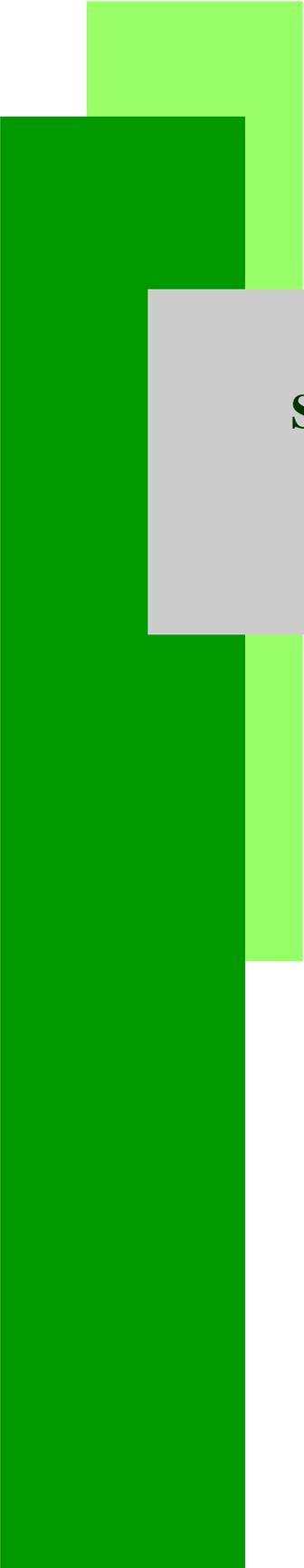


**Financial Update**  
**Saturday, November 21, 2015**  
**8:30 a.m. Village Hall**



**Financial Update**  
**Saturday, November 21, 2015**  
**8:30 a.m. Village Hall**

# **Agenda**

- 1. Preliminary Year-end Results**
- 2. Current Year Trends**
- 3. Tax Levy Projections**
- 4. Public Works Projects**
- 5. Economic Development Update**
- 6. Recreation & Parks Update**
- 7. 2015/2016 Board Goals - Year 2 of 5 Year Goals**

# MEMORANDUM

**DATE:** November 13, 2015

**TO:** Mayor John Ostenburg  
Board of Trustees

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

**RE:** Preliminary Year-end Results

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Attached are the preliminary pre-audited results for the Fiscal Year ended June 30, 2015. Following are key points related to the information contained in the attached charts.

## **GENERAL FUND REVENUES**

Overall actual revenues represented 102% of budget.

**Property Taxes** recorded represent 94% of budget. Actual revenue represents the second installment of 2013 and the first installment of 2014 which is now billed at 55%, for Cook County, of the prior year total. Worth noting is the reduction in collection of the 2013 extended levy. Collection rates decreased further from 92% to 90%. The reason for this decline are properties in transition including “Zombie Properties” (properties which are tax delinquent and banks have not foreclosed) as well as other tax delinquent properties.

**Sales & Use Tax** revenues represented 114% of budget and represented an increase from the prior year. Some of which relates to the new video gaming tax which was \$19,369 for Fiscal 2015.

**Utility Tax** revenues were 99% of budget, down from the prior year. This represents a \$64,743 reduction from last year.

**State Income Tax** represented 107% of budget reflecting an increase from the prior year.

**Personal Property Replacement Tax** is a form of corporate income tax and also increased a small amount from prior year.

**Real Estate Transfer Tax** revenues were 115% of budget and showed some improvement from the prior year reflecting the sale of Dollar General.

**Grants & Rebates** revenue ended the year at 107% of budget and reflect the PACE, Fire, DCEO Salt Dome, Arts Council and Sustainability grants.

**Transfers from Other Funds** at 108% of budget reflect budgeted transfers plus the transfer from the confiscated drug seizure fund for the DEA officer.

**Licenses** resulted in 110% of budget and included Crime Free Housing licenses and vehicle sticker licenses. Vehicle sticker rates were last increased in 2012.

**Permits** were 105% of budget and include relatively new security alarm permits and vacant building permits. Building permits were up slightly from the prior year. Cable TV Franchise Fees increased \$12,177. Permits also reflect the last year of electrical aggregation fees at \$37,702.

