

Strategic Planning
Saturday, February 28, 2015
8:30 a.m. Village Hall

Strategic Planning
Saturday, February 28, 2015
8:30 a.m. Village Hall

Agenda

- 1. Six Month Financial Results**
- 2. Current Year Trends, Other Financial Issues & Budget Guidelines**
- 3. Budget Amendments for 2014/2015**
- 4. Economic Development Update**
- 5. Public Works Update**
- 6. Capital Plan**
 - Overview**
 - Health**
 - Public Works (MFT, Vehicle Services, Water, Sewer & Municipal Parking)**
 - Recreation & Parks (Vehicle Services, Aqua & Tennis)**
 - Buildings & Grounds**
 - Police (Vehicle Services)**
 - Fire (Vehicle Services)**
 - DownTown**
 - Other – Capital Projects**
- 7. Strategic Planning Goals Update for Village Board Strategic Priorities for Fiscal Years 2014/2015 - 2018/2019**

MEMORANDUM

DATE: February 20, 2015

TO: Mayor John Ostenburg
Board of Trustees

FROM: Mary G. Dankowski, Deputy Village Manager/Finance Director

RE: Six Month Financial Results

Attached are the six months results for the Village's current fiscal year.

GENERAL FUND REVENUE

Overall for the six-month period, 47% of all General Fund revenues have been received. A number of major revenue categories are affected by seasonality or a lag time in collections.

- Property Tax collections for the first half of the year were right at 50%.
- Sales Tax is received on a two to three-month lag. Actual cash receipts are tracking at 52.5% of budget for the first six months. Sales Tax now includes video gaming revenue of \$6,699.
- Utility Taxes are tracking lower than budget at 47.5% in cash collections.
- State Income Tax receipts are now being received on a two to three month lag which is an improvement from the prior year of a three to four month lag. Cash receipts for six months reflect 51.9% of budget.
- Real Estate Transfer Taxes reflect the declining housing market, but are at 66% of budget because of the Dollar General sale.
- Grants are at 110% of budget and reflect the extension of the fire staffing grant, the Chicago Community Trust "Going Green" grant and the DCEO \$150,000 grant for the salt dome.
- Transfers from Other Funds include indirect costs charged to the Village's enterprise funds as well as transfers from the confiscated drug money for the DEA officer replacement.
- Licenses include vehicle sticker sales which occur in the second half of the year.
- Permits include cable franchise fees of which only one quarter is reflected. Permits also include \$37,702 of revenue associated with electric aggregation. A budget amendment transfers these funds for sustainability projects.
- Charges for Services include Recreation & Parks reflecting timing of program revenues. Health Department revenues are impacted by Medicare and the number of clients served. Clients served for the fiscal year, so far, have improved. Hospital transport charges are tracking higher related to increased

fees. Inspection Fees are tracking close to budget. Property Lease Revenue includes La Rabida rent as well as cell tower leases. Other Charges include Jolly Trolley and Merchandising and Jobbing. Merchandising and Jobbing includes billing for damage to Village property and Village initiated grounds maintenance and liens.

- Interest Earnings are at 165% of budget. Earnings reflect the dramatic decline in rates from 5% in 2007, 2% in 2008, .153% in 2009 to the current rate of .012%. In order to secure a better rate for the Village money, a laddered CD portfolio was established. This longer term investment vehicle has improved earnings. Having Village funds safe is the highest priority. All the CD's in the portfolio are FDIC insured.

GENERAL FUND EXPENDITURES

Total General Fund expenditures represent 48% of the total budget at the six months operations point. Transfers to other funds have been made when needed. Expenditures associated with all transfers for Fiscal Year 2015 have been committed. Worth noting is:

- Administration – Illinois Risk Management Association (IRMA) expenditures are made in the second half of the fiscal year. IRMA premiums net of surplus credit for the Village, paid January 2015 were \$395,063 compared to \$799,429 budgeted. This will represent a \$274,627 savings in the General Fund. Deductible expenses will utilize \$100,000 of this savings as a budget amendment. IRMA deductibles are \$100,000 per incident. An assigned fund balance of \$500,000 has been established, \$200,000 has been encumbered for deductible costs, and \$200,000 has been budgeted. In addition, financial and HR software upgrades have yet to be purchased.
- Police, Fire and Health expenditures represent a half year of expenditures.
- Recreation and Parks reflects the seasonality of operations.
- The Public Works Budget reflects the construction of the salt storage dome.
- The Economic Development & Planning Department performance reflects timing of marketing efforts.

REVENUES ALL FUNDS

All funds revenue, before the Library, represents 43% of budget.

- CDBG – Cook – Reflects reimbursement of demolition associated with the NSP and IKE grants.
- Housing Choice Voucher Program reflects 4 months of activity.
- Police and Fire Pension reflect a recording of interest with market gains recorded at year-end.
- MFT budgeted revenue and expenditures reflect delays in projects until the second half of the year.

- Capital Projects revenue reflects Village transfers.

EXPENDITURES ALL FUNDS

All fund expenditures, before the Library, equal 45% of budget.

- MFT reflects work as yet to be completed.
- Refuse reflects five months of hauler payments.
- TIF – DownTown expenditures reflect Lester Road reconstruction.
- The Capital Projects Fund includes dollars for sound mitigation, the Village Green project, land banking costs, and sustainability projects.

DOWNTOWN SUMMARY

Revenues represent 51% of Budget.

- DownTown Rent revenues are currently tracking at 53% of budget.
- Common Area Revenue includes the Aunt Martha's property and a reduction for Matanky owned property.
- Hall Rental for Dining on the Green is tracking at 55% of budget.
- Other Business Licenses reflect SPAA licensing.

Expenses represent 33% of Budget.

- IRMA payments occurred in January.
- Property Taxes payment happens in the second half of the fiscal year.
- Capital Outlays will occur in the second half of the year.

CONCLUSION

In Fiscal 2010, the Village was facing a \$680,000 shortfall in sales tax, utility tax, and income tax. Since that time revenue projections have been reduced and hiring delays instituted where practical. Revenues have recovered slightly since that time. For the current year revenues and expenses are tracking on target.

Financial trends and budget amendments are discussed with other agenda items.

**Village of Park Forest
2014/2015 Budget Review
as of December 31, 2014**

GENERAL FUND REVENUES

	FY 14/15 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Property Taxes - General & Pension	6,580,948	13,207,467	50%
Road and Bridge	49,137	82,000	60%
Sales Tax	253,003	685,000	37%
Utility Tax	462,152	1,260,000	37%
State Income Tax	444,648	2,130,000	21%
PPRT - General & Pension	30,105	190,000	16%
Real Estate Transfer Tax	49,655	75,000	66%
Grants & Rebates	307,873	279,667	110%
Transfers from Other Funds	529,560	1,094,266	48%
Licenses	148,254	626,500	24%
Permits	221,575	551,000	40%
Charges for Services			
Recreation & Parks	168,004	279,500	60%
Health	172,539	273,513	63%
Hospital Transport	236,886	376,000	63%
Inspection Fees	48,650	95,000	51%
Property Lease Revenue	133,232	245,000	54%
Other Charges	110,065	20,500	537%
Asset Sales	125	1,000	13%
Fines	192,388	319,000	60%
Interest Earnings	<u>33,086</u>	<u>20,000</u>	165%
Total Revenues	<u>10,171,887</u>	<u>21,810,413</u>	47%

* Sales Tax is collected on a 2-3 month lag. Cash collections for Sales Tax for the first 6 months of FY 14/15 is \$359,727 (52.5% of Budget).

** Utility Tax is collected on a 2-3 month lag. Cash collections for Utility Tax for the first 6 months of FY 14/15 is \$598,901 (47.5% of Budget).

*** Income Tax is collected on a 2-3 month lag. Cash collections for Income Tax for the first 6 months of FY 14/15 is \$1,105,248 (51.9% of Budget).

**Village of Park Forest
2014/2015 Budget Review
as of December 31, 2014**

GENERAL FUND EXPENDITURES

	FY 14/15 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Administrative	1,327,196	3,725,297	36%
Police Department	3,850,952	7,653,247	50%
Fire Department	2,122,208	4,335,960	49%
Health Department	466,351	947,901	49%
Recreation and Parks	1,353,901	2,654,490	51%
Public Works Department	840,506	1,372,630	61%
Economic Development & Planning	247,265	618,785	40%
Community Development	<u>298,191</u>	<u>592,255</u>	50%
Subtotal	10,506,570	21,900,565	48%
Transfer to Capital Projects	122,000	122,000	100%
Transfer to DownTown	77,518	155,036	50%
Transfer To Aqua Center	110,000	190,000	58%
Transfer to Tennis & Health	40,000	110,000	36%
Transfer to Library	<u>10,000</u>	<u>10,000</u>	100%
Total General Fund	<u>10,866,088</u>	<u>22,487,601</u>	48%

**Village of Park Forest
2014/2015 Budget Review
as of December 31, 2014**

REVENUE (All Funds)

	FY 14/15 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund	10,171,887	21,810,413	47%
CDBG - Cook	6,418	0	100%
Housing Choice Voucher Program	1,885,852	6,109,124	31%
Police Pension	972,329	2,609,628	37%
Fire Pension	585,540	1,474,994	40%
MFT	551,603	1,620,683	34%
Water	3,137,813	6,969,926	45%
Sewer	593,033	1,805,141	33%
Municipal Parking	57,129	109,120	52%
Refuse	623,681	1,278,351	49%
Aqua Center	252,859	422,581	60%
Tennis and Health	165,624	370,150	45%
Downtown	403,460	796,247	51%
TIF - Downtown	542,963	833,714	65%
TIF - Norwood	0	0	0%
Vehicle Services	440,562	867,462	51%
Bond Retirement	110,100	223,650	49%
Capital Projects	122,968	127,000	97%
Foreign Fire Insurance	<u>13,915</u>	<u>15,000</u>	93%
Subtotal	20,637,738	47,443,184	43%
Library	<u>1,140,477</u>	<u>2,289,003</u>	50%
TOTAL FUNDS	<u>21,778,214</u>	<u>49,732,187</u>	44%

**Village of Park Forest
2014/2015 Budget Review
as of December 31, 2014**

EXPENDITURES (All Funds)

	FY 14/15 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund	10,506,570	21,900,565	48%
CDBG - Cook	0	0	0%
Housing Choice Voucher Program	1,966,128	6,102,072	32%
Police Pension	1,113,965	1,966,275	57%
Fire Pension	516,950	1,065,075	49%
MFT	384,157	1,749,724	22%
Water	2,773,000	5,890,591	47%
Sewer	420,916	1,305,710	32%
Municipal Parking	82,837	182,557	45%
Refuse	419,251	1,276,225	33%
Aqua Center	251,930	402,436	63%
Tennis and Health	161,029	368,691	44%
DownTown	329,205	1,010,293	33%
TIF - Downtown	1,127,956	1,396,959	81%
TIF - Norwood	0	0	0%
Vehicle Services*	468,082	899,847	52%
Bond Retirement	189,703	222,450	85%
Capital Projects	144,350	1,304,291	11%
Foreign Fire Insurance	762	13,000	6%
<u>Transfers from General Fund:</u>			
To Capital Projects	122,000	122,000	100%
To Downtown	77,518	155,036	50%
To Aqua Center	110,000	190,000	58%
To Tennis & Health	40,000	110,000	36%
To Library	<u>10,000</u>	<u>10,000</u>	100%
Subtotal	21,216,308	47,643,797	45%
Library	<u>720,255</u>	<u>1,855,955</u>	39%
TOTAL FUNDS**	<u>21,936,564</u>	<u>49,499,752</u>	44%

* Vehicle Services is an internal service fund. The revenues are contributions from other funds.

** When expenditures exceed revenues, prior fund balances have been utilized.

*** Transfers have been made and are now recorded directly in the Police and Fire departments.

**Village of Park Forest
2014/2015 Budget Review
as of December 31, 2014**

**DOWNTOWN PARK FOREST
REVENUES**

	FY 14/15 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
REVENUES			
DownTown Rent	277,056	525,000	53%
Farmers Market	220	4,100	5%
Common Area Revenue	25,956	88,511	29%
Hall Rental	7,125	13,000	55%
Other Business Licenses	12,000	5,000	240%
Transfer from General Fund (CAM)	77,518	155,036	50%
Miscellaneous	3,509	5,000	70%
Interest	<u>76</u>	<u>600</u>	13%
TOTAL REVENUE	<u>403,460</u>	<u>796,247</u>	51%
<u>Net Income (Loss)</u>	<u>74,256</u>	<u>(214,046)</u>	
Major Capital Outlays	0		
Depreciation	<u>43,001</u>		
Cash Flow	117,256		
<u>Beginning Net Cash</u>	1,224,931		
<u>Ending Net Cash</u>	1,342,187		

**Village of Park Forest
2014/2015 Budget Review
as of December 31, 2014**

**DOWNTOWN PARK FOREST
EXPENSES**

	FY 14/15 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
EXPENSES			
<u>Personnel Services</u>			
Regular Salaries	37,810	89,645	42%
Overtime Salaries	271	1,500	18%
Temporary/Part time Salaries	<u>31,468</u>	<u>79,446</u>	40%
Total Personnel Services	69,548	170,591	41%
<u>Employee Support/Insurance</u>	24,557	59,800	41%
<u>IRMA</u>	0	30,000	0%
<u>Professional Services</u>	3,423	11,500	30%
<u>Property Taxes</u>	0	100,000	0%
<u>Operating Supplies</u>	9,761	23,100	42%
<u>Maintenance</u>	119,587	202,500	59%
<u>Capital Outlays</u>	7,237	185,000	4%
<u>Depreciation</u>	43,001	86,002	50%
<u>Miscellaneous</u>	1,701	7,500	23%
<u>Rentals</u>	2,250	9,000	25%
<u>Utilities</u>	<u>48,140</u>	<u>125,300</u>	38%
TOTAL EXPENSES	<u>329,205</u>	<u>1,010,293</u>	33%

ILLINOIS FUNDS
MONEY MARKET FUND
 MONTHLY RATE HISTORY

ILLINOIS FUNDS
MONEY MARKET FUND
 MONTHLY RATE HISTORY

ILLINOIS FUNDS
MONEY MARKET FUND
 MONTHLY RATE HISTORY

ILLINOIS FUNDS
MONEY MARKET
 MONTHLY RATE HISTORY

Date	Annualized Rate	Daily Factor
01-Jul-07	4.490%	0.000123001700
02-Jul-07	4.927%	0.000134995000
03-Jul-07	4.940%	0.000135344700
04-Jul-07	4.940%	0.000135344700
05-Jul-07	5.026%	0.000137688200
06-Jul-07	5.029%	0.000137793700
07-Jul-07	5.029%	0.000137793700
08-Jul-07	5.029%	0.000137793700
09-Jul-07	5.054%	0.000138471700
10-Jul-07	5.058%	0.000138575800
11-Jul-07	5.075%	0.000139052600
12-Jul-07	5.108%	0.000139956500
13-Jul-07	5.116%	0.000140151600
14-Jul-07	5.116%	0.000140151600
15-Jul-07	5.116%	0.000140151600
16-Jul-07	5.147%	0.000141015800
17-Jul-07	5.113%	0.000140085600
18-Jul-07	5.090%	0.000139442900
19-Jul-07	5.090%	0.000139457900
20-Jul-07	5.092%	0.000139498100
21-Jul-07	5.092%	0.000139498100
22-Jul-07	5.092%	0.000139498100
23-Jul-07	5.123%	0.000140346800
24-Jul-07	5.133%	0.000140618600
25-Jul-07	5.120%	0.000140260700
26-Jul-07	5.182%	0.000141959900
27-Jul-07	5.152%	0.000141146800
28-Jul-07	5.152%	0.000141146800
29-Jul-07	5.152%	0.000141146800
30-Jul-07	5.180%	0.000141905800
31-Jul-07	5.080%	0.000139178600

Date	Annualized Rate	Daily Factor
01-Aug-08	2.158%	0.000058958000
02-Aug-08	2.158%	0.000058958000
03-Aug-08	2.158%	0.000058958000
04-Aug-08	2.117%	0.000057848700
05-Aug-08	2.046%	0.000055897100
06-Aug-08	2.009%	0.000054885800
07-Aug-08	2.009%	0.000054885400
08-Aug-08	2.015%	0.000055061400
09-Aug-08	2.015%	0.000055061400
10-Aug-08	2.015%	0.000055061400
11-Aug-08	2.053%	0.000056083400
12-Aug-08	1.996%	0.000054535000
13-Aug-08	2.052%	0.000056065400
14-Aug-08	2.103%	0.000057460100
15-Aug-08	2.151%	0.000058778200
16-Aug-08	2.151%	0.000058778200
17-Aug-08	2.151%	0.000058778200
18-Aug-08	2.110%	0.000057662100
19-Aug-08	2.001%	0.000054678900
20-Aug-08	1.964%	0.000053667400
21-Aug-08	2.027%	0.000055388800
22-Aug-08	2.039%	0.000055715100
23-Aug-08	2.039%	0.000055715100
24-Aug-08	2.039%	0.000055715100
25-Aug-08	2.051%	0.000056025400
26-Aug-08	2.056%	0.000056180900
27-Aug-08	2.044%	0.000055858100
28-Aug-08	2.047%	0.000055939800
29-Aug-08	2.097%	0.000057289200
30-Aug-08	2.097%	0.000057289200
31-Aug-08	2.097%	0.000057289200

Date	Annualized Rate	Daily Factor
01-Aug-10	0.191%	0.000005245200
02-Aug-10	0.229%	0.000008267100
03-Aug-10	0.229%	0.000006267100
04-Aug-10	0.194%	0.000005323200
05-Aug-10	0.199%	0.000005448800
06-Aug-10	0.199%	0.000005458900
07-Aug-10	0.199%	0.000005458900
08-Aug-10	0.199%	0.000005458900
09-Aug-10	0.189%	0.000005176600
10-Aug-10	0.176%	0.000004834000
11-Aug-10	0.168%	0.000004592300
12-Aug-10	0.178%	0.000004875100
13-Aug-10	0.194%	0.000005309700
14-Aug-10	0.194%	0.000005309700
15-Aug-10	0.194%	0.000005309700
16-Aug-10	0.233%	0.000006380300
17-Aug-10	0.210%	0.000005765100
18-Aug-10	0.186%	0.000005093900
19-Aug-10	0.180%	0.000004935500
20-Aug-10	0.188%	0.000005141200
21-Aug-10	0.188%	0.000005141200
22-Aug-10	0.188%	0.000005141200
23-Aug-10	0.183%	0.000005001700
24-Aug-10	0.181%	0.000004953500
25-Aug-10	0.178%	0.000004868000
26-Aug-10	0.196%	0.000005378700
27-Aug-10	0.186%	0.000005109100
28-Aug-10	0.186%	0.000005109100
29-Aug-10	0.186%	0.000005109100
30-Aug-10	0.178%	0.000004889200
31-Aug-10	0.214%	0.000005859400

Date	Annualized Rate	Daily Factor
01-Jan-15	0.010%	0.000000274600
02-Jan-15	0.012%	0.000000323600
03-Jan-15	0.011%	0.000000314500
04-Jan-15	0.011%	0.000000314500
05-Jan-15	0.011%	0.000000310900
06-Jan-15	0.010%	0.000000278300
07-Jan-15	0.010%	0.000000270800
08-Jan-15	0.013%	0.000000348500
09-Jan-15	0.014%	0.000000380500
10-Jan-15	0.014%	0.000000380300
11-Jan-15	0.014%	0.000000380300
12-Jan-15	0.010%	0.000000284200
13-Jan-15	0.017%	0.000000468300
14-Jan-15	0.012%	0.000000321800
15-Jan-15	0.015%	0.000000408100
16-Jan-15	0.015%	0.000000420500
17-Jan-15	0.015%	0.000000420500
18-Jan-15	0.015%	0.000000420500
19-Jan-15	0.015%	0.000000420500
20-Jan-15	0.012%	0.000000316700
21-Jan-15	0.010%	0.000000265200
22-Jan-15	0.010%	0.000000271700
23-Jan-15	0.010%	0.000000268400
24-Jan-15	0.010%	0.000000268400
25-Jan-15	0.010%	0.000000268400
26-Jan-15	0.012%	0.000000336800
27-Jan-15	0.010%	0.000000269400
28-Jan-15	0.010%	0.000000263300
29-Jan-15	0.010%	0.000000274900
30-Jan-15	0.011%	0.000000308900
31-Jan-15	0.011%	0.000000308900

Average	0.012%
---------	--------

Average	5.066 %
---------	---------

Average	2.067 %
---------	---------

Average	0.193 %
---------	---------

See reverse side for Prime Fund rate

See reverse side for Prime Fund rate

MEMORANDUM

DATE: February 20, 2015

TO: Mayor John Ostenburg
Board of Trustees

FROM: Mary G. Dankowski, Deputy Village Manager/Finance Director

RE: Current Year Trends, Other Financial Issues and Budget Guidelines

Reviewing trends in revenues and expenditures allows the establishment of reasonable assumptions on which to base the next year's budget. Economic conditions in the Village and the Country can impact revenues and costs. Following are selected revenue and expenditure categories which have been impacted by the economy, locally and nationally.

REVENUE TRENDS

Sales Tax

The attached schedule shows the twenty year trends in sales and use taxes. This revenue had been fairly stagnant for twelve years. It dropped to hit a fifteen year low for Fiscal 2010 and has recovered somewhat since then.

The Village receives sales taxes on a two to three month lag. December collections related to September sales. Detailed information on types of businesses is received several months later. The Village does not receive information on individual businesses. It does receive quarterly summary information four months after the fact based on categories of businesses. You can see the attached schedule for a six year comparison by type of business. The **Food** category has increased while the **Automotive & Filling Stations** have declined with the loss of Marathon Gas. **Drugs** reflects CVS and Walgreens sales.

Also attached is a schedule showing the top ten sales tax payers, Windy Landings is Taco Bell, Maharishi Petroleum was Marathon and Nileema LLC is Subway. Dollar General is now on the top ten taxpayers list.

Income Tax, Motor Fuel Tax, State Use Tax

The Village receives Income Tax, Motor Fuel Tax and State Use Tax based on a per capita distribution from the State. The Village's population declined from 24,656 in 1990 to 23,462 in 2000. The 2010 census produced a further decline in population to 21,975. **It is also important to note that income tax receipts are impacted by unemployment**

numbers as well as increases in Federal exemptions and deductions reducing adjusted gross income. The Illinois Municipal League projects the following per capita revenues based on Municipal Fiscal Years ended April 30.

Municipal Fiscal Year

	2013	Population 21,975	2014	Population 21,975	2015	Population 21,975
	<u>Per Capita Distribution</u>	<u>Total Dist.</u>	<u>Per Capita Distribution</u>	<u>Total Dist.</u>	<u>Per Capita Distribution</u>	<u>Total Dist.</u>
Income Tax	\$90.12	\$1,980,387	\$97.46	\$2,141,684	\$97.00	\$2,131,575
Motor Fuel Tax	24.03	528,059	24.56	539,706	24.30	533,993
State Use Tax	15.92	349,842	17.76	390,276	18.50	406,538
	\$130.07		\$139.78		\$139.80	

Income Tax receipts are directly tied to employment numbers and per capita distribution. As the economy improves, the impact of reduced population will minimize. Unfortunately it will take longer to return to Fiscal 2008 levels.

Utility Tax

Utility taxes include municipal taxes on electric, gas and telecommunications. The attached schedule shows a multi-year comparison of revenues. Loss of businesses has a direct impact on Utility Tax receipts. The vacancies in the 80 North Building, Norwood, Orchard Plaza and Central Park Plaza (off Sauk Trail) have caused Utility Tax receipts to decline. Utility taxes continue to be a major revenue source for the Village representing 6% of total General Fund revenue.

Motor Fuel Tax revenues represent year six of a six year, \$100,000 per year, added allotment.

KEY REVENUE COMPARISON							
	Fiscal 2008	Fiscal 2009	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	Fiscal 2014
Sales Tax	\$ 670,036	\$ 615,553	\$ 576,938	\$ 649,933	\$ 656,921	\$ 696,244	\$ 705,591
Utility Tax	1,780,647	1,642,644	1,520,243	1,516,055	1,691,132	1,347,796	1,315,502
State Income Tax	2,223,207	1,982,466	1,788,235	1,819,373	1,892,338	2,070,101	2,104,560
PPRT	183,208	168,986	147,846	201,802	182,870	205,600	208,074
R. E. Transfer Tax	247,194	229,373	132,280	62,235	117,805	72,420	79,969
Building Permit Fees	102,045	77,260	118,729	81,207	118,812	86,480	82,637
Interest Income	251,034	98,928	55,644	77,767	61,519	17,896	97,909
	5,457,371	4,815,210	4,339,915	4,408,372	4,721,397	4,496,537	4,594,242

IRMA (Intergovernmental Risk Management Association)

The Village's net IRMA costs increased 46% from \$846,501 in 2008 to \$1,235,484 in 2009. For 2010 costs increased a further 6% to \$1,314,766. In an effort to reduce costs, the Village increased the deductible on claims from \$2,500 to \$10,000 in 2011. The January 2011 IRMA bill reflecting these changes was \$839,590, a \$475,176 reduction. In addition, investment market improvements generated a surplus distribution of \$103,109 in 2011, \$98,241 for 2012, \$54,740 for 2013, \$57,756 for 2014 and \$65,050 for 2015.

IRMA Costs

	<u>Annual</u> <u>Contribution</u>	<u>Surplus</u> <u>Credit</u>	<u>Optional</u> <u>Deductible</u> <u>Credit</u>	<u>Net</u> <u>Premium</u> <u>Paid By</u> <u>Village</u>	<u>Fiscal Year</u> <u>Deductible</u> <u>Expense</u>
2005*	\$ 784,528	(\$104,246)	--	\$ 680,092	\$ 32,383
2006*	953,141	(148,666)	--	804,475	28,000
2007*	1,023,751	(123,008)	--	900,743	47,749
2008*	962,341	(115,840)	--	846,501	70,929
2009	1,235,484	0	--	1,235,484	81,340
2010	1,314,766	0	--	1,314,766	51,318
2011* 1)	1,035,933	(103,109)	(93,234)	839,590	46,480
2012* 2)	1,150,285	(98,241)	(437,108)	614,936	93,577
2013*	1,110,319	(54,740)	(444,128)	611,451	127,375
2014*	847,583	(57,756)	(338,955)	450,872	292,994
2015	836,570	(65,050)	(376,457)	395,063	

* Years where surplus credit reduced payment

1) Increase deductible from \$2,500 to \$10,000

2) Increase deductible from \$10,000 to \$100,000

Beginning in January 2012 the IRMA deductible was increased to \$100,000. A \$500,000 Assigned Fund Balance in the General Fund was established to serve as a reserve for potential deductibles. In addition the Village budgeted \$200,000 for deductible costs, encumbering an additional \$200,000. Deductible expenses increased to \$292,994 for Fiscal 2014. The deductible budget will increase to \$300,000 for Fiscal 2016. The savings in IRMA premium costs for 2015 will help fund capital projects for 2015/2016.

