u>1,000</u>

Total Economic Development Capital Project	686,000

Public Art 33-01-00

CAPITAL OUTLAYS

560000	Signage and Sculpture	<u>10,000</u>

Total Capital Outlays	<u>10,000</u>

Village Green 33-03-00

CAPITAL OUTLAYS

560000	Village Green Enhancements	<u>25,000</u>

Total Capital Outlays	<u>25,000</u>

Central Park 33-02-01

CAPITAL OUTLAYS

560000	Central Park Redevelopment	<u>75,000</u>

Total Capital Outlays	<u>75,000</u>

**Village of Park Forest
2023/2024 Budget**

**Central Court Plaza
33-07-01**

CAPITAL OUTLAYS

560000	Equipment and Grounds Improvements	5,000
	Economic Development Incentive	<u>20,000</u>
	Total Capital Outlays	25,000
	Total Central Court Plaza Capital Project	25,000

**Village of Park Forest
2023/2024 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		
	Canva	120	
	ICLEI (GHG inventory software), 2 year renewal	1,200	
	Illinois Environmental Council	36	
	Park Forest Garden Club	30	
	Urban Sustainability Directors Network	1,700	
	USGBC-IL	<u>750</u>	
			3,836
520300	Training Staff Development Registration for workshops and conferences (APA,USGBC, etc.)		<u>1,000</u>
	Total Employee Support		5,336

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Sustainability Match (Chicago Community Trust, Funder's Network, MacArthur Fdn, Rockefeller Fdn)	4500	
	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	660	
	EV Charging Station Annual Fee (renewal 4/2026)	0	
	AmeriCorps NCCC Lodging (Grant Match)	<u>4,000</u>	
			<u>33,960</u>
	Total Professional Services		33,960

OPERATING SUPPLIES

540000	Other Operating Supplies		
	Office Supplies	400	
	Seeds for Seed Library	<u>100</u>	500
540400	Department Sponsored Meetings (community & school sustainability outreach programs, AmeriCorps NCCC)		<u>2,500</u>
Total Operating Supplies			3,000

CAPITAL OUTLAYS

560000	Capital Outlays		
	Communal Composting	8,000	
	Community Gardens (larger garden improvements)*	10,000	
	EV Charging Infrastructure**	80,000	
	EV Municipal Infrastructure/Fleet Adoption**	75,000	
	EV Readiness Coordinator**	20,000	
	LED Lighting Replacement**	10,000	
	Mini Forest	10,000	
	Tool Lending Library	3,000	
	Solar Installation***	20,000	
	Sustainability Incentives (community gardens rain gardens, energy efficiency improvements)*	15,000	
	Water Bottle Filling Station	<u>4,000</u>	
Total Capital Outlays			255,000

MISCELLANEOUS EXPENDITURES

590800	Printing/Reproduction/Graphics		2,000
	Brochures/fliers (community gardens, CARP, Bike and Ped Plan)		
590900	Advertising		
	Signage/installation		2,000
	(Community Garden, CARP, misc.)		
591200	Other Special Events Expense		<u>1,000</u>
Total Miscellaneous Expenditures			5,000

UTILITIES

610600	Public Utility Service	<u>3,000</u>
	ComEd electric fees for EV charging station	

Total Utilities	3,000

TOTAL SUSTAINABILITY PLAN IMPLEMENTATION	<u>305,296</u>

TOTAL CAPITAL PROJECTS	1,126,296

**only if there are sufficient funds for these three projects*

Village of Park Forest 2023/2024 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 all 6 payments of \$241,373.16 for a total of \$1,448,238.96.

In 2021, DPW completed upgrading all street lights to LED. Other public lighting was also upgraded. This conversion to LED has reduced the energy use and utility billing for lighting. This budget includes projected energy savings and on-going performance will be documented.

ACCOMPLISHMENTS OF 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.

During the 2022 construction season, Austin Tyler Construction made road improvements along Antietam St, Lester Rd, Apple Ln, Windsor St, Monee Ct, Washington St and Ct, Nassau St, Apache St, and Arrowhead St. This project was completed along with water main improvements.

- 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 McGill Asphalt 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 as needed.

- 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 2022-2023 snow season which amounts to 1,424 tons of salt. DPW will continue to purchase as much salt as needed to fill 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 entire village have now been replaced. The program was completed in a 7-year program. The last project replaced all of the signs in west Lincolnwood area and "M & S" streets south of Sauk Trail.

2. Purchase a sufficient amount of salt for effective snow and ice removal.

For the 2022-2023 winter season, DPW requested 1,780 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 2023-2024 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 Phase 2 – Design Engineering 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.

Baxter and Woodman Consulting Engineers completed Phase II – Design Engineering for the 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.

Baxter and Woodman Consulting Engineers completed Phase II – Design Engineering for a road improvement project along 4.3 miles of local roads. Construction is scheduled to begin in spring 2023 along Springfield, Seward, Stanton, Hickory, Lee, Grant, Green, Rich, Gold, Rocket, Michael, Dunlap, Dunham, Cromwell, Oakwood, Braeburn, and Tamarack. Design was completed according 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). Public Works crew chiefs attended Chloride Basics Training.

5. Find additional sources of funding to assist with improving street infrastructure.

The Village received its final 2 disbursements of \$241,373 each in REBUILD ILLINOIS funding. This brings the total amount received to \$1,448,239. A majority of these funds were used to for road improvements along Shabbona Dr, from Indianwood Blvd to South Orchard Drive and South Orchard Drive, from Blackhawk Dr to Monee Rd.

2023/2024 MOTOR FUEL TAX BUDGET OBJECTIVES:

Based on the Village Board's newly adopted Strategic Planning Visions and Goals in 2022, DPW has set the following new implementation strategies, goals and objectives.

1. Maintain and upgrade municipal infrastructure within Village business districts.
2. Minimize road salt usage during winter season and purchase equipment to begin implementing anti-icing strategies.
3. Continue to collaborate with neighboring communities on joint bid projects, working within the Suburban Public Works Directors Association, and utilize purchasing cooperatives for vehicle/equipment replacement.
4. Attend conferences and trainings to keep up with industry trends, education, and funding opportunities.
5. Seek grant and funding opportunities to maintain roadway infrastructure.
6. Improve village infrastructure with environmentally sustainable technology.
7. Implement components of Village Complete Streets Policy and Sustainability Policy into projects.
8. Improve storm water management throughout Village public areas and insure the same on private developments.
9. Strive to restore and/or improve the Village's green infrastructure.
10. Focus on projects that improve motorist, pedestrian, bicycle and quality of life safety concerns.
11. Create and maintain project blogs and resources of project information by utilizing technology.
12. Improve communication to residents by using technology resources like website, blogs, social media, and Code Red for project updates and service interruptions.

PERFORMANCE MEASURES:

The following quantities of work were accomplished in previous fiscal years:

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Sidewalks removed and replaced (sq ft)	11,547	20,408	15,573	2,523	87,183
New sidewalk installed (sq ft)				12,635*	0
Curbs and gutters removed and replaced (feet)	4,698	12,342	542	5,238	17,189
Street Light Pole Replacement (each)	18	22	17	19	14
Street Light Repairs (service requests)	263	221	171	94	134
Salt Purchased (tons)	1,607	1,635	1,800	2,049	2418
Streets Patched (square yards)	4,859	2,222	3,049	2,886	1,122
Streets resurfaced (square yards)	8,253	8,972	0	7,789	74,057

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
2023/2024 Budget**

**MOTOR FUEL TAX FUND
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Grant Funding					
80%Resurf Shabbona(SaukTr - Indianwood)-PI	0	102,983	0	102,927	0%
80%Resurf Shabbona(SaukTr - Indianwood)-D	0	83,552	0	57,783	-31%
80%Resurf Shabbona(SaukTr - Indianwood)-CE	0	95,657	0	182,450	91%
80% Forest Blvd ITEP Path CE	0	0	0	151,254	100%
80% Lincoln Hwy Corridor Streetscape - CE	(5,919)	0	0	0	0%
Motor Fuel Tax Allotments + (Tran Renewal Fund)	881,006	914,424	899,326	899,326	-2%
Motor Fuel Tax Allotments (Rebuild Illinois)	241,373	241,373	241,373	0	-100%
Interest Income	<u>9,448</u>	<u>1,186</u>	<u>129,000</u>	<u>129,000</u>	<u>10777%</u>
TOTAL REVENUE	<u>1,125,908</u>	<u>1,439,175</u>	<u>1,269,699</u>	<u>1,522,740</u>	6%
 <u>Excess Revenue (Expenditures)</u>	 200,855	 (1,290,363)	 (478,892)	 (1,576,910)	
 <u>Beginning MFT Fund Balance</u>			3,649,915	3,171,023	
<u>Ending MFT Fund Balance</u>			3,171,023	1,594,113	

**Village of Park Forest
2023/2024 Budget**

**MOTOR FUEL TAX FUND
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
EXPENDITURES					
<u>Professional Services</u>	1,318	500	500	1,700	240%
<u>Operating Supplies</u>	93,824	171,371	107,910	103,000	-40%
<u>Maintenance</u>	178,138	249,714	165,731	267,471	7%
<u>Capital Outlays</u>					
Resurface Illinois St (Orchard to Western)-Construction	0	30,485	30,485	0	-100%
Local Road Improvements - Joint Bid with Richton Park	257,599	0	0	0	0%
Resurf. Shabbona Dr/S.Orchard Dr NON FAU - Design	78,646	0	0	0	0%
Resurf. Shabbona Dr/S.Orchard Dr NON FAU - Const	116,623	1,600,000	887,770	0	-100%
Resurf. Shabbona Dr/S.Orchard Dr NON FAU - CE	22,459	160,000	50,685	0	-100%
Resurf. Shabbona Dr (Sauk Trail to Indianwood) - P1	111,010	0	17,649	0	0%
Resurf. Shabbona Dr (Sauk Trail to Indianwood) - Design	0	104,440	72,229	0	-100%
Resurf. Shabbona Dr (Sauk Trail to Indianwood) - Const	0	238,457	278,700	278,700	17%
Resurf. Shabbona Dr (Sauk Trail to Indianwood) - CE	0	119,571	114,031	114,031	-5%
Westwood/Norwood (Sauk Trail to Western) - P1	0	0	0	211,000	0%
Forest Blvd ITEP Multi-Use Path - Construction	0	0	0	1,890,680	100%
Forest Blvd ITEP Multi-Use Path - Construction Egr	0	0	0	189,068	100%
Indianwood Blvd (Sauk to Monee)-Const	23,627	0	0	0	0%
Total Capital Outlays	609,964	2,252,953	1,451,549	2,683,479	19%
<u>Utilities</u>	<u>41,809</u>	<u>55,000</u>	<u>22,901</u>	<u>44,000</u>	-20%
TOTAL EXPENDITURES	<u>925,052</u>	<u>2,729,538</u>	<u>1,748,591</u>	<u>3,099,650</u>	14%

**Village of Park Forest
2023/2024 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>1,700</u>

Total Professional Services		1,700

OPERATING SUPPLIES

541500	Salt (\$80/ton) (State Purchase)	100,000

541600	Lime/Chemicals (Calcium Chloride)	<u>3,000</u>

Total Operating Supplies		103,000

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Traffic signal maint. & repair - IDOT, Cook Co., Village)	33,657

550400	Contractual Grounds Maintenance (Street sweeping, Curb Vegetation Control)	61,139

550600	Contractual Street Maintenance (Patching, Striping, Crack Filling, St. Light Wiring contracts)	120,000

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	267,471

CAPITAL OUTLAYS

560000	Other Capital Outlays	
	Resurf. Shabbona Dr(Sauk Tr to Indianwood Blvd) - Const ^{1,R}	278,700
	Resurf. Shabbona Dr(Sauk Tr to Indianwood Blvd) - CE ^{1, R}	114,031
	Resurf. Westwood/Norwood (Sauk Trail to Western) -Phase 1 ²	211,000
	Forest Blvd Improvements - ITEP Path Construction ³	1,890,680
	Forest Blvd Improvements - ITEP Path Construction Engineering ³	<u>189,068</u>

2,683,479

¹ 80% of amount shown will be funded through STP-U Program. Amt shown is 50% balance carried into FY 24

² 80% of amt shown will be funded through STP-U Program, Village 20% will be reimbursed by IDOT Tollway Credits

³ 80% of amount shown will be funded through ITEP, if awarded. Amt shown is 50% of project cost. Remaining 50% will be in FY 24/25

(R) Rebudgeted in whole or part from the prior year

Total Capital Outlays	2,683,479

UTILITIES

610600	Public Utility Services (Electricity for Traffic Signals and Street Lighting)	<u>44,000</u>

Total Utilities	<u>44,000</u>

TOTAL MOTOR FUEL TAX	3,099,650

Village of Park Forest 2023/2024 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, and recently by 4 in October 2022, bringing the grand total up to 181 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 142 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 2023, the Housing Authority of Park Forest is administering 108 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 2023/2024 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	2019	2020	2021	2022	2023
Park Forest	147	144	134	119	142
Portables	345	306	257	190	108**

* Data for each year is presented for the month of January.

** Data from January 2023 show that 56 or 52% of the portable vouchers are from the Housing Authority of the County of Cook, 30 or 28% are from the Chicago Housing Authority and 22 or 20% 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 18 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 181 vouchers. The number of port-in vouchers being

administered by this housing authority to-date is 108, 60% of its' base allocation, with an average monthly HAP expense of \$117,415. Currently, the average monthly HAP expense for the Park Forest vouchers is \$83,830. On January 31, 2023, the Authority's Net Restricted Assets (NRA) balance was -\$17,383. 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 2023/2024, and will be used only if needed.

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 2023/2024 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.

In early 2023, the Village will target another CDBG grant to continue the CIPP sewer lining in the southwest part of the Village. This grant application will target \$300,000 of Cook County CDBG funds and match the funds at \$100,000. The Village estimates it will be able to apply the CIPP to approximately 11,000 feet of sewer.

**Village of Park Forest
2023/2024 Budget**

**HOUSING CHOICE VOUCHER PROGRAM
SUMMARY**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Housing Assistance Payments	2,398,562	3,600,000	1,890,761	3,450,000	-4%
Administrative Fees	307,606	402,000	252,302	345,000	-14%
Transfer from General Fund	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>0%</u>
TOTAL REVENUE	<u>2,706,168</u>	<u>4,032,000</u>	<u>2,173,063</u>	<u>3,825,000</u>	-5%
EXPENDITURES					
<u>Personnel Services</u>	249,597	249,268	260,709	261,226	5%
<u>Insurance</u>	22,938	24,902	24,833	26,398	6%
<u>IRMA</u>	7,657	10,397	10,263	6,390	-39%
<u>Employee Support</u>	46,590	47,199	44,103	50,307	7%
<u>Professional Services</u>	36,717	22,150	49,805	27,933	26%
<u>Operating Supplies</u>	550	1,800	2,714	1,800	0%
<u>Capital Outlays</u>	0	1,900	1,900	1,900	0%
<u>Housing Assistance Payments</u>	2,425,426	3,637,880	2,057,930	3,408,000	-6%
<u>Miscellaneous</u>	<u>3,172</u>	<u>550</u>	<u>2,335</u>	<u>550</u>	<u>0%</u>
TOTAL EXPENDITURES	<u>2,792,647</u>	<u>3,996,046</u>	<u>2,454,592</u>	<u>3,784,504</u>	-5%
Excess Revenue (Expenditures)	<u>(86,479)</u>	<u>35,954</u>	<u>(281,529)</u>	<u>40,496</u>	
<u>Beginning Fund Balance</u>			491,347	209,818	
<u>Ending Fund Balance</u>			209,818	250,314	

**Village of Park Forest
2023/2024 Budget**

**HOUSING CHOICE VOUCHER PROGRAM
DETAIL
11-18-00**

PERSONNEL SERVICES

Salaries and Wages

500000	Regular Salaries	<u>261,226</u>

Total Personnel Services	261,226

INSURANCE

510100	Medical Insurance	24,445
	Dental Insurance	1,525
	Life Insurance	<u>428</u>
		26,398

510300	IRMA Premium	<u>6,390</u>

Total Insurance	32,788

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		19,984
520620	IMRF		<u>26,123</u>
	Total Employee Support		50,307

PROFESSIONAL SERVICES

530000	Other Professional Services		
	Lindsey (Accounting/Reports/Software Licensing)	10,000	
	Bank Fees	3,000	
	ACH Direct Deposit	550	
	Minutes and Hearings	500	
	Work Number Source Fees (The PI Company)	<u>4,350</u>	
			18,400
530100	Legal Services		2,000
530300	Audit Services		
	Lindsey & Co Software	850	
	BRZ Sailor Khan, LLC	6,360	
	Village Audit	<u>323</u>	
			<u>7,533</u>
	Total Professional Services		27,933

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	1,500,000
561801	HCV Assistance Payments - PF Port Out	150,000
561802	HCV Admin - PF Port Out	8,000
561810	HCV Assistance Payments - Portables	<u>1,750,000</u>

Total Capital Outlays	3,409,900

MISCELLANEOUS EXPENDITURES

590100	Postage	50
591000	Legal Notices	<u>500</u>

Total Miscellaneous Expenditures	<u>550</u>

TOTAL HOUSING CHOICE VOUCHER PROGRAM	3,784,504

Village of Park Forest 2023/2024 Budget

CDBG AND NSP 1 SUMMARY

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
CIPP Sanitary Sewer Lining - CDBG*	<u>300,000</u>	<u>0</u>	<u>0</u>	<u>300,000</u>	100%
TOTAL REVENUE	300,000	0	0	300,000	100%
EXPENDITURES					
*Transfer to Sewer Fund-CIPP Lining Proj	<u>300,000</u>	<u>0</u>	<u>0</u>	<u>300,000</u>	100%
TOTAL EXPENDITURES	<u>300,000</u>	<u>0</u>	<u>0</u>	<u>300,000</u>	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
2023/2024 Budget**

**CDBG
DETAIL
16-00-00**

TRANSFERS TO OTHER FUNDS

580000	Transfers to Other Funds	<u>300,000</u>
	Transfer to Sewer Fund for CIPP Sewer Lining Project*	

	Total Transfers to Other Funds	300,000

	TOTAL CDBG	300,000

*The Village's match for this project, \$100,000, is in the Sewer Fund.

Village of Park Forest 2023/2024 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 45.2% for the Police Pension Fund and 51.6% for the Fire Pension Fund for the year ended June 30, 2022. 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 certain public safety personnel to transfer service credit from other municipalities (late 1990's).
 - o 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. Also in 2022, a police officer transferred in past IMRF service credit into the Police Pension Fund.

- 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

- o Increased vesting from 8 to 10 years.
- o Increased age to receive full benefits from age 60 to age 67.
- o Increased age to receive reduced benefits from age 55 to age 62.
- o Increased number of months used to calculate the final rate of earnings to highest 96 months of the last 10 years, formerly highest 48 months.
- o Caps final rate of earnings to a maximum of \$106,800 (increased annually by 3% or ½ of CPI).

Police & Fire

- o Increased minimum retirement age from 50 to 55 with 10 years of service.
- o Pension calculated @ 2.5% for each year up to 75% maximum.
- o Early retirement option at 50 with reduced benefits.
- o Final salary for pension purposes is best 8 out of last 10 years.
- o Caps final rate of earnings at maximum of \$106,800 (increased annually by 3% or ½ of CPI).
- o Fire and Police Pensions must now be 90% funded by 2040. Previously were required to be 100% funded by 2033.

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. In Fiscal Year 2023, a \$146,856 additional contribution was approved for Police and Fire. These are an additional \$1,850,476 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>
2004	6.79%	18.87%	29.05%
2005	8.06%	19.85%	32.58%
2006	9.21%	21.82%	31.17%
2007	8.79%	22.32%	29.61%
2008	8.54%	26.11%	34.688%
2009	8.69%	26.55%	34.158%
2010	9.56%	29.52%	35.723%
2011	10.52%	33.33%	39.515%
2012	11.57%	32.08%	38.227%
2013	12.73%	32.44%	33.956%
2014	12.80%	32.38%	33.832%
2015	12.40%	39.16%	41.383%
2016	12.43%	41.44%	43.580%
2017	11.68%	52.54%	50.180%

	<u>IMRF</u>	<u>Police</u>	<u>Fire</u>
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%	67.09%	61.82%
2023	6.69%	not	available
2024	7.19%	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 23/24.