**Charges for Services** results vary by area. **Recreation & Parks** revenue reflects added “trip” revenue. **Health Department** revenue reflects a slight increase in Medicare revenues. Attached is a schedule showing the tax support of \$524,408 for the Health Department. **Hospital Transport** reflects the approved increase in ambulance fees. **Property Lease Revenue** declined reflecting non renewed cell tower leases. **Other Charges** include overtime salary reimbursement for the DEA officer of \$48,641, Jolly Trolley revenue of \$21,888, charges for grass and other liens, and MABAS reimbursement for Fire training of \$15,715.

**Fines** reflect improved collection on parking tickets and vehicle seizure fees of \$142,630, 20% of which is dedicated to youth programs.

**Interest Earnings** have declined substantially over the past nine years reflecting a reduction in market rates. The schedule below shows how rates have declined and the impact of this decline on an average \$3,000,000 balance.

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Illinois Treasurer's Pool	5.066%	2.067%	.153%	.193%	.031%	.087%	.014%	.012%	.047%
Interest Earnings	\$151,980	\$62,010	\$4,590	\$5,790	\$930	\$2,610	\$420	\$360	\$1,410

The laddered CD portfolio improved earnings. Interest earnings of \$64,399, combined with market value changes of \$19,092, were \$83,491.

Identifying some key revenues, excluding property taxes, shows a eight year trend of reduced revenue in several categories. Many of these selected revenues lag behind the Fiscal 2008 level. Although, some are recovering.

**KEY REVENUE COMPARISON**

	<u>Fiscal</u> <u>2008</u>	<u>Fiscal</u> <u>2009</u>	<u>Fiscal</u> <u>2010</u>	<u>Fiscal</u> <u>2011</u>	<u>Fiscal</u> <u>2012</u>	<u>Fiscal</u> <u>2013</u>	<u>Fiscal</u> <u>2014</u>	<u>Fiscal</u> <u>2015</u>
Sales Tax	\$ 670,036	\$ 615,553	\$ 576,938	\$ 649,933	\$ 656,921	\$ 696,244	\$ 705,591	\$ 779,014
Utility Tax	1,780,647	1,642,644	1,520,243	1,516,055	1,691,132	1,347,796	1,315,502	1,250,760
State Income Tax	2,223,207	1,982,466	1,788,235	1,819,373	1,892,338	2,070,101	2,104,560	2,279,826
PPRT	183,208	168,986	147,846	201,802	182,870	205,600	208,074	224,574
R. E. Transfer Tax	247,194	229,373	132,280	62,235	117,805	72,420	79,969	86,350
Building Permit Fees	102,045	77,260	118,729	81,207	118,812	86,480	82,637	91,137
Interest Income	<u>251,034</u>	<u>98,928</u>	<u>55,644</u>	<u>77,767</u>	<u>61,519</u>	<u>17,896</u>	<u>97,899</u>	<u>83,491</u>
	<b>5,457,371</b>	<b>4,815,210</b>	<b>4,339,915</b>	<b>4,408,372</b>	<b>4,721,397</b>	<b>4,496,537</b>	<b>4,594,232</b>	<b>4,795,152</b>

## **GENERAL FUND EXPENDITURES**

Actual General Fund Expenditures represented 89% of budget before encumbrances. Encumbrances are reserved dollars relating to approved projects (see attached chart). The chart is entitled Assignments so that these dollars can be set aside from fund balance reserves. Also attached is an information memorandum indicating all of the assignments. The attached list shows \$1,523,160 in encumbrances. This amount added to expenditures produces a 95% of budget result.

The **Police, Fire, Health, Recreation & Parks, and Economic Development Departments** matched or were slightly lower than budgeted expenses after encumbrances. **Administrative** expenditures reflected the reduction in IRMA costs and a major encumbrance of \$1,079,732. This reduction in spending will allow for technology upgrades reflected in the 2015/2016 Budget and encumbrances. A \$500,000 Assigned Fund Balance for the increase in IRMA deductible has been established, and a \$200,000 encumbrance to be set aside. Deductible costs were \$269,189 in Fiscal 2015. **Public Works** reflects roadway work encumbered and the Lincoln Highway fence which is rebudgeted in 2015/2016.