EXPENDITURE TRENDS

Over the last several years identified expenditure trends have been brought to the Board's attention. Specifically when IMRF, IRMA and health insurance costs were increasing at 10% to 20%, the Board was alerted and the tax levy was impacted.

Health Insurance

Over the last nine years the Village cost has increased \$873,301 or 84%. Included in these amounts are the costs for the five disabled public safety individuals who legislatively are

allowed 100% insurance coverage. The costs currently for these individuals are \$69,007 per year. Total Village medical, dental and life insurance costs are as follows:

<u>Medical, Dental & Life Insurance Costs</u>		<u>Percent Change</u>
Fiscal 2005/2006	\$1,036,999	
Fiscal 2006/2007	1,203,069	16%
Fiscal 2007/2008	1,276,767	6%
Fiscal 2008/2009	1,478,889	16%
Fiscal 2009/2010	1,524,014	3%
Fiscal 2010/2011	1,624,778	7%
Fiscal 2011/2012	1,717,524	6%
Fiscal 2012/2013	1,711,334	-.4%
Fiscal 2013/2014	1,792,557	5%
Fiscal 2014/2015 est.	1,910,300	7%

The Village has not received final information, as yet about increases for 2015/2016. A 10% increase will cost \$191,030.

Multi-family Water Line Maintenance

In 2012, the Village Board approved a 23% increase in water rates and a five year increase plan. These increases will fund operations and allow for a \$4,000,000 water main replacement project.

Another increasing cost in the water fund is the maintenance of water lines within the multi-family areas. The Village has entered into an agreement with Areas J, B and E to reduce maintenance costs. The Cedarwood and Ash Street Coops have as yet not approved an agreement.

Pension Funds

IMRF (Illinois Municipal Retirement Fund)

The Illinois Municipal Retirement Fund provides retirement benefits for all Village employees not covered by Police or Fire Pensions. IMRF experienced investment losses in 2008 and 2009 as the stock market plummeted. This means that the IMRF funding level went from 98% as of 2007 to 71.19% as reported in the fiscal 2012 Audit. For 2013 funding has increased to 76.32%, with market basis funding at 94.56%. In 2009 rates were 8.69% of eligible payroll. For 2010, rates increased 10% to 9.56%. Rates increased further to 10.52% in January 2011, 11.57% for 2012, 12.73% beginning January 2013, and 12.80% in 2014. In 2015 rates declined slightly to 12.40%. Realizing a positive investment return in 2012 and continuing in 2014, it is hoped that IMRF rates will continue to decline. The tax levy for IMRF stayed constant for 2013 and 2014.

Police and Fire Pension

The Village has been very consistent with levying the actuarial recommendations for the Police and Fire pensions. Unfortunately, because of market declines in 2008 and 2009, the pension funds lost money. For Fiscal 2010 through 2014 the pension funds had positive returns. Both pension boards are extremely diligent with their review of investments. Through a conservative philosophy the losses in both funds were minimized.

The last eight years of Pension levies and associated funding levels are as follows:

	Police		Fire	
	<u>Levy</u>	<u>Funded Ratio</u>	<u>Levy</u>	<u>Funded Ratio</u>
2007	759,455	66.93%	585,135	59.98%
2008	856,887	63.33%	619,393	58.76%
2009	981,636	58.44%	706,393	51.85%
2010	1,033,223	60.08%	752,677	53.20%
2011	1,044,419	57.40%	705,279	52.38%
2012	1,135,449	54.78%	739,802	52.79%
2013	1,349,138	53.9%	891,037	50.8%
2014	1,469,138	52.0%	971,037	51.0%

A legislative change in pension funding calculations allowed for a stabilization in levy amounts for 2011. The funds also were able to reduce interest rate assumptions to reflect changes in market returns. In 2014 the Board approved an additional \$120,000 in funding the Police Pension Fund and an additional \$80,000 for the Fire Pension Fund.

Roadway Projects

The Village completed four major roadway projects Orchard, Lakewood/Indianwood, Blackhawk and North Street. In addition, the Thorn Creek Bridge was reconstructed. For Fiscal 2015, the Lincoln Highway Streetscape project will begin. These major projects will deplete the MFT Fund balance. Beginning in Fiscal 2013 the vehicle costs formerly charged to the Motor Fuel Tax Fund are charged to Public Works along with MFT related labor. For Fiscal 2015 sidewalks will also be budgeted in Public Works. This will allow funds to accumulate, once again, in the MFT Fund. Fund balances will be used to match Illinois Street and Indianwood projects on the horizon.

In an effort to address side streets with resurfacing projects, the Village Board is being asked to set aside \$600,000. These funds would be used along with the \$4,000,000 water main replacement project funds to resurface streets eligible for water main replacement.

Sewer Projects

Facing several needed storm sewer projects and no designated funding for Fiscal 2015, the Village broadened the definition of the Sewer Fund to include sanitary and storm sewer projects. In addition, a USEPA grant has allowed for a major sanitary sewer renovation project.

Housing Issues

As the attached chart shows, the average housing sales value has declined dramatically. In addition, the number of foreclosed and vacant homes has increased.

<u>Houses</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Vacant	203	223	241	342	423	665	587
Foreclosed	208	313	384	477	540	766	732
Foreclosed & Occupied	95	194	258	282	338	400	414

General Fund Balance

<u>Fund Summary</u>				
	Fund Unassigned General Fund Balance (Page 29 of Audit)			\$9,342,058
	Budgeted Carryover 2014/2015 (Page 2-34 of Budget)			(677,188)
	Utilized to reduce Tax Levy increase			(640,000)
	Roadway Matching Funds - FAU Routes			(500,000)
	Roadway Matching Funds - Water Main Replacements			(400,000)
	CMAQ Grant Match			(389,200)
	Aqua Center Support			(105,405)
				(2,711,793)
	Remaining Fund Balance (3.5 months' reserve)			\$6,630,265
	(The Board's Fiscal Policies require a reserve of 3-4 months of operations. One month's operating expenditures are \$1,873,967.			

* According to the Board adopted fiscal policies, a three to four month expenditure reserve will be maintained. One month expenditures equal \$1,873,967.

Other Issues

Thorncreek Litigation

The final outcome of the Thorncreek litigation is as yet unknown.

Housing Authority

HUD continues to reduce the administrative cost support for Housing Authorities. The Park Forest Authority has a majority of portable certificates, 475 portable vs. 121 Park Forest certificates leased. The Village receives only a portion of administrative fees for portable certificates. This amount is not sufficient to cover all administrative costs or any legal costs. An annual increase of \$75,000 is what is needed to add staff to thoroughly manage the level of portable certificates. Also, receipts for portable certificates are delayed. In order to assist

in administration, part-time assistance is being provided from Community Development for a potential cost of \$20,000 to the Village.

This year Park Forest Housing Authority will pull applicants from the waitlist to administer additional Park Forest vouchers and absorb some port-in vouchers to increase the numbers and bring it closer to the 177 baseline. The additional number of vouchers administered will be based on the monthly HUD Housing Assistance Payment distribution, the Net Restricted Assets and the availability of the HUD-Held Funds available for use by Park Forest Housing Authority.

Health Department Medicare Revenue

The major revenue source for the Health Department is Medicare revenue related to Home Health services. In the past, the Health Department was seeing as many as 25 patients at one time, but this declined to 8 during 2014. In January 2015, the department was managing 14 patients. While the caseload has improved, the Village support for Health Department services has increased from \$295,973 in Fiscal Year 2007 to \$617,603 in 2014.

Seasonal Trends

Fiscal 2014 saw major unbudgeted expenditures related to the severe winter. Road salt and Public Works overtime were high. For the current fiscal year fuel costs have been positive, while storm damage work over the summer caused expenses to exceed budget.

As usual the ongoing financial results will continue to be monitored.

Village of Park Forest
INCOME COMPARISON
(Warrants Processed)

SALES TAX (1% disb.)	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 96	89,082	82,906	97,748	104,863	86,773	87,630	87,032	65,866	78,632	68,235	66,044	85,497	\$ 1,000,309
FISCAL YEAR END 97	71,444	75,797	88,658	69,763	80,805	68,158	68,530	60,883	78,043	66,281	64,776	76,862	\$ 870,000
FISCAL YEAR END 98	59,880	66,956	66,118	68,656	75,978	51,492	65,017	62,887	56,931	56,725	61,926	61,553	\$ 754,118
FISCAL YEAR END 99	63,594	69,172	76,742	68,033	70,898	68,056	56,250	53,875	49,853	48,302	51,155	53,404	\$ 729,335
FISCAL YEAR END 00	54,101	57,330	59,985	61,421	62,853	63,734	60,457	57,707	60,516	55,801	45,929	63,700	\$ 703,533
FISCAL YEAR END 01	64,587	62,172	41,926	55,507	47,531	49,090	63,806	41,016	37,965	41,761	33,940	37,611	\$ 576,913
FISCAL YEAR END 02	40,258	36,955	53,249	43,894	38,342	43,817	53,479	43,679	45,399	59,086	38,074	42,269	\$ 538,500
FISCAL YEAR END 03	38,283	37,652	38,129	38,238	36,638	36,301	34,892	36,509	37,536	34,487	39,793	39,487	\$ 447,946
FISCAL YEAR END 04	38,253	37,622	42,696	43,796	37,137	36,370	36,684	33,805	37,253	32,273	33,385	35,220	\$ 444,495
FISCAL YEAR END 05	33,692	34,200	35,772	30,325	29,817	30,052	30,336	31,059	32,363	29,136	33,727	31,072	\$ 381,550
FISCAL YEAR END 06	31,717	33,320	30,088	35,447	31,564	35,898	30,664	31,186	31,718	32,922	28,069	31,985	\$ 384,579
FISCAL YEAR END 07	32,508	31,906	31,596	26,947	30,688	27,036	32,366	31,725	34,750	27,102	31,997	29,825	\$ 368,446
FISCAL YEAR END 08	29,725	30,841	27,769	27,645	31,174	29,075	27,346	26,378	29,561	25,853	26,923	33,555	\$ 345,846
FISCAL YEAR END 09	26,725	27,723	27,720	26,157	23,921	25,712	19,429	25,508	24,683	21,437	17,509	29,440	\$ 295,963
FISCAL YEAR END 10	22,770	23,856	25,522	22,642	22,113	25,886	34,899	22,568	25,186	17,817	27,810	19,927	\$ 290,993
FISCAL YEAR END 11	29,267	23,576	27,123	25,153	26,039	26,453	26,307	24,481	28,127	24,373	19,459	32,162	\$ 312,521
FISCAL YEAR END 12	25,405	26,112	30,230	25,473	24,508	30,454	28,030	28,202	31,097	24,515	27,635	30,301	\$ 331,963
FISCAL YEAR END 13	26,945	27,181	28,738	27,147	27,274	28,449	26,613	26,618	28,908	25,663	49,907	28,285	\$ 351,729
FISCAL YEAR END 14	21,828	24,703	25,358	21,721	24,245	35,196	21,926	23,516	26,767	22,994	23,067	26,497	\$ 297,817
FISCAL YEAR END 15	23,982	24,767	26,430	23,618	24,836	26,515	24,343	-	-	-	-	-	\$ 174,492
LOCAL USE TAX	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 96	11,749	12,040	14,040	12,101	16,751	17,863	15,298	11,659	20,914	14,330	15,833	19,167	\$ 181,744
FISCAL YEAR END 97	16,390	17,803	20,917	18,178	13,242	18,250	19,166	15,529	28,699	12,896	14,533	7,942	\$ 203,545
FISCAL YEAR END 98	25,839	17,416	24,845	18,431	16,557	19,317	19,303	17,366	27,304	17,179	17,716	0	\$ 221,274
FISCAL YEAR END 99	37,384	17,062	22,025	17,332	19,705	24,230	19,475	23,767	32,263	17,561	19,151	3,144	\$ 253,099
FISCAL YEAR END 00	45,886	21,960	26,406	20,980	21,290	24,446	22,032	25,078	33,835	22,539	11,952	0	\$ 276,403
FISCAL YEAR END 01	63,122	25,962	27,210	21,208	24,453	28,621	26,248	21,550	34,529	22,759	20,814	9,190	\$ 325,665
FISCAL YEAR END 02	37,740	17,219	19,127	19,998	16,516	17,544	21,106	17,769	27,237	16,526	13,919	17,556	\$ 242,258
FISCAL YEAR END 03	16,228	15,723	17,923	15,994	16,065	19,235	17,569	16,327	24,718	15,680	13,130	17,755	\$ 206,346
FISCAL YEAR END 04	16,776	15,408	19,576	19,096	17,357	15,391	16,092	18,921	26,201	22,358	20,789	20,235	\$ 228,199
FISCAL YEAR END 05	18,216	18,894	22,457	19,627	18,830	20,404	18,433	16,849	29,208	17,418	19,592	22,392	\$ 242,321
FISCAL YEAR END 06	26,869	20,983	24,684	20,081	21,636	23,186	21,501	20,734	35,604	22,977	23,044	21,778	\$ 283,078
FISCAL YEAR END 07	26,498	23,623	27,221	22,814	27,838	27,213	25,698	23,018	35,119	20,589	19,858	24,206	\$ 303,694
FISCAL YEAR END 08	24,691	26,863	31,526	23,154	24,358	26,479	27,082	27,290	38,904	25,387	23,342	29,886	\$ 328,962
FISCAL YEAR END 09	27,559	25,342	31,146	26,071	32,833	29,827	28,550	25,545	36,747	23,391	20,915	25,094	\$ 333,019
FISCAL YEAR END 10	25,622	21,671	28,815	22,895	20,451	22,074	21,397	19,112	32,853	19,550	15,549	31,030	\$ 281,020
FISCAL YEAR END 11	23,615	22,385	28,882	24,009	23,263	27,029	34,004	26,434	41,613	25,450	27,360	28,368	\$ 332,412
FISCAL YEAR END 12	26,504	25,822	28,532	22,836	27,198	20,627	25,939	26,119	39,916	25,507	23,131	28,596	\$ 320,727
FISCAL YEAR END 13	26,373	27,576	30,832	25,479	28,447	29,145	28,325	29,839	42,619	29,667	22,222	27,892	\$ 348,417
FISCAL YEAR END 14	30,611	27,031	35,901	30,885	28,858	31,134	33,412	31,455	49,491	26,242	25,762	34,014	\$ 384,797
FISCAL YEAR END 15	31,357	33,316	37,187	31,710	34,340	41,669	39,425	-	-	-	-	-	\$ 249,003
SALES & USE TAX COMBINED	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 96	104,558	98,576	115,453	120,524	107,279	109,075	106,058	81,566	102,670	85,928	85,414	108,405	\$ 1,225,507
FISCAL YEAR END 97	91,453	97,220	113,053	91,410	98,177	90,076	91,947	80,560	109,906	82,580	83,104	88,585	\$ 1,118,070
FISCAL YEAR END 98	89,721	88,594	94,834	90,993	96,590	74,340	88,911	84,405	87,548	77,535	83,369	65,518	\$ 1,022,357
FISCAL YEAR END 99	105,176	90,699	102,665	89,514	95,829	96,429	80,111	81,426	85,031	69,933	74,453	60,347	\$ 1,031,614
FISCAL YEAR END 00	104,933	83,829	90,768	86,799	88,598	92,609	87,368	87,438	98,246	82,596	62,061	65,182	\$ 1,030,428
FISCAL YEAR END 01	135,801	92,727	73,598	81,153	76,258	82,093	94,753	67,310	76,390	68,715	58,966	48,929	\$ 956,692
FISCAL YEAR END 02	84,542	58,289	76,585	67,846	58,903	65,560	79,013	65,982	76,057	79,250	55,772	63,917	\$ 831,716
FISCAL YEAR END 03	61,306	53,375	56,052	54,231	52,703	55,536	52,461	52,836	62,254	50,167	52,923	57,242	\$ 661,086

(Continued on next page)

(Continued on next page)

**Village of Park Forest
INCOME COMPARISON
(Warrants Processed)**

SALES & USE TAX COMBINED (Continued from previous page)													
FISCAL YEAR END 04	55,029	53,029	62,272	62,892	54,494	51,761	52,776	52,726	63,455	54,631	54,173	55,455	\$ 672,693
FISCAL YEAR END 05	51,908	53,094	58,229	49,952	48,647	50,456	48,769	47,908	61,571	46,554	53,319	53,464	\$ 623,870
FISCAL YEAR END 06	58,586	54,304	54,772	55,528	53,201	59,084	52,165	51,919	67,323	55,899	51,113	53,763	\$ 667,657
FISCAL YEAR END 07	59,005	55,529	58,817	49,761	58,526	54,249	58,065	54,743	69,869	47,692	51,855	54,031	\$ 672,140
FISCAL YEAR END 08	54,416	57,704	59,295	50,799	55,532	55,554	54,428	53,668	68,465	51,240	50,265	63,441	\$ 674,808
FISCAL YEAR END 09	54,284	53,064	58,866	52,229	56,754	55,539	47,979	51,052	61,429	44,828	38,424	54,534	\$ 628,982
FISCAL YEAR END 10	48,391	45,527	54,337	45,537	42,564	47,960	56,296	41,680	58,039	37,367	43,358	50,957	\$ 572,014
FISCAL YEAR END 11	52,882	45,961	56,004	49,162	49,302	53,482	60,311	50,915	69,740	49,823	46,819	60,531	\$ 644,932
FISCAL YEAR END 12	51,909	51,934	58,762	48,309	51,706	51,082	53,970	54,321	71,012	50,023	50,766	58,898	\$ 652,690
FISCAL YEAR END 13	53,318	54,756	59,570	52,626	55,721	57,595	54,939	56,458	71,528	55,331	72,128	56,176	\$ 700,145
FISCAL YEAR END 14	52,439	51,734	61,259	52,606	53,103	66,330	55,338	54,972	76,258	49,236	48,829	60,511	\$ 682,614
FISCAL YEAR END 15	55,339	58,083	63,617	55,328	59,177	68,183	63,768	-	-	-	-	-	\$ 423,495
INCOME TAX	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 96	130,302	83,966	91,449	136,643	89,218	86,987	116,622	150,785	95,907	121,898	167,650	139,618	\$ 1,411,045
FISCAL YEAR END 97	136,615	92,435	92,297	146,411	94,968	83,133	136,995	153,562	100,696	138,470	184,309	150,840	\$ 1,510,732
FISCAL YEAR END 98	156,677	104,265	95,571	162,685	99,904	91,215	155,169	160,019	109,172	148,998	214,425	170,210	\$ 1,668,311
FISCAL YEAR END 99	169,973	100,806	105,971	165,109	108,184	95,888	161,394	177,360	107,172	154,321	217,634	187,850	\$ 1,751,663
FISCAL YEAR END 00	169,945	104,464	113,036	154,650	117,821	113,880	139,661	201,335	115,490	197,729	207,054	230,471	\$ 1,865,535
FISCAL YEAR END 01	176,423	106,849	115,374	187,623	112,285	118,191	149,435	205,845	114,341	168,606	266,123	178,402	\$ 1,899,497
FISCAL YEAR END 02	154,954	96,092	103,198	147,914	107,817	105,176	133,460	164,953	103,775	134,936	201,832	120,491	\$ 1,574,598
FISCAL YEAR END 03	143,628	98,088	99,161	143,680	100,292	94,738	143,841	153,261	107,815	126,180	194,965	124,089	\$ 1,529,739
FISCAL YEAR END 04	128,117	84,165	84,530	121,059	80,997	104,907	131,515	144,333	95,055	124,216	192,349	150,565	\$ 1,396,808
FISCAL YEAR END 05	140,044	93,257	107,165	150,994	104,942	101,635	142,154	173,082	112,884	164,299	238,832	148,283	\$ 1,677,570
FISCAL YEAR END 06	165,734	103,321	109,125	174,784	114,522	103,817	156,632	193,074	109,287	175,371	260,873	186,412	\$ 1,852,951
FISCAL YEAR END 07	176,850	109,763	116,142	198,653	120,131	117,808	157,956	219,073	116,086	197,712	307,022	195,829	\$ 2,033,024
FISCAL YEAR END 08	193,902	116,389	119,389	203,402	130,737	119,141	175,788	259,766	138,686	200,174	357,301	190,997	\$ 2,205,672
FISCAL YEAR END 09	211,437	123,287	118,531	210,817	131,666	102,557	173,184	217,752	118,014	182,193	285,759	152,580	\$ 2,027,777
FISCAL YEAR END 10	166,126	113,085	107,977	166,389	125,364	98,544	173,219	183,583	113,595	177,219	231,868	123,635	\$ 1,780,605
FISCAL YEAR END 11	173,757	113,916	116,824	169,791	127,783	141,320	161,116	199,103	99,305	170,837	218,268	131,178	\$ 1,823,197
FISCAL YEAR END 12	169,933	116,909	112,529	178,730	113,826	107,172	159,229	183,582	122,478	190,170	276,121	145,172	\$ 1,875,850
FISCAL YEAR END 13	186,422	116,982	116,036	182,708	138,055	113,932	176,607	208,476	116,900	202,988	374,941	127,383	\$ 2,061,429
FISCAL YEAR END 14	195,094	121,212	118,252	206,309	136,595	109,028	201,902	214,270	122,382	214,011	332,139	123,712	\$ 2,094,906
FISCAL YEAR END 15	204,748	119,441	116,801	208,407	140,507	105,652	179,010	-	-	-	-	-	\$ 1,074,564
EXCISE/TELECOMMUNICATIONS TAX	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 03	-	-	-	-	-	-	-	-	-	27,230	85,366	100,554	\$ 213,150
FISCAL YEAR END 04	52,538	86,018	68,001	58,685	93,414	54,089	75,172	78,557	65,156	73,143	72,031	71,996	\$ 848,800
FISCAL YEAR END 05	74,437	71,427	80,385	62,999	85,593	68,885	78,916	60,819	84,630	74,652	78,068	72,227	\$ 893,039
FISCAL YEAR END 06	84,006	74,329	74,392	82,452	71,419	69,077	84,667	74,047	71,472	64,837	81,887	74,142	\$ 906,726
FISCAL YEAR END 07	66,003	74,803	70,437	78,211	68,558	73,303	58,917	68,802	70,597	80,190	63,953	73,846	\$ 847,620
FISCAL YEAR END 08	79,125	75,953	67,416	74,138	56,002	80,877	58,030	73,391	106,970	64,928	77,945	77,110	\$ 891,886
FISCAL YEAR END 09	68,559	76,467	72,729	74,197	71,475	71,546	65,691	79,128	67,539	77,341	70,612	63,924	\$ 859,209
FISCAL YEAR END 10	78,288	61,642	64,237	75,530	67,766	57,914	64,240	51,770	72,454	80,904	61,799	68,938	\$ 805,481
FISCAL YEAR END 11	65,292	65,519	64,063	65,423	49,699	66,932	68,734	62,104	47,924	80,977	61,064	61,361	\$ 759,091
FISCAL YEAR END 12	70,661	63,675	62,309	60,449	61,757	60,275	57,543	61,871	51,526	56,784	55,216	395,998	\$ 1,058,063
FISCAL YEAR END 13	53,784	57,228	55,600	54,093	56,606	52,003	54,225	52,179	53,321	52,082	50,380	52,919	\$ 644,419
FISCAL YEAR END 14	51,894	50,632	48,519	51,057	49,278	48,105	51,800	48,331	48,357	48,993	45,530	48,556	\$ 591,051
FISCAL YEAR END 15	46,492	38,670	38,837	39,819	40,468	38,223	38,653	-	-	-	-	-	\$ 281,162

*Per State of IL: Telecommunications Taxes distributed to Municipalities were partially non taxable. The State will adjust 6 monthly distributions @ \$6,838.20 each, beginning August, 2014.
memo of 6/18/2014

VILLAGE OF PARK FOREST
SALES TAX COMPARISON
QUARTERLY

(2008), 2009, 2010, 2011, 2012, 2013, 2014 (to quarter received)