FICA & IMRF RESTRICTED FUND BALANCE ANALYSIS

	<u>FICA</u>		<u>IMRF</u>	
	FY 22/23	FY 23/24	FY 22/23	FY 23/24
	2021	2022	2021	2022
	<u>Levy</u>	<u>Levy</u>	<u>Levy</u>	<u>Levy</u>
Beginning Fund Balance	21,946	39,712	68,453	200,042
Tax Levy (Expected Revenue)	506,853	501,385	586,117	478,395
Personal Property Replacement Tax	<u>18,000</u>	<u>18,000</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	546,799	559,097	654,570	678,437
EXPENDITURES				
Administrative	100,197	111,325	128,300	144,954
Police	139,830	145,205	74,664	81,143
Fire	58,677	59,237	7,014	8,109
Recreation & Parks	103,533	114,498	116,124	129,855
Public Works	36,158	41,531	44,451	54,286
Community Development	36,398	38,845	44,537	48,468
Economic Development & Planning	<u>32,294</u>	<u>34,447</u>	<u>39,438</u>	<u>43,851</u>
TOTAL EXPENDITURES	507,087	545,088	454,528	510,666
 Ending Fund Balance	 39,712	 14,009	 200,042	 167,771

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 fourteen 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

2023/2024 Budget

POLICE PENSION SUMMARY

21

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Property Taxes	2,534,851	2,572,002	2,562,190	2,824,644	10%
Personal Property Replacement Tax	14,000	14,000	14,000	14,000	0%
Transfer from Other Funds	169,435	88,114	88,114	0	-100%
Contributions	420,478	430,878	438,234	438,477	2%
Interest & Dividends	400,060	355,000	324,279	390,000	10%
Unrealized Gain/Loss	(5,498,835)	400,000	1,500,000	500,000	25%
Short/Long Term Gain/Loss	<u>1,251,625</u>	<u>500,000</u>	<u>125,000</u>	<u>500,000</u>	0%
TOTAL REVENUE	(708,386)	4,359,994	5,051,817	4,667,121	7%
EXPENDITURES					
Retirement Benefits	2,735,874	2,946,431	2,951,851	3,165,402	7%
Training & Misc Expense	72,811	5,045	3,085	5,145	2%
Portable Pension Transfer & Refunds	437,720	11,500	11,473	50,000	335%
Professional Services	<u>132,984</u>	<u>121,150</u>	<u>112,500</u>	<u>127,500</u>	5%
TOTAL EXPENDITURES	<u>3,379,389</u>	<u>3,084,126</u>	<u>3,078,909</u>	<u>3,348,047</u>	9%
Excess of Revenues (Expenditures)	(4,087,776)	1,275,868	1,972,908	1,319,074	
<u>Beginning Net Position</u>			24,311,729	26,284,637	
<u>Ending Net Position</u>			26,284,637	27,603,711	

Village of Park Forest

2023/2024 Budget

FIRE PENSION SUMMARY

22

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Property Taxes	1,478,272	1,551,540	1,553,795	1,560,509	1%
Personal Property Replacement Tax	8,000	8,000	8,000	8,000	0%
Contributions	244,170	237,375	262,999	276,921	17%
Transfer from Other Funds	110,127	58,742	58,742	0	-100%
Interest & Dividends	156,237	280,000	169,123	280,000	0%
Unrealized Gain/Loss	(2,388,371)	250,000	800,000	350,000	40%
Short/Long Term Gain/Loss	<u>122,150</u>	<u>250,000</u>	<u>150,000</u>	<u>200,000</u>	-20%
TOTAL REVENUE	(269,415)	2,635,657	3,002,659	2,675,430	2%
EXPENDITURES					
Retirement Benefits	1,666,158	1,773,964	1,765,582	1,918,549	8%
Training & Misc Expense	3,640	6,495	3,995	6,495	0%
Professional Services	<u>55,688</u>	<u>85,000</u>	<u>56,500</u>	<u>82,000</u>	-4%
TOTAL EXPENDITURES	<u>1,725,486</u>	<u>1,865,459</u>	<u>1,826,077</u>	<u>2,007,044</u>	8%
Excess of Revenues (Expenditures)	(1,994,901)	770,198	1,176,582	668,386	
<u>Beginning Net Position</u>			16,463,938	17,640,520	
<u>Ending Net Position</u>			17,640,520	18,308,906	

Village of Park Forest 2023/2024 Budget

BOND RETIREMENT

The Bond Retirement Fund is used to service all General Fund-related debt. The other debt of the Village is serviced within the appropriate originating fund. Because Park Forest is a "Home Rule" community, the Village is not subject to a legal debt limit. For more information on the Village's debt policies, please refer to the Overview section, pages 1-26 and 1-27.

The following schedule shows the debt restructuring and payments that have affected debt service. Total outstanding General Obligation Debt and Loan Agreements for the last ten and current fiscal years have been as follows:

<u>Fiscal Year Ended:</u>	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 *	13,375,564	
	2023 *	10,409,272	est.
	2024 *	8,788,817	est.

The Fiscal Year Ended 2023 outstanding estimated debt relates to the following funds:

General Fund	\$	590,000
Water	*	9,322,109
Sewer	*	<u>497,163</u>
		\$ 10,409,272

** 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.

In 2021, IEPA approved a \$3,490,670 water tower construction loan and a \$1,509,330 water main replacement loan for a total of \$5,000,000. \$400,000 of this amount has been forgiven by the IEPA leaving total debt of \$4,600,000.

The chart below shows debt service (principal and interest) over the past two years and projected Fiscal Year 2023/2024 debt service:

	FY 21/22	FY 22/23	FY 23/24	Percent Change
	<u>Debt Service</u>	<u>Debt Service</u>	<u>Debt Service</u>	<u>From Prior Year</u>
General Fund*	279,400	286,675	298,425	4%
Water Fund	1,025,029	1,436,013	1,498,532	4%
Sewer Fund	<u>55,665</u>	<u>55,665</u>	<u>55,665</u>	<u>0%</u>
TOTAL	1,360,094	1,778,353	1,852,622	4%

* The following Debt Service was levied for these funds in December, 2022. Funds levied in December, 2022 will be received in calendar 2023, funding the FY 2023/2024 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 6/30/24

Fiscal Year Ending June 30	Requirements		
	Principal	Interest	Totals
2024	1,620,455	232,166	1,852,621
2025	1,682,264	181,007	1,863,271
2026	1,419,178	132,618	1,551,796
2027	1,466,200	87,196	1,553,396
2028	493,332	60,465	553,796
2029	500,574	53,222	553,796
2030	507,930	45,867	553,796
2031	515,400	38,397	553,796
2032	518,549	30,810	549,359
2033	314,116	23,748	337,863
2034	291,219	18,811	310,031
2035	296,067	13,964	310,031
2036	301,000	9,031	310,031
2037	181,814	4,010	185,824
2038	59,241	2,377	61,618
2039	59,734	1,884	61,618
2040	60,231	1,388	61,618
2041	60,731	887	61,618
2042	61,237	381	61,618
	\$ 10,409,272	\$ 931,312	\$ 11,347,501
	Principal	Interest	Total
2012B Series	590,000	18,000	608,000
2021 Series-Water	3,695,000	302,900	3,997,900
2011 IEPA Loan-Water	1,592,477	95,991	1,688,468
2017 IEPA Loan-Water	2,953,605	399,970	3,353,574
2011 IEPA Loan-Sewer	497,163	31,653	528,817
2023 IEPA Loan-Water	1,081,027	89,715	1,170,743
	\$ 10,409,272	\$ 938,229	\$ 11,347,501

**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%.
IEPA Loan 2023 L17-5067	\$ 1,109,330	60-WATER	\$ 1,109,330	Fund water main replacement. Interest rate at 0.83%.

Village of Park Forest 2023/2024 Budget

BOND RETIREMENT 31

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Property Tax	214,816	233,625	214,816	214,900	-8%
Transfers from Other Funds	50,000	75,000	75,000	75,000	0%
Interest Income	<u>6</u>	<u>50</u>	<u>5</u>	<u>100</u>	100%
TOTAL REVENUE	<u>264,822</u>	<u>308,675</u>	<u>289,821</u>	<u>290,000</u>	-6%
EXPENDITURES					
Professional Services	434	1,200	500	1,200	0%
Debt Service	250,000	265,000	265,000	285,000	8%
Interest Expense	<u>29,400</u>	<u>21,675</u>	<u>21,675</u>	<u>13,425</u>	-38%
TOTAL EXPENDITURES	<u>279,834</u>	<u>287,875</u>	<u>287,175</u>	<u>299,625</u>	4%
Excess Revenue (Expenditures)	(15,012)	20,800	2,646	(9,625)	
<u>Beginning Fund Balance</u>			82,001	84,647	
<u>Ending Fund Balance</u>			84,647	75,022	

VILLAGE OF PARK FOREST
DEBT SERVICE PROJECTED

	<u>Alloc.</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>FYE 38</u>	<u>FYE 39</u>	<u>FYE 40</u>	<u>FYE 41</u>	<u>FYE 42</u>	<u>TOTAL</u>
BOND RETIREMENT FUND 31																					
Principal Payment																					
2012B	1.0000	285,000	305,000	0	0	0	0	0	0	0	0	0	0	0	0						590,000
A/C 31-01-00-57-0000		285,000	305,000	0	0	0	0	0	0	0	0	0	0	0	0						590,000
Interest Expense																					
2012B	1.0000	13,425	4,575	0	0	0	0	0	0	0	0	0	0	0	0						18,000
A/C 31-01-00-57-0100		13,425	4,575	0	0	0	0	0	0	0	0	0	0	0	0						18,000
TOTAL BOND RETIREMENT FUND 31 2012B	1.0000	298,425	309,575	0	0	0	0	0	0	0	0	0	0	0	0						608,000
PRINCIPAL AND INTEREST (31)		298,425	309,575	0	0	0	0	0	0	0	0	0	0	0	0						608,000
WATER FUND 60																					
Principal Payment																					
GO Refunding Bonds, Series 2021		870,000	905,000	940,000	980,000	0	0	0	0	0	0	0	0	0	0						3,695,000
IEPA Loan 2011 L17-3142 Main	1.0000	168,720	170,836	172,978	175,147	177,343	179,567	181,818	184,098	181,969	0	0	0	0	0						1,592,477
IEPA Loan 2017 L17-5288 Main	1.0000	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						2,953,605
IEPA Loan 2023 L17-5067 Main	1.0000	52,755	53,194	53,636	54,082	54,532	54,985	55,443	55,904	56,369	56,838	57,310	57,787	58,268	58,752	59,241	59,734	60,231	60,731	61,237	1,081,027
A/C 60-00-00-22-0100		1,285,851	1,327,037	1,368,322	1,414,706	441,192	447,780	454,474	461,274	463,744	286,456	291,219	296,067	301,000	181,814	59,241	59,734	60,231	60,731	61,237	9,322,109
Interest Expense																					
GO Refunding Bonds, Series 2021		130,400	94,900	58,000	19,600	0	0	0	0	0	0	0	0	0	0						302,900
IEPA Loan 2011 L17-3142 Main	1.0000	19,380	17,265	15,123	12,954	10,757	8,534	6,282	4,002	1,694	0	0	0	0	0						95,991
IEPA Loan 2017 L17-5288 Main	1.0000	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						399,970
IEPA Loan 2023 L17-5067 Main	1.0000	8,863	8,425	7,982	7,536	7,086	6,633	6,175	5,714	5,249	4,780	4,308	3,831	3,350	2,866	2,377	1,884	1,388	887	381	89,715
A/C 60-19-00-57-0100		212,681	170,994	127,810	83,026	56,940	50,351	43,658	36,858	29,950	23,575	18,811	13,964	9,031	4,010	2,377	1,884	1,388	887	381	888,576
TOTAL WATER FUND 60																					
GO Refunding Bonds, Series 2021		1,000,400	999,900	998,000	999,600	0	0	0	0	0	0	0	0	0	0						3,997,900
IEPA Loan 2011 L17-3142 Main	1.0000	188,101	188,101	188,101	188,101	188,101	188,101	188,101	188,101	183,663	0	0	0	0	0						1,688,468
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	124,206						3,353,574
IEPA Loan 2023 L17-5067 Main	1.0000	61,618	61,618	61,618	61,618	61,618	61,618	61,618	61,618	61,618	61,618	61,618	61,618	61,618	61,618	61,618	61,618	61,618	61,618	61,618	1,170,743
PRINCIPAL AND INTEREST (60)		1,498,532	1,498,032	1,496,132	1,497,732	498,132	498,132	498,132	498,132	493,694	310,031	310,031	310,031	310,031	185,824	61,618	61,618	61,618	61,618	61,618	10,210,685
SEWER FUND 70																					
Principal Payment																					
IEPA Loan 2011 L17-0425	1.0000	49,605	50,227	50,857	51,494	52,140	52,794	53,456	54,126	54,805	27,660	0	0	0							497,163
A/C 70-00-00-22-0150		49,605	50,227	50,857	51,494	52,140	52,794	53,456	54,126	54,805	27,660	0	0	0							497,163
Interest Expense																					
IEPA Loan 2011 L17-0425	1.0000	6,060	5,438	4,808	4,171	3,525	2,871	2,209	1,539	860	173	0	0	0							31,653
A/C 70-19-00-57-0100		6,060	5,438	4,808	4,171	3,525	2,871	2,209	1,539	860	173	0	0	0							31,653
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	27,832	0	0	0							528,817

VILLAGE OF PARK FOREST
DEBT SERVICE PROJECTED

	<u>Alloc.</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>FYE 38</u>	<u>FYE 39</u>	<u>FYE 40</u>	<u>FYE 41</u>	<u>FYE 42</u>	<u>TOTAL</u>
PRINCIPAL AND INTEREST (70)		55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	55,665	27,832	0	0	0							528,817
<u>ALL FUNDS</u>																					
GRAND TOTAL - PRINCIPAL		1,620,455	1,682,264	1,419,178	1,466,200	493,332	500,574	507,930	515,400	518,549	314,116	291,219	296,067	301,000	181,814	59,241	59,734	60,231	60,731	61,237	10,409,272
GRAND TOTAL - INTEREST EXPENSE		<u>232,166</u>	<u>181,007</u>	<u>132,618</u>	<u>87,196</u>	<u>60,465</u>	<u>53,222</u>	<u>45,867</u>	<u>38,397</u>	<u>30,810</u>	<u>23,748</u>	<u>18,811</u>	<u>13,964</u>	<u>9,031</u>	<u>4,010</u>	<u>2,377</u>	<u>1,884</u>	<u>1,388</u>	<u>887</u>	<u>381</u>	<u>938,229</u>
GRAND TOTAL - DEBT SERVICE PAYMENTS		<u>1,852,622</u>	<u>1,863,270</u>	<u>1,551,797</u>	<u>1,553,396</u>	<u>553,796</u>	<u>553,796</u>	<u>553,796</u>	<u>553,796</u>	<u>549,359</u>	<u>337,863</u>	<u>310,031</u>	<u>310,031</u>	<u>310,031</u>	<u>185,824</u>	<u>61,618</u>	<u>61,618</u>	<u>61,618</u>	<u>61,618</u>	<u>61,618</u>	<u>11,347,502</u>

Village of Park Forest 2023/2024 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>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>2011 EAV</u>
U.S. Bank, vacant lot, Aunt Martha's Walgreens parcels	\$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	\$ 1,475,049
Legacy Square, Bldg. #3 & Movie Theatre Bldg. #2	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	2,852,319
CVS (formerly Osco)	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	1,512,558
First Midwest Bank (formerly Bank Calumet)	582,075	579,930	607,255	685,423	649,569	571,001	598,040	445,157	435,897	403,443
Associated Ventures (Victory Center)	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	2,567,496
Unidentified	665	(22,500)	—	(30,000)	200	10,500	(234,786)	310,917	(377,745)	(329,989)
Village owned property	exempt	exempt	exempt	exempt	exempt	exempt	exempt	exempt	exempt	exempt
	\$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	\$8,480,876
	<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>2021 EAV</u>
U.S. Bank / Chase Bank vacant lot, Aunt Martha's Walgreens parcels	\$ 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	\$ 1,996,775
Legacy Square, Bldg. #3 & Movie Theatre Bldg. #2	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	\$ 4,013,239
CVS (formerly Osco)	1,428,544	1,355,477	943,635	923,968	\$ 970,608	\$ 1,025,841	\$ 1,007,905	\$ 1,009,672	\$ 1,339,332	\$ 1,247,631
First Midwest Bank (formerly Bank Calumet)	381,034	361,545	341,374	334,259	\$ 351,132	\$ 371,114	\$ 364,625	\$ 365,264	\$ 330,360	\$ 307,741
Associated Ventures (Victory Center)	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	\$ 1,543,556
Dollar General			744,307	291,411	\$ 306,121	\$ 323,536	\$ 317,879	\$ 318,436	\$ 318,988	\$ 297,147
Unidentified	70,399	(404,046)	(163,076)	(522,069)	\$ (310,784)	\$ 107,368	\$ (537,868)	\$ (528,185)	\$ (518,063)	\$ (570,335)
Village owned property	exempt	229,789	218,037	477,811	\$ 494,470	\$ 382,238	\$ 375,558	\$ 376,217	\$ 727,918	\$ 727,918
	\$ 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	\$ 9,563,672

- 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 years will pay \$500,000 until the debt owed to the Village is repaid. The TIF Budget for FY 2023/2024 includes \$30,000 for professional services, \$300,000 for implementing objectives of the DownTown Master Plan, \$200,000 for building public washrooms in the DownTown 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, \$7,503,787 of Village Funds has been invested through June 30, 2022. **A net tax increment of \$2,846,735 represents a 37.9% 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 had 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 was 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.

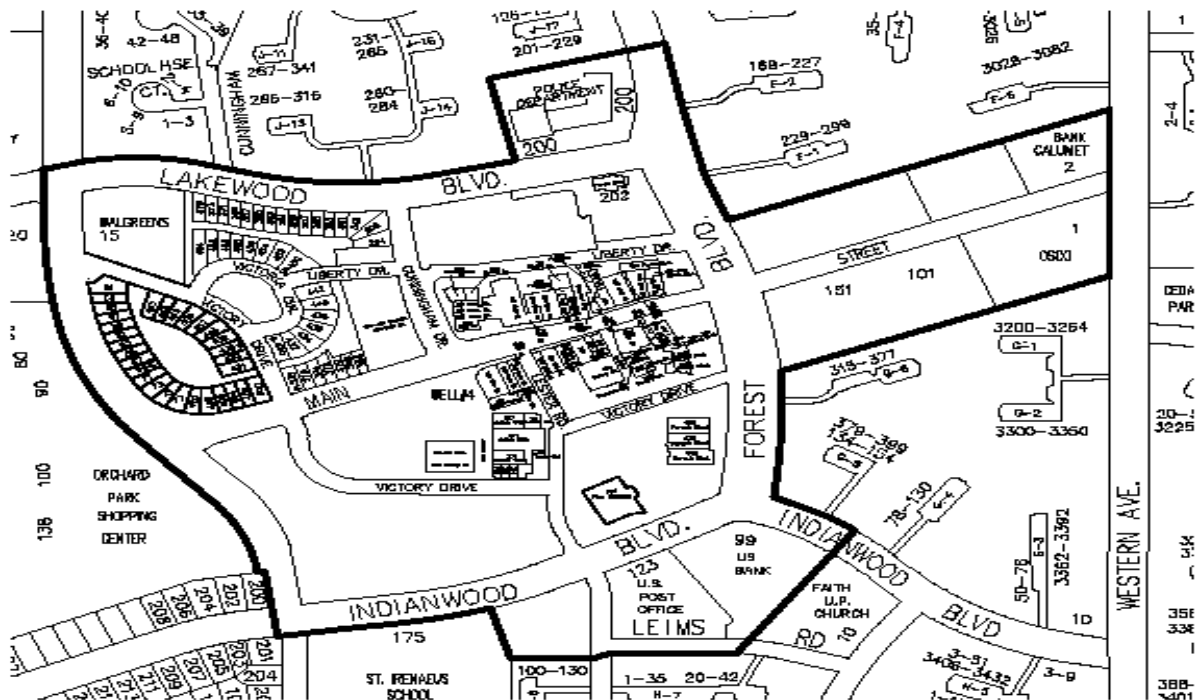
The monies in the DownTown TIF Fund will be used to make capital improvements necessary to further the redevelopment of DownTown Park Forest. In FY2022, the Village proposes to undertake an update to the DownTown Master Plan that will examine the physical condition of the buildings and infrastructure 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.

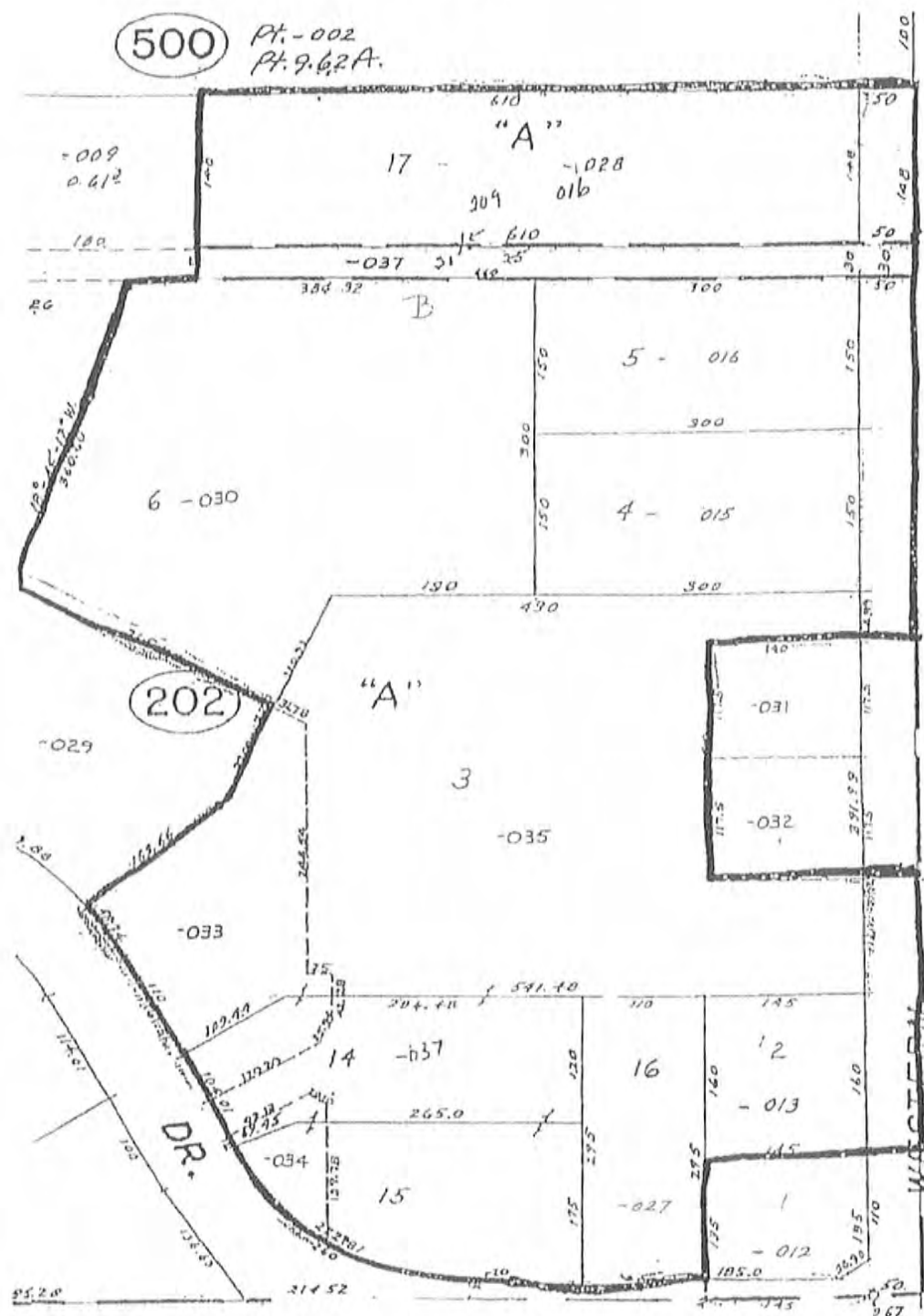
As you can see from the following chart, the value of the Norwood TIF has been distorted. A summary of the history of the TIF value is as follows:

**Norwood Tax Incremental Financing District
Historic Equalized Assessed Value**

<u>2005 EAV</u> \$469,344	<u>2006 EAV</u> \$525,538	<u>2007 EAV</u> \$618,531	<u>2008 EAV</u> \$120,261	<u>2009 EAV</u> \$1,093,643	<u>2010 EAV</u> \$2,926,215
<u>2011 EAV</u> \$8,129,275	<u>2012 EAV</u> \$7,677,740	<u>2013 EAV</u> \$7,285,042	<u>2014 EAV</u> \$0	<u>2015 EAV</u> \$0	<u>2016 EAV</u> \$0
<u>2017 EAV</u> \$0	<u>2018 EAV</u> \$0	<u>2019 EAV</u> \$0	<u>2020 EAV</u> \$0	<u>2021 EAV</u> \$0	

On the following page is the Norwood TIF District map:

**Tax Incremental Financing District
Norwood
(TIF)**



TIF Boundary Map

**Village of Park Forest
2023/2024 Budget**

**TIF-DOWNTOWN FUND
SUMMARY
36-00-00**

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Property Tax - Increment	2,846,735	1,500,000	2,671,300	1,750,000	17%
Increment Refund - Legacy Square		(586,400)	(586,400)	(600,000)	2%
Interest	<u>188</u>	<u>125</u>	<u>1,500</u>	<u>1,200</u>	860%
TOTAL REVENUE	<u>2,846,923</u>	<u>913,725</u>	<u>2,086,400</u>	<u>1,151,200</u>	26%
EXPENDITURES					
Professional Services	48,714	30,000	100,000	30,000	0%
Capital Outlay	256,744	895,000	650,000	500,000	-44%
Transfer to Other Funds	<u>2,000,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	0%
TOTAL EXPENDITURES	<u>2,305,459</u>	<u>1,425,000</u>	<u>1,250,000</u>	<u>1,030,000</u>	-28%
Excess Revenue (Expenditures)	<u>541,464</u>	<u>(511,275)</u>	<u>836,400</u>	<u>121,200</u>	
<u>Beginning Fund Balance</u>			2,219,241	3,055,641	
<u>Ending Fund Balance</u>			3,055,641	3,176,841	

**Village of Park Forest
2023/2024 Budget**

**TIF - DOWNTOWN
DETAIL
36-00-00**

PROFESSIONAL SERVICES

530000	Other Professional Services Financial Advisor		<u>30,000</u>
Total Professional Services			30,000

CAPITAL OUTLAY

560000	Capital Outlay		
	DownTown public washrooms and storage	200,000	
	Implementation of DownTown Master Plan Objectives	<u>300,000</u>	
	Total Capital Outlay		<u>500,000</u>
Total Capital Outlays			500,000

TRANSFERS TO OTHER FUNDS

580000	Transfer to Other Funds		<u>500,000</u>
	Repayment of General Fund going to Capital Improvement Fund		
Total Transfers to Other Funds			<u>500,000</u>

TOTAL TAX INCREMENT FINANCING - DOWNTOWN FUND **1,030,000**

Village of Park Forest 2023/2024 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 2022/2023 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.