### **Fund Summary**

Estimated Unassigned General Fund Balance 6/30/15		\$ 9,256,909
Budgeted Carryover (2015/2016)		
Fund balance use for operations	(1,511,792)	
Roadway matching funds - FAU routes	<u>(500,000)</u>	
Committed use of Fund Balance		<u>(2,011,792)</u>
Adjusted Unassigned Fund Balance representing 3.7 months reserve		\$ 7,245,117

(The Board's Fiscal Policies require a reserve of 3-4 months of operations. One month's operating expenditures are \$1,974,368.)

## **DOWNTOWN RESULTS**

### **REVENUES:**

**Rent Revenues** were 108% of budget.

**Common Area** revenues reflect reduced receipts related to the theater building owner.

**Hall Rental** revenue reflects Dining on the Green revenue.

**Other Business Licenses and Miscellaneous** reflects the license agreement with SPAA Theater and the Route 30 LED sign rental.

**Transfer from General Fund** reflects Common Area Maintenance Costs.

**EXPENSES:**

Overall expenses represented 79% of budget. The second floor window replacement was carried over into 2015/2016.

DownTown Park Forest shows, for the third year, property tax payments related to the new assessments of Village owned property. 2014 was a reassessment year. In addition, the Assessor is adding previously missed 1<sup>st</sup> floor spaces. This will result in a higher property tax bill in 2016.

**ALL FUNDS:**

Revenues, excluding the library, represent 94% of budget. Expenditures represent 87% of budget. The following circumstances are worth noting:

**Police and Fire Pension** revenues reflect market gains and losses on the portfolios.

**MFT** The Motor Fuel Tax activity reflects a shifting of project completion to 2015/2016 for the Lincoln Highway Corridor Streetscape.

**Municipal Parking** expenditures exceeded revenues by \$50,876. Since the CN renovation, parking lot use has not as yet recovered. Salary allocations have been adjusted for 2015/2016.

**Following are the operating results of the Recreation Enterprise Funds:**

**RECREATION AND PARKS  
ENTERPRISE FUNDS  
PRELIMINARY YEAR END 6/30/15**

	<b><u>BUDGET</u></b>	<b><u>ACTUAL</u></b>
<b><u>Aqua Center (53)</u></b>		
Operating Revenue	232,581	192,362
Expense	<u>(402,436)</u>	<u>(439,369)</u>
<b>Net Loss</b>	<b>(169,855)</b>	<b>(247,007)</b>
General Fund Transfer *	<u>295,405</u>	<u>295,405</u>
<b>Net After General Fund Transfer</b>	<b>125,550</b>	<b>48,398</b>
<b><u>Tennis and Health (54)</u></b>		
Revenue	260,150	248,782
Expense	<u>(368,691)</u>	<u>(349,107)</u>
<b>Net Loss</b>	<b>(108,541)</b>	<b>(100,325)</b>
General Fund Transfer *	<u>110,000</u>	<u>110,000</u>
<b>Net After General Fund Transfer</b>	<b>1,459</b>	<b>9,675</b>

The Aqua Center continues to produce an operating loss in excess of budget. Membership rates and resident/non-resident rates will be discussed with the Board.

**TIF** revenues allowed the Village to abate \$875,000 in TIF debt related property taxes in 2014. An increase to a \$900,000 abatement is included for the 2015 levy.

### **TIF Debt Service**

	<u>Debt Service</u>	<u>Abatement</u>	<u>Tax Levy</u>
2009	1,009,087	500,000	509,087
2010	1,028,704	650,000	378,704
2011	1,068,010	750,000	318,010
2012	1,091,400	800,000	291,400
2013	1,101,850	850,000	251,850
2014	1,070,000	875,000	195,000
2015 projected	1,096,150	900,000	196,150

### **SUMMARY**

The Board has, in the past few years, adapted quickly to declining revenues by delaying hiring and reducing capital spending. In 2010 the CN settlement allowed the Village to enhance economic development and fire safety initiatives, add “green” components to the Aqua Center/wetlands discovery classroom construction, support a budget shortfall, set aside funds for Orchard roadway construction, and recently construct an electronic message board on the Orchard overpass. In Fiscal 2012 through the current year, the Village has been able to parley significant grant funds combined with Village contributions into major roadway improvements and fire safety equipment. In Fiscal 2013 the Board addressed the aging water main infrastructure with funding and a plan to replace four miles of water main. In Fiscal 2015 the Board approved use of General Fund dollars to supplement the water main replacement projects with added roadway work. Unfortunately, with revenues stagnant the burden on property taxes continue. A continuing challenge are infrastructure needs specifically water mains and roadways. In addition, uncertainty in State distribution of funds and low property tax collection rates are a concern.