2-10

	# TP		TOTAL TAX RECEIPTS	General Merchandise	Food	Drinking & Eating Places	Apparel	Furniture H.H. & Radio	Lumber, Bldg. Hardware	Automotive & Fil. Stations	Drugs and Misc. Retail	Agriculture & all others	Manufacturers	Computed Total
1st	2009	113 Cook	68,380.37	-	5,215.48	6,055.76	-	-	-	17,955.45	32,771.19	2,307.15	213.87	64,518.90
		22 Will	6.24	-	-	-	-	-	-	-	262.95	(351.85)	-	(88.90)
		TOTAL:	68,386.61	-	-	-	-	-	-	-	33,034.14	1,955.30	-	64,430.00
Q U A R T E R	2010	112 Cook	64,910.95	-	10,706.86	3,576.48	43.51	-	-	17,805.13	25,901.77	2,644.39	363.92	61,042.06
		20 Will	642.76	-	-	-	-	-	-	-	272.52	-	8.43	280.95
		TOTAL:	65,553.71	-	-	-	-	-	-	-	26,174.29	-	372.35	61,323.01
E R T	2011	115 Cook	74,957.17	-	8,603.28	4,295.31	-	-	-	20,057.25	16,545.24	20,400.65	222.17	70,123.90
		64 Will	1,037.36	-	4.50	-	-	66.52	-	-	149.04	27.33	6.44	253.83
		TOTAL:	75,994.53	-	8,607.78	-	-	-	-	-	16,694.28	20,427.98	228.61	70,377.73
C A L E N D A R	2012	110 Cook	81,847.98	-	10,315.79	5,453.42	-	-	-	20,624.92	36,085.57	3,353.50	272.39	76,105.59
		24 Will	603.81	-	-	-	-	-	-	68.77	208.70	46.31	-	323.78
		TOTAL:	82,451.79	-	-	-	-	-	-	20,693.69	36,294.27	3,399.81	-	76,429.37
D I S C O U N T	2013	119 Cook	102,397.64	-	9,474.00	5,156.37	85.27	-	-	20,395.15	57,355.49	3,588.66	343.69	96,398.63
		26 Will	1,456.79	-	-	-	-	-	-	1,061.48	137.76	54.46	-	1,253.70
		TOTAL:	103,854.43	-	-	-	-	-	-	21,456.63	57,493.25	3,643.12	-	97,652.33
2014	119 Cook	71,685.50	-	12,057.11	5,293.17	159.10	-	-	11,369.61	35,297.12	3,207.38	237.12	67,620.61	
	27 Will	872.05	-	-	-	-	-	-	311.37	129.32	50.37	-	491.06	
	TOTAL:	72,557.55	-	-	-	-	-	-	11,680.98	35,426.44	3,257.75	-	68,111.67	
		Difference	(31,296.88)	-	2,583.11	136.80	73.83	-	-	(9,775.65)	(22,066.81)	(385.37)	(106.57)	(29,540.66)
		from prior year												
2nd	2009	107 Cook	70,932.57	-	6,690.85	6,259.98	-	-	-	16,975.70	33,318.86	2,498.50	633.46	66,377.35
		21 Will	1,214.81	-	-	-	-	-	-	-	375.77	-	33.98	409.75
		TOTAL:	72,147.38	-	-	-	-	-	-	-	33,694.63	-	667.44	66,787.10
Q U A R T E R	2010	93 Cook	79,358.29	-	11,285.20	5,094.41	186.93	-	464.82	18,693.85	16,385.23	23,033.17	345.58	75,489.19
		18 Will	607.68	-	-	-	-	-	-	-	227.06	22.03	-	249.09
		TOTAL:	79,965.97	-	-	-	-	-	-	-	16,612.29	23,055.20	-	75,738.28
E R T	2011	98 Cook	81,131.96	-	9,385.30	-	227.70	-	-	21,943.00	23,850.26	14,573.43	281.41	70,261.10
		21 Will	614.94	-	-	-	-	-	-	-	222.37	55.57	-	277.94
		TOTAL:	81,746.90	-	-	-	-	-	-	-	24,072.63	14,629.00	-	70,539.04
C A L E N D A R	2012	99 Cook	82,171.97	-	10,404.41	-	95.64	-	-	21,941.94	35,132.89	3,004.61	304.62	70,884.11
		26 Will	692.31	-	-	-	-	-	-	165.28	206.57	51.66	-	423.51
		TOTAL:	82,864.28	-	-	-	-	-	-	22,107.22	35,339.46	3,056.27	-	71,307.62
D I S C O U N T	2013	111 Cook	71,530.89	-	12,077.76	6,074.62	120.07	-	-	9,761.05	34,515.78	3,309.89	218.92	66,085.09
		23 Will	358.05	-	-	-	-	-	-	31.25	71.96	45.55	-	148.76
		TOTAL:	71,888.94	-	-	-	-	-	-	9,792.30	34,587.74	3,355.44	-	66,233.85
2014	121 Cook	74,450.50	-	14,609.57	5,862.06	244.59	(0.01)	1,121.46	10,330.85	35,186.55	3,269.70	-	70,624.77	
	23 Will	729.13	-	-	-	-	-	-	-	358.44	50.57	-	409.01	
	TOTAL:	75,179.63	-	-	-	-	-	-	-	35,544.99	3,320.27	-	71,033.78	
		Difference	3,290.69	-	2,531.81	(212.56)	124.52	(0.01)	1,121.46	538.55	957.25	(35.17)	(218.92)	4,799.93
		from prior year												

VILLAGE OF PARK FOREST
SALES TAX COMPARISON
QUARTERLY

(2008, 2009, 2010, 2011, 2012, 2013, 2014 (to quarter received))

	# TP		TOTAL TAX RECEIPTS	General Merchandise	Food	Drinking & Eating Places	Apparel	Furniture H.H. & Radio	Lumber, Bldg. Hardware	Automotive & Fill. Stations	Drugs and Misc. Retail	Agriculture & all others	Manufacturers	Computed Total
2009	97	Cook	69,736.53	-	7,296.66	6,054.73	-	-	-	16,563.50	32,635.91	2,348.16	495.24	65,394.20
	22	Will	903.97	-	-	-	-	-	-	-	322.85	-	11.85	334.70
		TOTAL:	70,640.50	-	-	-	-	-	-	-	32,958.76	-	507.09	65,728.90
3rd														
2010	104	Cook	76,767.29	-	11,230.89	5,137.18	-	-	734.17	19,681.09	16,332.04	19,302.39	338.46	72,756.22
	22	Will	877.83	-	-	-	-	-	-	-	152.28	-	11.98	164.26
		TOTAL:	77,645.12	-	-	-	-	-	-	-	16,484.32	-	350.44	72,920.48
Q														
U														
A														
2011	103	Cook	79,795.22	-	11,924.05	-	129.24	-	-	19,315.84	34,350.75	3,766.22	284.17	69,770.27
	24	Will	621.41	-	-	-	-	-	-	-	184.75	19.22	-	203.97
		TOTAL:	80,416.63	-	-	-	-	-	-	-	34,535.50	3,785.44	-	69,974.24
R														
2012	105	Cook	82,321.57	-	10,561.25	-	39.95	-	1,663.35	23,273.39	33,378.01	3,060.03	173.84	72,149.82
	25	Will	548.50	-	-	-	-	-	-	131.96	128.38	41.85	-	302.19
		TOTAL:	82,870.07	-	-	-	-	-	-	23,405.35	33,506.39	3,101.88	-	72,452.01
C														
A														
2013	112	Cook	80,116.87	-	23,395.45	5,561.13	191.24	-	-	9,293.52	31,816.12	3,568.40	352.86	74,178.72
	27	Will	1,044.85	-	-	-	-	-	-	591.14	169.54	84.49	-	845.17
		TOTAL:	81,161.72	-	-	-	-	-	-	9,884.66	31,985.66	3,652.89	-	75,023.89
E														
N														
2014	121	Cook	73,320.50	-	15,663.17	4,475.89	129.02	-	-	9,724.58	33,543.18	3,456.05	307.52	67,299.41
	27	Will	1,648.60	-	-	-	-	-	-	1,079.42	328.47	59.47	-	1,467.36
		TOTAL:	74,969.10	-	-	-	-	-	-	10,804.00	33,871.65	3,515.52	-	68,766.77
R														
		Difference from prior year	(6,192.62)	-	(7,732.28)	(1,085.24)	(62.22)	-	-	919.34	1,885.99	(137.37)	(45.34)	(6,257.12)
2008	136	Cook	68,632.16	-	5,687.24	5,774.10	150.79	-	-	15,018.92	34,732.68	2,894.24	317.14	64,575.11
	31	Will	987.04	-	-	-	-	-	-	-	270.49	139.17	-	409.66
		TOTAL:	69,619.20	-	-	-	-	-	-	-	35,003.17	3,033.41	-	64,984.77
4th														
2009	133	Cook	82,302.54	-	18,832.50	5,996.57	-	-	-	16,797.82	33,656.92	2,134.73	415.53	77,834.07
	27	Will	349.10	-	-	-	-	-	-	-	161.17	28.78	9.09	199.04
		TOTAL:	82,651.64	-	-	-	-	-	-	-	33,818.09	2,163.51	424.62	78,033.11
Q														
U														
A														
2010	129	Cook	78,266.79	-	11,230.92	6,363.23	198.84	-	-	18,081.49	16,594.59	20,436.25	256.89	73,162.21
	31	Will	648.33	-	-	-	-	-	-	-	132.64	39.57	13.49	185.70
		TOTAL:	78,915.12	-	-	-	-	-	-	-	16,727.23	20,475.82	270.38	73,347.91
R														
2011	133	Cook	86,798.04	-	11,633.34	7,250.41	364.16	-	-	17,989.18	38,192.63	3,656.65	1,220.71	80,307.08
	28	Will	531.47	-	-	-	-	-	-	-	121.08	45.71	9.52	176.31
		TOTAL:	87,329.51	-	-	-	-	-	-	-	38,313.71	3,702.36	1,230.23	80,483.39
C														
A														
2012	135	Cook	81,309.35	-	9,663.72	5,213.96	202.17	-	-	20,970.57	35,059.11	3,583.80	399.85	75,093.18
	30	Will	830.63	-	-	-	-	-	-	393.35	143.69	72.41	-	609.45
		TOTAL:	82,139.98	-	-	-	-	-	-	21,363.92	35,202.80	3,656.21	-	75,702.63
E														
N														
2013	133	Cook	71,743.26	-	10,965.65	5,636.16	347.56	-	-	10,114.11	35,826.58	3,568.19	393.92	66,852.17
	27	Will	465.59	-	-	-	-	-	-	6.72	160.94	65.31	-	232.97
		TOTAL:	72,208.85	-	-	-	-	-	-	10,120.83	35,987.52	3,633.50	-	67,085.14
R														
		Difference from prior year	(9,931.13)	-	1,301.93	422.20	145.39	-	-	(11,243.09)	784.72	(22.71)	(5.93)	(8,617.49)

2-11

VILLAGE OF PARK FOREST
SALES TAX COMPARISON
QUARTERLY

(2008), 2009, 2010, 2011, 2012, 2013, 2014 (to quarter received)

	# TP	TOTAL TAX RECEIPTS	General Merchandise	Food	Drinking & Eating Places	Apparel	Furniture H.H. & Radio	Lumber, Bldg. Hardware	Automotive & Fill. Stations	Drugs and Misc. Retail	Agriculture & all others	Manufacturers	Computed Total	
A N N U A L	2008	200	Cook 309,113.84	-	24,671.83	32,074.90	743.89	-	82,334.03	133,301.26	11,950.21	2,127.36	287,203.48	
		41	Will 4,793.82	-	-	-	-	-	-	809.59	772.27	116.81	1,698.67	
			TOTAL: 313,907.66	-	-	-	-	-	-	134,110.85	12,722.48	2,244.17	288,902.15	
		2009	187	Cook 291,352.01	-	38,035.49	24,367.04	-	-	68,292.47	132,382.88	9,288.54	1,758.10	274,124.52
		44	Will 2,474.12	-	-	-	-	-	-	1,122.74	(307.99)	62.76	877.51	
			TOTAL: 293,826.13	-	-	-	-	-	-	133,505.62	8,980.55	1,820.86	275,002.03	
		2010	181	Cook 299,303.32	-	44,453.87	20,171.30	-	2,304.13	74,261.56	75,213.63	65,416.20	1,304.85	283,653.42
		44	Will 2,776.60	-	-	-	-	-	-	784.50	66.37	41.45	892.32	
			TOTAL: 302,079.92	-	-	-	-	-	-	75,998.13	65,482.57	1,346.30	284,545.74	
		2011	176	Cook 322,682.39	-	41,545.97	20,868.52	-	5,181.57	79,305.27	112,938.88	42,396.95	2,008.46	305,023.57
		71	Will 2,805.18	-	-	-	-	145.58	-	677.24	147.83	33.97	1,004.62	
			TOTAL: 325,487.57	-	-	-	-	-	-	113,616.12	42,544.78	2,042.43	306,028.19	
	2012	185	Cook 327,650.87	-	40,945.17	22,142.62	-	5,570.63	86,810.82	139,655.58	13,001.94	1,150.70	309,666.36	
	46	Will 2,675.25	-	4.68	-	-	-	-	759.36	687.34	212.23	6.87	1,670.48	
		TOTAL: 330,326.12	-	40,949.85	-	-	-	-	87,570.18	140,342.92	13,214.17	1,157.57	311,336.84	
	2013	196	Cook 325,788.66	-	55,912.86	22,428.28	-	5,357.16	49,563.83	159,513.97	14,035.14	1,309.39	308,864.77	
	43	Will 3,325.28	-	-	-	-	-	-	1,690.59	540.20	249.81	-	2,480.60	
		TOTAL: 329,113.94	-	-	-	-	-	-	51,254.42	160,054.17	14,284.95	-	311,345.37	
		Difference from prior year (1,212.18)	-	14,963.01	285.66	355.24	-	(213.47)	(36,315.76)	19,711.25	1,070.78	151.82	8.53	
F I S C A L Y E A R	2009*	Cook 282,891.73	-	24,016.41	25,447.11	508.24	44.02	-	70,303.26	132,773.06	10,570.69	1,635.79	265,298.58	
		Will 3,051.03	-	-	-	-	-	-	-	1,195.90	(115.93)	145.88	1,225.85	
		TOTAL: 285,942.76	-	-	-	-	-	-	-	133,968.96	10,454.76	1,781.67	266,524.43	
	2010	179	Cook 296,308.31	-	48,121.22	20,722.19	-	-	1,661.50	69,860.30	108,579.83	30,160.45	1,620.27	280,725.76
		43	Will 2,503.51	-	-	-	-	-	-	983.60	53.18	36.92	1,073.70	
			TOTAL: 298,811.82	-	-	-	-	-	-	109,563.43	30,213.63	1,657.19	281,799.46	
	2011	186	Cook 311,123.21	-	40,450.39	20,511.99	581.99	-	3,710.19	79,762.83	73,322.13	74,712.72	1,098.93	294,151.17
		66	Will 3,178.46	-	-	-	-	173.35	-	656.33	125.84	39.42	994.94	
			TOTAL: 314,301.67	-	-	-	-	-	-	73,978.46	74,838.56	1,138.35	295,146.11	
	2012	193	Cook 330,631.69	-	44,277.59	23,146.90	640.18	-	-	79,871.88	143,780.32	13,780.98	2,081.89	307,579.74
		48	Will 2,449.00	-	-	-	-	159.83	-	-	721.10	162.90	24.60	1,068.43
			TOTAL: 333,080.69	-	-	-	-	-	-	79,871.88	144,501.42	13,943.88	2,106.49	308,648.17
2013	192	Cook 337,559.45	-	41,776.73	22,083.65	447.46	-	5,926.27	74,400.16	160,308.39	13,542.38	1,136.30	319,621.34	
	43	Will 3,193.97	-	-	-	-	-	-	1,618.04	481.79	214.27	-	2,314.10	
		TOTAL: 340,753.42	-	-	-	-	-	-	76,018.20	160,790.18	13,756.65	-	321,935.44	
2014	203	Cook 297,996.13	-	61,027.78	22,352.52	942.49	-	4,531.22	41,108.09	138,126.37	13,613.67	1,194.49	282,896.63	
	48	Will 3,111.62	-	-	-	-	-	-	-	818.24	251.04	-	1,069.28	
		TOTAL: 301,107.75	-	-	-	-	-	-	-	138,944.61	13,864.71	-	283,965.91	
		Difference from prior year (39,645.67)	-	19,251.05	268.87	495.03	-	(1,395.05)	(34,910.11)	(21,845.57)	108.06	58.19	(37,969.53)	

* Taxpayer information not available

2-12

Top Filer Report



#BWNKMGV
#CNXX XX72 9367 52X0#
VILLAGE OF PARK FOREST
ATTN: MARY G. DANKOWSKI
350 VICTORY DR
PARK FOREST IL 60466-2003

February 4, 2015



Letter ID: CNXXXX72936752X0

Account ID: 05724-73792

Dear Local Official:

In response to your request dated February 4, 2015, we are listing the top 10 sales tax contributors for the Village of Park Forest. The businesses are listed in Illinois Account ID number order.

Account ID	Business Name
0586-2061	WALGREENS
2264-5438	UHAUL
2561-8997	STOP & SHOP II
2889-3751	FAMILY DOLLAR INC
3381-7006	HIGHLAND PARK CVS LLC
3635-7766	MAHARISHI PETROLEUM INC
3664-5036	DOLLAR GENERAL STORE
3987-7639	WINDY LANDINGS INC
5519-2718	7-ELEVEN STORE 23364B
5524-3029	NILEEMA LLC

This determination was based on the 1.00% local government's share of sales tax collected for the benefit of the Village of Park Forest in the months of January 2014 through December 2014. The businesses remitted a total of \$222,998.79 which was disbursed to the Village of Park Forest during the months of March 2014 through February 2015.

If there are any questions, please contact our office at the address or telephone number listed below.

Sincerely,


Asta Wilder
Revenue Tax Specialist Trainee

LOCAL TAX ALLOCATION DIVISION
ILLINOIS DEPARTMENT OF REVENUE
101 W JEFFERSON ST
SPRINGFIELD IL 62702-5145

(217) 782-0976
(217) 524-0526 fax

Village of Park Forest
Municipal Utility Tax FY14
Received at State
GL Acct 010000-400400

COM ED	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
2004	45,627	42,209	52,253	36,629	31,912	37,548	44,742	42,713	35,858	34,420	31,225	37,040	\$ 472,175
2005	42,491	45,483	40,388	34,823	30,525	38,974	45,254	40,750	37,808	32,967	31,232	35,323	\$ 456,020
2006	54,577	60,070	48,421	41,843	32,330	41,133	46,223	37,748	37,309	34,082	30,641	37,863	\$ 502,239
2007	43,093	59,754	44,096	32,379	32,535	38,407	44,499	42,176	38,647	36,439	30,432	36,413	\$ 478,871
2008	47,776	46,681	50,582	37,169	32,466	38,547	48,345	44,790	36,144	31,585	30,361	32,613	\$ 477,058
2009	42,212	51,472	41,955	30,158	28,698	37,061	46,868	42,909	34,343	32,800	28,896	29,029	\$ 446,402
2010	41,410	34,897	39,087	30,773	30,571	33,751	45,551	38,352	34,819	30,205	27,818	35,930	\$ 423,163
2011	46,906	55,324	51,110	29,832	24,308	38,049	44,570	38,385	35,465	31,635	28,944	35,518	\$ 460,046
2012	41,652	57,387	42,550	28,971	28,385	33,060	41,823	35,938	33,883	29,844	27,160	33,696	\$ 434,348
2013	55,442	56,623	42,292	28,096	29,431	34,086	40,141	38,088	35,958	34,604	28,350	32,200	\$ 455,311
2014	41,200	43,086	42,828	34,472	29,234	35,843	43,609	42,984	37,770	32,682	28,691	33,258	\$ 445,658
2015	42,073	35,900	42,495	26,788	29,272	35,756							\$ 212,284
NI COR													
2004	12,564	11,672	9,955	13,844	19,922	29,451	49,364	64,902	56,795	37,923	22,955	13,230	\$ 342,577
2005	11,084	10,589	9,731	12,489	17,767	30,705	57,160	67,078	58,276	44,993	29,846	17,827	\$ 367,546
2006	10,408	9,891	9,819	14,618	26,993	54,026	83,571	81,730	65,316	48,982	27,287	14,016	\$ 446,658
2007	10,486	9,795	9,819	14,429	19,680	30,012	41,945	56,935	66,661	42,341	32,821	15,276	\$ 350,200
2008	13,160	11,247	8,677	13,254	16,236	32,334	52,274	64,884	74,674	67,380	40,867	26,769	\$ 421,756
2009	18,422	14,570	13,384	10,931	17,726	37,544	56,888	59,357	47,606	33,389	20,530	11,783	\$ 342,130
2010	10,163	10,089	9,474	11,144	12,998	23,137	45,934	58,454	51,140	34,494	20,558	13,131	\$ 300,716
2011	10,972	10,935	9,732	10,395	14,128	26,086	42,866	49,514	44,373	33,744	24,164	16,484	\$ 293,393
2012	10,920	9,425	9,414	11,058	15,636	24,037	33,663	37,464	28,727	18,995	12,959	9,749	\$ 222,047
2013	8,427	8,274	8,488	11,103	16,619	22,613	31,370	37,982	38,389	33,547	23,999	15,738	\$ 256,550
2014	10,713	8,679	8,177	8,601	20,957	27,833	41,359	52,086	58,469	50,335	31,649	18,329	\$ 337,186
2015	26,888	14,939	9,949	12,217	23,255	37,214							\$ 124,462
TELECOMM													
2004	68,001	58,685	93,414	54,089	75,172	78,557	65,156	73,143	72,031	71,996	74,437	71,665	\$ 856,345
2005	80,385	62,999	85,593	68,885	78,916	60,819	84,630	74,652	78,068	72,227	84,006	74,329	\$ 905,511
2006	74,392	82,452	71,419	69,077	84,667	74,047	71,472	64,837	81,887	74,142	66,003	74,803	\$ 889,197
2007	70,437	78,211	68,558	73,303	58,917	68,802	70,597	80,190	63,953	73,846	79,125	75,953	\$ 861,893
2008	67,416	74,138	56,002	80,877	58,030	73,391	106,970	64,928	77,945	77,110	68,559	76,467	\$ 881,833
2009	72,729	74,197	71,475	71,546	65,691	79,128	67,539	77,341	70,612	63,924	78,288	61,642	\$ 854,113
2010	64,237	75,530	67,766	57,914	64,240	51,770	72,454	80,904	61,799	68,938	65,292	65,519	\$ 796,363
2011	64,063	65,423	49,699	66,932	68,734	62,104	47,924	80,977	61,064	61,361	70,661	63,675	\$ 762,617
2012	62,309	60,448	61,757	60,275	57,543	61,871	51,526	56,784	55,216	395,998	53,784	57,228	\$ 1,034,738
2013	55,600	54,093	56,606	52,003	54,225	52,179	53,321	52,082	50,380	52,919	51,894	50,632	\$ 635,934
2014	48,519	51,057	49,278	48,105	51,800	48,331	48,357	48,993	45,530	48,556	46,492	38,670	\$ 573,687
2015	38,837	39,819	40,468	38,224	38,653								\$ 196,001
MUNICIPAL TAX TOTAL													
2004	126,192	112,566	155,622	104,561	127,006	145,555	159,262	180,758	164,684	144,339	128,616	121,935	\$ 1,671,097
2005	133,960	119,072	135,713	116,197	127,208	130,499	187,044	182,481	174,153	150,186	145,084	127,480	\$ 1,729,076
2006	139,378	152,413	129,659	125,538	143,991	169,205	201,266	184,314	184,512	157,205	123,931	126,682	\$ 1,838,093
2007	124,016	147,760	122,473	120,111	111,132	137,221	157,041	179,302	169,261	152,626	142,378	127,642	\$ 1,690,964
2008	128,352	132,065	115,261	131,300	106,731	144,273	207,589	174,602	188,764	176,075	139,786	135,849	\$ 1,780,647
2009	133,363	140,239	126,815	112,635	112,115	153,733	171,294	179,607	152,562	130,113	127,714	102,453	\$ 1,642,644
2010	115,810	120,516	116,327	99,831	107,809	108,658	163,939	177,710	147,758	133,637	113,668	114,580	\$ 1,520,243
2011	121,941	131,682	110,541	107,159	107,170	126,239	135,360	168,876	140,902	126,740	123,769	115,677	\$ 1,516,055
2012	114,881	127,260	113,721	100,304	101,564	118,967	127,012	130,185	117,826	444,836	93,903	100,672	\$ 1,691,132
2013	119,469	118,990	107,386	91,202	100,276	108,878	124,831	128,152	124,727	121,070	104,243	98,570	\$ 1,347,795
2014	100,432	102,822	100,283	91,177	101,992	112,007	133,325	144,063	141,769	131,573	106,831	90,257	\$ 1,356,531
2015	107,799	90,657	92,912	77,229	91,180	72,970							\$ 532,747
(*) In 2015, Telecom Tax Receipts will be reduced \$41029 for a payable due to the State for Telecom Tax													

2-14

**Village of Park Forest
Cell Tower Leases
Multi-year Comparison
as of December 31, 2014**

Fiscal Year End June 30th	<u>SBA</u>	<u>AT&T</u>	<u>Sprint</u>	<u>T Mobile</u>	<u>Crwn Cstl Firestation</u>	<u>U.S. Cellular</u>	<u>Cricket</u>	<u>Total</u>
2005	\$24,904	\$8,580	\$20,562	\$1,952				\$55,998
2006	\$28,240	\$8,580	\$21,179	\$19,718		\$4,527		\$82,244
2007	\$31,900	\$10,153	\$23,655	\$22,003		\$23,541		\$111,252
2008	\$30,544	\$9,438	\$22,469	\$20,877	\$14,800	\$22,352		\$120,480
2009	\$31,582	\$9,438	\$23,143	\$21,503	\$18,472	\$23,022		\$127,161
2010	\$32,846	\$9,438	\$31,219	\$22,148	\$19,211	\$23,713	\$21,350	\$159,924
2011	\$34,160	\$9,438	\$34,829	\$22,813	\$19,979	\$24,425	\$26,408	\$172,053
2012	\$35,526	\$10,303	\$35,350	\$23,497	\$20,779	\$25,157	\$27,200	\$177,812
2013	\$37,070	\$10,382	\$36,410	\$24,202	\$21,610	\$25,912	\$28,017	\$183,603
2014	\$38,302	\$10,382	\$37,411	\$24,928	\$22,576	\$26,689	\$28,857	\$189,145
2015	\$19,981	\$5,191	\$18,982	\$12,800	\$11,540	\$13,582	\$14,696	\$96,771

AVERAGE MARKET VALUE OF ALL HOUSES SOLD*
(NEW AND RESALE, DETACHED AND ATTACHED)

1989	\$57,780
1990	\$63,980
1991	\$65,480
1992	\$68,310
1993	\$71,750
1994	\$75,270
1995	\$77,480
1996	\$76,420
1997	\$83,450
1998	\$83,890
1999	\$84,290
2000	\$88,510
2001	\$91,880
2002	\$92,853
2003	\$94,114
2004	\$102,138
2005	\$112,605
2006	\$120,740
2007	\$122,650
2008	\$100,070
2009	\$65,900**
2010	\$54,100**
2011	\$46,130**
2012	\$39,720**
2013	\$41,600**
2014	\$29,910**

* Figures from Real Estate Transfer Tax Records.

** Valuation skewed due to "mortgage industry/Short Sales"

**Village of Park Forest
Health Department Cost Analysis
For Fiscal Years '02 to '14**

	<u>FY 96</u>	<u>FY 97</u>	<u>FY 98</u>	<u>FY 99</u>	<u>FY 00</u>	<u>FY 01</u>	<u>FY 02</u>	<u>FY 03</u>	<u>FY 04</u>	<u>FY 05</u>	<u>FY06</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
<u>Revenue</u>																			
Budget	787,695	750,000	450,000	392,144	393,130	390,500	390,500	380,000	428,030	495,900	495,000	441,060	442,000	424,000	433,200	402,500	402,100	384,400	307,175
Actual																			
Public Health	60,046	63,599	70,030	57,331	87,368	56,080	104,694	127,210	149,595	121,511	88,916	108,147	105,203	66,266	88,321	111,768	92,807	81,086	68,292
Home Health	684,894	750,793	379,770	400,797	370,084	325,274	352,146	314,825	314,197	269,003	202,169	429,358	345,693	313,320	337,076	287,557	247,595	192,593	217,739
Grant					50,000	39,660	26,543	76,727	58,268										
Other (Adj.)	5,327	(12,881)	(28,697)	11,973	(6,001)	(17,966)													
Total Actual Re	750,267	801,511	421,103	470,100	451,451	413,387	496,500	468,578	540,519	448,783	291,085	537,505	450,895	379,586	425,397	399,324	340,402	273,679	286,031
<u>Expenses</u>																			
Budget	920,267	897,182	682,584	591,323	594,382	630,659	638,283	815,561	840,810	873,337	886,574	825,857	825,433	827,415	846,455	829,450	894,942	910,288	933,782
Total Actual Ex	833,369	773,042	594,793	543,390	546,928	624,583	631,813	671,033	784,346	778,134	755,888	833,478	823,744	753,528	793,855	770,802	804,790	843,171	903,634
<u>Village Support</u>																			
Budget	132,572	147,182	232,584	199,179	201,252	240,159	247,783	435,561	412,780	377,437	391,574	384,797	383,433	403,415	413,255	426,950	492,842	525,888	626,607
Total Actual Vill	83,102	(28,469)	173,690	73,290	95,477	211,196	135,313	202,455	243,828	329,352	464,803	295,973	372,848	373,942	368,458	371,478	464,388	569,492	617,603

MEMORANDUM

DATE: February 20, 2015
TO: Mayor John Ostenburg
Board of Trustees
FROM: Mary G. Dankowski, Deputy Village Manager/Finance Director
RE: Budget Amendments for 2014/2015

Halfway through the fiscal year, expenses and revenues are analyzed. After the analysis, the budget should be amended to include revenues that have been received that were not included in the budget, as adopted, and expenses that have, similarly, been incurred that were unexpected. Budget amendments are required for spending authority. Amendments are requested in the following areas: encumbrances, Board directives, grants, adjustments and other initiatives.