2023/2024 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*				
	2019	2020	2021	2022	2023
Administration	2	1	1	1	1
Police					
Vehicles	25	27	30	28	28
Seizures	2				
Fire					
Vehicles	4	4	5	5	5
Ambulance	3	3	3	3	3
Engine	3	3	3	3	3
Recreation & Parks	12	12	13	15	15
Public Works					
Vehicles	30	30	30	30	31
Vactor	1	1	1	1	1
Community Development	5	5	5	6	5
DownTown	1	1	1	1	1
Total	88	87	92	93	93

*Vehicles are defined as titled and licensed.

Village of Park Forest 2023/2024 Budget

VEHICLE SERVICES FUND SUMMARY

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
REVENUE					
Lease Payments					
Administration	10,268	10,474	10,474	10,576	1%
Community Development	14,236	15,103	15,103	14,956	-1%
Police	325,237	334,994	334,994	334,994	0%
Fire	380,042	399,044	399,044	418,996	5%
Recreation and Parks	108,358	127,321	127,321	146,419	15%
Aqua Center	2,356	2,709	2,709	3,115	15%
Tennis & Health Club	2,356	2,709	2,709	3,115	15%
Downtown	1,499	1,355	1,355	1,558	15%
Library	3,212	1,354	1,354	1,558	15%
Public Works (GF & MFT)	316,245	325,609	325,609	335,912	3%
Water	302,062	310,985	310,985	320,826	3%
Sewer	<u>90,761</u>	<u>93,470</u>	<u>93,470</u>	<u>96,428</u>	3%
Total Lease Payments	1,556,632	1,625,127	1,625,127	1,688,453	4%
Interest	8,922	100,000	136,004	85,000	-15%
Miscellaneous	<u>331,828</u>	<u>30,500</u>	<u>70,408</u>	<u>52,500</u>	72%
TOTAL REVENUE	<u>1,897,382</u>	<u>1,755,627</u>	<u>1,831,539</u>	<u>1,825,953</u>	4%
Excess of Revenue (Expenditures)	767,867	378,374	595,238	556,481	
Major Capital Outlays			(691,000)	(1,413,000)	
Depreciation			<u>608,673</u>	<u>563,435</u>	
Cash Flow			512,911	(293,084)	
<u>Beginning Net Cash</u>			3,544,527	4,057,438	
<u>Ending Net Cash</u>			4,057,438	3,764,354	

Village of Park Forest 2023/2024 Budget

VEHICLE SERVICES FUND SUMMARY

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
EXPENDITURES					
<u>Administration</u>					
Operating Supplies	2,433	3,000	2,300	3,000	0%
Maintenance	3,043	1,000	1,000	1,000	0%
Depreciation	2,831	0	0	4,000	100%
Capital Outlays	151	190	190	190	0%
Professional Services	400	0	0	0	0%
Employee Support	<u>-22,936</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Administration	-14,078	4,190	3,490	8,190	95%
<u>Police</u>					
Operating Supplies	87,560	85,000	75,000	100,000	18%
Maintenance	46,707	75,984	75,984	75,984	0%
Depreciation	123,368	215,694	215,694	179,199	-17%
Capital Outlays*	<u>2,826</u>	<u>11,700</u>	<u>11,700</u>	<u>11,700</u>	<u>0%</u>
Total Police	260,462	388,378	378,378	366,883	-6%
<u>Fire</u>					
Personnel Services	9,063	20,500	12,000	20,500	0%
Employee Support	780	2,547	2,247	2,547	0%
Operating Supplies	32,925	42,250	38,250	37,250	-12%
Maintenance	84,290	75,000	60,900	51,500	-31%
Depreciation	182,545	195,362	195,362	225,380	15%
Capital Outlays*	<u>13,323</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Fire	322,926	335,659	308,759	337,177	0%
<u>Recreation and Parks</u>					
Personnel Services	0	20,060	0	21,135	5%
Employee Support	13	3,436	0	3,704	8%
Operating Supplies	36,920	31,308	33,777	32,265	3%
Maintenance	1,980	10,000	3,231	10,200	2%
Depreciation	41,721	69,653	40,235	43,183	-38%
Capital Outlays*	<u>14,634</u>	<u>15,000</u>	<u>10,000</u>	<u>17,000</u>	<u>13%</u>
Total Recreation and Parks	95,267	149,457	87,243	127,487	-15%

Village of Park Forest 2023/2024 Budget

VEHICLE SERVICES FUND SUMMARY

	FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
<u>Public Works</u>					
Personnel Services	62,559	69,539	66,833	68,085	-2%
Employee Support	10,955	11,996	10,762	12,018	0%
Operating Supplies	132,365	165,580	121,642	133,426	-19%
Maintenance	70,707	81,250	87,990	90,545	11%
Capital Outlays*	4,275	0	0	0	0%
Depreciation	<u>176,291</u>	<u>157,382</u>	<u>157,382</u>	<u>111,673</u>	-29%
Total Public Works	457,152	485,747	444,609	415,747	-14%
<u>Community Development</u>					
Operating Supplies	3,550	5,529	5,529	5,529	0%
Maintenance	<u>4,236</u>	<u>8,293</u>	<u>8,293</u>	<u>8,459</u>	<u>2%</u>
Total Community Development	<u>7,786</u>	<u>13,822</u>	<u>13,822</u>	<u>13,988</u>	1%
TOTAL EXPENDITURES	1,129,515	1,377,253	1,236,301	1,269,472	-8%

*Capitalized Capital Outlays for FY 23/24 Proposed

Police	
Three Police Vehicles @ \$51,000 ea	153,000
Fire	
Engine 54	750,000
Recreation and Parks	
Replace Toro Mower #138	95,000
CNG Conversions	15,000
Public Works	
Combination Vactor/Jetter #604	400,000
Total Capitalized Capital Outlays	1,413,000

**Village of Park Forest
2023/2024 Budget**

**VEHICLE SERVICES FUND
ADMINISTRATION
DETAIL
52-01-00**

OPERATING SUPPLIES

541000	Fuel	<u>3,000</u>
Total Operating Supplies		3,000

MAINTENANCE

550300	Routine Maintenance	<u>1,000</u>
Total Maintenance		1,000

CAPITAL OUTLAYS

560200	Vehicle (registration)	190
560700	Depreciation	<u>4,000</u>
Total Capital Outlays		<u>4,190</u>

TOTAL ADMINISTRATION VEHICLE SERVICES		8,190

**Village of Park Forest
2023/2024 Budget**

**VEHICLE SERVICES FUND
POLICE DEPARTMENT
DETAIL
52-07-00**

OPERATING SUPPLIES

541000	Fuel	<u>100,000</u>
Total Operating Supplies		100,000

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 @ \$51,000 ea*	<u>153,000</u>
		163,000

*Not included in income calculation	10,000

560200	Vehicle Expenses - Registration, etc.	1,700
560700	Depreciation	<u>179,199</u>
Total Capital Outlays		<u>190,899</u>

TOTAL POLICE DEPARTMENT VEHICLE SERVICES	366,883

**Village of Park Forest
2023/2024 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)	35,000

541400	Paint/Hardware/Small Tools (Special tool needs, repairs, replacement)	<u>1,500</u>

Total Operating Supplies	37,250

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>2,500</u>	
			2,500

550300	Equipment Maintenance and Repair		
	General Vehicle Repairs	4,500	
	Repair Parts	<u>4,500</u>	
			<u>9,000</u>

Total Maintenance	51,500

CAPITAL OUTLAYS

560000	Other Capital Outlay	<u>750,000</u>
	Engine 54*	750,000

*Not included in income calculation

560700	Depreciation	<u>225,380</u>

Total Capital Outlays	<u>225,380</u>

TOTAL FIRE DEPARTMENT VEHICLE SERVICES	337,177

**Village of Park Forest
2023/2024 Budget**

**VEHICLE SERVICES FUND
RECREATION and PARKS DEPARTMENT
DETAIL
52-11-00**

PERSONNEL SERVICES

500000	Regular Salaries	20,480
500100	Overtime Salaries	392
500200	Temporary/Part-time	<u>263</u>
Total Personnel Services		21,135

EMPLOYEE SUPPORT

520610	FICA	1,617
520620	IMRF	<u>2,087</u>
Total Employee Support		3,704

OPERATING SUPPLIES

540000	Equipment repair parts and supplies	4,590
541000	Fuel and Oil for vehicles	<u>27,675</u>
Total Operating Supplies		32,265

MAINTENANCE

550300	Contractual maintenance, reconditioning and repairs to vehicles	<u>10,200</u>
Total Maintenance		10,200

CAPITAL OUTLAYS

560000	Capital Outlay	
	Misc. Vehicle Repair/ Recondition	12,000
	Various Maintenance Attachements and Equipment	5,000
	Replace Toro Mower #138*	95,000
	CNG Conversions*	<u>15,000</u>
		127,000
	<i>*not included in income calculation - will be capitalized</i>	17,000
560700	Depreciation	<u>43,183</u>
Total Capital Outlays		<u>60,183</u>

TOTAL RECREATION and PARKS DEPARTMENT VEHICLE SERVICES		127,487

**Village of Park Forest
2023/2024 Budget**

**VEHICLE SERVICES FUND
PUBLIC WORKS
DETAIL
52-17-00**

PERSONNEL SERVICES

500000	Regular Salaries	67,758
500100	Overtime Salaries	<u>327</u>
Total Personnel Services		68,085

EMPLOYEE SUPPORT

520610	FICA	5,209
520620	IMRF	<u>6,809</u>
Total Employee Support		12,018

OPERATING SUPPLIES

540000	Other Operating Supplies (Vehicle maintenance supplies, spill guard, aerosol, antifreeze, hydraulic fluid, grease, trans fluid, oil recycling)	5,690
540800	Cleaning Supplies/Paper Products (Solvents, cleaning supplies, shop towels, All bright, Cintas supplies)	1,236
541000	Fuel/Oil (Public Works portion of gasoline and diesel fuel purchases, DEF, motor oil, Jolley Trolley, SD 163)	125,000
541400	Paint/Hardware/Small Tools (Misc. tools and hardware)	<u>1,500</u>
Total Operating Supplies		133,426

MAINTENANCE

550000	Contractual Equipment Maintenance - Other (Contractual equipment & tool repair/maint, Gasboy)	2,200
550100	Contractual Equipment Maintenance - Vehicle (Contractual vehicle repair/maint, Safety Inspections)	44,000
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>43,095</u>
Total Maintenance		90,545

CAPITAL OUTLAYS

560000	Capital Outlays Combination Vactor/Jetter #604*	<u>400,000</u>	0
		400,000	

* Not included in income calculation

560700	Depreciation	<u>111,673</u>
Total Capital Outlays		<u>111,673</u>

TOTAL PUBLIC WORKS DEPARTMENT VEHICLE SERVICES

415,747

**Village of Park Forest
2023/2024 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>8,459</u>

Total Maintenance	8,459

TOTAL COMMUNITY DEVELOPMENT VEHICLE SERVICES	<u>13,988</u>

TOTAL VEHICLE SERVICES	1,269,472



Park Forest Public Library
400 Lakewood Blvd.
Park Forest, IL 60466
708-748-3731

*Serving the Communities of Park Forest
and Olympia Fields*

April 20, 2023

Mr. Joseph Woods, Mayor
Village of Park Forest
350 Victory Dr.
Park Forest, IL 60466

Subject: FY 2023-2024 Park Forest Public Library Budget

Dear Mayor Woods:

Enclosed please find the Park Forest Public Library budget request for FY 2023-2024.

The Library Board continues to look for ways to use Library funds efficiently and prudently. \$200,000 is included in the Library budget to cover the annual fee that the Library pays to the Village for accounting and financial services. Another \$5,433 is included for audit services.

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. This fiscal year, the Library is renovating the building to include a drive-up window. The drive-up window will allow patrons to pick up their materials without ever leaving their cars.

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 20, 2023. Passage and approval of the FY2023-2024 budget occurred on April 20, 2023.

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 black ink, appearing to read "Sevena Merchant". The signature is fluid and cursive, with a large, stylized initial "S".

Sevena Merchant, President
Board of Trustees

Enclosures: FY 2023-2024 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 2023-2024 BUDGET

MISSION STATEMENT OF THE LIBRARY

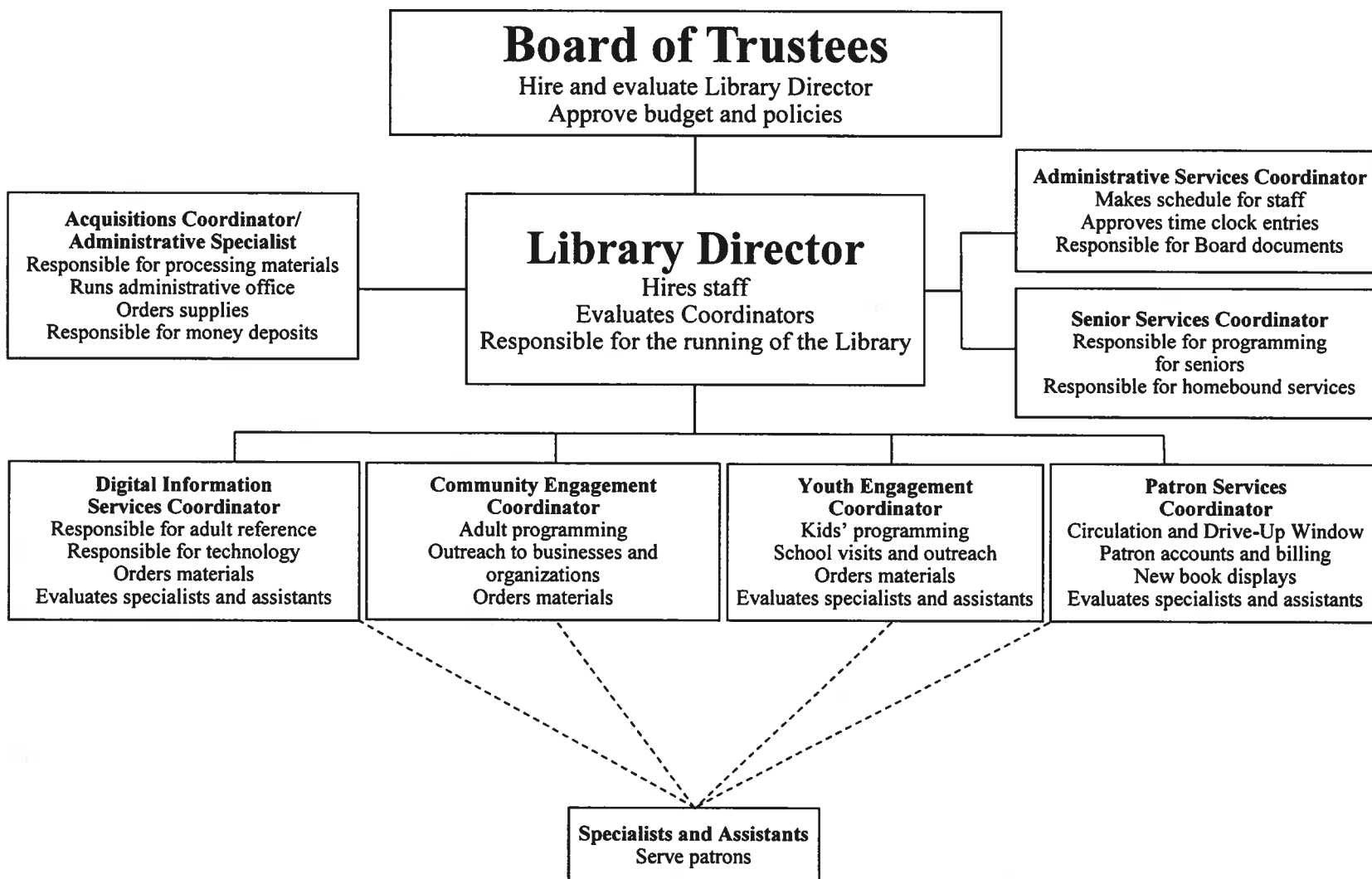
The Park Forest Public Library is committed to opening doors to a world of information, education, and recreation, and is dedicated to being a vital part of the community.

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.