**Village of Park Forest  
2014/2015 Budget Review  
as of June 30, 2015**

**GENERAL FUND REVENUES**

**PRELIMINARY RESULTS**

	FY 14/15 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Property Taxes - General & Pension	12,471,996	13,207,467	94%
Road and Bridge	81,368	82,000	99%
Sales & Use Tax	779,014	685,000	114%
Utility Tax	1,250,760	1,260,000	99%
State Income Tax	2,279,826	2,130,000	107%
PPRT - General & Pension	224,574	190,000	118%
Real Estate Transfer Tax	86,350	75,000	115%
Grants & Rebates	499,367	467,666	107%
Transfers from Other Funds	1,203,077	1,114,266	108%
Licenses	690,427	626,500	110%
Permits	576,270	551,000	105%
Charges for Services			
Recreation & Parks	442,128	294,500	150%
Health	408,714	323,513	126%
Hospital Transport	475,785	376,000	127%
Inspection Fees	86,820	95,000	91%
Property Lease Revenue	216,096	245,000	88%
Other Charges	232,551	45,500	511%
Asset Sales	267	1,000	27%
Fines	429,640	319,000	135%
Interest Earnings	<u>83,491</u>	<u>20,000</u>	417%
<b>Total Revenues</b>	<b><u>22,518,521</u></b>	<b><u>22,108,412</u></b>	<b>102%</b>

**Village of Park Forest  
2014/2015 Budget Review  
as of June 30, 2015**

**GENERAL FUND EXPENDITURES**

**PRELIMINARY RESULTS**

	FY 14/15 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Administrative	3,272,006	4,684,057	70%
Police Department	7,560,174	7,734,500	98%
Fire Department	4,256,419	4,470,800	95%
Health Department	933,122	997,901	94%
Recreation and Parks	2,524,677	2,744,490	92%
Public Works Department	1,377,152	1,837,619	75%
Economic Development & Planning	540,193	620,407	87%
Community Development	<u>589,153</u>	<u>622,255</u>	95%
<b>Subtotal</b>	<b>21,052,896</b>	<b>23,712,029</b>	<b>89%</b>
Transfer to Capital Projects	132,000	132,000	100%
Transfer to DownTown	155,036	155,036	100%
Transfer To Aqua Center	295,405	295,405	100%
Transfer to Tennis & Health	110,000	110,000	100%
Transfer to Library	<u>10,000</u>	<u>10,000</u>	100%
<b>Total General Fund</b>	<b><u>21,755,337</u></b>	<b><u>24,414,470</u></b>	<b>89%</b>

**Village of Park Forest  
2014/2015 Budget Review  
as of June 30, 2015**

**DOWNTOWN PARK FOREST  
REVENUES**

**PRELIMINARY RESULTS**

	FY 14/15 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
<b>REVENUES</b>			
DownTown Rent	564,511	525,000	108%
Farmers Market	3,160	4,100	77%
Common Area Revenue	51,911	88,511	59%
Hall Rental	14,955	13,000	115%
Other Business Licenses	24,500	5,000	490%
Transfer from General Fund (CAM)	155,036	155,036	100%
Miscellaneous	7,455	5,000	149%
Interest	<u>199</u>	<u>600</u>	33%
<b>TOTAL REVENUE</b>	<b><u>821,727</u></b>	<b><u>796,247</u></b>	<b>103%</b>
<b><u>Net Income (Loss)</u></b>	<b><u>27,466</u></b>	<b><u>(214,046)</u></b>	
Major Capital Outlays	0		
Depreciation	<u>69,219</u>		
Cash Flow	96,684		
<b><u>Beginning Net Cash</u></b>	<b>1,224,931</b>		
<b><u>Ending Net Cash</u></b>	<b>1,321,615</b>		