Encumbrances

At the end of a fiscal year, departments are asked to identify those projects or funds that were approved by the Board, but not expended. In order to ensure that the funds are available in the next budget, they are assigned. These funds are noted as an assigned fund balance on page 29 of the Village audit. The process recommended by the Village auditors is for the Board to approve the current year expenditure of these funds by Budget amendment.

The following list details those expenditures that were assigned at June 30, 2014 in the General Fund. These items will be (or were) spent in Fiscal 2015.

ADMINISTRATIVE PURPOSES

200,000	IRMA Deductible
24,000	Training -- Computer, Leadership Development, Diversity, Cust Svc
6,849	Senior Commission Initiative
12,464	Youth Commission Initiatives (Net Carnival Proceeds)
20,000	Legal Fees
451,800	ERP System (incl prior year's Comm Dev Inspection Software)
70,000	Other Software Upgrades
3,000	Internal Audit
<u>130,000</u>	Salary Compensation Implementation (1% base salary)
918,113	

PUBLIC SAFETY PURPOSE

POLICE

23,148	Youth Programs (20% of FY14 Vehicle Seizure Revenue)
<u>47,000</u>	Replacement Windows
70,148	

RECREATION & PARKS PURPOSES

25,000	ADA Transition Plan Implementation
20,000	LifeCycle Projects
<u>8,000</u>	Village Hall Carpeting
53,000	

PUBLIC WORKS PURPOSES

280,000	Salt Storage Dome
89,989	Street Maintenance (formerly Storm Sewers)
50,000	Special Handling Material Disposal Station
<u>45,000</u>	Wash Rack DPW Yard
464,989	

ECONOMIC DEVELOPMENT PURPOSES

1,622	Postage for Shopping & Services Guide
--------------	---------------------------------------

COMMUNITY DEVELOPMENT PURPOSES

10,000	Home Demolition
---------------	-----------------

1,517,872

Similar to encumbrances, DUI fines are reserved for DUI enforcement. In the prior year \$7,105 was identified as a fund balance reserve.

Police	\$7,105 – DUI Enforcement
--------	---------------------------

PEG fees are collected for specific cable equipment enhancements. The accumulated fund balance is available for this purpose.

PEG Fees	\$106,667
----------	-----------

Grants

Fire Department

The Village received a fifth Enbridge Grant for \$1,000 in Fiscal 2015 plus last year's grant funds were also expended this fiscal year.

Capital	\$2,000
Grant Revenue	\$2,000

The Fire Department received grant funding for two power cots. The matching requirement is coming from a variety of sources.

Grant Revenue		\$98,100
Additional Capital Outlays	\$130,246	
Transfer Paramedic Fund Contribution		\$10,000
Transfer Foreign Fire		5,000
Transfer Ambulance Fund Contribution		5,000
Local 1263 Contribution*		5,000

* The Village will bill for the pledged contributions.

The Illinois Department of Public Health has awarded grant dollars to supply disposable CPAP airway assistance devices.

Grant Revenue		\$2,594
EMS Supplies	\$2,594	

Police

The Police Department has been awarded two Traffic Safety Grants which offsets officer overtime incurred to conduct traffic safety checkpoints. Granting programs include IDOT’s eLAP Impaired Driver Enforcement and the State of Illinois’ Impaired Driver and Occupant Protection Enforcement. About \$14,000 is expected to be received this year.

Officer Overtime	\$14,000	
State Grant Revenue		\$14,000

Administration

The Village received third year funding of a sustainability coordinator. The Budget Amendment is for an additional eight months’ salary and supplies, November through July.

Professional Services – Manager’s Office	\$40,000	
Supplies	10,000	
Grant Revenue		\$50,000

MFT

Final MFT costs related to the Thorn Creek Bridge project carried over to the current fiscal year.

Capital Expenditure	\$92,952	
Federal Grant Revenue (80%)		\$74,632

CDBG

In the prior fiscal years the Village was able to secure IKE, NSP and CDBG Grant funds to demolish four commercial buildings and several homes. A small amount of activity carried over into this fiscal year.

Demolition	\$6,418	
NSP Program Revenue		\$6,418

Recreation and Parks/Sustainability

An Illinois DCEO grant funded thermostat improvements (Freedom Hall, Aqua Center, Library).

Capital – Facility Maintenance	\$9,305	
Capital – Library	\$3,859	
State Grant Revenue		\$13,164

Recreation & Parks

Fiscal 2015 staff costs related to the new Teen Zone have been partially funded by grant revenue received from the Illinois Department of Natural Resources. Pass through funds for additional youth programming from School District 162’s Carol White grant are included.

Overtime Salaries	\$27,000	
State Grant Revenue		\$12,000
Contributions		15,000

Other Adjustments

Manager’s Office

IRMA premiums allow a shifting of budget dollars from premiums to deductibles.

IRMA Deductible	\$100,000	
IRMA Premium		\$100,000

Health Department

Medicare revenues related to physical and occupational therapy warrant an increase in budgeted expenditures.

Medicare Revenue		\$50,000
------------------	--	----------

Physical Therapy	\$44,000
Occupational Therapy	6,000

Community Development

Additional maintenance of properties and recovery of liens necessitate the amendment.

Grass Cutting	\$20,000
Merchandising & Jobbing	\$20,000

Aqua Center

The Fiscal 2014 results indicate a need for additional support for the Aqua Center.

Transfer to Aqua Center	\$105,405
-------------------------	-----------

Water

Maintenance of Well #3 was budgeted in Fiscal 2014 and completed in 2015. Work consisted of removal, repair, reinstallation and testing of the motor, pump and column pipe.

Capital Outlays	\$47,815
-----------------	----------

Manager's Office

In 2012 the Village began having problems with the color copier in the print room. At that time there were no funds available for replacement and Martin Whalen, the Village's copier supplier, gave the Village a demonstration model and a new maintenance agreement. With the expansion of Community Relations and Recreation and Parks activities, this machine experiences heavy use. The Village has a proposal to replace the current machine with a new machine and modify the service agreement. This proposal will allow the Village to realize an ongoing savings that will pay back the cost of the machine in less than three years.

Capital Outlay	\$23,980
----------------	----------

Summary

As noted in the previous discussion, operating revenues and expenditures have stabilized. A number of capital projects including Finance, HR and Inspection software and Route 30 Streetscape will be a major focus through 2015/2016.

VILLAGE OF PARK FOREST
 ASSIGNMENTS
 June 30, 2014

Prepared by:
 Reviewed by:

SM
M/S D

 ACCT. #

<u>FUND</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>ACCT. #</u>
1			
<u>ADMINISTRATIVE PURPOSES</u>			
	200,000	IRMA Deductible	010100-510400
	24,000	Training -- Computer, Leadership Development, Diversity, Cust Svc	010100-520300
	6,849	Senior Commission Initiative	010102-540400
	12,464	Youth Commission Initiatives (Net Carnival Proceeds)	010102-540400
	20,000	Legal Fees	010103-530130
	451,800	ERP System (incl prior year's Comm Dev Inspection Software)	010104-560000
	70,000	Other Software Upgrades	010104-560000
	3,000	Internal Audit	010104-530000
	<u>130,000</u>	Salary Compensation Implementation (1% base salary)	TBD
	918,113		
<u>PUBLIC SAFETY PURPOSES</u>			
<u>POLICE</u>			
	23,148	Youth Programs (20% of FY14 Vehicle Seizure Revenue)	TBD
	<u>47,000</u>	Replacement Windows	010700-560000
	70,148		
<u>RECREATION & PARKS PURPOSES</u>			
	25,000	ADA Transition Plan Implementation	011122-560000
	20,000	LifeCycle Projects	011122-560000
	<u>8,000</u>	Village Hall Carpeting	011107-560000
	53,000		
<u>PUBLIC WORKS PURPOSES</u>			
	280,000	Salt Storage Dome	011700-560000
	89,989	Street Maintenance (formerly Storm Sewers)	011700-551600/550600
	50,000	Special Handling Material Disposal Station	011700-560000
	<u>45,000</u>	Wash Rack DPW Yard	011700-560000
	464,989		
<u>ECONOMIC DEVELOPMENT PURPOSES</u>			
	1,622	Postage for Shopping & Services Guide	011900-590100
<u>COMMUNITY DEVELOPMENT PURPOSES</u>			
	10,000	Home Demolition	012000-550500
TOTAL	<u>1,517,872</u>		

* Actual account/department breakdown may be different. Department will provide at budget amendment time.



A Xerox Company

February 9, 2015

Village of Park Forest
Color Copier/Printer Upgrade Pricing

Current Situation

Canon iRC7065 Contract Dates: 5/24/12-5/24/16

Base Annual Payment: \$19,640.00

- Includes 280,000 color pages/year; \$.068 overages
- Includes 50,000 black & white pages/year; \$.012 overages

2013-2014 color pages used: 439,151

2013-2014 black & white pages used: 104,491

2013-2014 total expense, including overage page charges: \$31,116.16

2014-2015 projected color pages: 420,000

2014-2015 projected black & white pages: 100,000

2014-2015 total projected expense, including overage page charges: \$29,760.00

Upgrade Recommendation:

Xerox C70 Purchase Price: \$23,980.00

- Optional EFI Fiery controller: add \$5,900.00
- Includes delivery, installation, training
- Includes trade-in of Canon iRC7065 system
- Balance of Canon iRC7065 contract (\$19,640.00 for 2014-2015 term) to be forgiven without penalty

Total Coverage Contract (annual maintenance agreement) \$21,700.00

- Includes 420,000 color pages/year; \$.05 overage charge
- Includes 100,000 black & white pages/year; \$.007 overage charge
- Includes all travel, parts, labor, toner and drums
- Includes all but paper and staples
- Includes Price Protection: annual increases not to exceed 3.5% per year

Summary:

Install a brand new Xerox C70 color system:	\$23,980.00
Current Annual Expense on the Canon iRC7065	\$29,760.00
Projected Annual Expense on the Xerox C70	<u>\$21,700.00</u>
Projected Annual Savings with the Xerox C70	\$ 8,060.00

Due to the projected annual operating cost savings, the Xerox C70 will pay for itself in less than 3 years, and the Village will realize ongoing savings in subsequent years.

Thank you for your continued business and the opportunity to present this Xerox upgrade proposal. If you have any questions or need any additional information, please let us know.

Dan Whalen
dwhalen@mwos.com
(708) 570-7720

Mark Koll
mkoll@mwos.com
(708) 570-7707

MEMORANDUM

DATE: February 3, 2015

TO: Mayor Ostenburg
Board of Trustees

FROM: Hildy L. Kingma, AICP
Director of Economic Development and Planning

Sandra Zoellner, Assistant Director of Economic Development and Planning

RE: February 2015 Financial Update Meeting
ECONOMIC DEVELOPMENT UPDATE

Following is an update on the economic development and planning projects that are currently underway. Sandra Zoellner and I will be available to discuss these economic development activities in more detail and answer any questions at your Financial Update Meeting on February 28, 2015.

Leasing in the Village-owned buildings in **DownTown Park Forest** is currently 84%, the highest level in the past 10 years. Main St. Diner has started construction on their new restaurant at 305 Main Street. This new restaurant takes the place of the previously proposed Heads or Tails tavern, which was proposed for 311 Main Street. Two tenants have leased or expanded in second floor space. Sharon Bellino will be available to discuss DownTown leasing activities at the Financial Update Meeting.

Country Squire Foods, Inc. opened for business in November 2014. Village Economic Development staff and Chicago Community Loan Fund staff assisted the owner with planning the grand opening ceremony, and with several promotional activities to spread the word about the opening. The Board of Trustees approved economic incentives for the property owner, and Staff works weekly with Country Squire to advertise specials on the LED sign on US30/Lincoln Highway. The grocery store also purchased the largest panel on the top of the Village-owned sign at US30/Lincoln Highway and Orchard Drive.

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 most of the blighted homes in the neighborhood. At the end of 2014, 59 homes had been demolished in Eastgate with the combination of a Delta Institute grant, a State CDBG-IKE grant, two Cook County NSP grants, and bank funded demolitions. Nineteen of the vacant lots in Eastgate are owned by the Village. Village Staff has begun working with the Village Attorney to foreclose on the demolition liens in order to obtain title to as many of the remaining vacant lots as possible. The Plan Commission and Village Staff will conduct a workshop in early summer 2015 with Eastgate residents to identify preferred interim uses for these vacant lots.

In mid-2014, the South Suburban Land Bank and Development Authority (SSLBDA), along with the municipalities of Park Forest, Richton Park, Midlothian, Sauk Village, and Oak Forest, was awarded a grant from the **Illinois Housing Development Authority's (IHDA) Abandoned Property Program**. The Village's portion of the application included a request for funding to demolish five blighted, vacant homes, and to rehabilitate six vacant, foreclosed homes in the Village. The request for proposals to demolish five homes was distributed in mid-February, with an expected completion of this project in the summer. The housing rehabilitation portion of the grant will be managed by the SSLBDA. This funding is limited to exterior, code-related issues, so the SSLBDA will match the IHDA funding and complete the interior improvements so the homes can be sold to owner occupants. At this point, the single family homes at 406 Suwanee Street and 335 Illinois Street will be rehabilitated with this grant. If the SSLBDA is successful in acquiring 39 Sauk Trail, it will also be rehabilitated. As three additional homes are acquired in Park Forest, they will be included as well. Each of these homes will subsequently be sold to owner occupants.

The Village has partnered with the South Suburban Land Bank and Development Authority (SSLBDA), the City of Joliet, and the Villages of Steger and Robbins to submit an application for funding from the **IHDA Blight Reduction Program**. This program will fund the acquisition of vacant/blighted homes, demolition/deconstruction, and maintenance and "greening" of the lots until a final use is identified. It will also allow the partners to work with OAI, Inc., the Delta Institute, the Building Materials Reuse Association, and the Cook County Sheriff's Office RENEW (Restoring Neighborhoods Workforce) program to provide job training that focuses on deconstruction and green infrastructure skills. The Village's portion of the grant requests \$450,000 to acquire, demolish and "green" 15 properties in the Eastgate neighborhood. This application was submitted in December 2014, and IHDA expects to announce the grant recipients in late February/early March.

In early 2014, the Plan Commission initiated a contract to work with a planning firm to prepare a market study and concept plan for future development of the **former Hidden Meadows** property. After the consultant prepared the market study and a draft concept plan, they met with the Plan Commission, the Economic Development Advisory Group, and the Mayor and Board of Trustees at a public workshop in August 2014. At that meeting, the consultant discussed the results of the market study and they facilitated a discussion about the draft concept plan. The concept plan and market analysis are now being finalized for a final report to the Plan Commission, EDAG and Board of Trustees scheduled for February 17. Other stakeholders will be invited to this workshop, including Tamarack Street residents, Governors State representatives, and Will County/Will County Forest Preserve representatives.

At this time, two developers are working in Park Forest to **purchase and rehabilitate vacant, foreclosed homes and sell them to owner-occupants**. Mecca Companies was the Village's developer with the State's NSP3 program. Under that program, they purchased and rehabilitated four homes (5 E. Rocket Circle, 230 Indianwood Boulevard, 286 Westwood, 370 Westgate), two of which have been sold (230 Indianwood and 286 Westwood). Mecca is currently working with the State's CDBG-IKE program and has purchased four homes in Park Forest (325 Waldmann, 225 Shabbona, 319 Waldmann, 346 Waverly). Rehabilitation is nearly complete on all four, and they will be listed for sale to income qualified households by late-March. Tower Contracting,

based in Markham, was chosen by the Illinois Housing Development Authority to be the developer for the Illinois Building Blocks program. They have purchased eight homes, two of which are already fully rehabilitated and sold to homeowners. Tower has five additional homes under contract, which will commit all their funds in Park Forest. IHDA (the funding agency) reports that they expect the construction will be completed this winter and all the homes sold by spring 2015.

The **Illinois Building Blocks Pilot Program** also includes a homebuyer assistance program. Income qualified homebuyers can receive up to \$10,000 to assist with down payment and closing costs. To date, 28 families have purchased homes in Park Forest with this program, with an average purchase price of \$63,800. Fifteen of the homebuyers have incomes over 80% of the area median income (AMI), while the remaining 13 are below 80% AMI. The Community Relations Coordinator has developed a series of programs to introduce the down payment program and the home purchase/ rehabilitation program to area Realtors and prospective buyers. Staff also encouraged Realtors to place signage at qualifying properties and to add language to their listings to promote the program. These initiatives are intended to raise the awareness of Park Forest among both realtors and prospective home buyers.

In 2013, the Village submitted an application to Cook County to acquire 17 properties that have been tax delinquent for more than two years. The Village is acquiring these properties through the **County's No Cash Bid Program**, which is an economic development tool designed to assist municipalities and other government jurisdictions acquire tax delinquent properties that are vacant, or vacant residential land, or properties used for commercial or industrial purposes. Over the course of the past year, the Village has obtained the tax certificates for all 17 properties, and completed the due process required to ensure that all owners, occupants, and interested parties related to nine of the properties are notified of the Village's intention to obtain a tax deed on the properties. This same due diligence on the remaining eight properties will be started later in the spring. The final step in the process is a court hearing to document that all interested parties were given ample opportunity to redeem the taxes on their properties. At this point, the Village should have the tax deeds to these properties no later than the end of 2015. Expenses associated with the No Cash Bid process average \$1500-\$1800 per property, and 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.

Cook County is expected to release the current list of tax delinquent properties in the summer, for another tax scavenger sale that would be held in December 2015 (every odd numbered year). So, this process could begin again with a request for Board support of an application to Cook County to acquire any additional tax delinquent properties that would support the Village's comprehensive plans for economic development or other public purposes. Between 2 and 3 dozen properties will be pursued.

The Chicago Metropolitan Agency for Planning (CMAP) continues to work on a **comprehensive revision of the Zoning and Subdivision Ordinances**. To that end, CMAP staff has prepared a recommendations memo that has been reviewed by Village Staff and the Development Regulations Update Steering Committee. This memo was based on input received from a Steering Committee meeting in July 2013, 19 stakeholder interviews held in September 2013, a

public workshop held in October 2013, and input received from a web-based survey tool which Park Forest residents and businesses were invited to complete. CMAP staff is now drafting the revised ordinance language. The Village has also contracted with Terra Engineering to advise the CMAP team and Village Staff on detailed engineering issues such as street cross-sections, construction standards and storm water management to ensure that best practices and sustainability considerations are fully incorporated. CMAP staff reports that the draft Unified Development Ordinance should be ready for presentation to Village Staff by early in 2015. The Plan Commission is preparing for their role in the public review of the draft ordinance by scheduling a workshop on conducting public hearings with the Village Attorney. This workshop is scheduled for their regular March 3 Plan Commission meeting.

The **South Suburban Land Bank and Development Authority (SSLBDA)** continues to do its work to support the Park Forest's land development efforts. To date, the SSLBDA owns two properties in Park Forest, 406 Suwanee Street (a single family home), and 130 Warwick Street (a vacant residential lot). The SSLBDA also acquired 225 and 262 Allegheny Street (vacant residential lots) on behalf of the Village. Both properties were transferred to the Village's ownership to further goals for redevelopment of the Eastgate neighborhood. The SSLBDA is in the process of acquiring at least one other property (39 Sauk Trail) from the bank that currently owns it. The Village has transferred 335 Illinois Street to the SSLBDA. The single family homes will be rehabilitated using the IHDA-APP grant as described above. The SSLBDA now has 15 municipal members, including Park Forest, Oak Forest, Blue Island, Richton Park, Sauk Village, Midlothian, Hazel Crest, Phoenix, Summit, Steger, Joliet, Dolton, Chicago Heights, Ford Height, and Robbins.

The **Metropolitan Mayors Caucus (MMC)** and the Villages of Park Forest, Richton Park and South Chicago Heights, and the City of Chicago Heights continue to work on a pilot project to explore how code review and enforcement processes can be streamlined and made more consistent across municipalities. This project also includes a more general effort to develop an inter-municipal database for tracking troubled properties (and their owners), create incentive programs to reward responsible landlord behavior, and publish a "best practices" manual on code enforcement and monitoring strategies. With two home rule communities in the collaborative effort (Park Forest and Chicago Heights), it will also be a test of how home rule code enforcement powers can be transferred to non-home rule communities. It is funded by a \$300,000 grant from the Illinois Attorney General's National Foreclosure Settlement Fund. At this time, the participating communities have agreed that the most beneficial inter-jurisdictional activity would be to have a shared administrative position that would be responsible for preparing code violation notices, filing liens, and doing similar paperwork. A report from the MMC regarding how the pilot communities might increase the capacity of their code enforcement departments will be presented at a meeting scheduled for February 20. More information will be provided to the Board after that meeting.

Since early 2014, the Village has been working with **Heartland Housing** on their proposal for **Comfrey Place**, a 52 dwelling unit, workforce housing development that is proposed for the former Marshall Fields parking lot location. This development is also proposed to include an urban farm and a small orchard, as well as a commercial grade community kitchen. These amenities, all proven strategies implemented in other Heartland developments, create

opportunities for education, job training and entrepreneurial activities, anchoring interdisciplinary community and economic development for Comfrey Place and Village residents, as well as the Chicago Southland more broadly. Heartland submitted a preliminary application to IHDA for low income housing tax credits in December 2014. By the end of March, IHDA is expected to announce which preliminary applications are invited to submit a full application, which will be due in mid-summer. One of the main issues to be resolved by Heartland, in order to ensure a financially viable project, is the matter of property taxes. Once IHDA has cleared the project for submittal of the final application, the Plan Commission plans to make a field trip to Heartland properties in the City of Chicago so they have more information about this type of development prior to being asked to consider development plans for the project.

The Village and its partners, the South Suburban Mayors and Managers Association (SSMMA), OAI, Inc., and the South Metropolitan Higher Education Consortium (SMHEC), have been busy putting together the groundwork for the **Park Forest Maker Space**. The Small Business Administration's (SBA) \$50,000 Growth Accelerator Fund grant has been used to purchase the equipment for the Maker Space. The equipment purchased, or to be purchased, includes two 3D printers, a laser cutter/printer, electronics microcontroller equipment, six desktop computers, and the design software needed to create prototypes of new products that can then be marketed for larger production and sale. The team is also developing a program of courses and workshops that will educate the members about production, marketing, patents, and other key issues involved in the manufacturing process. Cook County and the State of Illinois have expressed interest in providing additional funding that will be used contract with the "Made Right Here" maker space in Pittsburg to obtain training to create a Makership Professional Certification, and to get access to their web site that allows for an on-line community of entrepreneurs. The Maker Space is co-located with OAI, Inc., a DownTown Park Forest tenant, at 214 Forest Boulevard, because OAI staff is managing the Maker Space until funds are available to hire dedicated staff. A formal grand opening for the Park Forest Maker Space is tentatively scheduled for March.

Park Forest staff, working with the Chicago Southland Economic Development Corporation established **Select Chicago Southland (SCS)**, a working group of Southland communities, to promote retail retention, expansion, attraction and development. The original members of SCS were Monee, Olympia Fields, Park Forest, South Holland, University Park, Calumet Park and Richton Park. The group has since expanded to include Blue Island, Calumet City, South Chicago Heights, Riverdale, Lansing, Midlothian, Steger and Alsip. Eleven communities participated in the Chicago Deal Making trade show at Navy Pier in October 2014, and nine communities will share a booth at the International Conference of Shopping Centers Real Estate Convention in May 2015. By working together, SCS is using consistent data, a shared website and a unified message for the region.

Village Staff continues to work with Eco Fresh Urban Organic Farms, a prospective business interested in purchasing **80 North Street**. At their meeting in November 2014, the EDAG reviewed an application for a Cook County Class 8 property tax incentive and a rebate of \$500,000 of the \$750,000 purchase price provided documented improvements are made to the building. EDAG recommended proceeding with both incentives pending the applicant showing

financial commitment for the entire project, not just the acquisition. The applicant continues to work on fulfilling this requirement.

In January, the Board of Trustees approved a **Representation Agreement** to work with a broker who will market the vacant property at 3200 Lincoln Highway on behalf of the Village. This property will be marketed for uses consistent with the 211th Street Metra Station Transit Oriented Development Plan. Village Staff is currently negotiating a similar Representation Agreement with a broker to market the vacant property formerly known as Norwood Square Shopping Center. This property will be marketed for a combination of employment and commercial uses.

The Village, along with partner communities of Richton Park, Matteson, Monee, and University Park, successfully submitted an application to the State of Illinois for designation of a **Will/Cook Enterprise Zone**. This application was prepared and submitted with the assistance of a team of consultants hired by the SSMMA, which assisted several groups of municipalities in developing competitive applications for Enterprise Zones. The State has a total of 97 Enterprise Zones available for designation, and they are expected to make the first 50 designations by the end of 2015. Commercial and industrial development in an Enterprise Zone is eligible for a variety of economic incentives from the State.

The **Regional Transportation Authority** (RTA) has completed a Local Technical Assistance (LTA) project to assess pedestrian and bicycle access and patterns within and near the Park Forest 211th Street Metra commuter parking lot. The final report identifies opportunities for improved way finding and signage (for all pedestrians, cyclists and drivers); addresses ADA-type accessibility issues; suggests suitable improvements for the existing underpass at 211th Street (such as improvement lighting), and explores possible additional walkways and bikeways for the parking lot area. Recommendations from this report will be used to submit a request for Congestion Mitigation and Air Quality funding to prepare the engineering needed to construct the improvements.

The **Park Forest Idols** program has had a successful run over the past five years. The fifth and final show was held in January 2015, after having found many talented Park Forest and South Suburban performers. During the final show, several community residents, outside constituents, and judges committed to assisting the Community Relations Coordinator with brainstorming on another fun and creative event for the youth.

The **Black History Month** program, held on February 21, focused on History Makers: African American Inventors. The program featured an artist who narrated a story of the inventors, at the same time he made a large drawing of his story. The Village will be able to keep this drawing for display as part of the public art efforts.