<u>STAFFING:</u>	<u>2023/24</u>
Library Director	1.0
Digital Information Services Coordinator	1.0
Senior Services Coordinator	1.0
Community Engagement Coordinator	1.0
Youth Engagement Coordinator	1.0
PT Coordinators and Assistants	8.73
Total full time equivalents	13.73

Park Forest Public Library Organizational Chart



**Village of Park Forest
2023/2024
Budget**

**Park Forest Public Library
SALARY DETAIL**

	6/30/2022 Base	Increase 3.00%	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
Barbara Osuch Library Director	116,133	119,617	11,962	9,151	0	1,401	126	25
Nakeithra Coleman Youth Engagement Coordinator	51,968	53,527	5,353	4,095	0	0	126	17
Katherine Goosby Senior Services Coordinator	59,709	61,500	6,150	4,705	22,361	1,401	126	22
Kaitlyn Keller Community Engagement Coordinator	51,968	53,527	5,353	4,095	8,382	450	126	17
Millie Robles Digital Information Services Coordinator	61,503	63,348	6,335	4,846	0	0	126	22
Subtotal	341,281	351,519	35,152	26,891	30,743	3,252	630	103
PART-TIME								
Allison McCray Patron Services Coordinator	47,810	49,244	4,924	3,767	0	0	0	12
Jennifer Oosterbaan Acquisitions Coordinator/Administration	56,583	58,280	5,828	4,458	0	0	0	22

*Employees receive 11 holidays annually, FT (some PT) receive 12 sick days annually, PT based on previous year's hours worked

**Village of Park Forest
2023/2024
Budget**

**Park Forest Public Library
SALARY DETAIL**

	6/30/2022 Base	Increase 3.00%	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
Mary VanSwol Administrative Services Coordinator	35,044	36,095	0	2,761	0	0	0	22
Paul Silic Digital Services Specialist	12,043	12,404	0	949	0	0	0	22
William Wallace Digital Services Specialist	12,792	13,176	0	1,008	0	0	0	10
Julie Gurganus Acquisitions Specialist	25,584	26,352	2,635	2,016	0	0	0	22
Michiru Carroll Assistant	23,010	23,700	2,370	1,813	0	0	0	0
Elijah Gardner Woods Assistant	15,595	16,063	1,606	1,229	0	0	0	0
Samuel Hall Assistant	23,010	23,700	2,370	1,813	0	0	0	0
Loretta Knight Assistant	16,795	17,299	1,730	1,323	0	0	0	22

*Employees receive 11 holidays annually, FT (some PT) receive 12 sick days annually, PT based on previous year's hours worked

**Village of Park Forest
2023/2024
Budget**

**Park Forest Public Library
SALARY DETAIL**

25-8

	6/30/2022 Base	Increase 3.00%	IMRF 10.00%	FICA 7.65%	Health	Dental	Life	Vacation/ Personal Days*
Jaime Kotash Assistant	23,010	23,700	2,370	1,813	0	0	0	0
Shahedeh Tasharoki Assistant	23,010	23,700	2,370	1,813	0	0	0	0
Unfilled Assistant	15,210	15,666	0	1,198	0	0	0	0
Unfilled Assistant	15,210	15,666	0	1,198	0	0	0	0
Subtotal	344,706	355,045	26,204	27,161	0	0	0	132
Overtime	2,000	2,000	200	153				
LIBRARY TOTAL	687,987	708,564	61,556	54,205	30,743	3,252	630	235

*Employees receive 11 holidays annually, FT (some PT) receive 12 sick days annually, PT based on previous year's hours worked

**Park Forest Public Library
2023/2024 Budget**

REVENUES

<u>Account No.</u>		FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
OPERATING BUDGET						
031500-400100	General Property Tax/Current Yrs	1,786,353	1,697,369	1,700,000	1,456,909	-14%
031500-400600	State Pymts in Lieu of Taxes	18,080	18,080	18,080	18,080	0%
031500-410100	State Grants	39,913	20,000	32,000	30,000	50%
031500-420000	Transfer from Other Funds	0	10,000	0	0	-100%
031500-452500	Olympia Fields Contract	145,850	144,406	144,406	144,406	0%
031500-452710	Lost Materials	353	400	400	400	0%
031500-454000	Printing/Copying	12,597	10,000	10,000	10,000	0%
031500-454700	Misc Income	-8	0	0	0	0%
031500-470000	Contributions & Donations	178	0	200	0	0%
031500-480200	Library Fines	180	0	100	0	0%
031500-490000	Interest Income	<u>12,620</u>	<u>400</u>	<u>100,000</u>	<u>70,000</u>	17400%
	OPERATING BUDGET TOTAL	2,016,116	1,900,655	2,005,186	1,729,795	-9%
OTHER LEVIES						
*IMRF - RETIREMENT BENEFITS						
031500-400101	Property Tax - IMRF	74,410	79,806	74,000	74,302	-7%
*FICA - RETIREMENT BENEFITS						
031500-400102	Property Tax - FICA	<u>53,382</u>	<u>51,641</u>	<u>53,000</u>	<u>53,421</u>	3%
	OTHER LEVIES TOTAL	127,792	131,447	127,000	127,723	-3%
	TOTAL	2,143,908	2,032,102	2,132,186	1,857,518	-9%
*Separate Levies						

**Park Forest Public Library
2023/2024 Budget**

EXPENSES

<u>Account No.</u>		FY 21/22 ACTUAL	FY 22/23 BUDGET	FY 22/23 ESTIMATE	FY 23/24 PROPOSED	PERCENT CHANGE
OPERATING BUDGET						
Salaries and Wages						
031500-500000	Regular Salaries	424,459	450,926	365,000	351,519	-22%
031500-500100	Overtime Salaries	431	2,000	800	2,000	0%
031500-500200	Temporary/Part-Time	<u>219,311</u>	<u>280,127</u>	<u>280,000</u>	<u>355,045</u>	27%
	Subtotal	644,201	733,053	645,800	708,564	-3%
Insurance						
031500-510100	Health/Dental/Life Ins Premium	42,747	52,827	35,000	34,625	-34%
031500-510300	IRMA Liability Premium	30,230	50,904	32,922	33,000	-35%
031500-510400	IRMA Deductible	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>50,000</u>	0%
	Subtotal	72,977	153,731	67,922	117,625	-23%
Employee Support						
031500-520000	Other Travel	1,487	2,000	1,500	2,000	0%
031500-520200	Dues/Subscriptions	2,802	2,050	4,100	4,100	100%
031500-520300	Training Expense	3,417	4,200	4,200	4,200	0%
031500-520500	Unemployment Benefits	<u>1,004</u>	<u>10,000</u>	<u>1,500</u>	<u>2,000</u>	-80%
	Subtotal	8,710	18,250	11,300	12,300	-33%
Professional Services						
031500-530000	Other Professional Services	52,380	35,650	100,000	53,000	49%
031500-530100	Legal Services	1,947	3,000	3,000	3,000	0%
031500-530300	Audit Service	<u>5,249</u>	<u>5,249</u>	<u>5,433</u>	<u>5,433</u>	4%
	Subtotal	59,576	43,899	108,433	61,433	40%
Operating Supplies						
031500-540000	Other Operating Supplies	2,287	3,000	2,300	3,000	0%
031500-540100	Computer/Software/Website	21,985	50,000	25,000	50,000	0%
031500-540200	Printing/Copying Supplies	5,161	8,000	10,000	10,000	25%
031500-540400	Meeting Expense	3,122	3,000	4,000	3,000	0%
031500-540800	Cleaning Supplies/Paper Products	6,953	8,000	7,000	8,000	0%
031500-541200	Plants and Fertilizer	8,081	3,000	3,000	3,000	0%
031500-541400	Paint/Hardware/Tools	381	500	250	500	0%
031500-542600	Library Processing Supplies	2,795	5,000	3,000	5,000	0%
031500-542700	Library Operating Supplies	<u>8,805</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	0%
	Subtotal	59,570	88,500	62,550	90,500	2%
Maintenance						
031500-550000	Contractual Equipment	44,761	45,000	45,000	45,000	0%
031500-550200	Equipment Maintenance	98,965	100,000	50,000	100,000	0%
031500-550400	Contractual Building	31,670	30,000	30,000	30,000	0%
031500-550500	Contractual Grounds/Maint.	<u>1,701</u>	<u>14,000</u>	<u>12,000</u>	<u>14,000</u>	0%
	Subtotal	177,097	189,000	137,000	189,000	0%
Capital Outlays						
031500-560000	Other Capital Outlays	10,396	10,000	10,000	10,000	0%
031500-560100	Office Equipment	4,216	4,000	47,000	4,000	0%
031500-560400	Contractual Facility Development	4,209	121,378	375,000	37,492	-69%
031500-563000	Library Books (Adult)	64,735	68,000	70,000	60,000	-12%
031500-563100	Library Books (Young Adult)	7,118	8,000	8,000	5,000	-38%
031500-563200	Library Digital Services	38,467	40,000	40,000	40,000	0%

031500-563300	Library Children's Books	40,843	40,000	40,000	32,000	-20%
031500-563400	Library Periodicals	10,659	9,000	9,000	9,000	0%
031500-563500	Library A-V Materials	27,937	30,000	30,000	30,000	0%
031500-563600	Library E-Books	9,370	10,000	10,000	10,000	0%
031500-563700	Library Book Giveaways	<u>0</u>	<u>500</u>	<u>0</u>	<u>31,000</u>	6100%
	Subtotal	217,950	340,878	639,000	268,492	-21%
Transfer to Other Funds						
031500-580000	Transfer to Other Funds	331	331	331	331	0%
031500-581000	Indirect Cost to General Fund	<u>220,803</u>	<u>240,135</u>	<u>240,135</u>	<u>200,000</u>	-17%
	Subtotal	221,134	240,466	240,466	200,331	-17%
Miscellaneous Expenditures						
031500-590100	Postage	142	1,000	150	1,000	0%
031500-590300	Telecommunication Expenses	8,598	16,000	9,000	10,000	-38%
031500-590800	Printing/Reproduction/Graphics	4,996	6,000	5,000	6,000	0%
031500-590900	Advertising	100	1,000	100	500	-50%
031500-591000	Legal Notices	171	300	400	300	0%
031500-591200	Other Special Events	<u>43,753</u>	<u>46,000</u>	<u>46,000</u>	<u>50,000</u>	9%
	Subtotal	57,760	70,300	60,650	67,800	-4%
Leases and Rentals						
031500-600400	Vehicle Rental-Interfund	3,212	1,354	1,354	1,558	15%
031500-600500	Other Equipment Rentals	<u>12,970</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>	0%
	Subtotal	16,182	14,354	14,354	14,558	1%
Utilities						
031500-610000	Telephone	4,076	5,000	4,000	5,000	0%
031500-610600	Public Utility Services	<u>1,609</u>	<u>4,500</u>	<u>2,000</u>	<u>4,500</u>	0%
	Subtotal	5,685	9,500	6,000	9,500	0%
	OPERATING BUDGET TOTAL	1,540,842	1,901,931	1,993,475	1,740,103	-9%
OTHER LEVIES						
*IMRF - RETIREMENT BENEFITS						
031500-520620	IMRF Retirement Benefits	73,480	59,883	55,000	61,556	3%
*FICA - RETIREMENT BENEFITS						
031500-520610	FICA Retirement Benefits	48,690	56,079	50,000	54,205	-3%
	OTHER LEVIES TOTAL	122,170	115,962	105,000	115,761	0%
	TOTAL	1,663,012	2,017,893	2,098,475	1,855,864	-8%

*Separate Levies

FISCAL YEAR 2023 – 2024
VILLAGE OF PARK FOREST, ILLINOIS, POSITION BY GRADE (NON UNION)

<u>GRADE</u>	<u>POSITION</u>	<u>POSITION</u>	<u>PAY RANGE</u>
2	Office Technician Code Inspector	Maintenance Worker (DownTown)	40,616 – 53,479
3	Facility Custodian Community Service Officer	Office Assistant	42,644 – 56,157
7	Accounting Technician Parks Maintenance Worker Communications Specialist	Police Facility Maintenance Worker Sustainability Coordinator Cultural Arts Specialist	51,835 - 68,257
8	Payroll Specialist Water Plant Maintenance Worker Utility Billing Technician Housing Case Worker	Housing Inspector Administrative Assistant I Accounts Payable Technician Police Records Clerk	54,428 – 71,673
9	Administrative Assistant II Building Maintenance Specialist DPW Maintenance Worker	Water Plant Operator I Recreation Supervisor	57,145 – 75,252
10	Water Plant Operator II Accountant		60,008 – 79,014
11	HR Generalist	Executive Assistant to the Fire Dept	63,003 – 82,967
12	Community Engagement Coordinator	Communications Coordinator	64,882 – 85,439
13	Community Relations Coordinator Executive Assistant/DV Clerk	Police Records Supervisor	68,129 – 89,710
14	Tennis and Health Club Manager Public Works Foreman Cultural Arts Manager Code Enforcement Manager Economic Development Planner	Parks Crew Chief/Village Forester Utility Billing Supervisor Program Manager/Executive Director HA Engineering Technician Building Maintenance Coordinator	71,535 – 94,197
18	Public Works Superintendent Chief Water Plant Operator DownTown Facility Manager	Accounting Manager Assistant Director of Recreation and Parks	86,098 – 113,373
20	Assistant Finance Director		94,922 – 124,995
21	Police Commander Assistant Director of Public Works/Village Engineer	Fire Captain	99,667 – 131,245
22	IT Administrator	Director of Human Resources/ATVM	104,139 – 137,133
23	Deputy Chief of Police	Deputy Chief of Fire	109,347 – 143,991
24	Director of Recreation and Parks	Director of Community Development	114,812 – 151,186
25	Deputy Village Manager/Finance Director Director of Public Works/Village Engineer Director of Economic Development & Planning	Chief of Police Chief of Fire	120,553 – 158,746

VILLAGE OF PARK FOREST, ILLINOIS									
1-Jul-23									
	STEPS								
	1	2	3	4	5	6	7	8	9
GRADE									
3.0% increase									
1	38,681	40,036	41,436	42,885	44,388	45,941	47,545	49,213	50,936
2	40,616	42,032	43,508	45,029	46,606	48,236	49,924	51,671	53,479
3	42,644	44,134	45,684	47,282	48,937	50,648	52,421	54,257	56,157
4	44,777	46,343	47,966	49,644	51,383	53,181	55,041	56,967	58,963
5	47,016	48,661	50,367	52,127	53,951	55,841	57,794	59,818	61,909
6	49,366	51,094	52,880	54,731	56,648	58,632	60,686	62,807	65,003
7	51,835	53,648	55,527	57,471	59,481	61,561	63,716	65,949	68,257
8	54,428	56,332	58,305	60,344	62,455	64,643	66,905	69,244	71,673
9	57,145	59,148	61,219	63,365	65,578	67,872	70,251	72,710	75,252
10	60,008	62,106	64,276	66,528	68,859	71,267	73,762	76,345	79,014
11	63,003	65,210	67,493	69,854	72,301	74,834	77,449	80,161	82,967
12	64,882	67,155	69,504	71,935	74,453	77,062	79,759	82,549	85,439
13	68,129	70,512	72,981	75,534	78,178	80,912	83,747	86,676	89,710
14	71,535	74,037	76,627	79,309	82,085	84,960	87,930	91,012	94,197
15	75,111	77,739	80,463	83,276	86,191	89,210	92,164	95,562	98,906
16	78,869	81,626	84,485	87,441	90,499	93,667	96,945	100,342	103,852
17	81,997	84,869	87,840	90,911	94,094	97,388	100,796	104,323	107,975
18	86,098	89,109	92,229	95,457	98,802	102,256	105,838	109,544	113,373
19	90,403	93,569	96,844	100,231	103,741	107,370	111,125	115,018	119,041
20	94,922	98,242	101,682	105,241	108,925	112,738	116,685	120,766	124,995
21	99,667	103,159	106,769	110,501	114,371	118,374	122,521	126,807	131,245
22	104,139	107,783	111,558	115,461	119,503	123,684	128,016	132,497	137,133
23	109,347	113,172	117,135	121,231	125,476	129,870	134,414	139,119	143,991
24	114,812	118,832	122,992	127,296	131,750	136,361	141,136	146,073	151,186
25	120,553	124,772	129,140	133,661	138,338	143,178	148,189	153,377	158,746

POLICE PAY SCHEDULE / PLAN FISCAL 2023/2024

	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	\$66,663	\$72,056	\$78,170	\$82,831	\$88,943	\$94,405	\$98,179	\$99,650	\$101,122

Holiday Pay	\$3,077	\$3,326	\$3,608	\$3,823	\$4,105	\$4,357	\$4,531	\$4,599	\$4,667
Annual Salary*	\$69,740	\$75,382	\$81,777	\$86,654	\$93,048	\$98,762	\$102,711	\$104,249	\$105,789

	A	B	C
Position	0-12 Months	12-72 Months	Over 72 Months
Sergeant	\$103,424	\$107,562	\$111,863

Holiday Pay	\$4,773	\$4,964	\$5,163
Annual Salary*	\$108,198	\$112,526	\$117,026

Combined	Over 144 Months	Over 144 Months	Over 144 Months
Service	\$104,975	\$109,176	\$113,542

Holiday Pay	\$4,845	\$5,039	\$5,240
Annual Salary*	\$109,819	\$114,215	\$118,782

Combined	Over 240 Months	Over 240 Months	Over 240 Months
Service	\$106,526	\$110,790	\$115,219

Holiday Pay	\$4,917	\$5,113	\$5,318
Annual Salary*	\$111,442	\$115,903	\$120,536

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 2023/2024

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	67,471	74,663	80,710	86,974	93,191	97,674	100,351
Holiday Premium Pay	\$3,659	\$4,049	\$4,377	\$4,717	\$5,054	\$5,298	\$5,443
Annual Salary	\$71,130	\$78,712	\$85,087	\$91,691	\$98,245	\$102,972	\$105,794

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	98,096	102,579	105,256
Holiday Premium Pay	\$5,320	\$5,564	\$5,709
Annual Salary	\$103,417	\$108,143	\$110,965

Shift Commander Pay Schedule

	A 0-12 months	B 13-24 months	C 25 + months
Pre-holiday Salary	108,029	112,128	116,379
Holiday Premium Pay	\$5,859	\$6,082	\$6,312
Annual Salary	\$113,888	\$118,210	\$122,691

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
2023/2024**

GLOSSARY OF TERMS

3CMA	Metropolitan Managers Association, City/County Communications and Marketing Association
AARP	American Association of Retired Persons
ACCESS	Adverse Childhood Critical Events and Safety Screener
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.
ACFR	Annual Comprehensive Financial Report
ACIP	Advisory Committee on Immunization Practices
ACTIVITY	The smallest unit of budgetary accountability and control which encompasses specific and distinguishable lines of work performed by an organizational unit for the purpose of accomplishing a function for which the Village is responsible.
ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
AFG	Assistance to Firefighters Grant
AICPA	American Institute of Certified Public Accountants
ALERTS	Areawide Law Enforcement Radio Terminal System
ALS	Advanced Life Support

AMI	Area Median Income
APA	American Planning Association
APHA	American Public Health Association
APWA	American Public Works Association
ASSETS	Property owned by a government which has a monetary value.
ASSESSED VALUATION	A valuation set upon real estate or other property by the County Assessor as a basis for levying taxes.
ATEP	Aggressive Traffic Enforcement Program
ATLAS	A Geographic Information System
ATVM	Assistant to the Village Manager
AWWA	American Water Works Association
B.I.C.Y.C.L.E.	Bigger Involvement Concerning Young Children's Learning Experiences
BLS	Basic Life Support
BMI	Body Mass Index
BOCA	Building Officials Code Administrators
BOND	A written promise, generally under seal, to pay a specified sum of money, called the face value, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.
BONDED DEBT	That portion of indebtedness represented by outstanding bonds.
BUDGET	A one year financial document embodying an estimate of proposed revenue and expenditures for the year. The Village is required by State Statute to approve a budget, and the approved budget sets the legal spending limits of the Village. It is the primary means by which most of the expenditures and service levels of the Village are controlled.
BUDGET AMENDMENT	A legal procedure utilized by the Village staff and Village Board to revise the budget.

BUDGET DOCUMENT	The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the Village Board.
BUDGET MESSAGE	A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.
BUDGET ORDINANCE	The official enactment, by the Village Board to legally authorize Village staff to obligate and expend resources.
BUDGETARY CONTROL	The control of management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
CABO	Council of American Building Officials
CAD	In a police context CAD refers to a Computer Aided Dispatch.
CAD	In an engineering context, CAD refers to Computer Aided Design.
CAFHA	Chicago Area Fair Housing Alliance
CAHPS	Consumer Assessment of Healthcare Providers and Systems
CAM	Common Area Maintenance
CAPITAL ASSETS	Assets of \$10,000 value or more and having a useful life of more than one year. Capital assets are also called fixed assets.
CAPITAL BUDGET	A plan of proposed capital outlays and the means of financing them for the current fiscal period.
CAPITAL OUTLAY	Expenditures which result in the acquisition of, or addition to, fixed assets.
CAPITAL PROJECTS	A fund created to account for financial resources to be FUND used for the acquisition or the construction of major capital facilities or equipment.
CART	Combined Agency Response Team
CED	Community and Economic Development Policy
CCHA	Cook County Housing Authority
CCTRP	Cook County Tax Reactivation Project

CDBG	Community Development Block Grant
CDBG-IKE	CDBG - Disaster Recovery Public Infrastructure Program
CDC	Center for Disease Control
CEDA	Community & Economic Development Association of Cook County
CERT	Community Emergency Response Team
CFH	Crime Free Housing Ordinance
CHAP	Community Health Accreditation Program
CHART OF ACCOUNTS	The classification system used by the Village to organize the accounting for various funds.
CHR	Commission on Human Relations
CMAF	Chicago Metropolitan Agency for Planning
CMAQ	Congestion Mitigation and Air Quality
CMOM	Capacity, Management, Operation, and Maintenance
CMS	Central Management Service
CMS	Centers for Medicare & Medicaid Services
CN	Canadian National Railway Company
COA	Certificate of Achievement
(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	Bonds for whose payments are backed by the full faith and credit of the issuing body are pledged. More commonly, but not necessarily, general obligation 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.
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

SOILL	Special Olympics Illinois
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
TATIC	Total Access Collaborative for Trauma Informed Care
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.
YVPE	Youth Violence Prevention Engagement

**VILLAGE OF
PARK FOREST, ILLINOIS
FIVE YEAR CAPITAL PLAN
FISCAL YEAR 2023/2024**



VILLAGE OF PARK FOREST FIVE YEAR CAPITAL PLAN FISCAL YEAR 2023/2024

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 2023/2024, the Village will be replacing network hardware, upgrading Board Room video equipment and upgrading laptops for some members of the Village Board.

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 2023/2024, the General Fund includes dollars for contractual street maintenance for \$800,000 to maintain side streets not eligible for grant funding. Sidewalk maintenance is also included. The major road program for \$5,000,000 first included in FY 2022/2023 is carried forward into FY 2023/2024. There is a multi-use path along 26th Street and a generator for the DOW building also included.

The Motor Fuel Tax plan includes resurfacing of Shabbona Drive, Forest Boulevard improvements and annual street maintenance. The total proposed FY 2023/2024 capital expenditures for the Motor Fuel Tax Fund are \$8,586,496.

DPW's vehicle program is a comprehensive process that presents the maintenance, additions and subtractions to its fleet for the next five years. For 2023/2024, replacement of the vactor/jetter truck #604 and is the only item on the capital plan with a cost of \$400,000.

The Capital Plan for the Water Fund, as presented, includes \$500,000 for water main replacement done in-house, replacement of the Tamarack standpipe booster station vault and the continuation of the meter replacement program. The total proposed capital costs for FY 2023/2024 for the Water Funds are \$2,323,600.

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.

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 2023/2024 includes allocation of funds to continue maintenance of the Urban Forestry plan, Central Park and various other parks. Freedom Hall has tuck pointing for the building and new curtains. The bike and pedestrian plan includes an extension of the Winnebago Park walkway.

Vehicle replacement includes a mower replacement, vehicle reconditioning and CNG conversions.

Included in the Aqua Center Capital Plan for 2023/2024 are various replacements and improvements to the facility.

The Tennis & Health Club Capital Plan includes installation of court heaters, replacement of exercise equipment and building maintenance items. The total proposed capital expenses for FY 2023/2024 are \$28,900.

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, Fire Station, Police Station and the Public Works and Parks Garage. The Capital Plan for facilities includes Village Hall upgrades, Rec Center upgrades, Police Station repairs and Municipal Garage upgrades. The total proposed capital expenditures across all Buildings and Grounds categories are \$319,000.

POLICE

The Police Capital Plan includes computer/technology replacements, camera replacements and taser replacements totaling \$82,800. For vehicle replacements, the Police

department is proposing to replace three vehicles, replace mobile data terminals in selected squad cars and an administration vehicle. The total proposed Vehicle Service Fund capital outlays for Police are \$198,000, reflecting considerable increases to the cost of squad vehicles.

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 \$91,200. The Vehicle Service Fund expenditures proposed for FY 2023/2024 for Fire are \$750,000 for a replacement to Engine 54.

DOWNTOWN

The Capital Plan for the DownTown provides for continuation of tenant build out associated with new leases, 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 2023/2024 are \$358,150.