**Village of Park Forest  
2014/2015 Budget Review  
as of June 30, 2015**

**DOWNTOWN PARK FOREST  
EXPENSES**

**PRELIMINARY RESULTS**

	FY 14/15 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
<b>EXPENSES</b>			
<b><u>Personnel Services</u></b>			
Regular Salaries	77,832	89,645	87%
Overtime Salaries	2,853	1,500	190%
Temporary/Part time Salaries	<u>62,717</u>	<u>79,446</u>	79%
<b>Total Personnel Services</b>	<b>143,402</b>	<b>170,591</b>	<b>84%</b>
<b><u>Employee Support/Insurance</u></b>	46,792	59,800	78%
<b><u>IRMA</u></b>	30,000	30,000	100%
<b><u>Professional Services</u></b>	8,745	11,500	76%
<b><u>Property Taxes</u></b>	100,363	100,000	100%
<b><u>Operating Supplies</u></b>	25,848	23,100	112%
<b><u>Maintenance</u></b>	222,973	202,500	110%
<b><u>Capital Outlays</u></b>	24,927	185,000	13%
<b><u>Depreciation</u></b>	69,219	86,002	80%
<b><u>Miscellaneous</u></b>	4,714	7,500	63%
<b><u>Rentals</u></b>	9,000	9,000	100%
<b><u>Utilities</u></b>	<u>108,280</u>	<u>125,300</u>	86%
<b>TOTAL EXPENSES</b>	<b><u>794,262</u></b>	<b><u>1,010,293</u></b>	<b>79%</b>

**Village of Park Forest  
2014/2015 Budget Review  
as of June 30, 2015**

**REVENUE (All Funds)**

**PRELIMINARY RESULTS**

	FY 14/15 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund	22,518,521	22,108,412	102%
CDBG - Cook	6,418	6,418	100%
Housing Choice Voucher Program	5,990,768	6,109,124	98%
Police Pension	1,840,044	2,609,628	71%
Fire Pension	1,084,436	1,474,994	74%
MFT	916,472	1,695,315	54%
Water	6,166,893	6,969,926	88%
Sewer	1,334,651	1,805,141	74%
Municipal Parking	123,025	109,120	113%
Refuse	1,258,174	1,278,351	98%
Aqua Center	487,767	527,986	92%
Tennis and Health	358,782	370,150	97%
Downtown	821,727	796,247	103%
TIF - Downtown	843,398	833,714	101%
TIF - Norwood	0	0	0%
Vehicle Services	886,661	867,462	102%
Bond Retirement	194,704	223,650	87%
Capital Projects	140,507	137,000	103%
Foreign Fire Insurance	<u>13,915</u>	<u>15,000</u>	93%
<b>Subtotal</b>	<b>44,986,864</b>	<b>47,937,638</b>	<b>94%</b>
Library	<u>2,179,224</u>	<u>2,292,862</u>	95%
<b>TOTAL FUNDS</b>	<b><u>47,166,088</u></b>	<b><u>50,230,500</u></b>	<b>94%</b>