The Community Relations Coordinator, the Commission on Human Relations, and local residents will collaborate to create **local block clubs** to strengthen neighborly interaction. The first pilot block club will be in the Central Park area, and will include four to five blocks. This pilot will begin by summer 2015. At this time, the team members are creating a pamphlet to announce the program and rules of establishment.

The Community Relations Coordinator is planning a **Realtors Brunch** to highlight the real estate trends in the area and funds available for potential buyers. Speakers will include AGORA home ownership counselors, Standard Bank, and a housing specialist.

MEMO

Date: February 9, 2015
To: Mayor John Ostenburg
Board of Trustees
From: Roderick Ysaguirre – Director of Public Works/Village Engineer
RE: The Department of Public Works Financial Update

The following is an update to various projects and/or issues currently being handled by the Department of Public Works. The current status and finances are presented here. The funds for the following projects are Motor Fuel Tax Fund, Sewer Fund, Water Fund, Parking Fund, and General Fund/Additional Projects.

MOTOR FUEL TAX FUND

Motor Fuel Tax Fund Description, Process, and Trends

DPW uses MFT funds for eligible annual maintenance projects and eligible day labor maintenance expenses. These maintenance projects include pavement rehab, pavement marking, street sweeping, curb side vegetation control, and street signing. DPW also uses MFT Funds for contractual traffic signal maintenance, salt and calcium chloride purchases, street lighting materials, and electricity costs. MFT funds are also used by the Village to fund work related to capital projects such as the Design Engineering, Construction, and Construction Engineering and/or used as a source of Village cost participation for eligible capital projects.

Every month, the Village receives an allotment of Motor Fuel Tax (MFT) funds from the State of Illinois. The amount of MFT funds allotted to Park Forest is based on Village population and the amount of gas purchased throughout the state. The allotments are deposited/recorded into an unobligated account where the funds wait for approval to be expensed. When the Village would like to use MFT funds for an eligible expense, the Village first must request the amount of funds to be used by Resolution, and when reviewed and approved by the State, that amount of funds are transferred/recorded to an obligated account on the Department of Transportation records and ready to be expensed. Allocated/obligated money that is not used during the maintenance year is reallocated back into the Village's unobligated balance which can be used for future expenditure. This process along with the monthly allotments is how DPW builds a reserve of the Village's MFT funds.

As shown on the 2010 census, the population of Park Forest has decreased from 23,462 to 21,975. DPW anticipated that this decrease in population would contribute to any decrease in MFT funds

allotted for Park Forest. Village staff will continue to monitor for this and has attached a MFT Allotment Spreadsheet which shows the past and current trend.

The Local Government Component of Illinois Jobs Now is a six year program which provides a one-time supplemental allotment of MFT funds. This one time allotment increased the MFT fund by approximately 17% (\$134,447 for the current fiscal year). The Village received 6 out of the 6 supplemental allotments thus far. This increase in MFT allotment brings MFT funding back to levels the Village was receiving in FY04 which was around \$674,151 dollars. See attached MFT Allotment Spreadsheet.

In July 2014, a new state capital construction bill was signed and invests 1.1 billion in road and bridge projects. \$100 million of it, will go to municipal and township governments to improve infrastructure at the local level. DPW does not know how much allotments may be and/or how allotments will be provided. DPW believes allotments will be similar in amount and disbursement as the previous Illinois Jobs Now program.

Salt

The purchase of salt is one of the bigger maintenance expenses in the MFT fund and has taken a larger portion of the MFT allotment in past years. The Village participates and utilizes the State of Illinois Joint Purchase Agreement for road salt. Under this agreement, the State solicits bids for salt and awards a lowest bidder. The quantity of salt to be supplied includes an amount projected and requested by the Village. Under this agreement, there is a minimum/maximum purchase clause. The following is a recent summary:

Snow Season	Unit Price per Ton (\$)	Tons Purchased	Total Spent (\$)
2008/2009	\$103.47 (Morton)	470	\$ 48,630.90
	\$155.58	1330	\$ 206,921.40
	(N.American)	1800 Total	\$ 255,552.30
2009/2010	72.54 (Morton)	2277	\$ 165,173.58
2010/2011	58.67 (Morton)	2274	\$ 133,415.58
2011/2012	58.67 (Morton)	1688(min purchased)	\$ 99,034.96
2012/2013	49.93 (Morton)	983 (min purchased)	\$ 49,081.19
2013/2014	49.93 (Morton) Contract renewal	2048.74 (max purchased)	\$ 102,293.59
2014/2015	109.94 (Morton)	2623 (requested)	\$ 228,230 (budgeted)
	New Contract	2098 (min)	\$ 230,654 (min)
		3148 (max)	

Prior to the 2008/2009 season, salt was less than \$40 per ton and that included delivery to the Public Works Yard.

Due to the mild 2011/2012 snow season, DPW did not utilize much salt, but still was required to purchase the minimum purchase amount as required by the Joint Purchase Agreement. The salt purchased was stock piled, covered, and stored for the 2012/13 season. For the 2012/13 season, DPW again only had to purchase the minimum amount of 983 Tons. DPW again stock piled, covered, and stored the unused amount. The 2013/2014 season was a heavy winter. DPW purchased its maximum

2040 tons allowed and has finished the season with approximately 150 tons to begin with this upcoming snow season.

For the upcoming 2014/2015 snow season, DPW re-solicited bids through the IDOT Joint Purchase Requisition under the same terms and conditions. DPW requested 2623 tons. The Village's requisition contract will require that the Village purchase a minimum of 80% of the Village's requested amount and a maximum of 120%. Morton Salt of Chicago will be the Village's supplier at a unit cost of \$109.94 /Ton. The unit price has more than doubled. DPW budgeted \$228,230 for this fiscal year for salt which is \$2,424 below the minimum required to be purchased.

Update: DPW has ordered and received 80% of the Village's requested amount. DPW is conserving salt so that an additional order does not need to be made. However, future use is weather dependent.

Salt Dome

DPW recently completed the construction of the Village's new salt dome. DPW solicited Requests for Proposals and awarded the contract to Bulk Storage of Beecher, IL in the amount of \$213,840.

This project consisted of the construction of a 72 foot diameter geodesic dome structure with 8 foot walls with a rated capacity of 2,510 tons. Upon further discussion with contractor, 2,134 tons is more of what is usable based on current operations. This usable amount is approximately one snow season worth of salt used based on past history. The Village is now in a position to purchase and store a large amount of salt when prices are favorable. \$280,000 has been included in this year's Budget for this work.

DPW recently received notification of a Department of Commerce and Economic Opportunity (DCEO) Grant Appropriation for \$150,000 dollars for general infrastructure. Since this project is planned to be funded by General funds, DPW sought to apply this grant to aid in covering these costs. DPW submitted a grant survey outlining the project plans for this grant allocation, plans were approved and project reporting has begun. Below is a breakdown of costs to date:

Item	Original Amt.	Paid to Date Amt.
Salt dome	\$ 187,950	\$ 183,269.30
Asphalt pad	\$ 25,890	\$ 39,985.00(1)
Grading		\$ 4,680.70
Contingency 30%	\$ 64,152	\$ 3,610.46(2)
Total	\$ 277,992	\$ 231,545.46

(1) Additional asphalt work was requested

(2) For miscellaneous testing, electrical materials, and bollards

Update: DPW has submitted Grant Expenditure Reports and has received all \$150,000 dollars from DCEO. DPW is working on grant closeout. Contact with Bulk Storage is complete. DPW will complete this project with the construction of a concrete pad for snow plow storage in the spring of 2015.

North Street Resurfacing

In January 2012, the Village was notified of a tentative approval of an Illinois Commerce Commission EJE Mitigation Grant to resurface North Street from Orchard Drive, west to the Village Limit. This

grant covered 90% of the construction expenses with the Village needing to fund 100% of Design and Construction Engineering expenses for this project. Construction Engineering was completed by Village Staff. Gallagher Asphalt Corp. of Thornton, IL was the lowest bidder in the amount of \$232,484.31. This project was completed and consisted of surface removal, pavement patching, spot curb and gutter replacement, resurfacing and pavement markings. The current estimated costs for this project are as follows:

	Federal Share 90%	Village Share 10%	Total	Status
Preliminary Engr	\$ 0	\$ 0	\$ 0	N/A
Design Engr *	\$ 0	\$ 30,000	\$ 30,000	\$ 30,000 Completed
Construction (Estimated)	\$ 252,000	\$ 28,000	\$ 280,000	
Construction (As Bid)	\$ 209,235.88	\$ 23,248.43	\$ 232,484.31	\$ 178,052.38 Paid to date
Construction Engr *	\$ 0	\$ 0	\$ 0	N/A
Total	\$ 187,247.14	\$ 20,805.24	\$ 262,484.31	\$ 208,052.38

* 100% Village cost responsibility

Bicycle Pavement Markings

Bicycle lanes were incorporated in the reconstruction of Orchard Drive. To build on this, the Village sought to expand bike ways along Lakewood Blvd to Blackhawk Drive and Blackhawk Dr., south to Monee Rd. and was able to obtain funding through the Congestion Mitigation and Air Quality (CMAQ) Improvement program. A Coordination meeting was held with IDOT where design discussions took place. Village staff will perform the design and construction engineering for this project. This project will also have an education component to encourage alternative modes of transportation. Below is a breakdown of estimated costs.

	Federal 80%	Local 20%	Total	Status
Preliminary Engr	N/A	N/A	N/A	N/A
Design Engr	\$ 8,586	\$ 2,147	\$ 10,733	In Progress
Const. & Const. Engr & Imp.	\$ 99,454	\$ 25,613	\$ 128,067	
Total	\$ 108,040	\$ 27, 760	\$ 138,800	

Update: DPW met with FHWA to discuss the Village Bicycle and Pedestrian Plan. DPW is working on a scope change to include Westwood Dr. from Sauk Trail to Orchard Dr., Wildwood Dr. from Westwood Dr. to Lakewood Dr., and Shabbona Dr. from Sauk Trail to Sauk Trail. Illinois St, and

South Orchard will also be considered per CMAP recommendations. DPW is also working on a cost change where DPW will be moving all CMAQ requested funds into construction.

Lincoln Hwy. (Route 30) Landscape Enhancement – ITEP Project

The Village is scheduled to receive Illinois Transportation Enhancement Program (ITEP) funds to improve the appearance along the Lincoln Highway Corridor. This project originally consisted of removing the existing wooden fence along with the unwanted shrubs and trees on the Village side (South) of Lincoln Highway. The area will then be landscaped with desirable plants that will act as a natural screen for the homes that back along Lincoln Highway. The Lincoln Highway Corridor Streetscape fund commitment was not to exceed \$117,840. The Village match would be \$29,450.

The Village received a Notice of Approval for additional ITEP funds to continue this enhancement project from Orchard Dr. to the Eastern Village limit. DPW started inquiry and discussion with the Deputy Director of Transportation and Infrastructure at SSMMA for options regarding the possibility of combining the funds from the first award to complete this project as one complete project. DPW has received approval to combine the ITEP funds, as well as, proceed with a scope change to include a sidewalk from Orchard Drive to Indiana St. IDOT rejected the Village’s request to include the replacement of the wooden fence with these funds. Therefore, any design and construction costs related to this fence will need to be fully funded by the Village. For example, \$10,000 dollars in additional engineering services was needed to survey property lines to properly locate this proposed fence. This work was charged to the Village General Fund and construction costs related to this fence will be charged to the General Fund as well. \$150,000 dollars has been budgeted for this work. Federal Cost Participation Agreements and Engineering Services Agreements have been signed and approved by IDOT for the Design phase to begin. A Phase I and Phase II kick off meeting with IDOT was held on October 23. The targeted letting date for this project is April 24, 2015. Below is a current estimated breakdown of costs and status.

	Federal 80%	Local 20%	Total	Status
Design. Engr	\$ 47,600	\$ 11,900	\$ 59,500	\$ 11,733.93 paid to date, work is in progress.
Fence Design		\$ 10,000	\$ 10,000	
100% Village cost				
Construction	\$ 431,200	\$ 107,800	\$ 539,000	Estimated
Fence Const.		\$ 150,000	\$ 150,000	Estimated
100% Village cost				
Const. Engr	\$ 55,037	\$ 13,759	\$ 68,796	Estimated
Grand Total	\$ 533,837	\$ 293,459	\$ 827,296	Estimated

Update: Baxter and Woodman submitted the final plans and specs to IDOT for review and inclusion for placement on the April 24 Letting. Coordination with ComEd is ongoing regarding a lease agreement for the installation of the sidewalk across their property at the southwest corner of Indiana Street and Route 30. Construction is scheduled for June 2015.

Illinois Street (Western Ave. to Orchard Dr.) and Indianwood Blvd. (Sauk Trail to Monee Rd.) Improvements

These are two new Federal Aid Route roadways that have been made eligible for federal aid funding. DPW recently submitted an application to the South Suburban Mayors and Managers Association Technical Advisory Group (TAG) Committee for review, funding planning, and recommendation to the Transportation Committee for inclusion into the Multi Year Program (MYP). The Village requested that Indianwood Blvd (Sauk Trail to Monee Rd) be included in the FY 15 program and that Illinois St (Orchard Dr. to Western Ave.) be included in the FY 18 program. The Federal Fiscal Year is Oct. 1.

In 2012, the Transportation Committee agreed to provide 80% federal STP funding for highway projects during FFY 2013 and 2014. TAG discussed whether to let that policy expire at the end of 2014 and return to 70%, but will recommend to the Transportation Committee to continue it for 2 more years.

DPW will seek to add Westwood Dr. (Sauk Trail to Orchard Dr.), South Orchard Dr. (Sauk Trail to Monee Rd.), Shabbona Dr. (Sauk Trail to South Orchard Dr.), Indiana St. (Lincoln Hwy. to East Illinois St.) to the Federal Aid system at a future time.

Funds are being accumulated in the MFT fund for matching dollars. This effort has been enhanced by transferring Day Labor, Equipment, and Sidewalk costs to the General Fund.

Update: Draft engineering services and funding agreements have been submitted to IDOT for review. Upon review and approval by the Village Board, design work for Indianwood Blvd. may begin. Per CMAP recommendations, DPW is looking to install sharrows along this route.

Other Projects

Village pavement marking is scheduled for next spring. Work is to be done on Village collector streets. This project will address areas of most need.

Village Street Sign Project is still in progress. DPW has a blanket replacement plan identified and has completed an initial survey of all Traffic Signs. DPW's next step is to GPS sign locations and create contract documents for IDOT review.

Update: DPW is researching the possibility of adding additional streets to the Federal Aid System. These streets are Orchard Dr. from Blackhawk Dr. to Sauk Trail, Shabbona Dr. from Blackhawk Dr. to Sauk Trail, and Westwood Dr. from Sauk Trail to Western Ave.

SEWER FUND

A major change has happened in the Sewer Fund, effective with the current budget. All storm sewer work will now be funded by the village's Sewer Fund instead of by General Funds. This will allow for much needed work on the storm sewer system. This also opened up funding in the General fund where DPW is looking to begin additional roadway improvement projects.

In 2005, Thorn Creek Basin Sanitary District implemented a plan to District wide wet-weather related issues. One component of the plan was to implement an Inflow and Infiltration (I&I) limit program on communities which deliver sanitary flows to the District for treatment. 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 states that USEPA has begun to implement active, direct oversight and enforcement of municipal sewer system owners, therefore, eliminating District involvement. DPW thus anticipates the EPA will soon begin to oversee I&I operations of the communities that were under the District's I&I ordinance.

DPW will continue with its I&I investigation and remediation efforts as well as, work to comply with any applicable regulations and/or requirements such as The Clean Water Act and programs such as Capacity, Management, Operation, and Maintenance (CMOM) which purpose is to reduce sanitary sewer overflows (SSOs). With proper planning and remediation, the Village may continue to remain in good standing with the EPA. Funds are budgeted annually to clean and televise sewers, to perform I&I analysis, to perform contractual maintenance, to line sewers, and to perform manhole rehab or replacement.

By continuing this work, this can be seen as a sustainable effort. If the Village can reduce the amount of rain water into the sanitary system this would aid the Sanitary District in not having to treat excessive flow which comprise of all this additional rain water.

USEPA Special Appropriations Project (SAP)

The Village was notified that it was the recipient of a USEPA Special Appropriation Project (SAP) grant for sanitary sewer infrastructure improvements. This grant was for \$500,000 and was a 55/45 match. The USEPA received a 3% administration fee that reduced the maximum grant amount to \$485,000 with a Village match of \$396,818 for a total project cost of \$881,818.18. DPW completed a Qualifications Based Selection Process to select an Engineering Services firm for this project. DPW received 8 Statements of Qualifications and interviewed the top 4 candidates. Baxter and Woodman was selected for this project. This project is to be completed in two phases. Phase I consisted of cleaning and televising, lining, and manhole rehab. This work was completed by InsituForm Technologies USA from a bid of \$ 497,890.40. To date, all pay estimates for Phase I have been submitted to USEPA for reimbursement. Bids for Phase II were opened on October 2 with InsituForm Technologies USA being the one and only bidder at a bid price of \$ 238,840. Phase II will use the remainder of USEPA SAP funds and consist of lining village sanitary sewers along Sauk Trail. The following is the current expenses for this project.

	SAP Grant	Village share	Total	Status
Design Engr	\$ 31,240	\$ 25,560	\$ 56,800 Estimated	
Construction	\$ 418,780	\$ 342,638	\$ 761,418 Estimated	
Construction Egr	\$ 34,980	\$ 28,620	\$ 63,600 Estimated	
Total	\$ 485,000	\$ 396,818	\$ 881,818	
Payments (to date)	\$ 312,607.84	\$ 255,770.05	\$ 568,377.89	In Progress
Balance			\$ 313,440.11	

Update: In order to utilize all SAP funds available, DPW added lining work along Monee Rd. The construction for Phase II is complete, DPW is awaiting invoices for Insituform. DPW and Baxter and Woodman are working on project and grant closeout. A USEPA Audit was scheduled for February 27.

Storm Water Management

The Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) is now tasked to oversee storm water management for all of Cook County. MWRDGC developed the Cook County Storm Water Management Ordinance to regulate construction projects and development within Cook Co. There is a provision that allows municipalities that have corporate limits in Cook Co. as well as in a collar county, the choice to adopt a storm water management of either county. Park Forest currently adopted the Will County Storm Water Management Ordinance and advised the Village Board to opt out of CCSWMO and continue with the WCSWMO. Upon comparison of the two, the Cook Co. ordinance was more restrictive to projects and developments, therefore possibility negatively impacting future development within the Village. The Will County Storm Water Management Ordinance is still subject to revisions and updates and may one day equal that of the Cook County Ordinance.

Update: DPW continues to work with the Economic Development department to introduce sustainable storm water infrastructure (BMP's) into the Village's development codes.

Pollution Discharge Elimination System (NPDES)

A potential issue that may require funds in the future will be for National Pollutant Discharge Elimination System, (NPDES) related projects. DPW continues to budget funds for any expenses or changing regulations related to this issue.

No Update.

Future Storm Sewer Issues and Projects

Previously DPW made efforts to encumber monies to build up a fund balance to fund major storm sewer projects. In past budgets, there was no specific funding mechanism for this component of the Village's infrastructure. DPW plans for these projects in the 5 Year Capital Plan and relied on General

Funds to fund these projects. The Board recently approved the funding of storm sewer projects from the Village’s Sewer Fund. This move has now provided a funding source for this work. The following are major Capital Plan projects that will need to be addressed.

Project	Cost	Status
Replace corrugated metal pipe in West Drainage Way (Krotiak Pk to Westwood Dr.)	\$ 350,000	Recently cleaned and televised. Improvement options TBD.
Replace corrugated metal pipe in East Drainage Way (Krotiak Pk to Westwood Dr.)	\$ 475,000	Recently cleaned and televised. Improvement options TBD.
Thorn Creek Subdivision Storm Water Management Improvements	\$ 380,000	Needs to be budgeted.
Clean Drainage Ditch from Rich East to Lakewood Blvd.	\$ 100,000	Needs to be budgeted.
Clean Drainage Ditch from Lakewood Blvd. to Western Ave.	\$ 100,000	Needs to be budgeted.

Update: DPW has televised and inspected the east and west drainage ways and is in discussions with local contractors on rehabilitation options.

WATER FUND

Discolored Water

The Board is aware of the recurring inconvenience of discolored water to water quality. This discoloration is caused from loose iron based sediment from the internal corrosion of the unlined cast iron distribution mains. Iron oxide builds up over time and when disturbed, it breaks up and discolors the water. Through time, this sediment will settle and the water will run clear. DPW has performed periodic hydrant flushing, performed a more thorough Uni-directional flushing project, performed water main replacement projects, and performed a desktop analysis all in efforts to investigate and reduce the reoccurrence of discolored water. DPW is still researching other methods. This work needs to continue if the Village is going to move forward in relief of this issue. The iron oxide within the distribution system will continue to build as time passes. Therefore, at a minimum, DPW needs to continue to flush its mains periodically and relieve the distribution system of this loose material.

DPW has met with industry representatives and researched the possibility of reintroducing a blended phosphate into the water supply to control corrosion, water quality control, and biofilm development control. The addition of phosphates into the water supply was done with the old water plant. This may help with the reduction of discolored water complaints. DPW has performed research and has identified numerous water utilities that use phosphates as part of their water treatment. DPW

completed an IEPA permit application in order to add phosphates into the water treatment process. The permit requested was submitted and awaiting approval.

Update: DPW has received the IEPA permit to introduce phosphates. Presentations were made to the Village Board and the Environment Commission about the process. DPW will begin introduction in February.

Water Main Breaks Village Wide

The following is an update on the number of water main breaks this year and recent past years.

Calendar Year	2015	2014	2013	2012	2011	2010	2009	2008
# of Water Main Breaks Repaired	27 to date	99	133	201	167	111	82	154

To date, DPW has repaired 27 water main breaks. 201 water main breaks in one year is the highest recorded in recent years. Around this time last year, staff repaired 24 main breaks. DPW anticipates additional breaks throughout the rest of this year. Monies spent for water main break are for labor hours, equipment usage, materials, various restorations, and at times, cost to private contractors.

Hydrant Flushing

In past years, Village crews performed hydrant flushing twice a year. This consisted of three nights and the Village divided in three areas. This did not complete a thorough flushing effort as the time frame and results of effort did not produce the desired results. DPW contracted with ME Simpson to perform a Uni-Directional Flush program and supply the Village with a survey and log of flushing operations for Village crews to re-perform uni-directional flushing in the future. In order to perform a complete Village wide flush, a dedicated crew and approximately 1-2 months of time needs to be allotted. At this time DPW is performing scaled down versions of the uni-directional flushing. Dead end mains and areas that have a recurring frequency of discolored water have priority. A recent Village wide flush was completed at the end of October. This will be an ongoing maintenance responsibility for DPW.

Update: DPW plans for a Village wide flush in the spring. This is in coordination with the addition of Phosphates into the water treatment process. Flushing will aid in distributing phosphate treated water throughout the distribution system.

Water Plant Maintenance

In the recent months, DPW Water Plant staff have been dealing with some major water plant maintenance projects. The items dealt with were the first time these issue arose since the water plant went online in 2007/2008. Below is a list of major maintenance projects:

1. New chlorine tanks
2. Replace east and west bearings and balancing for both water treatment softeners
3. Kaiser air compressor requires repeated maintenance

4. The blow down tank needs major cleaning out of lime sludge
5. Lime press needs alignment

These projects have required significant funds to maintain and may be reflected in year-end expense totals.

Update: DPW is working with Metropolitan Industries for the upgrade and installation of new SCADA system for the Water Plant's remote sites.

Water Main Replacement and Improvements

The Village Board recently approved an increase in water rates to fund another 2 million dollar water main replacement and improvement project. The purpose of the rate increase was to provide a mechanism to fund operations and pay back a \$2,500,000 bond issued for an IEPA Loan to design and replace approximately 2 miles of water main. DPW entered into a \$ 25,000 Engineering Services Agreement with Baxter and Woodman Consulting Engineers for loan application assistance through the Public Water Supply Loan Program (PWSLP) and to update the Village's Water System Model for this work. The loan will be a 20 year term at a rate of approximately 2%. This application was submitted and awaiting approval.

In 2012, the Federal Government gave the IEPA \$1 billion in funds to add to the loan program through the Clean Water Initiative, increasing the chances of loans funds to be available. Current water rates have been increased to \$12.77. The Board approved a five year plan for water rate increases to fund two \$2,000,000 dollar water main replacement projects. This amounts to approximately 4 miles of new water mains. DPW is reviewing an Engineering Services Agreement with Baxter and Woodman to begin Survey and Design work and is working toward combining both projects into one larger endeavor. This approach would save the Village on a number of levels including engineering design and construction support, interest rates and costs related to labor and material. DPW is looking into completing a more thorough roadway improvement in conjunction with this project by replacing the remaining roadway with General Funds. If the roadways where new water main is installed are in poor condition, DPW will seek to replace the entire road. If roadways are not in poor condition, DPW will only perform the pavement patch, and utilize the funds elsewhere and/or complete curbs in addition to roadway work. DPW is still in process of evaluating for this work. Work will consist of the water main replacement at approximately 22 locations throughout the Village.

Update: Design work is in progress. DPW is looking to bid this project in March with construction to start as early as July.

Water Main Lining

DPW worked with Baxter and Woodman Consulting Engineers on a pilot water main lining project along Central Park Ave. and Sangamon Street, from Sauganash St to Shabbona Drive. This process involved rehabbing existing water mains by insertion of a cured in place pipe liner. Through this lining process, DPW anticipated costs savings as compared to open cut methods, in the areas of design, construction, and construction engineering. Bids were opened in February and construction was completed this past spring/summer. FerPal Infrastructure was the contractor for this project. Prior to construction, DPW coordinated a neighborhood meeting to discuss this project and the logistics and coordination with all residents affected by this project. If the Board recalls, in order to

complete this project temporary water services lines were connected to each home through an outside spigot. During this time water service was supplied free of charge since the water is bypassing the water meter.

This project was successfully completed and the following is the breakdown of estimated savings of Open Cut method versus CIPP Lining and final costs for this project.

	Open Cut	CIPP Lining	Original Amt.	Status
Design Engineering	\$ 25,000	\$ 19,000	\$ 19,000	\$ 19,226.52
Construction	\$ 345,000	\$ 273,000	\$ 287,703.50 (Bid Price)	\$ 237,495.78 (Paid to date)
Construction Engineering	\$ 40,000	\$ 28,000	\$ 28,000	27,939.97 (Paid to date)
Total	\$410,000	\$ 320,000	\$ 334,703.50	\$ 284,662.27

\$90,000 savings

During the course of this work staff did not see the savings as initially projected. In the short term lining may not be as financially advantageous as initially discussed. However in the long term as more contractors enter the business DPW will again revisit this method.