OTHER – CAPITAL PROJECTS

A Capital Projects Fund was first created for the new Fire Station. Beginning in Fiscal 2012, the Capital Projects Fund has included costs associated with land acquisition and development as well as CN proceeds for economic development projects. Included in the 2023/2024 Capital Projects plan are 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 2023/2024 that are subject to the availability of funding. The total requested capital expenditures for the Capital Projects Fund for FY 2023/2024 are \$1,926,000.

VILLAGE OF PARK FOREST FIVE YEAR CAPITAL PLAN

	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>
<u>General Fund</u>					
Public Works	6,289,400	1,147,000	1,388,000	1,071,600	7,310,000
Recreation, Parks & Comm. Health	650,600	1,621,700	390,800	166,900	594,200
Buildings & Grounds ⁽¹⁾	319,000	543,000	202,000	812,000	194,500
Police	82,800	55,200	112,700	122,700	145,900
Fire	91,200	119,950	108,450	126,850	107,550
*Administration/Finance	118,000	64,300	64,400	71,200	70,000
*Community Development	3,000	13,800	2,500	3,800	1,900
*Economic Development & Planning	2,500	2,500	4,400	-	2,500
General Fund Total	7,556,500	3,567,450	2,273,250	2,375,050	8,426,550
 <u>M F T</u>	 8,586,496	 808,000	 4,629,202	 4,691,000	 2,964,000
<u>Water</u>	2,323,600	1,974,800	5,849,976	2,908,600	1,594,600
<u>Sewer</u>	825,000	1,025,000	775,000	675,000	2,395,000
<u>Municipal Parking</u>	25,000	-	-	375,000	-

(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>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>
<u>Aqua Center</u>	18,800	97,000	15,000	2,005,000	2,516,900
<u>Tennis & Health Club</u>	28,900	51,000	110,000	165,000	515,000
<u>DownTown</u>	358,150	1,604,450	267,550	296,550	271,100
<u>Other — Capital Projects</u>	1,926,000	778,000	653,000	528,000	528,000
<u>Housing Authority *</u>	1,900	-	-	1,900	1,900
 <u>Vehicle Services</u>					
Administration	40,000	-	-	-	-
Public Works	400,000	150,000	257,000	235,000	495,000
Recreation, Parks & Comm. Health	127,000	347,000	192,000	32,000	27,000
Police	198,000	201,000	222,000	207,000	175,000
Fire	750,000	45,000	45,000	-	-
Vehicle Services Total	<u>1,515,000</u>	<u>743,000</u>	<u>716,000</u>	<u>474,000</u>	<u>697,000</u>
 TOTAL	 <u><u>23,165,346</u></u>	 <u><u>10,648,700</u></u>	 <u><u>15,288,978</u></u>	 <u><u>14,495,100</u></u>	 <u><u>19,910,050</u></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>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>	
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>	
<u>General Fund</u>										
Local Road Improvements	5,000,000	(1)								
26th St Multi use Trail (Norwood Blvd to Thorn Creek Woods) - Phase 1*	200,000	(2)								
Contractual Street Maintenance	800,000	(3)	800,000	(1)	800,000	(1)	800,000	(1)	800,000	(1)
Contractual Sidewalk Maintenance	100,000	(4)	100,000	(2)	100,000	(2)	100,000	(2)	100,000	(2)
Computer System Upgrades	6,400	(5)	14,000	(3)	5,000	(3)	12,600	(3)	2,000	(3)
Tree Removal	8,000	(6)	8,000	(4)	8,000	(4)	8,000	(4)	8,000	(4)
Generator for DPW Building	175,000	(7)	-	-	-	-	-	-	-	-
<u>Bike and Pedestrian Plan</u>	-	-	-	-	-	-	-	-	-	-
Village Cut Throughs	-	-	225,000	(5)	225,000	(5)	-	-	-	-
26th St Multi use Trail (Norwood Blvd to Thorn Creek Woods) - Design	-	-	-	-	250,000	(6)	-	-	-	-
Sidewalk - Indianwood (Village Drive to Forest) North side	-	-	-	-	-	-	66,000	(5)	-	-
Sidewalk - Orchard (Indianwood to Main) East side	-	-	-	-	-	-	55,000	(6)	-	-
Road Diet Indianwood and Orchard (Downtown)	-	-	-	-	-	-	30,000	(7)	-	-
26th St Multi use Trail (Norwood Blvd to Thorn Creek Woods) - C/CE	-	-	-	-	-	-	-	-	1,000,000	(5)
Install Traffic Signal - Westwood Drive at Orchard Drive	-	-	-	-	-	-	-	-	400,000	(6)
New DPW /Rec & Parks Maintenance Facility	-	-	-	-	-	-	-	-	5,000,000	(7)
	6,289,400		1,147,000		1,388,000		1,071,600		7,310,000	
* 100% funded by 2022 Invest in Cook Grant										

⁽¹⁾ A Sustainable Project
Five Year Capital Plan

PUBLIC WORKS DEPARTMENT FIVE YEAR CAPITAL PLAN

	<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>	
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>	
<u>Motor Fuel Tax</u>										
MFT Maintenance Resolutions	500,000	(1)	500,000	(1)	500,000	(1)	500,000	(1)	500,000	(1)
Resurface Shabbona Dr (Sauk Trail to Indianwood Blvd) - Const.**	2,787,000	(2)	-	-	-	-	-	-	-	-
Resurface Shabbona Dr (Sauk Trail to Indianwood Blvd) - Const Egr**	279,000	(3)	-	-	-	-	-	-	-	-
Forest Blvd Improvements - ITEP Path Construction*	3,781,360	(4)	-	-	-	-	-	-	-	-
Forest Blvd Improvements - ITEP Path Construction Engineering*	378,136	(5)	-	-	-	-	-	-	-	-
Local Road Improvements - Every other year	400,000	(6)	-	-	400,000	(2)	-	-	400,000	(2)
Replacement of Street Lights	250,000	(7)	250,000	(2)	250,000	(3)	250,000	(2)	250,000	(3)
Resurf Westwood Dr/Norwood (Sauk Trail to Western Ave) - Prelim Egr ¹	211,000	(8)	-	-	-	-	-	-	-	-
Resurf Westwood Dr/Norwood (Sauk Trail to Western Ave) - Design ¹	-	-	-	-	246,000	(4)	-	-	-	-
Resurf Westwood Dr/Norwood (Sauk Trail to Western Ave) - Const ¹	-	-	-	-	-	-	3,522,000	(3)	-	-
Resurf Westwood Dr/Norwood(Sauk Trail to Western Ave) - Const Egr ¹	-	-	-	-	-	-	352,000	(4)	-	-
Resurface S. Orchard Dr (Sauk Trail to Blackhawk Dr) - Prelim Egr ¹	-	-	58,000	(3)	-	-	-	-	-	-
Resurface S. Orchard Dr (Sauk Trail to Blackhawk Dr) - Design ¹	-	-	-	-	-	-	67,000	(5)	-	-
Resurface S. Orchard Dr (Sauk Trail to Blackhawk Dr) - Const ¹	-	-	-	-	-	-	-	-	968,000	(4)
Resurface S. Orchard Dr (Sauk Trail to Blackhawk Dr) - Const Egr ¹	-	-	-	-	-	-	-	-	96,000	(5)
Forest Blvd Improvements - Road Construction	-	-	-	-	2,939,275	(5)	-	-	-	-
Forest Blvd Improvements - Road Construction Engineering	-	-	-	-	293,927	(6)	-	-	-	-
Replace Fence along Western Avenue	-	-	-	-	-	-	-	-	350,000	(6)
New Traffic Signal - Indiana & Rt. 30	-	-	-	-	-	-	-	-	400,000	(7)
	8,586,496		808,000		4,629,202		4,691,000		2,964,000	
*80% of amt shown will be funded through ITEP, if awarded										
**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.										

⁽¹⁾ A Sustainable Project
Five Year Capital Plan

PUBLIC WORKS DEPARTMENT FIVE YEAR CAPITAL PLAN

	<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>	
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>	
<u>Vehicle Services Fund</u>										
Replace Vactor/Jetter Truck #604	400,000	(1)	-	-	-	-	-	-	-	-
Replace Pickup F250 # 661 - Water	-	-	35,000	(1)	-	-	-	-	-	-
Replace Pickup F250 XL # 652 - Water	-	-	35,000	(2)	-	-	-	-	-	-
Replace Pickup F250 3/4 Ton # 561	-	-	40,000	(3)	-	-	-	-	-	-
Replace Pickup F250 3/4 Ton # 507	-	-	40,000	(4)	-	-	-	-	-	-
Refurbish 2-1/2 Ton Dump Truck # 610	-	-	-	-	90,000	(1)	-	-	-	-
Replace Ford F450 1-1/2 Ton # 501 - Grit Truck	-	-	-	-	77,000	(2)	-	-	-	-
Refurbish 2-1/2 Ton Dump Truck # 608	-	-	-	-	90,000	(3)	-	-	-	-
Refurbish 2-1/2 Ton Dump Truck # 622	-	-	-	-	-	-	90,000	(1)	-	-
Replace Ford F350 Pick Up # 667 - Water Plant Vehicle	-	-	-	-	-	-	55,000	(2)	-	-
Refurbish 2-1/2 Ton Dump Truck # 611	-	-	-	-	-	-	90,000	(3)	-	-
Replace Utility F450 # 650 - Main Break Truck	-	-	-	-	-	-	-	-	55,000	(1)
Replace Case 621E Wheel Loader # 681	-	-	-	-	-	-	-	-	125,000	(2)
Refurbish 2-1/2 Ton Dump Truck # 603	-	-	-	-	-	-	-	-	90,000	(4)
Replace Ford F450 #609	-	-	-	-	-	-	-	-	25,000	(5)
Replace Freightliner Aerial Truck # 605	-	-	-	-	-	-	-	-	200,000	(6)
	400,000		150,000		257,000		235,000		495,000	
<u>Water Fund</u>										
Water Main Replacement - In House	500,000	(1)	500,000	(1)	500,000	(1)	500,000	(1)	500,000	(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	9,900	(4)	9,900	(4)	9,900	(4)	9,900	(4)	9,900	(4)
Computer System Upgrades	5,700	(5)	1,900	(5)	23,800	(5)	15,700	(5)	5,700	(5)
Repainting Fire Hydrants	24,000	(6)	24,000	(6)	24,000	(6)	-	-	-	-
Well Maintenance, Well #6 (Well Components & Casing)	90,000	(7)	-	-	-	-	-	-	-	-
Tamarack Standpipe Booster Station Building (Replace Vault)	800,000	(8)	-	-	-	-	-	-	-	-
Tamarack Standpipe Cathodic Protection Repair	25,000	(9)	-	-	-	-	-	-	-	-

⁽¹⁾ A Sustainable Project
Five Year Capital Plan

PUBLIC WORKS DEPARTMENT FIVE YEAR CAPITAL PLAN

	<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>	
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>	
Blackhawk Tower Cathodic Protection Repair	25,000	(10)	-	-	-	-	-	-	-	-
Replace Bulk Chlorine Storage Tanks	30,000	(11)	-	-	-	-	-	-	-	-
Improvements to Residential Water Meter Reading System	250,000	(12)	250,000	(12)	250,000	(10)	250,000	(12)	250,000	(11)
Meter Upgrade and Rebuild Program, 20% of Res. Meters	344,000	(13)	344,000	(13)	344,000	(11)	344,000	(13)	344,000	(12)
Well Maintenance, Well #4 (Well Components & Casing)	-	-	90,000	(7)	-	-	-	-	-	-
OSEC Cell Replacement	-	-	30,000	(8)	-	-	-	-	-	-
Replace Variable Frequency Drive on High Service Pump #1	-	-	30,000	(9)	-	-	-	-	-	-
Replace Variable Frequency Drive on High Service Pump #2	-	-	30,000	(10)	-	-	-	-	-	-
Blackhawk Tower Painting Over Coat	-	-	400,000	(11)	-	-	-	-	-	-
Well Maintenance, Well #5	-	-	-	-	90,000	(7)	-	-	-	-
Replace Variable Frequency Drive on High Service Pump #3	-	-	-	-	30,000	(8)	-	-	-	-
Replace 16" Water Main leaving Water Plant to Westwood Dr.	-	-	-	-	750,000	(9)	-	-	-	-
Well Maintenance, Well #1	-	-	-	-	-	-	60,000	(6)	-	-
Commercial/Large Meter Evaluation and Testing	-	-	-	-	-	-	24,000	(7)	-	-
Improvements to Soda Ash & Lime Silo Level Sensors	-	-	-	-	-	-	30,000	(8)	-	-
Replace 24" Distribution meter at water plant	-	-	-	-	-	-	30,000	(9)	-	-
Exterior Paint Repairs & Tank Washing, Autumn Ridge Tower	-	-	-	-	-	-	25,000	(10)	-	-
Tamarack Standpipe Painting/logo application and repairs (inside and out)	-	-	-	-	-	-	1,400,000	(11)	-	-
Well Maintenance, Well #3 (Well Components & Casing)	-	-	-	-	-	-	-	-	90,000	(6)
Repair Cathodic Protection & Clean Out Autumn Ridge Tower	-	-	-	-	-	-	-	-	25,000	(7)
Replace Two Raw Water Control Valves to Aerator in Water Plant	-	-	-	-	-	-	-	-	25,000	(8)
Access Road at Water Plant Repair	-	-	-	-	-	-	-	-	80,000	(9)
Tear down Well #7 Site	-	-	-	-	-	-	-	-	45,000	(10)
Radio Read Unit for Vehicle	-	-	45,000	(14)	-	-	-	-	-	-
Energy Performance Contract	-	-	-	-	3,608,276	(12)	-	-	-	-
	2,323,600		1,974,800		5,849,976		2,908,600		1,594,600	

⁽¹⁾ A Sustainable Project
Five Year Capital Plan

PUBLIC WORKS DEPARTMENT FIVE YEAR CAPITAL PLAN

	<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>	
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>	
<u>Sewer Fund</u>										
Sanitary Sewer Replacement - Every other year	300,000	(1)	-	-	300,000	(1)	-	-	300,000	(1)
Sanitary Sewer Lining - Every other year	-	-	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)
Clean and Televiser Sewer Mains	60,000	(3)	60,000	(3)	60,000	(3)	60,000	(3)	60,000	(3)
Tree Removal	15,000	(4)	15,000	(4)	15,000	(4)	15,000	(4)	15,000	(4)
Forest Brook Street Lift Station Overhaul	250,000	(5)	-	-	-	-	-	-	-	-
23 Thorn Creek Culvert Replacement	-	-	200,000	(5)	-	-	-	-	-	-
Chestnut Street Lift Station Overhaul	-	-	250,000	(6)	-	-	-	-	-	-
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	(5)
Clean Drainage Ditch from Krotiak to Lakewood	-	-	-	-	-	-	-	-	200,000	(6)
Clean Drainage Ditch from Central Park to Westwood	-	-	-	-	-	-	-	-	100,000	(7)
Clean Drainage Ditch from Lakewood to Rich East H.S.	-	-	-	-	-	-	-	-	200,000	(8)
Clean Drainage Ditch from East Rocket to Indianwood	-	-	-	-	-	-	-	-	100,000	(9)
Lakewood Blvd Culvert Replacement	-	-	-	-	-	-	-	-	250,000	(10)
Richton Park Overflow Improvements	-	-	-	-	-	-	-	-	500,000	(11)
Flow Testing of Sewer Mains	-	-	-	-	-	-	-	-	20,000	(12)
Smoke Testing of Sewer Mains	-	-	-	-	-	-	-	-	20,000	(13)
Flood Testing of Sewer Mains	-	-	-	-	-	-	-	-	30,000	(14)
	825,000		1,025,000		775,000		675,000		2,395,000	
<u>Municipal Parking Fund</u>										
Crackfill, Sealcoat, Restripe Lot 2	25,000	(1)	-	-	-	-	-	-	-	-
Install Security System Lot 2	-	-	-	-	-	-	375,000	(1)	-	-
	25,000		-		-		375,000		-	
TOTAL	<u>18,449,496</u>		<u>5,104,800</u>		<u>12,899,178</u>		<u>9,956,200</u>		<u>14,758,600</u>	

⁽¹⁾ A Sustainable Project
Five Year Capital Plan

PUBLIC WORKS DEPARTMENT CAPITAL IMPROVEMENT PLAN 2023/2024 PROJECTS

GENERAL FUND PROJECTS

1. Local Road Improvements \$5,000,000

This item consists of funding for approximately 4.3 miles of street improvements. Streets designated for improvement are, Springfield (Homan to Douglas), Seward, Stanton, Hickory, Hickory Ct, Lee, Grant, Green, Rich, Gold, East and West Rocket, Michael, Dunlap, Dunham, Cromwell, Oakwood, Braeburn, and Tamarack. Construction is scheduled to begin Spring 2023.

2. 26th St Multi Use Trail (Norwood Blvd to Thorn Creek Woods) – Phase 1 \$200,000

This item consists of funding for Phase 1 (Preliminary Engineering) that will look into the feasibility, impacts, and design requirements to install a 10-foot multi-use path connecting Norwood Blvd to an access point into Thorn Creek Woods and a regional trail system. This project will be funded 100% by a 2022 Invest in Cook grant that the Village was awarded.

3. Contractual Street Maintenance \$800,000

This item consists of funding for ongoing 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.

4. Contractual Sidewalk Maintenance \$100,000

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 \$6,400

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. 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.

7. Generator for DPW Building \$175,000

This item consists of funding for the purchase of a generator to allow for DPW operations and maintenance to continue in case of a power outage.

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 Dr. (Sauk Trail to Indianwood Blvd) – Const \$2,787,000

This item consists of funding for the construction of 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 IDOT and then 20% (\$557,400) will be reimbursed by the Village.

3. Resurface Shabbona Dr. (Sauk Trail to Indianwood Blvd) – Const. Egr \$279,000

This item consists of funding to provide for an onsite Resident Engineer to oversee and manage the project on behalf of the Village. Services include, oversight and management, creating pay estimates, project diary and field book documentation, progress meetings, and various paperwork. 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% (\$223,200) will be reimbursed by the State.

4. Forest Blvd Improvements – ITEP Path Construction \$3,781,360

This item consists of funding for construction of a 10-foot wide multi use path along Forest/Norwood Blvd from the Downtown to Westwood Drive. This project will also include intersection and pedestrian improvements. 80% of amount shown will be funded through the ITEP grant program. The Village recently submitted a grant project application with Notice of Award to be provided at a future date. Therefore, this project is contingent on grant funding award.

5. Forest Blvd Improvements – ITEP Path Construction Engineering \$378,136

This item consists of funding for an onsite Resident Engineer to oversee and manage the project on behalf of the Village. Services include, oversight and management, creating pay estimates,

project diary and field book documentation, progress meetings, and various paperwork. 80% of amount shown will be funded through the ITEP grant program. The Village recently submitted a grant project application with Notice of Award to be provided at a future date. Therefore, this project is contingent on grant funding award.

6. Local Road Improvements – Every other year \$400,000

This item consists of funding for road improvements on smaller local roads. No specific location has been identified but improvements will include, but are not limited to, curb replacement, sidewalk improvements at intersections and driveways, structure adjustments, milling and resurfacing of roadway, pavement patching, driveway apron replacement, pavement marking, and restoration.

7. Replacement of Street lights \$250,000

This item consists of funding for the replacement of a portion of the existing village street lighting system. The current system requires constant maintenance and provides minimal lighting. This project will consist of new poles, LED lights, unit duct, cables, and control box.

8. Resurf Westwood Dr/Norwood (Sauk Trail to Western) – Prelim Egr. \$211,000

This item consists of funding for Phase I Engineering for a road improvement along this route. Services include, but are not limited to, preliminary engineering, environmental studies, data collection, traffic studies, intersection studies, soil investigation, field evaluation and topo surveys, interagency coordination meetings, drainage studies, estimates of cost, and development of final Project Development Report. 80% of amount shown will be funded through the SSMMA Surface Transportation Program (STP) and the remaining 20% is expected to be funded by Transportation Development Credits Highway (Tollway Credits) resulting in a net zero cost to the Village.

VEHICLE SERVICE FUND PROJECTS

1. Replace Vactor/Jetter Truck #604 \$400,000

This item consists of funding for the purchase of a new combination vactor and jetter truck used by DPW staff for cleaning sewers, hydro excavating, and other miscellaneous tasks. The current truck is used frequently performing sewer work, water main work, excavating for water shutoff boxes, power washing, and debris removal.

WATER FUND PROJECTS

1. Water Main Replacement – In House \$500,000

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 an ongoing 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 \$9,900

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. Repaint Fire Hydrants \$24,000

This item consists of funding for the ongoing stripping and repainting of village wide fire hydrants. DPW anticipates that all fire hydrants will be repainted over a 3-year period.

7. 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.

8. Tamarack Standpipe Booster Station Building (Replace Vault) \$800,000

This item consists of funding to replace the underground valve vault and bring all components above ground. Improvements shall also consist of new pumps, water quality equipment, new valves, and building.

9. Tamarack Standpipe Cathodic Protection Repair \$25,000

This item consists of funding to repair cathodic protection for the Standpipe. Cathodic protection stops the metal from corroding (rusting). The Standpipe will be drained, inspected, evaluated and if necessary, repaired or reconditioned.

10. Blackhawk Tower Cathodic Protection Repair \$25,000

This item consists of funding to repair cathodic protection for Blackhawk Water Tower. Cathodic protection stops the metal from corroding (rusting). The tower will be drained, inspected, evaluated and if necessary, repaired or reconditioned.

11. 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. These tanks hold the chlorine that is made for water treatment and disinfection.

12. Improvements to Residential Water Meter Reading System \$250,000

This item consists of funding for an improved method for collecting monthly water usage readings.

13. Meter Upgrade and Rebuild Program, 20% of Res. Meters \$344,000

This item consists of funding for the systematic replacement/upgrade of residential and business water meters.

SEWER FUND PROJECTS

1. Sanitary Sewer Replacement – Every other year \$300,000

This item consists of funding for the ongoing pipe replacement of the sanitary sewer system. When the pipe condition is beyond using rehab methods such as lining, then it needs to be replaced. This work includes open cut installation, manholes and connections, reconnection of service laterals to homes and/or businesses, and restoration of pavements and lawn. 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. 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.