**Village of Park Forest  
2014/2015 Budget Review  
as of June 30, 2015**

**EXPENDITURES (All Funds)**

**PRELIMINARY RESULTS**

	FY 14/15 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund	21,052,896	23,712,029	89%
CDBG - Cook	0	0	0%
Housing Choice Voucher Program	5,988,994	6,102,072	98%
Police Pension	2,221,361	1,966,275	113%
Fire Pension	1,092,104	1,065,075	103%
MFT	463,555	1,749,724	26%
Water	5,133,633	5,938,406	86%
Sewer	824,861	1,305,710	63%
Municipal Parking	173,901	182,557	95%
Refuse	1,212,466	1,276,225	95%
Aqua Center	439,369	402,436	109%
Tennis and Health	349,107	368,691	95%
DownTown	794,262	1,010,293	79%
TIF - Downtown	1,364,067	1,396,959	98%
TIF - Norwood	0	0	0%
Vehicle Services*	844,952	904,847	93%
Bond Retirement	222,428	222,450	100%
Capital Projects	267,376	1,314,291	20%
Foreign Fire Insurance	5,843	18,000	32%
<b><u>Transfers from General Fund:</u></b>			
To Capital Projects	132,000	132,000	100%
To Downtown	155,036	155,036	100%
To Aqua Center	295,405	295,405	100%
To Tennis & Health	110,000	110,000	100%
To Library	<u>10,000</u>	<u>10,000</u>	100%
<b>Subtotal</b>	<b>43,153,616</b>	<b>49,638,481</b>	<b>87%</b>
Library	<u>1,504,319</u>	<u>1,997,935</u>	75%
<b>TOTAL FUNDS**</b>	<b><u>44,657,936</u></b>	<b><u>51,636,416</u></b>	<b>86%</b>

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

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

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

**Village of Park Forest  
Health Department Cost Analysis  
For Fiscal Years '07 to '15**

	<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>FY15</u>
<u>Revenue</u>									
Budget	441,060	442,000	424,000	433,200	402,500	402,100	384,400	307,175	323,513
Actual									
Public Health	108,147	105,203	66,266	88,321	111,768	92,807	81,086	68,292	100,658
Home Health	429,358	345,693	313,320	337,076	287,557	247,595	192,593	217,739	308,056
Grant	-	-	-	-	-	-	-	-	-
Other (Adj.)									
<b>Total Actual Revenue</b>	<b>537,505</b>	<b>450,895</b>	<b>379,586</b>	<b>425,397</b>	<b>399,324</b>	<b>340,402</b>	<b>273,679</b>	<b>286,031</b>	<b>408,714</b>
<u>Expenses</u>									
Budget	825,857	825,433	827,415	846,455	829,450	894,942	910,288	933,782	997,901
<b>Total Actual Expense</b>	<b>833,478</b>	<b>823,744</b>	<b>753,528</b>	<b>793,855</b>	<b>770,802</b>	<b>804,790</b>	<b>843,171</b>	<b>903,634</b>	<b>933,122</b>
<u>Village Support</u>									
Budget	384,797	383,433	403,415	413,255	426,950	492,842	525,888	626,607	674,388
<b>Total Actual Village Support</b>	<b>295,973</b>	<b>372,848</b>	<b>373,942</b>	<b>368,458</b>	<b>371,478</b>	<b>464,388</b>	<b>569,492</b>	<b>617,603</b>	<b>524,408</b>

**Village of Park Forest  
Cell Tower Leases  
Multi-year Comparison**

<b>Fiscal Year End June 30<sup>th</sup></b>	<b><u>SBA</u></b>	<b><u>AT&amp;T</u></b>	<b><u>Sprint</u></b>	<b><u>T Mobile</u></b>	<b><u>Crwn Cstl Firestation</u></b>	<b><u>U.S. Cellular</u></b>	<b><u>Cricket</u></b>	<b><u>Total</u></b>
<b>2005</b>	\$24,904	\$8,580	\$20,562	\$1,952				\$55,998
<b>2006</b>	\$28,240	\$8,580	\$21,179	\$19,718		\$4,527		\$82,244
<b>2007</b>	\$31,900	\$10,153	\$23,655	\$22,003		\$23,541		\$111,252
<b>2008</b>	\$30,544	\$9,438	\$22,469	\$20,877	\$14,800	\$22,352		\$120,480
<b>2009</b>	\$31,582	\$9,438	\$23,143	\$21,503	\$18,472	\$23,022		\$127,161
<b>2010</b>	\$32,846	\$9,438	\$31,219	\$22,148	\$19,211	\$23,713	\$21,350	\$159,924
<b>2011</b>	\$34,160	\$9,438	\$34,829	\$22,813	\$19,979	\$24,425	\$26,408	\$172,053
<b>2012</b>	\$35,526	\$10,303	\$35,350	\$23,497	\$20,779	\$25,157	\$27,200	\$177,812
<b>2013</b>	\$37,070	\$10,382	\$36,410	\$24,202	\$21,610	\$25,912	\$28,017	\$183,603
<b>2014</b>	\$38,302	\$10,382	\$37,411	\$24,928	\$22,576	\$26,689	\$28,857	\$189,145
<b>2015</b>	\$39,962	\$10,382	\$38,628	\$25,676	\$23,383	\$13,582	\$29,723	\$181,336