Water and Sewer Mains in Multi-Family Areas

When the Village was first built, potable water was supplied to residents by a 2 inch water main that was installed through the foundation walls of the basements throughout the Multi-Family Areas. The Village has maintained these mains over the years since that time. The Village has met with the Multi-Family Areas and sought to provide a proposed agreement with exhibits that redefines maintenance responsibility of these 2 inch water service lines which are not on public property. This effort is ongoing. To date, Pangea, which is the owner that took over Thorn Creek Town Homes and a portion of Glen Arbor Condominiums (Courts G and H), has taken ownership and maintenance responsibility of these 2 inch mains that service their properties. Areas B, E and J have all entered into maintenance transfer agreements and have taken ownership and maintenance responsibility of these 2 inch mains that service their properties. DPW and the Village Manager recently met with a representative of Lincolnway Management and a member of the Glen Arbor Board, to discuss this topic.

On an additional note, maintenance of sanitary sewer mains is becoming an issue similar to these water lines. These sewers are on private property and accessibility is a challenge. A maintenance transfer of this utility may be of interest for the Village to discuss.

Update: No update at this time.

PARKING FUND

Parking usage is low ever since Metra and Canadian National completed station improvements. Usage has been especially low at the 211th St. Metra Station Parking Lot. When the lot was reopened, usage dropped to approximately 1/3rd. DPW made recent efforts to promote the lots and revamp usage of these lots. Staff offered a 1 month free parking customer appreciation campaign in August to promote awareness and appreciation to potential and current customers. This effort was advertised in

the Star Newspaper, Village Website, signs were placed at the lots, and directional signs were placed throughout the Village. This campaign was not as successful as hoped. Lot usage increased approximately by 30 vehicles in each lot. Recent counts after the free month shows

	211th St Lot	Matteson Lot
Bench Mark – 7/25/2013	146 cars	242 cars
Highest one day count	208 = 62 over bench, Tuesday Aug, 20	315 = 73 over bench, Wednesday Aug, 28
Average daily count	181 = 35 over bench	275 = 33 over bench
Recent count average after promotion	170 = 24 over bench Increase of 16.4 %	265 = 23 over bench Increase of 9.5 %
Spaces Available	440 spaces, 10 Handicap	555 spaces, 14 Handicap
	Less than half is being utilized.	Less than half is being utilized.

A recent one day count has shown that usage at Lot 1 increased to 193 cars but Lot 2 has decreased back to around 240. Beginning with the current budget, DPW increased the parking fees from \$1/day to \$1.25/day. This effort was made to make up for the decrease in usage and revenues needed for lot maintenance.

Update: No update at this time.

GENERAL FUND/ ADDITIONAL PROJECTS

Lester Road

DPW completed the reconstruction and resurfacing of Lester Road from Indianwood Blvd to Victory Drive. This project consisted of curb and gutter replacement and installation, sidewalk installation, new street lights, sewer installation, patching, pavement markings, milling and resurfacing and added green space. This project was designed and construction engineered by Public Works staff. This project will be funded by the Tax Increment Financing (TIF) fund. Below is a breakdown of current costs.

Item	Engineer's Est.	Contract Amt.	Paid to Date
Lighting Design	\$	\$ 5,000	\$ 3,955
Testing	\$	\$ 7,138	\$ 1,512
Construction	\$ 374,845.63	\$ 335,851.85 (As Bid)	\$ 297,606.40
Subtotal	\$ 374,845.63	\$ 347,989.85	\$303,073.40

Contingency 18% of bid amt.		\$ 60,453.34	\$ 0
Total	\$ 374,845.63	\$ 408,443.19	\$ 303,073.40

DPW anticipates final cost to end up below contract amount.

Update: The project is complete. However, DPW is holding 5% of the final contract value until punch list items are addressed.

Western Avenue Multi-Use Path

DPW is working with Baxter and Woodman to submit a CMAQ and TAP funding application for Phase 1 Engineering to install a multi-use path along Western Avenue to connect the Old Plank Trail to the Thorn Creek Trail. This improvement was recommended in the Bike and Pedestrian Plan by CMAP.

Wash Rack and Decanting Station

Environmental regulations prevent DPW from washing its vehicles and allowing wash waters to drain to the local watershed. Thus DPW plans to install a Wash Rack that will allow wash waters to divert to the sanitary sewer and storm waters to still drain to the storm sewer. Additionally, a separate water service will be installed in order to provide adequate water pressure to the facility.

As part as DPW’s daily maintenance activity, the Village is required to clean out the sanitary and storm sewer systems. Environmental regulations prevent us from taking this debris to a landfill with normal soil spoils. In response to these regulations, DPW will install a Decanting Station. This facility will provide a location for sewer soils to be dumped and drained into the sanitary sewer. Solids will then be transported to a landfill in an environmental manor.

Both of these projects will be designed in house by DPW and anticipate bidding in March 2015. This project will be constructed in the summer of 2015. Below is the current budget for these projects.

Item	Engineer’s Est.	Contract Amt.	Paid to Date
Wash Rack	\$ 45,000		
Decanting Station	\$ 50,000		
Testing	\$ 7,000.00		
Total	\$ 102,000.00		

MEMORANDUM

DATE: February 20, 2015

TO: Department Heads

FROM: Mary G. Dankowski, Deputy Village Manager/Finance Director

RE: Capital Plan Overview

In order to assist the Board in evaluating the 2015/2016 Capital Plan, an explanation of the process involved in selecting capital items included in the budget might be helpful. Departments included in the Capital Plan selected capital items that would be desirable to replace or acquire based on departmental operations.

When budget guidelines are distributed in March, restrictions on spending are established. These restrictions are based on revenue projections for the coming budget. The restrictions will require the departments to significantly lower levels of capital spending than what was presented in the Capital Plan. The comparison of the 2014/2015 Capital Plan to the 2014/2015 Budget is as follows:

Capital Plan Compared to Approved Budget

<u>General Fund</u>	<u>2014/2015 Capital Plan</u>	<u>2014/2015 Budget</u>	<u>Difference</u>
Administration	54,200	269,200	215,000
Recreation & Parks	384,100	5,600	(378,500)
Freedom Hall	0	15,000	15,000
Facilities Maintenance	0	255,000	255,000
Program Services	0	5,000	5,000
Building & Grounds	149,000	44,000	(105,000)
Police	7,600	7,600	0
Fire	93,458	91,715	(1,743)
Public Works	620,800	153,800	(467,000)
Community Development	4,900	4,900	0
Economic Development & Planning	2,500	2,500	0
Health	43,900	5,400	(38,500)
Total General Fund	1,360,458	859,715	(500,743)
Water Fund	2,718,140	3,291,900	573,760
Sewer Fund	835,000	1,302,067	467,067
Municipal Parking	3,500	0	(3,500)
Capital Projects	930,000	262,001	(667,999)
Tennis & Health Club	21,000	20,000	(1,000)
Aqua	256,700	20,000	(236,700)
DownTown	407,500	185,000	(222,500)
MFT	1,907,800	1,184,596	(723,204)
Housing	1,900	1,900	0
Vehicle Service	515,000	151,000	(364,000)
Total Capital	8,956,998	7,278,179	(1,678,819)

VILLAGE OF PARK FOREST

MEMORANDUM

TO: John A. Ostenburg, Mayor
Board of Trustees

FROM: Thomas K. Mick,
Village Manager

DATE: February 11, 2015

SUBJECT: Strategic Planning Goals Update for Village Board Strategic Priorities for Fiscal Years 2014/2015 – 2018/2019

BACKGROUND/DISCUSSION:

In December 2013, the Village Board officially adopted its strategic priorities for fiscal years 2014/2015 through 2018/2019. These priorities are as follows:

1. **Generate Economic and Business sustainability for the Village.**
2. **Create an infrastructure capital plan that is flexible in dealing with trouble spots.**
3. **Develop a renewed, contemporary youth program.**
4. **Improved Code Compliance based on existing studies and innovative solutions.**
5. **Fiscal and Service sustainability based on the triple bottom line concept.**
6. **Sustain the Village's role as a catalyst for innovative change in the region.**

In the spring of 2014, the Village's Management Staff developed implementation strategies toward the strategic priorities. What follows is an update on efforts toward the goals as put into two different categories. The first is short-term – over the course of the current 12 months to coincide with the current fiscal year. The other category is long-term to coincide with the ensuing 48 months over fiscal years 2015/2016 through 2018/2019.

1. **Generate Economic and Business sustainability for the Village.**
 - a. Follow through on the 211th Street Metra Station TOD plan. Consider developing the commuter parking lot.
 - b. DownTown Gateway and business industrial park.
 - c. South Western Ave. Annexation area.
 - d. Pursue residential infill and redevelopment opportunities.
 - e. Develop a concept plan for the Norwood Shopping Center.
 - f. DownTown business development guided by the Urban Land Institute Study.
 - g. Pursue redevelopment for Hidden Meadows.
 - h. Pursue opportunities for strategic land banking along Sauk Trail corridor.
 - i. Have Village serve as liaison between investors and small businesses where feasible.
 - j. Have Village pass a resolution supporting the economic value of a livable wage.

SHORT TERM IMPLEMENTATION STRATEGIES (within next 12 months)

Public Works will perform preliminary cost estimates to extend sewer and water south along Western Ave. to Exchange Street. Staff has researched Village files and drove the area to get a better understanding of what infrastructure is currently in place and its end points. Preliminary cost estimates have not been performed yet.

Public Works will list future existing streets that may be eligible for inclusion into the Federal Aid Route system. Public Works Staff looked into the best candidates to possibly be added to the Federal Aid Route System. The village's best candidates would be the Village's wider collector roads and Staff met with Baxter and Woodman Consulting Engineers in submitting applications for FAU reclassification of Westwood Dr. (Sauk Trail to Western Avenue), Shabbona Drive (Sauk Trail to Blackhawk Dr.), and South Orchard Drive (Sauk Trail to Blackhawk Drive) in order to make them eligible for Federal Funding.

In 2014, Public Works completed the resurfacing and reconstruction of Lester Road and Victory Drive leading into the Village Downtown. This project also consisted of decorative street lighting, a decorative landscaping drainage swale and a new sidewalk layout which improved the walkability in the Downtown.

Public Works continues to work with telecommunication companies and their desire to enter into various agreements with the Village. In 2014, US Cellular terminated its lease agreement and removed all of its equipment from atop and the base of the Village's Blackhawk Water Tower. In 2015, Cricket Wireless is planning to terminate its lease agreement and removal of its equipment at Blackhawk Water Tower while AT&T began planning submittals to install cellular equipment at this water tower.

After careful consideration and the recommendation of Public Works, the Village took official action to opt out of the Storm Water Management Ordinance and regulating authority of the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) and opt for the Will County Storm Water Management Ordinance. DPW is working to adopt environmental water quality storm water ordinances in conjunction with the Will County Storm Water Ordinance.

Recreation & Parks continues to promote the Main Street Nights concert series as a vehicle to stimulate patronage of Park Forest businesses. Staff believes that programs sponsored by other departments, such as the Resident Appreciation Night helped to generate enthusiasm for the concert series and encouraged continued attendance throughout the series. The visibility of staff and Village officials also does much to promote excitement and attendance. From its inception, Main Street Nights was intended to be a means whereby Downtown businesses would be highlighted and to bring shoppers into the Downtown. Business participation has been minimal but Staff believes that business owners are beginning to see the benefits this exposure can bring and are more open to participation as a sponsor. All that sponsorship really entails is perhaps a raffle of services or door prizes, something that invites people to look at their business. Dunagains Irish Pub continued its weekly grill. Recreation and Parks Staff have pursued interdepartmental coordination to further the festival atmosphere that occurs each evening of Main Street Nights. For the 2015 Main Street Nights Series, Staff is proposing to change the time to 6:30 – 8:30 PM and to return to a seven week series plus the 4th of July Concert. Staff has noticed that people begin to leave by 8:30, especially those with children; and that the two August events are not as well attended. As summer activities wind down in August and families prepare for the beginning of the school year, attendance tends to drop sharply for the last two events. So this year Main Street Nights will begin with Resident Appreciation Night on June 10th and end the last Wednesday in July.

The Fire Prevention Bureau has assisted the Economic Development and Community Development Departments with timely technical support, plan reviews for prospective businesses and engaging business owners by providing them with a clear understanding of code

requirements. The Fire Department provided technical support or plan reviews on several proposed business/construction projects, including the following: Forest Trail Middle School, the Sequin House group home, Pangea storage building and fire protection, the new daycare at 9 North Street, and the new commercial kitchen at the Ludeman Center.

The Fire Department continues an on-line Crowd Management training program to assist assembly use occupancies in Park Forest in meeting the new code requirement in the Life Safety Code. The Department also conducts on-site training to assist businesses and occupants in meeting the new standard including Dunagains Irish Pub, the Sapphire Room and the SPAA Theater. Many of the original certificate holders are now completing the program again to become recertified; outside of a few access glitches all students seem to be progressing as needed.

Throughout most of 2014, Village Officials worked with Heartland Housing on their proposal for Comfrey Place, a 52 dwelling unit, workforce housing development that is proposed for the former Marshall Fields parking lot location. This development is also proposed to include an urban farm and a small orchard, as well as a commercial grade community kitchen. Heartland submitted a preliminary application for low income tax credits to the Illinois Housing Development Agency (IHDA) in mid-December 2014. If the preliminary application is approved, a final application for will be due to IHDA by mid-July. Comfrey Place would be the first multi-unit dwelling in Park Forest that would combine residential units and commercial businesses within the same building.

In seeking approval from the Federal Transportation Administration to develop a portion of Commuter Lot #1 (Route 30/Lincoln Highway), a grant funding request was developed to be distributed to Federal legislative offices and agencies in March 2015.

The Regional Transportation Authority (RTA) has completed a Local Technical Assistance (LTA) project to assess pedestrian and bicycle access and patterns within and near the Park Forest 211th Street Metra commuter parking lot. The final report identifies opportunities for improved way finding and signage (for all pedestrians, cyclists and drivers); addresses ADA-type accessibility issues; suggests suitable improvements for the existing underpass at 211th Street (such as improvement lighting), and explores possible additional walkways and bikeways for the parking lot area. Recommendations from this report will be used to submit a request for Congestion Mitigation and Air Quality (CMAQ) funding to prepare the engineering needed to construct the improvements.

Negotiate and gain approval of boundary agreements with the Villages of University Park and Crete related to annexations along South Western Avenue. Efforts were attempted but unsuccessful to this end with the 2014 ICSC convention where University Park Officials were in attendance. Staff will start to focus its efforts on developing a financial feasibility study to determine the costs and benefits of extending water and sanitary sewer services along South Western Avenue to Exchange Street.

Work with developers (Mecca Companies, etc.) to sell vacant residential properties for new construction of single family homes and identify new owners/developers other properties in the Village such as Illini Apartments, Blackhawk Plaza, etc.

In early 2014, the Plan Commission initiated a contract to work with a planning firm to prepare a market study and concept plan for future development of the former Hidden Meadows property. The process included meetings with the Plan Commission, a series of key person interviews, and a public session with the Plan Commission, EDAG, the Board of Trustees and residents. The consultant presented a final concept plan and market analysis to the Plan Commission, EDAG, and Board of Trustees in February 2015. Other stakeholders, such as Tamarack Street residents, Will County Forest Preserve representatives, Governors State University representatives, and Will County representatives were also invited to attend.

While the Hidden Meadows consultant met with representatives of the Will County Forest Preserve District as part of the market study, Staff still plans to meet with District Staff to discuss more detailed goals for enhanced access to the forest preserve adjacent to the Hidden Meadows property.

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

Staff has interviewed several brokers to assist with the sale of key economic development parcels in the Village. In January 2015, the Board approved a staff recommendation to enter into a brokerage agreement for the advertising and potential sale of 3200 Lincoln Highway. A second brokerage agreement will be considered for the advertising and potential sale of the Norwood Square property.

Assist all commercial and industrial property owners to sell or lease their properties, by promoting available space, and with incentive applications, where and when necessary. Marketing material for the Family Video property, 3250 Lincoln Highway, Orchard Park Plaza, and 2559 S. Western Avenue (old Stop & Shop convenience store) is taken to all ICSC events, and information about these and other properties is shared when inquiries are made about available properties. Updated sales flyers have been shared with the Select Chicago Southland cooperative to post on-line and to be used for the May 2015 ICSC RECon. The Park Forest website also lists properties that are for sale.

After recommendations for approval from EDAG, in the Board of Trustees approved requests for renewal of a Cook County Class 8 property tax incentive for Nikolovski Properties, which leases to Americana Inc., located at 70 North Street and for 2348 South Western Avenue as a proposed kennel use. The property at 2348 Western was also granted a rezoning from M-1, Office Research and Industrial zoning district, to M-2, Industrial so as to permit a dog kennel on the property.

The Village Manager has executed a Letter of Intent with Eco Fresh Urban Organic Farms to purchase 80 North Street for \$750,000. The final sales and economic incentive agreement is likely to include provisions to support a Cook County Class 8 property tax incentive, and a rebate of \$500,000 of the purchase price provided documented improvements are made to the building. EDAG reviewed the application for a Class 8 incentive and reduction in sales price at their November 2014 meeting. EDAG recommended proceeding with both incentives only after the applicant is able to show financial commitments for the entire project, not just the acquisition. The applicant has expressed confidence in their ability to securing funding by mid-

February. At that time, the incentive requests will be presented to the Board of Trustees for their consideration.

Market the vacant parking lots in DownTown Park Forest and the property at 350 Main Street for development consistent with the DownTown Master Plan. These properties are currently listed on LoopNet and CoStar.

Since the beginning of Fiscal 2015, ten new home based businesses and four new commercial business have completed their business registration with the Village. In addition, two established businesses changed ownership, and one remains an important part of DownTown Park Forest.

The Police Department and Building Department continue to partner in identifying problem households and landlords who are not keeping their property up to code. The Crime Free Housing Ordinance has addressed problem tenants that adversely impact quality of life in the Village. In 2014 the Police Department issued 540 Crime Free Housing Licenses to Landlords and in this same year 205 Municipal Tickets were issued for failure to obtain a Crime Free Housing License. In 2014 the Police Department issued 111 Crime Free warning violations notices to Landlords. In 2014 there were 27 Crime Free evictions completed by the Police Department. So far in 2015 there have been 4 Crime Free warning violations notices sent to Landlords.

Country Squire Foods, Inc., a new grocery store, opened for business in November 2014. Village Economic Development Staff and Chicago Community Loan Fund staff assisted the owner with planning a grand opening ceremony. The Board approved economic incentives for the property owner. Staff assisted the new business in a number of ways in getting prepared to open. After its opening, the Village promoted it on several different levels to help heighten public awareness while stressing the importance of shopping locally.

The Health Department invited the store managers of Country Squire to a Senior Commission meeting to meet the Senior Advisory Board members and to share their business plan for providing a high quality shopping experience for local residents. Flyers indicating the grand opening of Country Squire were also taken to senior buildings in the community and to the Rich Township Senior Center.

Nurses Plus Home HealthCare has expanded its availability to the community by becoming a home service provider with various insurance companies in addition to Medicare and Medicaid. Nurses Plus also became certified with the State of Illinois Department on Aging (IDOA) as a Community Care Partner to provide non-skilled Home Services to low-income residents in need of assistance in the home. Through this program, a new revenue stream will be created from the state. Nurses Plus will be reimbursed by the state for delivering non-skilled personal care, light meal preparation or medication reminders. Through this new Community Care Partner certification, residents who needed the health department's traditional bath services but were unable to pay, can now apply for benefits through the IDOA. This program will commence in April 2015.

Economic Development Staff coordinated a seven month water bill insert pilot program. Each month, 14 ads were sold to local businesses for \$20 each. Because of difficulties collecting these fees from the businesses and a limited response to the ads from the public, this program will not be continued. Staff is working on developing an alternative shared marketing program.

The summer/fall 2014 edition of Park Forest Business News, the business newsletter, was the largest issue to date (10 pages created in-house). This issue included coverage of several coming events plus informational articles. The spring edition of the Park Forest Business News was distributed in January 2015. The newsletter focused on the Business Person of the Year, Bree Breedlove, mentioned the advertising deadline for the annual Shopping and Services Guide, extended an invitation for the January Business Breakfast, and recapped the October Breakfast on Small Business Energy Assessment. Also included in the newsletter was an article on the new Park Forest Maker Space, and about outgoing EDAG Chair Sam Montella. The upcoming 5th Annual DownTown District MidSummer Madness event, to be held on July 15, 2015, was also promoted.

The July 2014 DownTown District MidSummer Madness was the first of four Business Connection events to be held this fiscal year. A record 30 businesses were involved as Co-Host locations. Attendance was over 180 attendees with people coming from 18 different communities. A planning group was formed from DownTown business representatives and other Village departments to brainstorm ideas on how the 2015 MidSummer Madness might continue the success and improve the event. The group met for three sessions with many of their suggestions implemented during this year's event including utilizing open desk space at Commerce ARC, using additional signage during the event, tweaking the event map and registration card as well as working with Main Street Night vendors to open earlier to accommodate the attendees and improve their visibility.

The Park Forest Business Breakfast program serves important educational and networking purposes for local businesses. The October 2014 program focused on Small Business Energy Assessments and highlighted State Farm Agent Bree Breedlove, who gave an overview of how she applied many energy efficient improvements in her Park Forest business location. In January 2015, the Business Breakfast topic covered how tablets and smart phones could be best used in a small business setting and was facilitated by Alan Babiarz, Program Coordinator for OAI, Inc. The last Business Breakfast of the fiscal year will be held in Spring 2015 as the annual networking event. This event gives Park Forest businesses a great opportunity to gather new contacts, and it gives the surrounding business community an opportunity to learn more about Park Forest.

The Village continues to support the Shop Local campaign by producing the annual Shopping & Services Guide for 2014/2015. Businesses continue to receive new business and/or inquiries from their listings. The Guide's annual marketing notice was included in the business license renewal package and is emphasized to all new businesses for the upcoming 2015/2016 Guide.

During the annual business license renewal process, Staff continues to encourage businesses to use electronic transmission of their renewal packages. Sixty-eight businesses opted to receive their renewal package via email during the 2015 renewal period, which represents 21% of the businesses.

In 2013, the Village submitted an application to Cook County to acquire, through the No Cash Bid program, 17 properties that have been tax delinquent for more than two years. The Village has successfully obtained the tax certificates for all of these properties. Village Staff has completed the due diligence process required to ensure that all owners, occupants, and interested parties are notified of the Village's intention to obtain a tax deed on the properties. Staff expects

that the tax deeds to eight of these properties will be recorded in the Village's name by August 2015, and the remainder by the end of 2015.

The South Suburban Land Bank and Development Authority (SSLBDA) now owns three properties in Park Forest: 406 Suwanee Street (single-family home), 130 Warwick Street (a vacant residential lot) and 335 Illinois Street (single-family home). The SSLBDA also acquired 225 and 262 Allegheny Street (vacant residential lots) on behalf of the Village. Both properties have been transferred to the Village's ownership to further goals for redevelopment of the Eastgate neighborhood. The SSLBDA is in the process of acquiring 39 Sauk Trail from a bank. All SSLBDA single family homes in the Village will be rehabilitated with Illinois Housing Development-Abandoned Property Program (IHDA-APP) grant funds and then marketed for sale.

The Village, in partnership with the South Suburban Mayors and Managers Association (SSMMA) and the South Metropolitan Higher Education Consortium (SMHEC), won a competition sponsored by the Small Business Administration (SBA) for a \$50,000 grant from the Growth Accelerator Fund. These funds were used to purchase equipment to start a Park Forest Maker Space in the DownTown. The Maker Space is co-located with OAI, Inc, which will manage the space. Training on use of the equipment and other entrepreneurial courses will be taught by a variety of sources, including faculty at local community colleges and others. A soft opening of the Maker Space took place in February in preparation for a March Grand Opening.

The Phase I environmental site assessment for 381 Blackhawk (former Lube Renew) determined there are no environmental issues or concerns. A No Further Remediation (NFR) letter was issued and recorded in May 2014. Economic Development staff will meet with the SSLBDA and First Midwest Bank (owner) to develop a plan to bring this property back to productive use.

The SSMMA has hired a team of consultants to assist all interested municipalities in developing competitive applications for Enterprise Zones, an economic incentive offered by the State of Illinois. The Village of Park Forest is part of the Will/Cook Enterprise Zone application, which also includes the Villages of Richton Park, Matteson, Monee, and University Park. A completed application meeting all stated criteria, including intergovernmental agreements and an associated enabling ordinance, was submitted to the State by the December 31, 2014 deadline. The consultants have assured the municipalities that the change in State administration will not impede the process.

The Communications Director supports the efforts of the Economic Development and Planning Department by highlighting new business openings in Discover Magazine and doing special spotlights on some of them that fill important needs in Park Forest, like restaurants and grocers.

The Communications Director also highlights efforts aimed at providing greater exposure to current business like the annual Midsummer Madness. Messaging is included in Village print communication as well as online.

The Communications Director supports the efforts of the Economic Development and Planning Department by including one free ad from a Park Forest business in each Discover Magazine. This free ad, provided to a business owner who enters a drawing by attending a business breakfast, provides important exposure for the winning Park Forest business and serves as additional incentive for that businessperson to attend the business breakfasts to network with

other local business owners and learn important tips that will allow them to have longevity in the Village.

LONG TERM IMPLEMENTATION STRATEGIES (13 – 60 months)

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 recent "All American City" awards.
- It aligns well with the Park Forest brand: Live, Grow, Discover

One of the expected outcomes of this project is that public art will become one of the economic draws for new business and residents looking to locate in Park Forest.

Incorporate life cycle analysis with service and facility evaluation. Recreation & Parks is continuing with plans to redevelop Somonauk Park as a destination location. As with public art, this project has potential to be an economic draw south of Sauk Trail. With the parks proximity to Blackhawk Plaza, this should make the property more attractive for commercial development. Redevelopment of Central

Park will follow completion of the Somonauk Park project. While not as extensive, this project will also make Central Park more of a destination park.

Initiate residential and commercial development at the 211th Street Metra TOD area. Economic Development Staff encourages the broker for 3250 Lincoln Highway (bank-owned) to advertise to transit-oriented development appropriate users. A broker has been enlisted to assist the Village with the sale of the vacant lot at 3200 Lincoln Highway.

Undertake a feasibility study for extending water and sanitary sewer service along South Western Avenue to Exchange Street (or consistent with boundary agreements with University Plan and Crete). Work has not started on this strategy. This work would include an update the 1970 financial impact assessment to examine the projected revenue from annexed properties along South Western Avenue and the costs of installing necessary public infrastructure and services in this area. From there, staff will seek grant funding for installation of the necessary public infrastructure to incentivize development along South Western Avenue.