4. 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.

5. 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>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>
<u>General Fund - Parks & Playgrounds</u>									
Urban Forestry Operations	80,000	1	80,000		80,000		80,000		80,000
Central Park-Resurface/Color-coat Tennis Courts	65,000	2							
Playground Safety Surface Maintenance - Various Parks	7,000	3	7,000		7,000		7,000		7,000
Play Equipment Upgrades - Various Parks	10,000	4	10,000		10,000		10,000		10,000
*Central Park - Replace Backstops/ Baseline Fencing Field B, D, C, A	25,000	5	25,000		25,000		25,000		
Computer system upgrades	7,600	6	10,700		3,800		1,900		6,200
Community Basketball Courts/ Ice Skating ⁽⁴⁾	250,000	7	-		-		-		
Various Parks - Replace tables/ bleachers	5,000	8			5,000				5,000
Central Park Wetlands Management Plan	3,000	9			3,000				3,000
Green Initiatives ⁽¹⁾ - Community Garden Capital Support ⁽⁴⁾	15,000	10	8,000		5,000		-		
Various Parks - crack-fill/ seal lots	8,000	11	8,000		8,000		8,000		8,000
ADA Transition Plan Implementation - Various	5,000	12	-		5,000		-		
Dog Park - Relocate Parking and ADA Curb Cut	30,000	13	-		-		-		
Replace Backstop - Indiana Park ⁽³⁾			10,000		-		-		
Replace Backstop - Illinois Park ⁽³⁾			10,000		-		-		
Dog Park - Install Second Shelter			7,000		-		-		
Pickleball Court Conversions- Various			50,000		30,000				
Village Green Shade Structures			20,000				-		
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		-		-		-
Replace Central Park Pavilion	-		250,000		-		-		-
Resurface Walks - Various Parks	-		10,000		-		10,000		
Central Park - Park/Playground Renovation ^{(2) (3)}	-		750,000		-		-		

⁽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>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>
Winnebago Park- Disc Golf Course			5,000						
Replace Outfield Fencing - Central Park			-		40,000		-		
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		-		
Playground Renovation - Eastgate ^{(3)*}	-		-		-		10,000		
Central Park - Replace Outfield Netting	-		-		-		-		20,000
Playground Renovation - Indiana Park	-		-		-		-		65,000
Playground Renovation - Logan Park			-		-		-		60,000
Total Parks & Playgrounds:	510,600		1,393,700		329,800		151,900		264,200
<u>General Fund - Freedom Hall</u>									
Tuckpointing	10,000	1	9,000		9,000				
Replace Stage Drapes	30,000	2	-		-		-		
Roof Replacement			90,000		-		-		
Remote Viewing Monitors - Stage	-		12,000		-		-		
Dimmer Pack	-		10,000		-		-		
Security Camera System			7,000						
Digital Marque Sign	-				27,000				
6Ft Piano					25,000				
Projector & Controls	-		-		-		15,000		
Replace Stage Floor	-		-				-		30,000
Facility Remodel	-		-		-				300,000
Total Freedom Hall:	40,000		128,000		61,000		15,000		330,000
Total Parks & Playgrounds/ Freedom Hall	550,600		1,521,700		390,800		166,900		594,200

(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>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>
<u>General Fund - B&G Village Hall</u>									
Emergency Purchases / Repairs / Replacements	10,000	1	10,000		10,000		10,000		
Department Office Space Upgrades	20,000	2	20,000		20,000		20,000		
Interior Public Space Upgrades/ Counter Security	50,000	3	50,000		-				
Replace HVAC/ Board Room	30,000	4	-		-				
Roof Reconditioning ⁽¹⁾			-		40,000				
Tuckpointing	-		10,000		-		10,000		
Replace lower level windows ⁽¹⁾⁽²⁾	-		75,000		-				
Elevator Replacement	-		-		-		200,000		
Replace HVAC/Building									12,000
Total Village Hall	110,000		165,000		70,000		240,000		12,000
<u>General Fund - B&G Rec Center</u>									
Replace Doors - Lower Level	7,000	1							
Misc. Maintenance and Equipment Upgrades	10,000	2	10,000		10,000		10,000		10,000
Video Security/ Wi-Fi	5,000	3	-		-				
Replace galvanized water service lines to washrooms	15,000	4	-		-				
Implementation of Space Plan			25,000		15,000		10,000		
Tuckpointing			8,000				8,000		
HVAC - Lower Level Stand Alone System	-		40,000		-				
Remodel Washrooms	-		20,000		-				
Roof Reconditioning ⁽¹⁾			-		30,000				
Remodel Kitchen					20,000				
Marquee Signs			-		-				100,000
Replace Scoreboard									20,000
Total Rec Center	37,000		103,000		75,000		28,000		130,000

⁽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>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>
<u>General Fund - B&G Police Station</u>									
Replace HVAC/ various	12,000	1	-		-		-		-
Roof Replacement*	120,000	2	130,000		-		-		-
Tuckpointing	5,000	3	-		5,000		-		-
Parking Lot - Sealcoat/Stripe	5,000	4	-		-		6,000		
Replace HVAC/Gun range									10,000
Total Police Station	142,000		130,000		5,000		6,000		10,000
<u>General Fund - B&G Fire Station</u>									
Roof Reconditioning	-		25,000		-				
Tuckpointing					5,000				
Repalce HVAC/ Training Room							28,000		
Replace HVAC/ Bunk Room									28,000
Total Fire Station	-		25,000		5,000		28,000		28,000
<u>General Fund - B&G Municipal Garage</u>									
Replace Galvanized Water Lines	8,000	1	-		-		-		-
Replace Upper Windows - West Wall*	10,000	2	10,000		-		-		-
Garage Door Repairs	5,000	3	-		5,000		-		7,000
Tuck-pointing	7,000	4	-		7,000		-		-
Roof Reconditioning ⁽¹⁾			35,000		35,000		35,000		-
CNG Conversion Safety Requirements - Ventelation/ Exp. Protection.			75,000		-		-		-
Replace Pole Barn Storage Shed - New Parks Garage	-		-		-		475,000		
Replace HVAC/ Break Room									7,500
Total Municipal Garage	30,000		120,000		47,000		510,000		14,500
Total Buildings & Gounds:	319,000		543,000		202,000		812,000		194,500

⁽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>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>
<u>Bike & Pedestrian Plan Implementation - (included in General Fund)</u>									
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	100,000		100,000		0		0		0
Total General Fund:	969,600		2,164,700		592,800		978,900		788,700
<u>Vehicle Services Fund</u>									
Misc. Vehicle Repair/ Recondition ⁽¹⁾	12,000	1	12,000		12,000		12,000		12,000
Replace Toro Mower #138*	95,000	2	-		-				
CNG Vehicle Conversions ⁽¹⁾	15,000	3	15,000		15,000		15,000		15,000
Various Maintenance Attachments and Equipment	5,000	4	-		5,000				
Replace Maintenance Vehicle # 126			50,000		-				
Forestry Service Vehicle			140,000		-				
Utility Cart Rebuild	-		5,000		-		5,000		
Non CDL Bus	-		90,000		-				
Replace Skid-steer Loader # 260	-		30,000		-				
Fertilizer Spreader	-		5,000		-				
Replace Toro Mower #141					90,000				
Replace Pick-Up #142					35,000				
Replace Pick-Up #135					35,000				
Total Vehicle Services Fund	127,000		347,000		192,000		32,000		27,000
<u>Aqua Center Fund</u>									
Computer System Upgrades	3,800	1	-		-		-		1,900
ADA Transition Plan Implementation	5,000	2	-		5,000		-		5,000
Install lockers / Dressing Partitions/ Deck Chairs	5,000	3	-		5,000		-		5,000
Pool Play Equipment	5,000	4	-		5,000		-		5,000

⁽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>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>
Remodel Food Court			12,000						
Pool Deck - Maintenance/Repairs	-		5,000		-		5,000		
Pool Bottom - Maintenance/Repairs	-		5,000		-		-		
Recondition Bathhouse Roof	-		75,000		-		-		
New spray/ splash pad	-		-		-		2,000,000		
Renovate West Pool	-		-		-				1,000,000
Replace East Pool	-		-		-				1,500,000
Total Aqua Center Fund	18,800		97,000		15,000		2,005,000		2,516,900
<u>Tennis & Health Club Fund</u>									
Replace/ Upgrade Exercise Equipment	5,000	1	5,000		5,000		5,000		5,000
ADA Transition Plan Implementation	5,000	2	-		5,000		-		5,000
Tuck-pointing	5,000	3	-		5,000		-		5,000
Court Heaters	12,000	4	-		-		-		-
Computer system upgrades	1,900	5	-		-		-		-
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		-		-
Multi-Purpose Room Equipment					15,000		15,000		
Bathroom Renovations					15,000		20,000		
Replace Roof							125,000		
Facilities Study Improvements & ADA Compliance	-		-		-				500,000
Total Tennis & Health Club Fund	28,900		51,000		110,000		165,000		515,000
TOTAL Recreation, Parks & Community Health - All Funds	1,144,300		2,659,700		909,800		3,180,900		3,847,600

(1) Sustainable Project (2) Grant Supported (3) Lifecycle Project (4) Joint Project/Economic Development
Five Year Capital Plan

RECREATION, PARKS & COMMUNITY HEALTH CAPITAL IMPROVEMENT PLAN 2023/2024 PROJECTS

GENERAL FUND – RECREATION, PARKS & COMMUNITY HEALTH: PARKS & PLAYGROUNDS

1. 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

2. 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.

3. 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 loose 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.

4. 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

5. 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.

6. Computer System Upgrades \$7,600

This covers routine replacement of computers, printers and copiers used by staff.

7. 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.

8.	Replace Tables/ Bleachers – Various Parks	\$5,000

This is a cyclical item to maintain the inventory of picnic tables and bleachers.

9.	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.

10.	Green Initiatives- Community Garden Project	\$15,000

The Departments of Economic Development & Planning and Recreation, Parks and Community Health oversee the Village's Community Garden Program. A concept plan has been developed for a large, multi-plot Community Garden. Residents would be able to rent a garden plot and have access to storage space and water. Additionally, there is a communal shelter for interaction, rest and gardening and food production classes and programs. This item is to support further development and construction of this project.

11.	Various Parks- Crack-fill/Seal-coat/Stripe	\$8,000

Routine maintenance of parking lots such as crack filling and seal-coating are necessary to maximize their useful life before re-asphalting is necessary. This will be an ongoing project that rotates through the parking lots at the Village's parks.

12.	ADA Transition Plan Implementation	\$5,000

In January of 2015, ACT Services, Inc completed the ADA Transition Plan for Village facilities. This plan identifies deficiencies in meeting current ADA Guidelines. This item is an ongoing project addressing deficiencies noted in the ADA Transition Plan.

13. Dog Park- Relocate Parking and ADA Curb-cut \$30,000

The Park Forest Bark District opened in summer of 2008. The facility only allows parking on the west side of Westwood Dr., where patrons must cross traffic to access the park. Utilizing a curb-cut, this item would feature a small 4-6 stall parking lot parallel to the east fence of the dog park.

GENERAL FUND – RECREATION, PARKS & COMMUNITY HEALTH: FREEDOM HALL

- Freedom Hall – Tuck-pointing \$10,000

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. Replace Stage Drapes \$30,000

This item will replace the drapes located on the stage. These drapes are believed to be original to the construction of the building and are no longer suggested for reconditioning.

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. 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 to be 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.

3. Interior Public Space Upgrades/ Counter Security \$50,000

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.

4. Replace HVAC – Board Room \$30,000

The Capital Plan provides for replacement of HVAC units as they approach the end of their useful life. This unit is close to 30 years old and due for replacement.

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. 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.

2. 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.

3. Video Security/Wi-Fi \$5,000

This item would provide WiFi access for the facility, allowing for video security as well. The facility currently uses mobile hotspots to provide internet access, which has proven inconsistent.

4. Replace galvanized water service lines to washrooms \$15,000

All restroom water lines for the Recreation Center are galvanized, and possibly original to the building. Both the men's and women's restroom water lines are in need of replacement to avoid further corrosion, leaks and low water pressure.

GENERAL FUND – B&G: POLICE STATION

1. Replace HVAC – various \$12,000

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.

2. Roof replacement \$120,000
- 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).



Last fiscal year, Area “B” and “D” were reroofed; staff has requested funds assigned in FY 22/23 (\$75,000) be combined this year to allow for Area A and C to be reroofed. Area E is slated for FY 24/25.

3.	Tuck-pointing	\$5,000

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

4.	Parking Lot- Sealcoat/Stripe	\$5,000

This periodic and routine maintenance item is to maintain the asphalt surface, indicate appropriate parking spaces and control vehicular traffic through the lot.

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.	Garage Door Repairs	\$5,000

This item is included as periodic routine maintenance for garage bay doors.

4.	Tuck-pointing	\$7,000

Tuck-pointing is included as a periodic routine maintenance item to the Capital Plan

BIKE AND PEDESTRIAN PLAN IMPLEMENTATION

1. Winnebago Park – Widen existing path to 10’ multi use trail \$100,000

This item is outlined in the Village’s Bike and Pedestrian Plan. The goal is to widen the existing 5’ trail to a 10-foot wide, multi-use trail.

VEHICLE SERVICES FUND PROJECTS - PARKS

1. Vehicle Repair / Reconditioning \$12,000

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. Replace Toro Mower #138 \$95,000

Originally budgeted for FY 22/23, 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. Cost estimates received have increased by nearly 50 percent due to rising supply chain costs and the dissolving of the purchasing agreement.

3. 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.

4. Various Maintenance Attachments and Equipment \$5,000

This item is for regular, periodic purchase of equipment outside of vehicle repairs.

AQUA CENTER FUND PROJECTS

1. Computer System Upgrades \$3,800

This covers routine replacement of computers, printers and copiers used by staff.

2. ADA Transition Plan Implementation \$5,000

In January of 2015, ACT Services, Inc completed the ADA Transition Plan for Village facilities. This plan identifies deficiencies in meeting current ADA Guidelines. This item is an ongoing project addressing deficiencies noted in the ADA Transition Plan.

3. Install lockers/Dressing Partitions/ Deck Chairs \$5,000

This is a cyclical item to install additional lockers and partitions as well as replace deck chairs. Members and guests of the Aqua Center consistently ask for new deck chairs. These are a valuable commodity at the pool and the lack of inventory causes considerable frustrations among patrons.

4. Pool Play Equipment \$5,000

This is a cyclical item 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.

TENNIS & HEALTH CLUB FUND PROJECTS

1. 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.

2. ADA Transition Plan Implementation \$5,000

In January of 2015, ACT Services, Inc completed the ADA Transition Plan for Village facilities. This plan identifies deficiencies in meeting current ADA Guidelines. This item is an ongoing project addressing deficiencies noted in the ADA Transition Plan.

3. Tuck-pointing \$5,000

Tuck-pointing is included as a periodic routine maintenance item to the Capital Plan

4. Court Heaters \$12,000

The six tennis courts at the Tennis and Health Club are each heated by a heater specific for each court. Staff believes these heaters were purchased in the mid-1990's and have reached the end of their life-cycle.

5. Computer System Upgrades \$1,900

This covers routine replacement of computers, printers and copiers used by staff.

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

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.”

"Natural playscapes appear to be a viable alternative to traditional playgrounds for school and

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

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



BEFORE



AFTER



Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

BEFORE



AFTER



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

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

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 had been on the park plan and Capital Plan for some time. The plan has been modified and is now being proposed to convert an existing court into two new Pickleball courts to reflect the sports increasing popularity.
- 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 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 data 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

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

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. Staff is considering converting the use of this tennis court into pickleball in future plans.
- 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.
- The skate park is being evaluated for use and may be considered for conversion into a pickleball court in future plans.

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

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

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, originally suggested for removal, was restored and renovated in 2019. The concept for natural play landscapes has been outlined in this document, and was the first Park Forest playground to incorporate this into its design. Staff is continuing to evaluate the function of this site.

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 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

- A new playground was installed at this site in 2022. The original playground, last improved in 1991, was one of the oldest in the system and had been on the plan for replacement for some time without funding.
- 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. This was completed in 2022.
- The walking paths in Shabbona Park are in fair condition and will continue to be maintained.

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

Somonauk Park

- In 2020, the Village received an OSLAD grant to redevelop this site into a Nature Park. The redevelopment plans feature a 2 acre pond that allows for catch and release fishing and kayaking. Due to the Covid-19 pandemic and supply chain issues that originated because of it, development was delayed pushing the opening from summer of 2022 to summer of 2023.
- 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.
- A new all-abilities playground will be built on the site in summer of 2023. This playground was designed with inclusion in mind and will feature playsets that will be inclusive to all youth.
- A new basketball court was developed at the site in fall of 2022 and will open to the public in spring of 2023.
- 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. This is scheduled to be completed in spring of 2023.

Winnebago Park

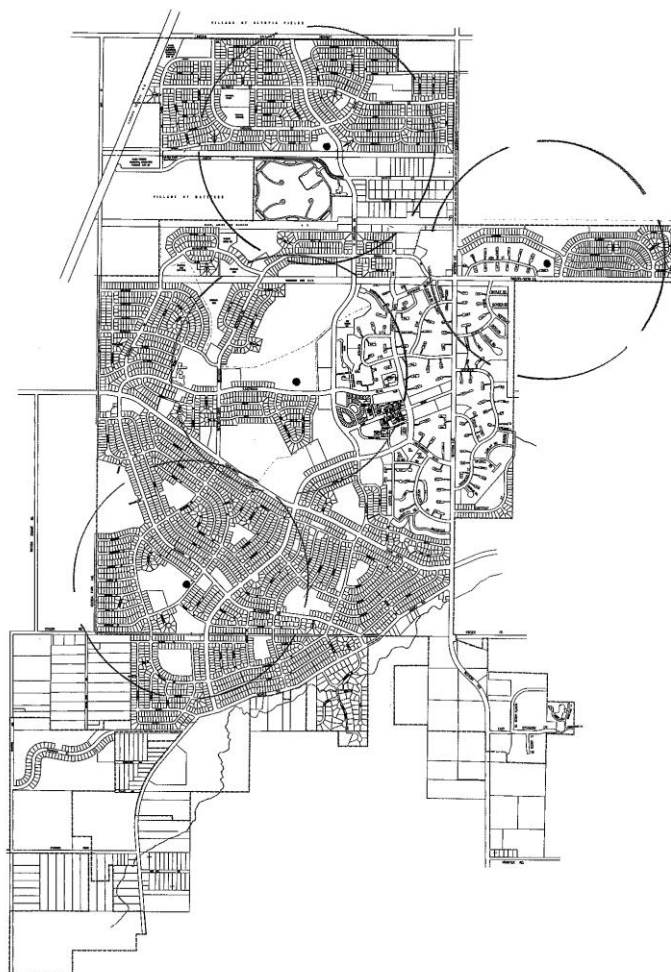
- This playground was last improved in 1996. Due to the landlocked nature of the site, vandalism and low usage staff recommends removal of the play equipment.
- In 2008, a dog park named the Park Forest Bark District was developed on the north-west side of the park. This park features two large play areas for pets and includes a shade structure and agility equipment. Future plans include the inclusion of additional play equipment, a second shade structure and a small ADA parking lot just west side of the site.
- The greatest feature of this park is the nearly one mile of walking paths. As a part of the Village's Bike and Pedestrian plan, these paths are scheduled for renovation in future years.
- Staff is looking to further add amenities to the site by proposing it as a site for a disc golf course.

Facility Life Cycles - Proposed Changes to Village Parks and Outdoor Facilities

In summary, of the 13 playgrounds within the Recreation & Parks system, staff originally proposed the removal or decommissioning of seven playgrounds. Two of these suggested for decommissioning were eventually renovated, leaving 5 playgrounds suggested for removal. 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.

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 15 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>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
		Priority ()	Priority ()	Priority ()	Priority ()	Priority ()
<u>General Fund</u>						
Computer System Upgrades/Printers *	(1)	32,800	10,200	7,700	7,700	15,900
Taser Replacement*	(2)	20,000	-	-	-	30,000
Firearms and Weapons Replacement	(3)	-	-	5,000	5,000	-
Remodeling & Renovations of Building	(4)	-	15,000	-	-	-
Portable Radio Replacement*		-	-	75,000	75,000	75,000
Body-Worn/ In-Car Camera Replacement*		20,000	20,000	20,000	20,000	20,000
Office Furniture/Remodel		-	10,000	-	-	-
Duty Uniform & Equipment Upgrades		-	-	5,000	5,000	-
Copy Machine*		10,000	-	-	10,000	5,000
		82,800	55,200	112,700	122,700	145,900
<u>Vehicle Services Fund</u>						
Replace Three Police Vehicles	(1)	153,000	156,000	159,000	162,000	165,000
Mobile Data Terminals for Squads	(2)	10,000	10,000	10,000	10,000	10,000
Specialty Fleet Vehicle**		-	-	53,000	-	-
Administration/Investigations Vehicle***		35,000	35,000	-	35,000	-
		198,000	201,000	222,000	207,000	175,000
TOTAL		<u>280,800</u>	<u>256,200</u>	<u>334,700</u>	<u>329,700</u>	<u>320,900</u>
* Technology Upgrades						
** K9 Vehicle in 25/26						
*** One (1) Vehicle purchase funded by Asset Forfeiture Fund 48 in 2023/2024-Purchased in 22/23 (CSO)						

POLICE DEPARTMENT CAPITAL IMPROVEMENT PLAN 2023/2024 PROJECTS

GENERAL FUND PROJECTS

1. Computer System Upgrades \$42,800

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 (6)	\$15,800
Web Security Appliance	\$2,000
Phone Recording System	\$15,000
Copier Replacement	\$10,000

Computer system upgrades are determined through advisement by the IT Administrator.

2. Taser Replacement \$20,000

In Fiscal Year 2021/2022, the Police Department purchased a newer model of Taser less-lethal electronic-conduction devices when the manufacturer no longer supported the model that was currently in use. In order to minimize expenses, the new models were only purchased for Patrol personnel and the old models were retained for use by Investigations and Administrative personnel. These older models are becoming increasingly prone to malfunction and the units cannot be repaired. In addition, the different models require unique cartridges, holsters, and training programs. Given the increased mandated training requirements, providing separate training to personnel for the two separate models requires valuable training time that could be spent covering mandated education. The requested \$20,000 would allow for the purchase of the newer model Taser for those personnel still using the old model, allowing for one uniform model and associated training and equipment.