**ILLINOIS FUNDS  
MONEY MARKET FUND  
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

Average 5.066 %

See reverse side for Prime Fund rate

**ILLINOIS FUNDS  
MONEY MARKET FUND  
MONTHLY RATE HISTORY**

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

Average 2.067 %

See reverse side for Prime Fund rate

**ILLINOIS FUNDS  
MONEY MARKET FUND  
MONTHLY RATE HISTORY**

Date	Annualized Rate	Daily Factor
01-Aug-10	0.191%	0.000005245200
02-Aug-10	0.229%	0.000006287100
03-Aug-10	0.229%	0.000006287100
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%	0.000004853500
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

Average 0.193 %

**ILLINOIS FUNDS  
MONTHLY RATE HISTORY  
MONEY MARKET**

Date	Annualized Rate	Daily Factor
01-Sep-15	0.082%	0.000001694800
02-Sep-15	0.081%	0.000001681300
03-Sep-15	0.053%	0.000001444600
04-Sep-15	0.047%	0.000001277900
05-Sep-15	0.047%	0.000001277900
06-Sep-15	0.047%	0.000001277900
07-Sep-15	0.047%	0.000001277900
08-Sep-15	0.041%	0.000001124700
09-Sep-15	0.043%	0.000001168800
10-Sep-15	0.051%	0.000001386200
11-Sep-15	0.048%	0.000001304300
12-Sep-15	0.048%	0.000001304300
13-Sep-15	0.048%	0.000001304300
14-Sep-15	0.059%	0.000001623600
15-Sep-15	0.054%	0.000001469900
16-Sep-15	0.043%	0.000001171200
17-Sep-15	0.043%	0.000001178800
18-Sep-15	0.038%	0.000001048100
19-Sep-15	0.038%	0.000001048100
20-Sep-15	0.038%	0.000001048100
21-Sep-15	0.039%	0.000001061600
22-Sep-15	0.040%	0.000001093300
23-Sep-15	0.042%	0.000001158100
24-Sep-15	0.052%	0.000001411700
25-Sep-15	0.043%	0.000001169400
26-Sep-15	0.043%	0.000001169400
27-Sep-15	0.043%	0.000001169400
28-Sep-15	0.045%	0.000001243500
29-Sep-15	0.044%	0.000001211900
30-Sep-15	0.053%	0.000001455200

Average 0.047%



www.villageofparkforest.com

**Mayor**  
John A. Ostenburg

October 1, 2015

**Village Trustees**  
Mae Brandon  
JeRome Brown  
Tiffani Graham  
Robert McCray  
Georgia O'Neill  
Theresa Settles

Baker Tilly Virchow Krause, LLP  
1301 W. 22<sup>nd</sup> St., Suite 400  
Oak Brook, IL 60523-3389

**Village Clerk**  
Sheila McGann

Attention: Michael Malatt

**Village Manager**  
Thomas Mick

Dear Mr. Malatt:

In preparation for the financial statements for the fiscal year ended June 30, 2015, I've assigned the following fund balances:

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

**General Fund**

Assign for:

Administrative Purposes	\$ 1,079,732.00
Public Safety Purposes	49,426.00
Recreation and Parks Purposes	211,725.00
Public Works Purposes	154,010.00
Economic Development Purposes	18,267.00
Community Development	10,000.00
<b>Sub Total</b>	<b>\$ 1,523,160.00</b>

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

**Additional Assignments**

Employee Computer Purchases	\$ 37,544.00
Contribution Funds	50,682.00
Orchard Drive Signal	300,000.00
Eastgate Redevelopment	477,800.00
IRMA Deductible	500,000.00
Land Held for Resale	773,970.31

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

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

**Health Department**  
350 Victory Drive  
(708) 748-1118

**Total General Fund Assigned Fund Balances:** \$ 3,663,156.31

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

**Debt Service**  
Assigned for Future Projects \$ 43,061.51

**Recreation and Parks Department**  
350 Victory Drive  
(708) 748-2005

**Capital Projects**  
Assigned for Capital Projects \$ 1,218,389.03



www.villageofparkforest.com

**Mayor**

John A. Ostenburg

**Village Trustees**

Mae Brandon  
JeRome Brown  
Tiffani Graham  
Robert McCray  
Georgia O'Neill  
Theresa Settles

Library

IRMA Deductable \$ 50,000.00  
Assigned for Capital Projects \$ 500,000.00

These assignments are made with Village Board notification and authority given in the Fiscal Policies adopted March 23, 2015.