Public Works Staff has submitted funding applications for roadway improvements to Illinois Street, from Western Avenue to Orchard Drive, and Indianwood Boulevard, from Sauk Trail to Monee Road into the Surface Transportation Program. This program will allow utilization of Federal Aid Funding for these improvements. These improvements are planned for Federal Fiscal years 2015 and 2018, respectively. Engineering Services Agreements to begin Design

work for Indianwood Blvd. are currently at IDOT for review. Design work is scheduled to begin in early 2015.

Identify developers and/or new businesses to initiate development of the concept plan approved for the Hidden Meadows property. Economic Development staff sends e-mails through LoopNet on a regular basis to retail, multifamily, and hotel development developers.

Formalize the role of business liaison to assist Park Forest businesses and investors with start-up and expansion efforts.

Identify buyers for Village-owned DownTown commercial properties. One DownTown tenant's lease gives them the right to purchase the building in which they are located, and this tenant has expressed an interest in exercising this right in the near future.

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

- a. Water delivery systems.
- b. Roadway improvements with enhanced bicycle/pedestrian uses.
- c. Upgrading and decommissioning various parks. Or, retain as open space.

SHORT TERM IMPLEMENTATION STRATEGIES (within next 12 months)

Public Works has a Five Year Capital Plan outlining present and future infrastructure and capital projects in all DPW funds. Staff will identify village-wide trouble spots and the needed infrastructure improvements associated with those areas. Public Works identified locations of water mains that have a history of repetitive water main breaks, as well as areas to improve fire flows. These locations equal 4 miles of water main and have been included in an IEPA Loan Application for a 5 million dollar low interest loan to replace and install portions of the water distribution system. DPW recently completed a 10 Day Public Comment period for environmental exclusion for this project. Design work is underway.

Public Works has completed Phase I of a USEPA federal earmark of \$500,000 for sanitary sewer improvements. A majority of this work consisted of lining sanitary sewers located in the back and side yards of residences and businesses. This effort rehabilitates these sewers before failure and a more costly repair that would entail accessibility restrictions. Phase II of relining was carried out by Insituform Technologies in late 2014/early-2015 along Sauk Trail, Monee Road, and a small portion in the Downtown. This work is completed, staff is working on project and grant closeout.

Staff managed \$150,000 DCEO grant for construction of a new road salt storage dome at the Public Works Storage Yard in 2014. Storage capacity of the new dome is around 1,800 tons of salt.

Courtesy of a grant from the Illinois Commerce Commission, North Street was resurfaced in 2014 from Orchard Drive west to the Village corporate limits past Ludeman Center.

The Fire Department continues to manage a number of grants designed to support operations and training within the department. These include two Federal SAFER grants received to promote recruitment and retention within the Fire Department's Paid-On-Call division. These 100% federally funded grants provided the department with funds to recruit and train new prospective members of the Paid-On-Call division up to the minimum level of basic training, provided basic

equipment for the new members and provided a new electronic marquee sign to promote the Fire Department and its personnel. The total grant for this endeavor was \$106,964 with approximately \$25,000 to be expended by the end of the budget year.

Another Federal SAFER Grant provided salary and benefit funding (\$198,183 for 28 months) for one Firefighter/Paramedic position within the career division. This grant closed at the end of November 2014 and is in the final document submission stages; the department continues to maintain the position which has become integral to reducing overtime when a member is off on an injury for an extended period of time.

A fourth active Federal grant for the Fire Department provides training funds (\$61,840) under the standard 90/10 split to complete incident command training within the department's career and POC divisions. The grant combines with previous grant dollars to facilitate incident command training and the National Incident Management System.

Another Fire Department grant related to purchase of power loading ambulance cots on the department's three ambulances. The grant expenditure aims to reduce repetitive nature injuries and to prevent back, knee and shoulder injuries. A project of \$147,000 included \$98,100 in grant dollars with cots to be purchased by March 2015.

Another Fire Department grant (\$22,005) was secured from the Office of the State Fire Marshal to purchase six digital portable radios and reimburse the Village for purchase of some previous/similar radios.

The final Fire Department grant (\$2,700) came from the Illinois Department of Public Health to purchase a disposable CPAP device for patients with difficulty breathing. Closeout of the grant will be completed by the end of FY 2015.

Public Works along with the Finance Department researched alternative funding sources for much needed storm water infrastructure improvements. Village General Funds were used to fund storm water utility work. It was then identified and recommended that all sewer related work be combined and funded through the Sewer Fund. This recommendation allows for a greater funding source for the Village's sewer systems and opened up funding in the General Fund for road related improvements.

Public Works created and began a 50/50 Sidewalk Replacement Program with the current Budget. The 2014/2015 budget includes \$4,000 to fund portions of sidewalk and curb work that a resident wishes to complete that Public Works would otherwise not replace to address ADA Compliance issues. To date, residents on Gentry Street and Illinois Street have utilized the program, and three others have submitted applications.

Public Works Water Plant staff is currently upgrading its SCADA system. SCADA systems are used to monitor and control water treatment processes at the water plant and various remote sites like village wells and storage tanks. Metropolitan Industries recently completed all Water Plant SCADA Upgrades as well as SCADA work at Well #1. The Village Board approved an additional contract in January 2015 to install complete SCADA equipment at all the remote sites (wells, water towers, stand pipe) in the distribution system.

Public Works Water Plant staff obtained state permits to reintroduce phosphates into the water

treatment process to sequester corrosion of the water distribution system. Interior corrosion is what contributes to discolored water and water quality issues. This was done after presentations of this topic to the Village Board and then to the Park Forest Environment Commission. DPW plans to begin feeding phosphates in the spring of 2015.

In its 2014/2015 Capital Plan, Recreation & Parks submitted a detailed proposal outlining a course of action to revamp the Village's parks with a somewhat aggressive schedule that would see the plan completed in 60 months. This is a somewhat new approach to the Village's parks in that Somonauk Park and Central Park would become destination parks with a more "natural play" approach. The proposal also includes removing equipment from some parks. The Recreation & Parks Advisory Board has discussed this plan at length and is in agreement that this would be the better approach. Subsequently, staff consulted with Land Resource Management Group to develop a proposal and presentation plans that would be used to better describe the idea to the Board and to the public. The Recreation & Parks Board expects to be able to present these plans to the Village Board and to hold public meetings on these plans in the near future. Next steps for this project would be the development of a master plan and application to IDNR for an OSLAD Grant.

Now that the Emerald Ash Beetle crisis has passed through Park Forest, Recreation & Parks staff will begin to concentrate on replanting trees lost to this infestation as well as a complete re-assessment of public trees. The goal will be to assess individual tree health and condition and to increase species diversity over the next 10 years.

The Fire Department will continue to work with the Department of Public Works in the development of infrastructure improvement plans from the perspective of public and life safety. This will coordinate efforts with the Department of Public Works for roadway improvement projects to enhance or maintain emergency accessibility.

The Fire Department will consult with Recreation and Parks as they work through plans for parks and open spaces insuring accessibility and appropriate urban/wild-land interfacing.

LONG TERM IMPLEMENTATION STRATEGIES (13 – 60 months)

Recreation & Parks will continue to follow the 60 month schedule to revamp the Village's parks and outdoor spaces.

Recreation & Parks has joined with Public Works and the Sustainability Coordinator in applying for grants to expand the Central Park Wetlands into a broader, interconnected system of using wetlands, low areas in parks and public lands to manage storm water.

2015 Status update: It appears that these grants will not be awarded to Park Forest. Recreation & Parks will continue to develop/propose selected areas in parks and public lands which would be suitable for rain gardens and vegetated swales to aid in storm water management.

Recreation & Parks staff will continue its management plan for the urban forest.

Public Works has completed a Road Improvement Map and a Water Main Replacement Ranking Map. The department intends to continue to use these maps and prioritize trouble spots and make necessary improvements. As roadways are improved, Public Works will look into incorporating improvements for bicycle and pedestrian use. Now that portions of Lakewood

Boulevard, Indianwood Boulevard, and Blackhawk Drive have been resurfaced, Public Works Staff and the Sustainability Coordinator sought grant funding to install bikeway pavement markings along these roads. Grant funding (\$108,040) was secured through the Congestion Mitigation and Air Quality (CMAQ) Improvement program to install pavement markings along Lakewood Boulevard (Orchard to Sauk Trail) and Blackhawk Drive (Sauk Trail to Monee Road). DPW met with the FHWA on the Village's intent and discussed expanding pavement markings along other roadways consistent with the Village's Bike and Pedestrian Plan.

The Fire Department will provide the Department of Public Works the necessary support in the development and implementation of infrastructure improvement plans as it pertains to fire flow and life safety requirements.

The Fire Department is researching new methodologies and products that might assist in providing necessary infrastructure improvements at reduced cost, while maintaining or improving fire flow and other life safety requirements. This strategy will be ongoing with appropriate information forwarded to DPW and the administration.

The Fire Department will monitor the redevelopment of parks related to urban/wild-land interface and accessibility in emergencies.

3. Develop a renewed, contemporary youth program.

- a. Develop decentralized community center concept.
- b. Emphasize importance of volunteers for youth programs.
- c. Build programs around actual youth needs for today's youth.
- d. Involve youth in helping design new programs.
- e. Target the 13 to 17 year old age group in particular.

SHORT TERM IMPLEMENTATION STRATEGIES (within next 12 months)

Recreation and Parks continues to explore additional uses for the Tennis and Health Club and program options for Freedom Hall. Efforts may include 1) organizing/appointing a youth focus group comprised of youth; 2) continuing to work with the Park Forest Library on youth programming; 3) continuing to collaborate with other communities to offer regional recreation programming.

The after school program held at Talala School has ended, principally because of transportation conflicts in children getting home.

Plans are underway to form a Summer Basketball League for Park Forest high school students. Beginning the summer of 2015, games will be played on Saturdays through the summer at the Rec Center.

Meeting from 3:00 to 6:30, Monday through Thursday, the Teen Zone is proving to be one of the notable programs for the Recreation & Parks Department. Through the oversight of Adina McCollough (Ms. Adina) this program promises to address the void of youth programming identified by the Board in its strategic planning. In the fall of 2014 Teen Zone moved to the Rec Center. After a slow start in August, September average daily attendance was over 80 with some days topping 100. Total attendance for the month of September was 576! The month of September was "introductory" and very little promotion was done. Teens were talking of the program amongst themselves and "word-of-mouth" became the promotional tool. Beginning

October 1st, staff began to require registration to participate in the program and to charge a \$25.00 annual fee. This fee is based on research of other teen centers in the west and northwest suburbs and in keeping with those fees. Registration is principally to convey some message as to the value of the program, manage attendance to know who is participating, to help manage growth and to be able to plan accordingly. As expected, numbers dropped off sharply but did pick up as teens realize that they in fact, cannot enter the Teen Zone unless they are registered. As of October 21st there were 33 teens registered and attendance averaged 25 – 30 teens per day. As of the end of 2014 there are 61 teens registered; attendance was 477 teens in November and 334 in December. Daily activities have included music, sewing, dance, culinary arts and sports.

Teen Zone staff continues to partner with Rich East High School's *Work Experience Program*, giving individual students work experience within the department.

A new program was added in November, the "Teen Job Connection". This program matches teens with residents needing odd jobs completed around the home. As of January 2015 eight teens have signed up and passed the interview process. In order to qualify for the program the students must be a registered member of Teen Zone, complete and return an application with parent/ guardian signature and go through an interview process with the Teen Zone Director. Once teens have passed the interview they are placed on a list of approved students to be called once a resident makes a request for service. The resident and the teen then agree on the work to be done and the compensation. Teens have helped with fall clean up, snow shoveling and with the Youth Commission Holiday Celebration. The feedback from residents who have taken advantage of this program has been very positive. Plans are to expand this program to "Sponsor a Senior." Residents can donate into a fund or to a specific senior to help pay for odd jobs they might need done. Residents can apply to be placed on the list of those needing assistance. Additionally, the Park Forest Youth Commission has partnered with Teen Zone and will assist in purchasing needed program supplies and has donated \$500.00 to be used as needed. Lastly, plans are still underway for the Historic Black College & Universities Tour. This trip was put on the Teen Zone Facebook page which stimulated a lot of response.

Fire Department staff is exploring the development of a youth-based firefighting related program as community outreach and potential member development strategy.

The Fire Department will continue its support of current youth outreach programs such as the Prairie State high school firefighting day, youth day and career day. The Fire Department continues a relationship with Prairie State College and its Fire Science program and has assisted with its High School Firefighter Day, Basic Firefighter Operations training program and other fire science programs.

Additionally, this relationship assisted in the staging of a regional training class at Freedom Hall and Prairie State and fostered a one day training spectacular known as Firepalooza.

The Fire Department will review school public education and the Babysitter/Latchkey programs for their suitability and content related to changing youth interests and focus. The Fire Department educational programs are being done across all elementary schools. Pre-school safety programs have been conducted; the Operation Head Start and a babysitters/latch-key classes were taught in conjunction with the Parks and Recreation Department. With classes now being presented to Blackhawk, Mohawk, Talala, Indiana and Arcadia Schools, the Fire Department is on track to meet the goal of reaching 80% of all third graders.

The Fire Department will participate wherever practical to support youth related activities across all Village operations. Firefighters continue participation in the annual career day programs hosted by Rich East, Forest Trail Middle School and Prairie State College. The goal is to encourage students to consider a career in firefighting and emergency medical services. The Fire Department also assisted with the Prairie State High School Fire Academy.

The Health Department collaborated with Bloom Township School District #206 to ensure student immunization status was in compliance with State of Illinois mandates. The Department nurses worked closely together with Bloom Township and Bloom Trail High School to renew immunization records and administer shots at the school. This prevented students from being excluded from school due to medical non-compliance and causing a loss of valuable classroom instruction time. The Department was also instrumental in providing immunizations to the children outside of regular clinic days/hours to accommodate working parents and eliminate students missing school. The health department received an overflow of infants and children referred for vaccines from the local Federally Qualified Health Center (FQHC), Aunt Martha's of Chicago Heights. The health department worked diligently to assist in helping these parents to keep their children's shot records up to date. Many of the parents were also pleased to discover that the immunizations could be recorded electronically into the state immunization registry. Finally, several of department nurses have participated in career day at Illinois and Indiana elementary schools and Rich East High School.

To emphasize the importance of volunteers for youth programs, the Communications Director will coordinate the filming of various members of commissions – including the Youth Commission – for the purpose of producing a short video to convey the need for volunteers to provide service to all residents with an emphasis on youth.

In targeting the 13 to 17 year old age group in particular, the Communications Director will continue to utilize social media as a means to connect with teens, who are avid users of online communication platforms.

Park Forest Idols held its fifth and final show in January 2015. During the final show, several community residents, outside constituents, and judges committed to assisting on brainstorming on another fun and creative event for the youth.

The Communications Director supports the Recreation and Parks Department's TeenZone program by providing outreach assistance related to the program's presence in the community.

The Communications Director continues to evolve the Village's scholarship program for high school seniors. Videos interviews of awardees are now a standard part of outreach efforts for the program to help increase awareness of the initiative as well as awareness of the positive youth of the community. Videos are viewable on the Village's social media sites.

The Communications Director, in collaboration with the Cable Commission, Community Development Director and Recreation and Parks Director, teamed up to build-out a space in the basement of Village Hall that will serve as a television studio space. This studio will be used for the filming of interviews, public service announcements, and for other media purposes by Village staff. The space will also be open to residents, with an emphasis on youth. The Communications Director is in the beginning stages of developing a program where youth interested in media work can get valuable on camera and behind the camera experience.

LONG TERM IMPLEMENTATION STRATEGIES (13 – 60 months)

Recreation and Parks will continue the short-term strategies noted above. Additionally, development of a Youth Arts Program will be explored as will programs related to the performing arts and sports.

Staff will investigate funding and location options for a permanent location of a Youth Center. Staff investigated several options (Dining on the Green, the Wetlands Discover Center, St. Irenaeus Church, etc.). Space accommodations, cost for build-out and a permanent location were some of the factors looked at in seeking a permanent location. At this point in time, the Teen Zone is likely to continue at the Recreation Center at Forest Trail Middle School.

Status Update: School District #163 has begun its long planned addition to the former Forest Trail Middle School. The District currently uses the Rec Center for its gymnasium and cafeteria. Both of these amenities are included in the addition. Village staff has met several times with District staff trying to ascertain the District's plans for continued use of the Rec Center but have not received a definite answer. Staff expectation is that SD #163 will significantly reduce its use of the Rec Center if not discontinue its use altogether. As plans develop and use by SD #163 become known, R&P staff will investigate how the Rec Center would best be used to meet expected facility needs.

The Fire Department will work with the local high school as they transition to a technical base on the potential development of a high school-based career development program in fire/EMS.

Fire personnel will consult with Recreation and Parks on fire and life safety requirements for proposed new or retasked facilities for use as a community center.

The Fire Department will foster ongoing relationships with educational institutions to support firefighter and EMS-based preparation programs and curriculum. Scheduled for this budget year is another high school firefighter day and the 2nd annual Firepalooza; both supported by the fire department at minimal budget impact.

The Fire Department will research the possibility and ramifications of fire explorer or intern type youth/young adult programs for fire and EMS. The department will also look at look at developing short and long-duration adolescent/teenager programs such as Operation Prom Night, Career Camps, etc.

The Police Department will continue to run the Police Athletics and Activities Center (PAAC) program in the summer with a stronger concentration on involvement from Park Forest children.

Police personnel will maintain/build relationships with Rich East High School and the eight Park Forest grammar schools through liaison programs, and continued involvement in their activities (Science Fairs, PEER Programs, Peace Summits, Outdoor Education, the B.I.C.Y.C.L.E. Program, etc.). The Police Department continued giving away bikes in the eight grammar schools across Park Forest. Bikes are being raffled off for those students who have attained the goals set out by the various schools dealing with positive behavior as part of the fourth year of the B.I.C.Y.C.L.E. Program. More than 240 bicycles, helmets and locks have been given out in the first three years of the program. Two Officers are planning on attending the Outdoor Education program again for Indiana School in the month of April 2015.

The Police Department is also entering into a second year of a School Liaison Program with District #163 in which off-duty officers are hired to be at Forest Trail Junior High two days a week. Officers will teach a class the last period of the school day on various subjects including gang awareness, anti-bullying, drug prevention and other pertinent subjects. Liaison Officers will also be in attendance at special events put on by the different schools during the year and will assist the district with any problems they are having. With the restructuring of District #163, officers have been actively involved with assisting each school and the district in re-configuring crossing guards, student drop-offs and foot traffic patterns.

The Police Department will partner with Recreations and Parks in joint programming by providing funding from the vehicle seizure program and mentoring youths involved in those programs with Police Officers when applicable. Plans are to again provide Recs & Parks with some funding from the Vehicle Seizure dollars to support programs aimed at youths.

The Police Department will re-establish the Shooters wrestling program at Rich East High School in the winter partnering with Rich East Staff and Police Officers. The Park Forest Police Department Shooters wrestling program has not been implemented in over two years. Lack of commitment by the Rich East High School Staff member that was to be tasked to run the overall program is the main reason the program has not gotten off the ground. The Police Department was going to provide financial support to the program and a Police Officer was going to assist in the program. Attempts are going to be forth coming to evaluate the probability of the success of the program.

A 2014 Illinois Department of Transportation eLAP Impaired Driver Enforcement grant of \$5,769 allowed the Police Department to conduct six Roadside Safety Checkpoints focusing on reducing impaired drivers on the roadways of Park Forest. During the enforcement period of this grant 90 traffic citations were issued, 9 impaired driving arrests were made, 11 drug arrests were made, 1 wanted fugitive was arrested and several vehicles were seized under local ordinance.

A Police Department grant (\$19,017) from the State's Impaired Driver and Occupant Protection Enforcement program allowed Staff to conduct Roadside Safety Checkpoints, Enforcement Zones, and Saturation Patrols focusing on reducing impaired drivers and occupant protection violations on the roadways of Park Forest. To date, the efforts have resulted in two impaired driving arrests, 57 citations being issued, one drug arrest was made and three wanted fugitives were removed from the street along several vehicles being seized under local ordinance.

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

- a. Continue to recreate the Eastgate Neighborhood.
- b. Consider partnering with the Cook County Forest Preserve District to develop recreational areas around the Eastgate neighborhood.
- c. Coordinate residential rehab programs with sustainability focus.
- d. Continue encouraging new development in the DownTown area.
- e. Implement regulatory changes in policy to encourage mixed-use development, especially to attract millennials and young adults who prefer more of an urban lifestyle.

SHORT TERM IMPLEMENTATION STRATEGIES (within next 12 months)

Staff will work interdepartmentally to enhance the viability of commercial development and residential quality of life through administering the Troubled Building and Property Task Force by identifying and comprehensively addressing problem properties, owners and occupants, implementation and administration of the Crime Free Housing Ordinance and the Vacant Building Registry Ordinance. In 2014, 323 vacant properties registered at a compliance rate of 80%. In addition in 2014, 206 court citations were issued on properties through the Adjudication Process to resolve outstanding property code violations matter of enforcement. Since 2007, 181 properties have been brought to the Civil Court process. Also in 2014, the six year trend in the rising number of vacant properties dropped to a yearly average of 587, down from 665 in 2013. Additionally in 2014, Foreclosed properties also turned down a six year increase with a yearly average 732 properties reported. In 2013 that average was 766. Related to Crime Free Housing implementation, more than 60 renters have been removed from problem properties since the program's inception in March 2008. In three cases, an eviction was contested in court proceedings and the Village prevailed in each instance.

Another Police Department initiative is the Problem Oriented Policing (POP) program. In its third full year, the POP program entails police officers being assigned to specific neighborhoods to "make their own." Quality of life issues are being addressed with emphasis on compliance not enforcement unless necessary. Officers made personal visits to the majority of the residences involved in the Park Forest Community-Wide Garage Sale.

The Communications Director supports the Building Department's code compliance efforts by alerting residents to various enforcement issues ranging from grass height in the summer to the need for residents to have readable addresses in the winter. Messaging on code compliance issues is included in water bills and Discover Magazine.

The sustainability coordinator has applied for a *Partners for Places* grant (formerly the Local Sustainability Matching Fund) to do education, outreach and retrofits of non-profits, houses of worship, multi-family and single family residential homes regarding water and energy conservation and efficiency. The application and program details were developed in collaboration with The Chicago Community Trust, Faith in Place and Elevate Energy. The funding decision will be made in May and work will start in June 2015 and go through May of 2016.

Staff will continue to identify problem properties throughout the Village for demolition for neighborhood redevelopment, including renovations and "in-fill" developments. This work can be carried out by Village operations or, where appropriate, in tandem with outside agencies to leverage resources with the South Suburban Land Bank Authority and/or the Cook County Land Bank.

Staff continues to work with Mecca Companies and Tower Contracting, to purchase and rehabilitate vacant, foreclosed residential structures. To date, Mecca has purchased five homes, of which four have been rehabilitated and two have been sold. Funding remains for the purchase of up to three more homes. Tower Contracting has purchased nine homes, two of which are rehabilitated and sold to homeowners. They have an additional four homes under contract for purchase. The work of these developers is funded through the State's CDBG-IKE program and IHDA's Neighborhood Stabilization 3 program (Mecca) and IHDA's Building Blocks program (Tower).

The Village has obtained funding to demolish five blighted, vacant homes and to rehabilitate six vacant, foreclosed homes through IHDA's Abandoned Property Program. Requests for proposals for demolition of the five homes will be issued by the Village in early 2015. The SSLBDA will manage the rehabilitation program under this grant, and is expected to begin rehabilitation on at least two homes (406 Suwanee and 335 Illinois) by early 2015.

IHDA has created a new program that makes funds available for demolition. The Blight Reduction program provides up to \$35,000 per house for acquisition, demolition/ deconstruction, workforce development, and landscaping. The Village has applied for these funds as part of a joint SSLBDA application that also includes the Villages of Robbins and Steger and the City of Joliet. Fifteen Park Forest homes, all located in the Eastgate neighborhood, are included in this application. In addition to the SSLBDA, other partners to this application include OAI, Inc., the Delta Institute, the Cook County Sheriff's Office, and the Building Materials Reuse Association.

Staff will continue to build relationships with outside agencies for funding programs to offer down payment assistance programming and to continue outreach to find viable purchasers to live in rehabilitated housing. To date, 28 new homeowners have purchased homes in Park Forest using IHDA's Building Blocks down payment assistance program.

Staff will continue to create events to assist with filling revitalized homes by engaging the realtor community. Information sharing sessions are periodically held so realtors can be made aware of all amenities which come with home ownership in Park Forest. This includes awareness of financial assistance programs available through governmental programs.

The Fire Department will continue to work with the local school districts in facilitating their State required inspections and in support of life safety initiatives.

Fire Department staff will engage new and continuing businesses providing them with an understanding of code concerns and issues as they apply to their respective business.

Fire personnel will work towards a 75% compliance on all fire code violations including annually conducting one inspection on all occupancies and a second inspection on high hazard occupancies. Current information from the Fire Prevention Bureau is that things are well on target to meet this objective by the end of the fiscal year.

The Fire Department will partner with the Building and Economic Development Departments to overcome home-based sprinkler bias issues.

The Fire Department reviewed the 2012 editions of the NFPA, Life Safety Code and the International Fire Code for the purpose of future adoption. The fire code, as well as the building code updates were adopted by the Board in late 2014. Implementation of these codes began as of January 1, 2015 and the Fire Prevention Bureau is working to provide information to businesses and prospective businesses as needed.

The Fire Department is proactive in the enforcement of fire prevention codes to reduce the risk of a hostile fire negatively impacting the Village's limited tax base. The Fire Department performed 357 original inspections and re-inspections to date in 2014 with a 91% clearance rate on all code violations. The Fire Prevention Bureau conducts one original inspection for all commercial properties, and two on high-hazard and assembly uses within the Village. The Fire

Prevention Bureau reports they are well on their way to meeting this goal by the end of the current fiscal year.

The Plan Commission met with the Cook County Forest Preserve District to discuss how the amenities in the Sauk Woods Forest Preserve can be made more accessible to the Eastgate neighborhood through enhanced bicycle and pedestrian access.

Recreation and Parks will seek counsel with the Cook County Forest Preserve District (CCFPD) on more direct access options through the Eastgate Neighborhood to the Forest Preserve, in particular the Sauk Trail Woods.

Staff will assist the CCFPD in improving the perception of the forest preserve as a safe place for visiting and recreation.

Staff will work with the Village's attorney to initiate the lien foreclosure process on all vacant lots where vacant, blighted homes have been demolished in the past four years.

Staff will facilitate a planning workshop with the Plan Commission and residents of the Eastgate neighborhood to identify desirable interim uses for the vacant properties in that neighborhood. This workshop is tentatively planned for early June 2015.