3. Body Worn/In-Car Camera Replacement \$20,000

The Police Department has utilized in-car video recording units for over 20 years, and body cameras since 2018. The current in-car units were purchased in 2016 and the body cameras were purchased in 2018, and these units operate 24/7. Each unit has a renewable full-replacement warranty for up to five years, which is funded from the Police Department's operating budget. Several of the in-car units are now past the warranty period, and almost all of the body cameras will soon be outside of warranty coverage. The cameras' manufacturer, Motorola Solutions, has indicated that the models currently in use will be discontinued within the next several years. \$20,000 per fiscal year is requested to replace inoperative units that are no longer covered under warranty with newer models rather than attempting to replace all units at one time.

VEHICLE SERVICES FUND PROJECTS

1. Replace Three Police Vehicles \$153,000

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 \$51,000 each. This cost includes approximately \$42,000 per vehicle as determined by the Illinois Joint Purchasing Agreement, an increase of approximately \$5,000 per vehicle over the previous contract. The remaining requested amount per vehicle provides for 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 two years old as of this writing, and while the useful life of the current model of MDT cannot be predicted with precision, it is 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.

3. Administration/Investigations Vehicle \$35,000

The Police Department currently has nine emergency-equipped vehicles for use by Administration and Investigations personnel. Several of these vehicles have mileage in excess of 120,000 miles, with one vehicle having been in service for over 10 years. The maintenance and repair costs increase dramatically as the vehicles reach this age and mileage. While these vehicles are often driven in emergency response situations, they do not require as the specialized design and equipment found on Patrol squads leading to less expensive purchase price and outfitting.

FIRE DEPARTMENT FIVE YEAR CAPITAL PLAN

	<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>
<u>General Fund</u>									
Protective Clothing	20,000	(1)	21,000		22,000		23,000		24,000
Fire Station Maintenance	9,500	(2)	10,000		10,250		10,500		10,750
Fire Station Furnishings	7,500	(3)	7,500		7,750		7,750		8,000
Special Teams Equipment	10,000	(4)	10,000		10,500		10,500		11,000
Pagers/Radios	11,000	(5)	11,500		12,000		12,500		13,000
EMS Equipment	5,500	(6)	-		6,500		-		7,500
SCBA Air Bottles	7,000	(7)	7,250		7,250		7,250		7,500
Computer System Upgrades	20,700	(8)	29,200		18,200		19,600		15,800
Training Site Maintenance/Upgrades	-		10,000		-		12,000		-
Firefighting Equipment	-		8,000		-		8,250		-
Fire Hose	-		-		9,000		-		10,000
Test/Replace Ladders	-		5,500		-		5,500		-
Copy Machine	-		-		5,000		10,000		-
Power Cot Replacement	-		-		-		-		-
	91,200		119,950		108,450		126,850		107,550
<u>Vehicle Services Fund</u>									
Replace Engine 54	750,000		-		-		-		-
Replace UTV (Unit 53)	-		-		45,000		-		-
Replace Ambulance 63	-		-		-		-		350,000
Replace Car 72 - Ford Expedition	-		45,000		-		-		-
	750,000		45,000		45,000		-		350,000
TOTAL	<u>841,200</u>		<u>164,950</u>		<u>153,450</u>		<u>126,850</u>		<u>457,550</u>

27-45

FIRE DEPARTMENT CAPITAL IMPROVEMENT PLAN 2023/2024 PROJECTS

GENERAL FUND PROJECTS

1. Protective Clothing \$20,000

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 \$5,000 dollars per set, or a total commitment of \$20,000 this budget year.

2. Fire Station Maintenance \$9,500

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 18-year-old spaces of the fire station presentable and functional. This year's target is the locker rooms. These spaces are utilized daily for showering/decontamination. This project envisions replacing the tile flooring.

3. Fire Station Furnishings \$7,500

As the fire station reaches into the end of 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 \$10,000

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. EMS Equipment \$5,500

This project would replace certain non-consumable items within the EMS supply list such as portable suction machines, interosseous drill kits and similar items. These items, though having consumable parts, generally need replacement due to wear and tear on the devices themselves such as power units. Also part of this project is the replacement of batteries and defibrillation pads on AED's throughout the village.

7. SCBA \$7,000

Self-Contained Breathing Apparatus Air Bottles have a finite life-span of 15 years before they are required to be replaced. As you will recall, all of our current SCBA's were purchased through a grant obtained in 2016. As a result, all of the bottles will be hitting the end of their lifecycle at the same time. In an attempt to minimize the financial impact to the Village, we are recommending the establishment of a replacement program. The program envisions replacing five (5) bottles every year at a current unit cost of \$1,400 dollars per bottle, or a total commitment of \$7,000 this budget year.

8. Computer System Upgrades \$20,700

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
Inspector Tablets (3)	\$ 1,800
Fire Prevention (2)	\$ 1,900
Web Security Appliance	<u>\$ 5,000</u>
TOTAL	\$20,700

VEHICLE SERVICES FUND PROJECTS

1. Replace Rescue/Pumper 54 \$750,000

This project calls for the replacement of the Fire Department's oldest rescue pumper with a new unit. This unit will be twenty-two years old at the time of replacement and will have seen extensive service in delivering fire and rescue assistance to the citizens of Park Forest. This replacement is in keeping with the Fire Department's vehicle replacement schedule (included in the vehicle services fund) which is designed to meet Department and industry standards for vehicle service life and serviceability. Rescue/Pumper 54 is one of the department's heavy rescue type vehicles as well as serving as one of the department's pumpers. We trade the services of this specific vehicle to our automatic aid partners in return for their providing assistance with their more expensive and complex aerial ladder devices. The new engine, will not serve as a rescue/pumper. The department has made a decision to maintain only one rescue/pumper to serve as the primary response vehicle for all special operations. This will allow a reduction in purchase price, while maintaining all services.

DOWNTOWN PARK FOREST FIVE YEAR CAPITAL PLAN

	2023/2024		2024/2025		2025/2026		2026/2027		2027/2028
	Priority ()		Priority ()		Priority ()		Priority ()		Priority ()
<u>Downtown Park Forest Fund - Village</u>									
Tenant Build Out	75,000	(1)	175,000		25,000		25,000		25,000
Reconditioning Roofs/Sealcoating	33,600	(2)	22,000		22,000		22,000		22,000
Interior LED Lighting for Building #1 & #7 (1) ind. Offices	7,500	(3)	7,500		-		-		
Repaint Exterior Fascia	5,000	(4)	5,000		5,000		5,000		5,000
Tenant Signs (Matching Grant Program)	3,000	(5)	3,000		3,000		3,000		3,000
Computer System Upgrades	5,000	(6)	1,900		3,500		-		2,500
Dumpster Enclosures	10,000	(7)	4,000		4,000		4,000		4,000
Orchard/Rt 30 LED Sign Replacement	100,000	(8)	-		-		-		-
Masterplan Movie Theater Study	25,000	(9)	-		-		-		-
Tenant Build Out - 300 Victory Drive	-		250,000		145,000		145,000		145,000
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		-		-		-
	264,100		998,400		207,500		234,000		206,500
<u>Downtown Park Forest - Common Area Projects</u>									
Parking Lot Patching and Striping	10,000		10,000		10,000		12,500		12,500
Gutter & Downspout Repair / Replacement (Bldg 5 & 2)	12,500		15,500		5,000		5,000		5,000
Sidewalk Repairs	5,000		5,000		5,000		5,000		5,500
Exterior Canopy Maintenance	7,500		7,500		7,500		7,500		8,000
Purchase of Hometown Heroes Pole Banners	4,000		3,000		2,500		2,500		2,500

⁽¹⁾ A Sustainable Project

DOWNTOWN PARK FOREST FIVE YEAR CAPITAL PLAN

	2023/2024		2024/2025		2025/2026		2026/2027		2027/2028
	Priority ()		Priority ()		Priority ()		Priority ()		Priority ()
<u>Downtown Park Forest - Common Area Projects</u>									
<u>(Continued)</u>									
Orchard LED Sign repair/software updates	5,000		5,000		5,500		5,500		6,000
DownTown Winter Decorations SavATree	23,000		23,500		24,000		24,000		24,500
Annual Holiday Pole Decoration	550		550		550		550		600
DownTown New Way Finding Signs incl. Village Hall	15,000		15,000		-		-		-
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	-		5,000		-		-		-
	82,550		606,050		60,050		62,550		64,600
TOTAL	<u>346,650</u>		<u>1,604,450</u>		<u>267,550</u>		<u>296,550</u>		<u>271,100</u>

⁽¹⁾ A Sustainable Project

DOWNTOWN PARK FOREST CAPITAL IMPROVEMENT PLAN 2023/2024 PROJECTS

DOWNTOWN PARK FOREST FUND – VILLAGE

1. Tenant Build Out \$75,000

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. The raw space at 311 Main Street was built-out to a vanilla box space in FY2020/2021 for K-Spot Bar & Grill. In FY2021/2022, Patricia Moore passed away leaving Salon Artists Gallery empty. Maya’s Beauty Supply relocated from Orchard Park Plaza to 294 Main Street to occupy the former gallery. After 20 plus years housing the gallery, 294 Main had to go through a (almost total) rehab. 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 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. 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 \$33,600 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. DTPF has contracted Anthony's Roofing to do the repairs and sealcoating. After assessing each building's roof, Anthony's Roofing prioritized minor repairs and sealcoating each building. Building 5 was funded for work in FY2020/2021, however, COVID delayed the install with contractors, and the project was pushed forward a year through FY2027/2028. Building 5 was partially seal-coated in FY2020-2021 and FY 2021-2022. Building 5 was completed in FY 2022/2023.

3. 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 are to re-evaluate the second floor offices and complete the lighting change. With the timing of the recount and submission, and due to the number of offices and the amount of fixtures, this will be a two (2) year budgeted project beginning in FY2022/2023.

4. 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 FY2021/2022. Buildings #5 and #6A fascia and columns were painted. For FY2022/2023, the goal is to continue with Buildings #6B and #7.

5. Tenant Signs (Matching Grant Program) \$3,000

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. In FY 2021/2022, Danielle Dixon Insurance Agency received a grant reimbursement for \$1,000. Ms. Dixon took over the previous Michael Jordan, State Farm office in August 2022 and with the trademark updates, replaced the former State Farm Insurance sign.

6. Computer System Upgrade \$ 5,000

The Downtown Park Forest Office is scheduled to have a new copier/scanner installed.

7. 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 FY2021-2022 new enclosures were installed for Building 5 and Building 7. Anticipating that The Village of Park retains ownership of Building 2 in FY2022/2023, the dumpster area will need to be enclosed. **This will not be spent until a purchase plan has been completed to comprehensively consider Village-wide use, which was identified during the DownTown Master Plan process.*

8. 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. **This will not be spent until a signage/wayfinding plan has been completed to comprehensively consider Village-wide signage, which was identified during the DownTown Master Plan process.*

9. Master Plan Movie Theater Study* \$25,000

The MasterPlan Movie Theater Study will take place only if the Village is able to take procession of Building Two (the old movie theater) in FY2022/2023. This study will focus on the community's wants and needs for the Downtown. Recreation & Parks are very interested in Building 2 to house all of the Recreation & Parks activities, including, but not limited to: E-Sports/Gaming, Private Events, Yoga Room, and basketball courts. ***This will not be spent until a MasterPlan Movie Theater Study has been vetted by the Economic Development & Planning Department and approved by the board to move forward with a study.**

****Tenant Build Out – 300 Victory Drive**

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. In FY2022/2023 funds that were allocated for 300 Victory Drive were disbursed for the buildouts of 361 Artists Walk and 299 Main Street. The DownTown Management Office had a current tenant wanting to expand into 361 Artist Walk and after receiving bids and board approval, the tenant walked away from the expansion. The same with 299 Main Street; while construction was being completed, the prospective tenant could not wait any longer and went somewhere else.

DOWNTOWN PARK FOREST – COMMON AREA PROJECTS

1. Parking Lot Patching and Striping \$10,000

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. FY2022/2023 gutter replacement shall take place on Building #5 and in FY2023/2024 Building #2 shall have replacement gutters if the Village gains possession of this building.

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.

7.	Orchard/Rt 30 LED sign software upgrades and repairs	\$5,000

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 computers 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	\$23,000
	Annual Holiday Pole Decoration	\$ 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.

9.	DownTown New Way Finding Signs incl. Village Hall*	\$15,000

The base and frames that hold up the way finding signs throughout the DownTown are deteriorating, along with the actual signage; these signs are over 35 years old. The signs utilize Lexan panels for long-term businesses and provides directional mapping for patrons. New directional signage would be beneficial to the numerous businesses in the Downtown and the growing shopping center. In FY2022/2023, the village staff will request bids for various styles and provide some consistency to the current signage in the area. Once bids are received, the Village plans on an open house to present the various styles and have the public provide insight

or vote on the favorite sign design. ***This will not be spent until a signage/wayfinding plan has been completed to comprehensively consider Village-wide signage, which was identified during the DownTown Master Plan process.**

* * * * *

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. Approval of the Housal & Lavigne Plan will take place in FY2021/2022. Phase IV is planned to begin in FY2023-2024.

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
- Rehab 294 Main after 20+ years of housing the art gallery

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, 2023

	<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

[Table of Contents](#)

	<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>
<u>Economic Development Initiatives</u>									
Land Acquisition	150,000	(1)	75,000		75,000		75,000		75,000
Property Management/Land Banking	100,000	(2)	100,000		75,000		75,000		75,000
Central Court Plaza (marquee sign refresh & legal)	5,000	(3)	-		-		-		-
IHDA-Strong Communities Program**** grant match for South Suburban Construction Trades Initiative**	80,000	(4)	80,000		80,000		40,000		40,000
Traffic Signal at US30/Indiana Street*	325,000	(5)	-		-		-		-
DownTown Shopping Area Sign*	40,000	(6)	-		-		-		-
Home Repair Accessibility Program Match*****	200,000	(7)	100,000		-		-		-
	900,000		355,000		230,000		190,000		190,000
<u>Public Art</u>	10,000		10,000		10,000		10,000		10,000
<u>Recreation & Parks Initiatives</u>									
Renovate Downtown Space for Public Washrooms/ Storage*****	200,000	(1)	-		-		-		-
Village Green Pavilion*****	-		200,000		-		-		-
Central Park Redevelopment	75,000	(2)	75,000		75,000		75,000		75,000
Village Green Enhancements - Stage Upgrades/ Comm. Fire Circle/ Comm. Exercise	25,000	(3)	25,000		25,000		25,000		25,000
	300,000		300,000		100,000		100,000		100,000
<u>Sustainability Plan Implementation</u>									
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	30,000	(3)	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	40,000	(5)	40,000		40,000		40,000		40,000
Pedestrian Cut-Throughs	240,000	(6)	-		-		-		-
Carbon Drawdown-Mini Forests	10,000	(7)	-		20,000		10,000		10,000
Indoor Recycling Bins/Dumpster Enclosure	20,000	(8)	-		-		-		-
EV Readiness Coordinator	20,000	(9)	20,000		-		-		-

(1) A Sustainable Project
Five Year Capital Plan

OTHER -- CAPITAL PROJECTS FIVE YEAR CAPITAL PLAN

[Table of Contents](#)

	<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>		<u>2026/2027</u>		<u>2027/2028</u>
	<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>		<u>Priority ()</u>
EV Charging Infrastructure	80,000	(10)	80,000		80,000		80,000		80,000
EV Municipal Infrastructure/Fleet Adoption	75,000	(11)	75,000		75,000		-		-
Tool Lending Library	3,000	(12)	3,000		3,000		3,000		3,000
Water Bottle Filling Station	5,000	(13)	-		-		-		-
Communal Composting Program	8,000	(14)	-		-		-		-
Solar Installation at Village Facilities	100,000	(15)	-		-		-		-
	716,000		313,000		313,000		228,000		228,000
TOTAL	<u>1,926,000</u>		<u>978,000</u>		<u>653,000</u>		<u>528,000</u>		<u>528,000</u>
* Funded from CN Voluntary Mitigation Agreement									
** Requires a match									
*** OSLAD Grant match									
**** formerly APP Grant match									
*****All reimbursable funds through IHDA HRAP Grant									
*****To be budgeted from the TIF Fund									

27-63

⁽¹⁾ A Sustainable Project
Five Year Capital Plan

OTHER – CAPITAL PROJECTS CAPITAL IMPROVEMENT PLAN 2023/2024 PROJECTS

ECONOMIC DEVELOPMENT INITIATIVES

1. Land Acquisition \$150,000

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 were 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 labeled ‘23-24 Other Village owned properties with PIN’ 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 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 owns 78 vacant parcels.

The Village was awarded an IHDA Strong Communities Program (SCP) grant in December 2020 that facilitated modest improvements to properties owned by the Village to make them more marketable. This grant was used on three Eastgate properties to sell to CEDA, two non-SSTI homes on Nauvoo and Oswego, and two SSTI homes at 74 Marquette and 76 Winslow.

Outside of the Eastgate neighborhood, the Village recently sold two vacant blighted houses at 307 Meota and 182 Washington. These were marketed to investors who will complete each properties rehabilitation. Utilizing the IHDA APP grant in 2019, the Village lightly rehabbed and sold two properties at 178 Nauvoo and 336 Oswego to an investor who rehabilitated and sold them to owner occupants.

The SSLBDA owns two vacant houses in Park Forest that are marketed for rehabilitation and occupancy, and is in the process of acquiring another 60 vacant, tax delinquent houses through the judicial property abandonment 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 19 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 78 vacant parcels in the Eastgate neighborhood owned by the Village and SSLBDA, the Village is seeking judicial deeds (abandonment) for eleven additional blighted, vacant houses. These houses may be demolished or rehabbed conditionally with the IHDA SCP grant if funding is available. In FY 22/23, utilizing the No Cash Bid process, the Village sought sixteen vacant lots where the homes have been demolished.

A small number of the properties listed on the attached exhibit '23-24 Other Village owned properties with PIN' 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, lien foreclosure processes, and maintaining property tax exemptions have averaged \$5,450 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 eleven vacant, blighted houses through the judicial abandonment process and sixteen lots through the tax 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 FY2023/2024, staff proposes that land acquisition be limited to the tax scavenger, property abandonment, lien foreclosure, and property owner donation processes. Even with this limitation, due to rising property values and higher than normal inflation, this line item has been increased to \$150,000 for FY2023/2024.

2. Property Management/Land Banking \$100,000

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 required, 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. These costs are pre-inflationary and could be 10% higher depending on the state of the economy and inflation.

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 13 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 end February 2023. The Village used the entirety of the \$250,000 awarded funds on seven different property rehabilitations. In addition to the demolition noted in the table, this grant was used to rehabilitate two houses with the SSTI and minor rehab of five additional Village-owned houses.

In FY2023/2024, the Village's Capital Projects Fund will incur maintenance costs on approximately 100 vacant residential properties, four vacant land commercial properties, and two commercial properties with existing buildings. This will include the recently acquired commercial property at 3250 Lincoln Highway. 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 and higher than average inflation, property maintenance must continue to be a priority for the Economic Development Capital Projects Fund in FY2023/2024.

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 \$5,000

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. While staff is encouraged the sign refresh will be completed within the FY2022/2023, there has been slow progress with the owner in regard to dividing the PIN and anticipate this to be resolved in FY2023/2024.

4. South Suburban Construction Trades Initiative \$80,000

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 was completed in the summer of 2021 and the house was held as a potential home for a refugee family, with the house eventually sold for \$225,000. The Village expenses for rehabilitation of 117 Wilson totaled \$93,643.30, with \$21,294.98 from the IHDA APP #4 provided as well.

In 2021, SSTI began work on the fourth house for the program at 74 Marquette. The IHDA APP #4, IHDA SCP, and Village Capital Project funds funded this work. The IHDA APP #4 provided \$4,923.93 and the IHDA SCP provided \$40,000 in funds. Village funds totaled \$152,000. The property was completed in July 2022 and used as housing for the Village's AmeriCorp NCCC Team. Currently the property is up for sale for \$152,000.

In early 2022, SSTI program started at 76 Winslow for the 2022-2023 property. This property is supported through the IHDA SCP grant and Village funds. The Village expects this property to be available by mid-June to house the AmeriCorps NCCC team and on the market for sale soon after.

This line item has been increased for two reasons: staff is looking at how the program can be expanded and how it can develop a new project manager to gain experience and skills that are intangible to SSTI. Further, while a second round of SCP funding has been discussed, IHDA has not made a formal announcement about future SCP funding (Round #2). Therefore, additional

Village Capital funds may need to be utilized to pay for more property rehabilitation than in previous years.

5. Traffic Signal at US30/Indiana Street \$325,000

If development near this traffic signal does not meet the traffic required by the State of Illinois to pay the cost for the signal, the full cost may 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. There is interest in the Village-owned former commuter lot by multiple developers and the Village's recent acquisition of 3250 Lincoln Highway may make this traffic signal a requirement for the safety and welfare of Village residents and visitors on Route 30. Development of all three 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.

This will not be spent until a signage/wayfinding plan has been completed to comprehensively consider Village-wide signage, which was identified during the DownTown Master Plan process.

7. Home Repair and Accessibility Program Match \$200,000

The Village was awarded a \$400,000 Home Repair and Accessibility Program Grant through IHDA in December 2022. This grant can be used for income qualified residents for the full rehab of owner-occupied homes, accessibility projects, and roof repair/replacement. Each project has total project limits and the Village can receive up to 15% or \$60,000 on all projects

coordinated by the Village, which could help account for additional costs to delivery on this project. The grant runs from March 2023 to March 2025 and at least 20% of the funds must be spend within the first year.

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, these past three years have precluded most of the plans for public art. 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 2023 include the purchasing and installation of three public sculptures on public land.

RECREATION & PARKS INITIATIVES

1. 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 needs using suggestions from the Downtown Master Plan.

2. Central Park Renovation \$75,000

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.

3. Village Green Enhancements - Stage Upgrades/ Comm. Fire Circle/ Comm. Exercise \$25,000

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. Climate Action and Resilience 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. 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 waste reduction 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.
- Supervising and coordinating 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. Park Forest Green 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 was supported by the Caucus, as well as AmeriCorps, the Serve Illinois Commission, and the US Environmental Protection Agency. The Village has completed three full terms with GRCorps Members. In 2022, the program was suspended; however, the need for a part-time position is still outstanding. Staff requests consideration to continue support as this program provides a low-cost means of adding staff capacity to the Village's sustainability efforts.