The Metropolitan Mayors Caucus was awarded \$300,000 from the Illinois Attorney General's National Foreclosure Settlement Fund for a two year project to explore how code review and enforcement processes can be streamlined and made more consistent across municipalities, develop an inter-municipal database for tracking troubled properties (and their owners), create incentive programs to reward responsible landlord behavior, and publish a "best practices" manual on code enforcement and monitoring strategies. The Villages of Park Forest, Richton Park, South Chicago Heights, and the City of Chicago Heights are participating in the pilot program. At this time, the participating communities have agreed that the most beneficial inter-jurisdictional activity would be to have a shared administrative position that would be responsible for preparing code violation notices, filing liens, and doing similar paperwork. This would free the code inspectors to spend more time in the field. A larger group of municipalities is working on the shared database element of the project.

The Chicago Metropolitan Agency for Planning (CMAP) continues to work on a comprehensive revision of the Zoning and Subdivision Ordinances. Many revisions to these ordinances address sustainable and mixed use development. The draft Unified Development Ordinance should be ready for presentation to Village Staff by early in 2015.

A CMAP LTA application for a bicycle and pedestrian plan was awarded to create a 'road map' for the future development of bicycle facilities and pedestrian walkways. The Bicycle and Pedestrian Plan for Park Forest, adopted by the Village Board in December 2014, continues to move the Village forward in its sustainability goals by identifying concrete actions that the Village can take to improve and enhance active transportation networks, creating safe and enjoyable bicycle and pedestrian routes and encouraging sustainable local transportation. Specifically, this plan seeks to increase bicycling, walking and transit use, improve traffic safety, enhance local businesses and foster a healthier, more environmentally friendly community. A Steering Committee consisting of residents and Village Staff worked with CMAP staff to develop the Bicycle and Pedestrian Plan.

LONG TERM IMPLEMENTATION STRATEGIES (13 – 60 months)

Staff will develop a long term strategy for the effective and efficient adoption of changes and updates to the Villages building and fire prevention codes.

The Fire Department will work in conjunction with the Economic Development and Building Departments on planning and development issues to maximize fire protection planning and implementation of developments of all sizes.

The Fire Department will assist other departments on residential rehab programs to facilitate fire safe code compliant occupancies.

Recreation and Parks will enhance and develop programming that augment and support the efforts to encourage mixed-use development to attract millennials and young adults who prefer more of an urban lifestyle.

The Police Department will further its activities of the Problem Oriented Policing (POP) program. This will lead to Police Officers having better relationships to the neighborhoods they are serving. The goal is for residents to know their dedicated POP Officer and the officer should know his/her residents. Officers will continue to engage citizens and have positive interactions while patrolling their assigned Problem Oriented Policing areas. Foot patrols, speaking with residents and attending neighborhood events will continue to be focused on in the upcoming months.

Staff will research and identify development partners to assist the Village in implementing its vision for the Eastgate neighborhood. Staff will facilitate a planning workshop to review the concept plan for redevelopment of the Eastgate neighborhood in the Strategic Plan for Land Use and Economic Development and reaffirm or revise.

Coordinate redevelopment of the Eastgate neighborhood with implementation of the Cook County Forest Preserve's master plan for improvements to the Sauk Woods Forest Preserve so access to each area is enhanced and recreational opportunities in the forest preserve are consistent with the redevelopment goals for Eastgate.

In accordance with the Illinois Smoke Free Act, Park Forest prohibits smoking in all public buildings and within 15 feet of the outside of public buildings. With that in mind, the Village's health department has partnered with Cook County Department of Health to introduce a new community health initiative to limit involuntary environmental exposure to second-hand smoke. This spring, the Park Forest Health Department's staff will attend a "Freedom from Smoking Facilitator's" training offered by the American Lung Association. In this collaborative effort, Park Forest Health Department (PFHD) will receive funding as well as technical support from Cook County Department of Public Health, the Respiratory Health Association, and the South Suburban Mayors and Managers Association. Staff will then conduct community presentations to heighten awareness of the increased incidence of illness and pre-mature death associated with smoking. The Health Department will also become a provider referral location for a "Smoking Cessation Quit-line" available to residents who have made a choice to quit smoking and need support. In November 2014, a resolution was adopted supporting this community health initiative as the Village endeavors to be recognized as a "Healthy Hot Spot" which will be marketed as an area where renters with sensitive respiratory diseases can expect minimal exposures to second-hand smoke. An ancillary goal will be to reduce childhood and adult Asthma and COPD-Chronic

Obstructive Pulmonary Disease exacerbations, lung cancer cases, and the numbers of acute heart attacks.

Health Department Staff have become registered members of the National Association of City and County Health Departments and will attend a very structured and renowned community assessment training developed particularly for Local Health Departments called MAPP (Mobilizing Action through Planning and Partnership). MAPP is an IDPH-approved public health community assessment framework. The long term goal of the health department is to get staff trained by August 2015 to then establish long-term and meaningful partnerships with area stakeholders.

The Health Department will conduct a community-wide assessment in the fall of 2016 and accumulate, combine and review data in the calendar year of 2017. After data is collected and analyzed by health care specialists from the local hospitals, FQHC and the LHD-local health department Park Forest Health Department will determine if the implementation of the new smoke-free housing policy can be linked with decreasing incidents of respiratory and cardiac related morbidity and mortality area statistics. The hope is that to show a reduction in the current community area rate of childhood and adult Asthma and COPD-Chronic Obstructive Pulmonary Disease exacerbations, the current number of newly diagnosed Lung Cancer cases, and the numbers of acute heart attacks seen currently at both St. James affiliated hospitals. In addition, Staff hopes to identify new emerging public health needs and areas of gaps in access to health care so that Staff can align health department services to meet the CORE health needs seen within the village. Staff will also use this data to support the need for available federal and state public health grants that Staff pursues. Staff will also use this data along with St. James Hospitals to prioritize the top three community health concerns and collaboratively partner to draft unified IPLAN-Illinois Project for Local Assessment of Needs to address the priority issues in a strategically written time frame including combining the needs and specialized services of each area stakeholders to improve the health status of the community. Finally, the long term strategic goal is to apply for PHAB (Public Health Accreditation) as a local health department. This is a nationally recognized quality measurement of the health department's various services and programs against the written state and federal standards for each program. In 2013, the PFHD achieved national accreditation through JCAHO-The Joint Commission on Accreditation for Health Care Organizations for its Home Health program. The PHAB accreditation will give a similar quality overview of the health department's public health programs and services such as immunizations, school physicals, Influenza clinics, lead screening and food sanitation inspections.

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

- a. Research and address areas of service duplication with other service providers.
- b. Evaluate core vs. non-core services for costs and value added.

SHORT TERM IMPLEMENTATION STRATEGIES (within next 12 months)

Staff will identify core versus non-core services both as stand-alone services and as components of each department.

Staff will evaluate financial and non-financial benefits of identified non-core services. Areas reviewed include the Aqua Center, Tennis & Health Club, Freedom Hall, Health Department, Municipal Parking, Housing Authority and other recreational or promotional initiatives.

Recreation & Parks is developing baseline data to evaluate the services it provides. The Recreation & Parks Department has begun a review of its pricing of programs and services with the objective of establishing an updated cost recovery model. Expected outcomes from this review will be a rational, community needs-based philosophy of pricing and resource allocation that will both recover as much of the cost of providing services as possible as well as supporting those services, and amenities that have traditionally been available at lower or no cost. The intent is to also better support community programs that meet specific needs and provide services to those with a lesser ability to pay. The goal of this cost recovery model is to assure departmental sustainability through a logical and thoughtful philosophy that supports the core values, vision and mission of the department and the residents of Park Forest.

Recreation and Parks is also seeking ways to reduce operating expenses such as contracting maintenance where practical and feasible and experimenting with staff scheduling at the Park Forest Aqua Center. Adjustments in Aqua Center staffing for the 2014 season resulted in a decrease of 3,147 payroll hours over 2013, an 18.5% reduction and a savings in overall payroll expenses of \$15,195, a reduction of 10.5%.

Economic Development and Planning staff is analyzing its non-core programs, such as Park Forest Idols, Black History Month, Wine and Chocolate Tasting, Business Breakfasts, and MidSummer Madness, to understand the costs, revenues, and benefits of these programs. Information has been provided to the Village Manager and Finance Director for presentation to the Board of Trustees.

The Communications Director supports the triple bottom line concept of fiscal and service sustainable practices of the Village by incorporating sustainable tips and reminders in print communication (water bills and Discover Magazine) as well as creating YouTube videos that spotlight the Sustainability Coordinator's message to the public on how they can support this effort by incorporating sustainable practices into their lives.

The Communications Director also looks to make all paper processes digital, when and if possible. With the Village's new website and the technology it offers, several registration processes were conducted online over the past year, including but not limited to the Village-wide Garage Sale and a home buyer's workshop. Through these efforts, over 500 people took part in paperless, digital registration. Additionally, Boards and Commissions applications are now accepted online. Finally, when possible, messaging/forms/additional fliers are included on the reverse side of print pieces to be included in water bills to reduce paper and print costs.

The Health Department participated in various community health events in both 2013 and 2014 (Faith United Church, St Irenaeus Church, Annual Youth Day, Wright Family Fitness Fest, Governor State University's Daycare Parent's Health Fair and a Back to School Health Fair in Ford Heights sponsored by Blue Cross and Blue Shield and New Faith Baptist Church of Matteson) to promote health and wellness by providing blood pressure and glucose screenings. Staff nurses also gave a community wellness talk at the library on poison control and a health talk at Garden House Senior building on Identity Theft.

The Health Department partnered with fifteen suburban area vendors to coordinate an area wide network of agencies that provided services for clients with Alzheimer's and Dementia. The agencies all came together for a Care Giver's Conference to support families needing awareness

about available resources that can help them manage their loved ones care. The conference was well attended and received multiple compliments for bringing local awareness of the agencies services to residents.

The Health Department partnered with the Park Forest Senior Commission and the Park Forest Police Department on presentations to seniors about public safety and fall prevention within one's home. An upcoming program will focus on legal issues such as establishing living wills, powers of attorney, trusts and estate planning.

The Health Department attends many Village events as opportunities to provide information to residents about preventive health measures and risks for chronic health conditions. The goal is to help raise awareness of the health screening services available to them by Nurses Plus and the Park Forest Health Department. The Health Department continues to administer flu shots and will conduct flu clinics within the community for groups of 50 or more. Flu shots were offered as a courtesy to clients picking up food from the St. Irenaeus food pantry in addition to providing free blood pressure screenings to these clients.

In 2014, the Park Forest Health Department renewed a long term contract with Rich Township Senior Center to continue to provide monthly health screening services at the Shirley Greene Senior Center and four of the area Rich Township senior buildings including Garden House, Victory Centre of Park Forest, Juniper Towers and Cedar Ridge of Richton Park.

The Health Department Director continues to work closely with the Rich Township representatives and the Park Forest Rotary Club to plan an annual Senior Fair each May to expose area seniors to health service providers and businesses that can meet their needs.

During the summer, the Health Department coordinates and screens the vendors of the farmers' market to ensure that quality produce is sold to Village residents. The Health Department also continues to be a host site for the annual senior nutrition coupons distributed to low income seniors to assist them with gaining access to using the farmer's market. This year senior nutrition coupons worth \$21 each were distributed to 650 local area seniors. The senior coupons come from a federally supportive grant through Age Options to assist seniors in purchasing fresh fruits and vegetables at local farmers markets. Efforts to raise awareness of the ability to use Link/EBT cards at the Farmers Markets has resulted in slowly increasing trends of usage. As of writing this, more than \$2,300 has been spent using the SNAP program. The Department also staffs the Village tent at the farmers market and has brochures and flyers displayed at the manager's booth highlighting departmental services.

The AmeriCorps VISTA program in cooperation with New York City Coalition Against Hunger awarded Park Forest a VISTA volunteer to work on anti-hunger related programs. Volunteers are recent college or graduate school graduates looking to do service for their county in exchange for a small stipend (poverty level), student loan forgiveness and valuable real-world experience. They are required to work 40 hours each week for an entire year doing a variety of tasks related to the goals established by the host community. The goal of the program in Park Forest is to improve access to nutritious food options by enhancing awareness of the availability of

utilization of benefits at farmers' markets; support local, community gardening and agriculture efforts; and provide nutrition education information and opportunities for low-income residents. The VISTA volunteer has applied for 3 community gardening and 2 farmers' market grants, has developed a community garden logo and is revising/improving the community garden program, worked with the St. Irenaeus food pantry on healthy breakfast ideas and developed a network of volunteers from Governors State University.

The Village partnered with the University of Illinois Extension to provide a series of educational sessions related to gardening. Each month on the third Saturday from January through October a class was held in the Village Hall Boardroom. The purpose of these gardening classes was to increase resident knowledge and build capacity to expand the community garden program. The program was a great success, with an average of 20-30 residents attending each session. As a result a community of gardeners has been created in the Village and it is expected that these classes will expand to incorporate the Park Forest Community Garden Program. This partnership will continue into 2015 with programs being offered March – October of 2015. A greater focus on food gardening and more hands on workshops are planned.

The Health Department will continue to advertise in the village publications (Discover Magazine, Recs & Parks booklet, water bill mailings, etc.) to increase exposure to area residents.

The Health Department receives referrals of community concerns and conducts wellness checks on community residents in response to requests from the fire/police departments or Rich Township. Most of these referrals are handled within 1-2 days of the receipt of the concern. They are followed up with a wellness check and often result in calls for additional services such as Catholic Charities or the resident or family are provided with information about Nurses Plus programs which are available and that may be able to assist them.

Identify community/regional partnership opportunities to share costs and responsibilities of providing non-core services.

Assess services provided by other organizations to determine enhancements and promotional opportunities for Village services

Staff began evaluating options of a new financial, human resources and code enforcement/inspection software program. The new system will improve interdepartmental information sharing and incorporate resident and employee service enhancements. A consultant, Plante Moran, was selected to assist the Village. After conducting several departmental information gathering sessions the consultant prepared an RFP. RFP submittals were reviewed in December and on site demonstrations occurred in February and March. As part of the assessment process a list of issues and opportunities were developed to assist the Village in enhancing procedures.

The Fire Department is researching the possibility of shared services and activities with other local fire departments to reduce duplication of services. This activity is being hampered by staffing reductions and projected staffing reductions in neighboring communities.

Staff will review fees for service from a cost/value and service sustainability perspective.

The Fire and Police Departments will evaluate non-emergency services and activities on a cost value basis.

The Fire Department continues to look at expanding “Green Initiatives” into the physical plant, vehicles and operations. The Fire Department continues to move to a paperless pre-planning process eliminating large binders and replacing them with re-usable thumb data drives. Efforts at going paperless within Fire Prevention are being made by increasing e-mail reporting capabilities. Paperless EMS and Fire reporting are being explored as SouthCom Dispatch looks to a new Fire Records Management System. The Fire Department is continuing development and refinement of an anti-idling policy to reduce the use of fossil fuels and the generation of exhaust gases. This includes the examination of the use of an APU (alternative power unit) on new apparatus purchases. A solar panel was added to the department’s newest ambulance to allow the maintenance of electrical equipment without the vehicle needing to be running and similar strategies are in the planning stage for the purchase of the next replacement fire engine.

Health Department Staff will look at core vs. non-core services within the health department and begin to consider updating/changing health care models in order to capture full reimbursement available for services. Plans are to incorporate an electronic charting system in order to meet the three public health objectives for meaningful use which require the capability to submit electronic health data to other public health agencies. Incorporating meaningful use activities will improve the collaboration between clinical health care needs and services rendered through the local health department. Using electronic data collection system also strengthens the reliability of accurate accounts of encounters made through the health department and show the role of public health in screening and referring identified cases for primary health care and chronic disease management. Data collection also forms a stronger basis for applicable public health grants.

The Health Department will capitalize on recently-achieved national accreditation status by branding all home health marketing materials and circulating them to all local primary care providers, local hospitals, assisted living facilities, nursing homes, senior buildings and churches. Status Update: The Health Department has been working to build new revenue streams for the village’s home health and home services programs. Initially, the Park Forest Health Department underwent a survey to become nationally accredited in January 2013. Once Joint Commission Accreditation status was achieved, this opened the door for the Village to establish provider partnerships with several of the health insurance vendors such as AETNA, IlliniCare, Blue Cross and Blue Shield of Illinois, Meridian and Cigna. The health department is now aligned to receive home healthcare referrals from each of these insurance provider networks that have clients in the home service area. In addition to building these partnerships, the Park Forest Health Department has applied with the State of Illinois Department on aging to become a Home Services Provider through the Community Care Partner Program. This collaboration will start a new revenue stream from the state to the Village when referrals are received from IDOA for residents needing non-skilled home care services from Health Department staff.

The Department of Human Resources in conjunction with members of the Finance Department and members of the consulting firm Sikich, continue the facilitation of a comprehensive, village-wide Classification and Compensation study. To date, employees have completed Job Analysis Questionnaires, conducted interviews with the Sikich team and analysis of market surveys has begun. It is anticipated the study will be completed and implemented July 1, 2015.

LONG TERM IMPLEMENTATION STRATEGIES (13 – 60 months)

Staff will determine changes to be made involving non-core services.

Implementation of changes may be carried out through staff attrition and evaluating staff replacements.

Promote programs offered in partnership with other organizations.

Recreation & Parks will complete an evaluation, with recommendations of its services

The Fire Department will continue cooperative programs with surrounding fire departments to limit duplication of services and capabilities. The department will also research the possibilities of combining/providing services with/for neighboring communities and fire districts.

Fire Staff will seek out ways to assist in funding both core and non-core fire department services for the continuing benefit of the community and its citizens. The department will explore new potential revenue paths such as HazMat transportation fees; spiller pays fees and out of district response income. Programs of interest will be shared with the Board and Administration after they have been vetted by fire department personnel and administration.

Public Works continue to monitor the services provided and look at time, materials, and equipment used for ways to improve on effectiveness and efficiency. Staff has begun looking into the Taxi Service and options regarding the Village's efforts to provide this service.

Through Home Rule authority and existing ordinances, the Police Department will seek to shift enforcement efforts to Municipal Court, where/when possible, and allow all fines to be paid to the Village versus the small percentage that currently is passed on from the county court system. The Police Department is in the process of purchasing and implementing a new software module from Municipal Systems Inc. which will help with better management and automation of the Municipal Program from the issuance of the violation all the way to completion of the court process. Four new certified Hearing Officers have been recently hired and trained by the Village to better manage the Municipal Court Process.

The Village continues to seek out ways to improve the energy efficiency of all Village facilities. One of the most important parts of energy efficiency is to track and measure energy use. The Village Sustainability Coordinator logs energy use into the Energy Star Portfolio Manager benchmarking tool and develops energy efficiency and conservation campaigns to reduce energy use. The Village also encourages residents and businesses to take action to improve their homes and buildings. Presentations and introductions to energy efficiency service providers have been made and will continue into the coming years with the goal of reducing energy usage by 2-3% each year to achieve the goal of an 80% reduction by 2050.

In continuing to renovate 50-year old police station, the Police Department has recently completed a project replacing the large window section of the Court Room in addition to window renovations and window treatments in the Detective and Community Policing Offices. The deteriorating lobby entrance on the south side of the station was also replaced. The new windows are much more energy efficient and numerous occupancy motion sensors were added throughout the station to reduce energy use. Next, work will begin to remodel the lobby so that it projects a more professional look and first impression to the community. Subsequently, jail and processing

areas in addition to interview rooms will be upgraded. This project is safety-based for the Staff at the Police Department and the citizens that are seeking assistance.

The STAR Community Rating System is the first national framework to measure sustainability at the city or county scale and provide a tracking system to help local government organizations measure progress towards achieving community sustainability goals. Park Forest was selected to participate in the inaugural Leadership STAR Communities Program. The Village submitted an application for STAR certification on January 15, 2015. An initial evaluation will be delivered in late March or early April and final verification and promotion of the Village's certification level will take place in May or early June.

In October 2014, Park Forest was awarded the Governor's Sustainability Award and was one of twenty-four Illinois companies and organizations (only 6 of them were governmental agencies) honored for their significant achievements in protecting the environment, helping sustain the future and improving the economy. The award was presented by the Illinois Sustainable Technology Center (ISTC) which recognizes organizations that have demonstrated a commitment to environmental excellence through outstanding and innovative sustainability practices. This was the first time Park Forest was recognized for the many years of sustainable programs and projects that have been completed in the Village.

The Health Department will conduct routine community-wide health disparity surveys to identify gaps in access to medical primary care services. The statistics collected will be presented with grant applications as a basis for need for additional funding to continue and extend health care programs within Park Forest and the surrounding region.

The Health Department will partner with an area Federally Qualified Health Center (FQHC) to apply as a co-applicant for a HRSA grant for community health centers and partnering FQHC's. The health department will work closely with the partner FQHC to report current and ongoing trends in community area health data specifically focusing on area access to primary health care services.

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

SHORT TERM IMPLEMENTATION STRATEGIES (within next 12 months)

The Fire Department will research the potential for changing the basic delivery structure for fire and EMS services on a local and regional basis.

Fire personnel will continue participation in regional, state and national organizations (MABAS, CART, IFCA, IAFC, Will County Fire Chiefs, Cook County Fire Chiefs, etc.) acting as a catalyst for change in the fire and EMS community. On a somewhat limited basis, the Fire Department is working with the Illinois Fire Service Institute and a number of sponsors to bring free specialized training to the region on topics not otherwise presented locally. By working with these partners, department members and firefighters from the region experienced day long training with minimal cost or out of pocket expenses. To this end the Illinois Fire Chief's Association will be staging a 21st Century Fire Officer class at the fire department on the 3rd weekend in February.

Members of the Village Leadership Team will continue training and leadership presences across the region (SSMMA, Metropolitan Mayors Caucus, CMAP, Metro Managers Association, etc.),

the state (Illinois Municipal League) and in various professions (Government Finance Officers Association, American Planning Association, Illinois Public Employers Labor Relations Association, ILCMA, American Planning Association, American Public Works Association, US Green Building Council, etc.) to foster sharing of best practices.

The Fire Department will investigate the concept of community paramedicine and its potential impact on the department and community. Research continues in this area; but lacks a defined program guide in Illinois. The EMS committee of the Illinois Fire Chief's Association has indicated that they expect guidelines, at least for pilot programs, to be issued before the end of 2015.

Recreation & Parks will continue to partner with such organizations as SSSRA and South Suburban Parks & Recreation Professional Organization (SSPRPA) to be an example of innovative recreation programming. The Village also offers cooperative programming between The Villages of Matteson, Richton Park and Olympia Fields. These co-op opportunities' range from youth sports to senior trips.

The department is partnered with Richton Park Recreation & Parks and School District 162 in a grant to encourage student physical activity. This program will make use of area facilities such as the Tennis & Health Club and some parks for tennis lessons and soccer.

For the 2015 winter basketball season, Park Forest is hosting 11 youth basketball teams in a joint league with Richton Park. Games are played on Saturdays at several different locations in the two villages.

Recreation and Parks would like to partner with other Departments and Municipalities to host a "Civic University" or "Citizen Leadership Academy". Formatted to be an evening or weekend course; this program would introduce residents to the roles and responsibilities of municipal government, the roles and responsibilities of citizens and the importance of civic engagement.

The new collaboration with SSMMA and SMHEC to create the Park Forest Maker Space will enable the Village to attract inventors and entrepreneurs to create prototypes of new products that can then be marketed for larger production and sale. The Maker Space will also provide a program of courses and workshops that will educate the members about production, marketing, patents, and other key issues involved in the manufacturing process. This could be the start of an "innovation district" in the DownTown or at Hidden Meadows.

The Communications Director supports the Village's efforts to be a catalyst for innovative change in the region by spotlighting key initiatives like the Park Forest Maker Space and the numerous sustainable endeavors undertaken in recent years.

The Village will continue to be an active member of the South Suburban Land Bank and Development Authority.

The Mayor and Staff are working with SSMMA and the Chicago Southland Housing and Community Development Collaborative (the Collaborative) to finalize the Strategic Plan for the Collaborative and increase its exposure to other South Suburban communities and to potential funding sources. The development of the Strategic Plan is being led by the Metropolitan Mayors Caucus and the Metropolitan Planning Council.

Park Forest staff coordinated a shared municipal booth for the 2014 International Council of Shopping Center (ICSC) Real Estate Convention (RECon). The 600 square foot booth, branded as Select Chicago Southland, was shared by Monee, Olympia Fields, Park Forest, South Holland, University Park, Calumet Park and Richton Park. Five of the communities hired a shared appointment scheduler, and shared 26 appointments with retailers, brokers and developers. The Select Chicago Southland group has since expanded to include Blue Island, Calumet City, South Chicago Heights, Lansing, Midlothian and Steger. An 800 square foot Select Chicago Southland booth was part of the ICSC Deal Making event in Chicago in early October. Select Chicago Southland will also have a 900 square foot booth at RECon 2015. South Chicago Heights and Steger have dropped out of participation in the booth, and Alsip has joined. Riverdale and Midlothian are group members but have not committed to attending RECon.

The Economic Development Team will work with multiple communities, consultants, CSEDC, and the Cook County Assessor's Office to update incentives and procedures to spur economic development in the southern suburbs.

Public Works staff will make efforts to identify the individuals and departments of other governmental and non-governmental agencies like IDOT, Cook County Highway Department, Metra, CMAP, PACE, and Illinois Toll way that work in infrastructure and public works fields. The Public Works Director actively participates in the South Suburban Directors Association meetings, Transportation Advisory Group (TAG) meetings, and Transportation Committee meetings. Meetings are held monthly and are attended by surrounding community Public Works Directors and other governmental and non-governmental agency staff. DPW staff will participate in a South Suburban Mayors and Managers Association steering committee that will work to adopt region wide Complete Street recommendations.

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

The Commission on Human Relations will continue to attend the annual conference of the Illinois Municipal Human Relations Association and attend regular meetings, workshops, and conferences of the Chicago Area Fair Housing Alliance, South Suburban Housing Center, Illinois Municipal Human Rights Association, and Diversity Dinners.

LONG TERM IMPLEMENTATION STRATEGIES (13 – 60 months)

The Fire Department will seek out agencies and potential partners presenting innovative solutions to local fire, EMS and code problems.

Fire Staff will seek to create flexibility within contracts, policies, procedures and Village ordinances to maximize the ability to act in an innovative manner and as a catalyst for change.

Village Staff will continue to lobby at the local, state and national levels to allow the flexibility to implement change in a positive manner.

Staff will explore concept of an "innovation district(s)" where appropriate in the Village.

Work with Cook County, CSEDC, OAI and other partners to implement workforce development programs that benefit Park Forest residents and the employees of interested Park Forest businesses.

Staff will continue its work with Cook County, OAI, the Delta Institute and the City of Blue Island on work force development in the area of green jobs to create a vacant property maintenance program.