3. Community Gardens \$30,000

Over the past several years, small gardens have been developed on Village-owned properties throughout the Village. One or two individuals typically maintain these gardens, 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 also provides standardized Community Gardens signage at each location to clarify the promotion of growing local food and community. 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. The line item is increased by \$10,000 to support the completion of plans for the Community Garden at Onarga Park. Additionally, this would include \$10,000 for the potential implementation of a donated greenhouse behind the Fire Department.

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 2021-2022, gardens were supported on Lester Street, Algonquin Street, Neola Street, and Indianwood Boulevard, however, Algonquin Street has seen less activity in 2022.

Reducing Local Flooding: Redevelopment and new development of multifamily, commercial, and industrial projects will have to comply with the Village's new stormwater 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 \$40,000

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 village facilities with LED lighting and take advantage of ComEd incentives. For FY 2023-2024 this item has been increased based on previous project costs and inflation.

6. Pedestrian Cut-Through Improvements \$240,000

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 \$80,000 to complete. Therefore, an additional \$240,000 is requested in FY2023/2024 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, 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 \$10,000

The Climate Action and Resilience Plan establish 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 a 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 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 improve biodiversity, supports pollinators, grows quickly, and absorbs more CO₂. Staff requests funds to design and install educational signage, and cover costs of irrigation and mulching for the first three years while the trees and shrubs become established after which time there would be little to no maintenance. These funds could be added to Parks' payroll to encourage full seasonal positions.

8. Indoor Recycling Bins/Dumpster Enclosure \$20,000

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 five (5) existing garbage cans (landfill only) and five (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. An enclosure for the landfill dumpster and recycling bin is needed to keep recycling contamination rates down and beautify the “doorway” to Central park. The funding request for FY2023-2024 is to continue the efforts at Freedom Hall.

9. EV Readiness Coordinator \$20,000

Staff requests the need for a part-time staff position to maximize grant opportunities offered through the Inflation Reduction Act and Climate and Equitable Jobs Act, research site locations and installation for charging station infrastructure and vehicle procurement. The funding request is for FY2023-2024 and FY2024-2025.

10. EV Charging Infrastructure \$80,000

Electric vehicles (EVs), which generate no tailpipe emissions, are an important part of reducing air pollution and mitigating the effects of climate change. With the passing of several pieces of legislation that accelerate the adoption of EV's and Illinois's goal of 1 million registered EV's in the state by 2030, the expansion of our Village hall EV charging station to 10 ports total should be a consideration. This station would support and promote residents visiting Village Hall, Downtown businesses as well as village staff.

11. EV Municipal Infrastructure/Fleet Adoption \$75,000

Experts suggest that electric vehicles (EV) will be cost competitive with combustion engines within three 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 the 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.

12. Tool Lending Library \$3,000

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 2023. It will be open Saturday mornings all year long. This program will be housed at the Discovery Center and provide adequate storage and parking availability. Staff requests funds to support a part-time position to guarantee sustainability before a healthy volunteer base is established, to create a check out system and marketing materials.

13. 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.

14. Communal Composting Program \$8,000

In 2022, the Village promoted the first commercial composter, Urban Canopy, to service Park Forest with an opt-in curbside composting program. Since the September launch, nearly 50 households have signed up and are participating in the program. As outlined in the CARP, the strategy to develop a composting program, and provide incentives for residents to practice brings staff to request funding for locating a convenient village location, building an enclosure with signage and deferring some cost for use of the service. This program is at no cost to the Village.

The Communal Composting Program would allow any residents who cannot afford or do not have the composting byproduct to support the door-to-door service to still access composting at a lower cost. The \$8,000 requested would be for setup of a space and coordination with Urban Canopy to approve the location.

15. Solar Installation at Village Facilities \$100,000

These funds will be used to research the feasibility of solar panels on Village Hall, the Fire Station, and the Police Department. Additionally, since these are critical facilities which require 24/7 power, the funds will be used to potentially match grant funds for emergency response centers.

Address	PIN	Condition	Future Use	Funding Source	Acquisition Method	Residential Type
3200 Lincoln Highway	31234120570000	Vacant Land	211th St TOD	2012 County NSP1 demolition	2008 Lien foreclosure	Non-Single Family Residential
3250 Lincoln Highway	31234120560000	Commercial Building	211th St TOD	None	2022 Judicial Deed (abandonment)	Non-Single Family Residential
2330 Western Ave	31252090220000	Vacant Land	Commercial		2007 Tax Deed	Non-Single Family Residential
Norwood Square - 1	31252020150000	Vacant Land	Commercial/Industrial	2012 County NSP1		Non-Single Family Residential
Norwood Square - 2	31252020160000	Vacant Land	Commercial/Industrial	2012 County NSP1		Non-Single Family Residential
Norwood Square - 3	31252020280000	Vacant Land	Commercial/Industrial	2012 County NSP1		Non-Single Family Residential
Norwood Square - 4	31252020290000	Vacant Land	Commercial/Industrial	2012 County NSP1		Non-Single Family Residential
Norwood Square - 5	31252020300000	Vacant Land	Commercial/Industrial	2012 County NSP1		Non-Single Family Residential
Norwood Square - 6	31252020330000	Vacant Land	Commercial/Industrial	2012 County NSP1		Non-Single Family Residential
Norwood Square - 7	31252020340000	Vacant Land	Commercial/Industrial	2012 County NSP1		Non-Single Family Residential
Norwood Square - 8	31252020350000	Vacant Land	Commercial/Industrial	2012 County NSP1		Non-Single Family Residential
Norwood Square - 9	31252020370000	Vacant Land	Commercial/Industrial	2012 County NSP1		Non-Single Family Residential
Norwood Square -10	31252020390000	Vacant Land	Commercial/Industrial	2012 County NSP1		Non-Single Family Residential
350 Main Street	31362030010000	Vacant Land	Commercial/Mixed Use	2012 County NSP1 demolition	2010 Lien foreclosure	Non-Single Family Residential
Blackhawk Shopping Center	31363130190000	Shopping Center	Commercial/Mixed Use	Building on property	2015 Judicial Deed	Non-Single Family Residential
South of CVS Drug Store	31262000330000	Vacant Land	DownTown Sign (future)	Never developed	2007 Tax Deed	Non-Single Family Residential
Lot 28, North Street	31252080110000	Vacant Land	Industrial	Never developed	No Cash Bid	Non-Single Family Residential
Lot 29, North Street	31252080120000	Vacant Land	Industrial	Never developed	No Cash Bid	Non-Single Family Residential
Lot 57, Holly Street	31252090040000	Vacant Land	Industrial	Never developed	2005 No Cash Bid and Land Swap	Non-Single Family Residential
Lot 58, Holly Street	31252090030000	Vacant Land	Industrial	Never developed	2005 No Cash Bid and Land Swap	Non-Single Family Residential
Lot 59, Holly Street	31252090020000	Vacant Land	Industrial	Never developed	2005 No Cash Bid and Land Swap	Non-Single Family Residential
Lot 60, Holly Street	31252090010000	Vacant Land	Industrial	Never developed	2005 No Cash Bid and Land Swap	Non-Single Family Residential
320 Neola St	31363020200000	Community Garden	Open Space/Community Garden	Never developed	2017 Tax Deed	Single Family Residential
322 Neola St	31363020210000	Community Garden	Open Space/Community Garden	Never developed	2017 Tax Deed	Single Family Residential
324 Neola St	31363020220000	Community Garden	Open Space/Community Garden	Never developed	2017 Tax Deed	Single Family Residential
326 Neola St	31363020230000	Community Garden	Open Space/Community Garden	Never developed	2017 Tax Deed	Single Family Residential
328 Neola St	31363020240000	Community Garden	Open Space/Community Garden	Never developed	2017 Tax Deed	Single Family Residential
320 Wildwood St (former school)	31251030650000	Vacant Land	Residential	2012 County NSP1 demolition	2009 Tax Deed	Non-Single Family Residential
127 Peach St	31361040070000	Vacant Land	Residential	2012 CDBG-IKE	2018 Tax Deed	Single Family Residential
13 Oak Lane	31364030210000	Vacant Land	Residential		2015 Tax Deed	Single Family Residential
201 Miami St	31363130160000	Vacant Land	Residential	2010 by Village	2011 Lien foreclosure	Single Family Residential
209 Washington St	31264090150000	Vacant Land	Residential	2012 by Village	2018 Tax Deed	Single Family Residential
211 Mantua St	31363120080000	Vacant Land	Residential	2010 by Village	2015 Tax Deed	Single Family Residential
23 Sauk Tr	31364090310000	Vacant Land	Residential	2018 IHDA-APP#2	2017 Judicial Deed (abandonment)	Single Family Residential
25 Sauk Tr	31364090150000	Vacant Land	Residential	2018 IHDA-APP#2	2017 Judicial Deed (abandonment)	Single Family Residential
259 Lester St	31364030290000	Community Garden	Residential	2007 by Village	2010 Lien foreclosure	Single Family Residential

Address	PIN	Condition	Future Use	Funding Source	Acquisition Method	Residential Type
261 Rich Road	31361140150000	Vacant Land	Residential	Never Developed	2015 Tax Deed	Single Family Residential
263 Rich Road	31361140140000	Vacant Land	Residential	Never Developed	2007 Tax Deed	Single Family Residential
303 Oswego St	31364090130000	Vacant Land	Residential	2012 County NSP1	2018 Tax Deed	Single Family Residential
305 Seneca St	31354080140000	Vacant Land	Residential	2012 CDBG-IKE	2018 Tax Deed	Single Family Residential
309 Minoqua St	31352100400000	Vacant Land	Residential	2009 by Village	2010 Lien foreclosure	Single Family Residential
314 Wildwood St	31251030580000	Vacant Land	Residential	Never Developed	2015 Tax Deed	Single Family Residential
33 E. Rocket Circle	31361140340000	Vacant Land	Residential	2015 Bank demolition	2015 bank donation	Single Family Residential
346 Oakwood St	31364130400000	Vacant Land	Residential	IHDA-APP demo 2015	2021 Tax Deed	Single Family Residential
350 S. Orchard Dr	31363060280000	Vacant Land	Residential	2011 by Village	2012 Lien foreclosure	Single Family Residential
368 Oswego St	31363040210000	Vacant Land	Residential	Never Developed	2007 Tax Deed	Single Family Residential
443 Springfield St	31243020250000	Vacant Land	Residential	2012 by Village	2018 Tax Deed	Single Family Residential
74 Marquette St	31364060250000	2021-2022 SSTI	Residential	Will sell after rehab	2020 Judicial Deed (abandonment)	Single Family Residential
76 Winslow St	31252060100000	2022-2023 SSTI	Residential	Will sell after rehab	2021 Judicial Deed (abandonment)	Single Family Residential
117 Algonquin St	32301060100000	Vacant Land	Residential	2009 County Deconstruction	2015 Tax Deed	Single Family Residential
238 Allegheny	32302040110000	Single Family Home	Residential	Village Funds	2022 Judicial Deed (abandonment)	Single Family Residential
202 Algonquin (Allegheny)	32301060480000	Single Family Home	Residential	Village Funds - Will Sell After Rehab	2021 Judicial Deed (abandonment)	Single Family Residential
146 Algonquin St	32301050510000	Vacant Land	Residential	Never Developed	2015 Tax Deed	Single Family Residential
15 Apache St	32302090070000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA	Single Family Residential
17 Apache St	32302090080000	Vacant Land	Residential	1995 by Village	2015 Tax Deed	Single Family Residential
18 Apache St	32302100070000	Vacant Land	Residential	2012 CDBG-IKE	2019 Tax Deed	Single Family Residential
181 Algonquin St	32302080050000	Community Garden	Residential	2005 demolition	Lien foreclosure	Single Family Residential
2 Apache St	32302040350000	Vacant Land	Residential	2012 County NSP1	2018 Tax Deed	Single Family Residential
200 Allegheny St	32301060490000	Single Family Home	Residential	Village Funds	2022 Judicial Deed (abandonment)	Single Family Residential
208 Allegheny St	32301060450000	Vacant Land	Residential	2021 IHDA APP4 demolition	2018 Judicial Deed (abandonment)	Single Family Residential
219 Arrowhead St	32302070010000	Vacant Land	Residential	2012 County NSP1	2012 Bank Donation	Single Family Residential
222 Arrowhead St	32302050160000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA	Single Family Residential
223 Arcadia St	32302080050000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA	Single Family Residential
225 Allegheny St	32302050010000	Vacant Land	Residential	2013 CDBG-IKE	2014 SSLBDA transfer	Single Family Residential
226 Allegheny St	32302040050000	Vacant Land	Residential	2011 County NSP1	2017 Tax Deed	Single Family Residential
228 Allegheny St	32302040060000	Vacant Land	Residential	2011 County NSP1	2012 Bank donation	Single Family Residential
230 Allegheny St	32302040070000	Vacant Land	Residential	2011 Bank demolition	2017 Tax Deed	Single Family Residential
231 Allegheny St	32302050040000	Vacant Land	Residential	2012 CDBG-IKE	2018 Tax Deed	Single Family Residential
231 Arcadia St	32302080090000	Vacant Land	Residential	2009 County Deconstruction	2017 Tax Deed	Single Family Residential
232 Allegheny St	32302040080000	Vacant Land	Residential	2016 IHDA-BRP#1	2022 transfer from SSLBDA	Single Family Residential
232 Arrowhead St	32302050210000	Vacant Land	Residential	1994 demolition	2012 Lien foreclosure	Single Family Residential
233 Allegheny St	32302050050000	Vacant Land	Residential	2017 IHDA-BRP#1	2022 transfer from SSLBDA	Single Family Residential

Address	PIN	Condition	Future Use	Funding Source	Acquisition Method	Residential Type
233 Arrowhead St	32302070080000	Vacant Land	Residential	2013 CDBG-IKE	2013 Fannie Mae Donation	Single Family Residential
234 Arcadia St	32302070410000	Vacant Land	Residential	2017 IHDA-BRP#1	2022 transfer from SSLBDA	Single Family Residential
235 Allegheny St	32302050060000	Vacant Land	Residential	2011 County NSP1	2012 HUD donation	Single Family Residential
236 Arcadia	32302070420000	Single Family Home	Residential	Village Funds	2021 Judicial Deed (abandonment)	Single Family Residential
238 Arrowhead St	32302050240000	Vacant Land	Residential	2017 IHDA-BRP#1	2022 transfer from SSLBDA	Single Family Residential
239 Arcadia St	32302080130000	Vacant Land	Residential	2012 CDBG-IKE	2017 Tax Deed	Single Family Residential
240 Allegheny St	32302040120000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA	Single Family Residential
240 Arrowhead St	32302050250000	Vacant Land	Residential	2012 County NSP1	2018 Tax Deed	Single Family Residential
241 Arcadia St	32302080140000	Vacant Land	Residential	2013 CDBG-IKE	2013 Fannie Mae donation	Single Family Residential
241 Arrowhead St	32302070120000	Vacant Land	Residential	2012 CDBG-IKE	2015 Tax Deed	Single Family Residential
242 Allegheny St	32302040130000	Vacant Land	Residential	2012 CDBG-IKE	2015 Tax Deed	Single Family Residential
242 Arrowhead St	32302050260000	Vacant Land	Residential	2012 County NSP1	2017 Tax Deed	Single Family Residential
243 Allegheny St	32302050100000	Vacant Land	Residential	2017 IHDA-BRP#1	2022 transfer from SSLBDA	Single Family Residential
243 Arrowhead St	32302070130000	Vacant Land	Residential	2012 CDBG-IKE	2015 Tax Deed	Single Family Residential
244 Arcadia St	32302070460000	Vacant Land	Residential	2012 CDBG-IKE	2018 Tax Deed	Single Family Residential
245 Arrowhead St	32302070140000	Vacant Land	Residential	2003 by Village	2012 Lien foreclosure	Single Family Residential
246 Allegheny St	32302040150000	Vacant Land	Residential	2012 County NSP1	2015 Lien Foreclosure	Single Family Residential
248 Arrowhead St	32302050290000	Vacant Land	Residential	2016 IHDA-BRP#1	2022 transfer from SSLBDA	Single Family Residential
249 Arcadia St	32302080180000	Vacant Land	Residential	2007 by property owner	2012 Lien foreclosure	Single Family Residential
25 Apache St	32302090120000	Vacant Land	Residential	1991 demolition	2012 Lien foreclosure	Single Family Residential
250 Allegheny St	32302040170000	Vacant Land	Residential	2017 IHDA-BRP#1	2022 transfer from SSLBDA	Single Family Residential
250 Arrowhead St	32302050330000	Vacant Land	Residential	2021 IHDA APP4 demolition anticipated	2018 Judicial Deed (abandonment)	Single Family Residential
251 Allegheny St	32302050330000	Vacant Land	Residential	2021 IHDA APP4 demolition anticipated	2018 Judicial Deed (abandonment)	Single Family Residential
255 Allegheny St	32302050300000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA	Single Family Residential
256 Allegheny St	32302040200000	Vacant Land	Residential	1995 demolition	2012 Lien foreclosure	Single Family Residential
256 Arcadia St	32302070520000	Vacant Land	Residential	1994 demolition	2012 Lien foreclosure	Single Family Residential
257 Arrowhead St	32302070200000	Eastgate Tot Lot	Residential	2016 IHDA-BRP#1	2022 transfer from SSLBDA	Single Family Residential
258 Arcadia St	32302070530000	Vacant Land	Residential	1994 demolition	2015 Tax Deed	Single Family Residential
259 Arrowhead St	32302070210000	Eastgate Tot Lot	Residential	2012 County NSP1	2012 Habitat Donation	Single Family Residential
262 Allegheny St	32302040230000	Vacant Land	Residential	2011 County NSP1	transfer from SSLBDA	Single Family Residential
264 Arrowhead St	32302060240000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA	Single Family Residential
265 Arcadia St	32302080260000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA	Single Family Residential
265 Arrowhead St	32302070240000	Vacant Land	Residential	2012 Bank demolition	2012 Bank Donation	Single Family Residential
266 Allegheny St	32302040250000	Vacant Land	Residential	2016 IHDA-BRP#1	2022 transfer from SSLBDA	Single Family Residential
268 Allegheny St	32302040260000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA	Single Family Residential
269 Allegheny St	32302060050000	Single Family Home	Residential	Village Funds	2021 Judicial Deed (abandonment)	Single Family Residential
270 Allegheny St	32302040270000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA	Single Family Residential
271 Allegheny St	32302060060000	Vacant Land	Residential	2017 IHDA-BRP#2	2022 transfer from SSLBDA	Single Family Residential

Address	PIN	Condition	Future Use	Funding Source	Acquisition Method	Residential Type
274 Allegheny St	32302040290000	Vacant Land	Residential	2011 County NSP1	2018 Tax Deed	Single Family Residential
278 Allegheny St	32302040310000	Vacant Land	Residential	2011 County NSP1	2013 Bank Donation	Single Family Residential
279 Arcadia St	32302080330000	Vacant Land	Residential	pre 2004 demolition	2015 Tax Deed	Single Family Residential
28 Apache St	32302100120000	Vacant Land	Residential	2010 by Village	2019 Tax Deed	Single Family Residential
281 Allegheny St	32302060110000	Vacant Land	Residential	2008 by Village	2017 Tax Deed	Single Family Residential
293 Allegheny St	32302060170000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA	Single Family Residential
299 Allegheny St	32302060370000	Vacant Land	Residential	2012 CDBG-IKE	2017 Tax Deed	Single Family Residential
3 Apache St	32302090010000	Single Family Home	Residential	Village Funds	2022 Judicial Deed (abandonment)	Single Family Residential
304 Allegheny St	32302090290000	Vacant Land	Residential	Never developed	Lien foreclosure	Single Family Residential
32 Apache St	32302100140000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA	Single Family Residential
36 Apache St	32302100160000	Vacant Land	Residential	Never developed	2015 Tax Deed	Single Family Residential
4 Apache St	32302040360000	Vacant Land	Residential	2018 IHDA-BRP#2	2022 transfer from SSLBDA	Single Family Residential
44 Apache St	32302100200000	Vacant Land	Residential	2017 IHDA-BRP#1	2022 transfer from SSLBDA	Single Family Residential
5 Antioch Place	32302060200000	Vacant Land	Residential	2013 CDBG-IKE	2016 Warranty Deed by property owner	Single Family Residential
6 Apache St	32302100430000	Vacant Land	Residential	2006 by Village	2013 Lien foreclosure	Single Family Residential
6 Arrowhead Ct	32302100310000	Vacant Land	Residential	2019 IHDA APP4 demolition	2019 Judicial Deed (Abandonment)	Single Family Residential
7 Apache St	32302090030000	Vacant Land	Residential	2012 CDBG-IKE	2018 Tax Deed	Single Family Residential
210 Indianwood Blvd	31361020150000	Community Garden	Residential/Commercial/ Open Space	Never developed	2015 Tax Deed	Single Family Residential
212 Indianwood Blvd	31361020140000	Community Garden	Residential/Commercial/ Open Space	Never developed	2015 Tax Deed	Single Family Residential
214 Indianwood Blvd	31361020130000	Community Garden	Residential/Commercial/ Open Space	Never developed	2015 Tax Deed	Single Family Residential
216 Indianwood Blvd	31361020120000	Community Garden	Residential/Commercial/ Open Space	Never developed	2015 Tax Deed	Single Family Residential
218 Indianwood Blvd	31361020110000	Community Garden	Residential/Commercial/ Open Space	Never developed	2015 Tax Deed	Single Family Residential
220 Indianwood Blvd	31361020100000	Community Garden	Residential/Commercial/ Open Space	Never developed	2011 Tax Deed	Single Family Residential
408 Miami St	31352020020000	Vacant Land	Stormwater mgmt	Never Developed	2015 Tax Deed	Non-Single Family Residential
410 Miami St	31352020030000	Vacant Land	Stormwater mgmt	Never Developed	2015 Tax Deed	Non-Single Family Residential
99 Orchard Dr	31252030220000	Vacant Land	Water Plant expansion	Never developed	2007 Tax Deed	Non-Single Family Residential