**Village Clerk**

Sheila McGann

Sincerely,

Mary G. Dankowski, CPA  
Deputy Village Manager/Treasurer/Finance Director

**Village Manager**

Thomas Mick

MGD:at

**Village Hall**

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

cc: Village Board  
Tom Mick, Village Manager

**DownTown Management Office**

226 Forest Blvd.  
(708) 503-8153

**Fire Department**

156 Indianwood Blvd.  
(708) 748-5605

**Freedom Hall**

410 Lakewood Blvd.  
(708) 747-0580

**Health Department**

350 Victory Drive  
(708) 748-1118

**Police Department**

200 Lakewood Blvd.  
(708) 748-4700

**Recreation and Parks Department**

350 Victory Drive  
(708) 748-2005

VILLAGE OF PARK FOREST  
 ASSIGNMENTS  
 June 30, 2015

Prepared by:  
 Reviewed by:

*Sue*  
 7/2/15

<u>FUND</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>ACCT. #</u>
1			
<b><u>ADMINISTRATIVE PURPOSES</u></b>			
	200,000	IRMA Deductible	010100-510400
	20,000	Training -- Computer, Leadership Development	010100-520300
	3,625	Sikich - Personnel Manual Review	010100-530000
	6,523	Sikich - Performance Management Implementation	010100-530000
	527	Environment Commission - Nature Center Sneeple	010102-540400
	7,949	Senior Commission Initiative	010102-540400
	8,108	Youth Commission Initiatives (Net Carnival Proceeds)	010102-540400
	20,000	Legal Fees	010103-530130
	675,000	ERP System (GEMS Project)	010104-560000
	5,000	Other Software Upgrades	010104-560000
	3,000	Internal Audit	010104-530000
	<u>130,000</u>	Salary Compensation Implementation (1% base salary)	TBD
	<b>1,079,732</b>		
<b><u>PUBLIC SAFETY PURPOSES</u></b>			
<b><u>POLICE</u></b>			
	12,000	Training Expense	010700-520300
	9,000	Capital (Station Renovations)	010700-560000
	<u>28,426</u>	Youth Programs (20% of FY15 Vehicle Seizure Revenue)	TBD
	<b>49,426</b>		
<b><u>RECREATION &amp; PARKS PURPOSES</u></b>			
	10,000	Police Electrical Panels (3)	011107-560000
	10,000	Village Hall Interior Upgrades	011107-560000
	1,725	Somonauk Park Design Balance	011122-560000
	15,000	LifeCycle Projects / Eastgate Plan	011122-560000
	<u>175,000</u>	Resurface Central Park Parking Lot	011122-560000
	<b>211,725</b>		
<b><u>PUBLIC WORKS PURPOSES</u></b>			
	138,510	Street Maintenance (formerly Storm Sewers)	011700-550600
	<u>15,500</u>	Plow Pad / Storage	011700-560000
	<b>154,010</b>		
<b><u>ECONOMIC DEVELOPMENT PURPOSES</u></b>			
	1,000	Design for Resident Brochure	011900-530000
	3,000	Innovation District Support	011900-530000
	4,267	Civic Leadership Development Academy	011900-540400
	2,000	Postage for Resident Brochure	011900-590100
	<u>8,000</u>	Printing of Resident Brochure	011900-590800
	<b>18,267</b>		
<b><u>COMMUNITY DEVELOPMENT PURPOSES</u></b>			
	10,000	Home Demolition	012000-550500
<b>TOTAL</b>	<b><u>1,523,160</u></b>		

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

# MEMORANDUM

**DATE:** November 13, 2015

**TO:** Mayor John Ostenburg  
Board of Trustees

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

**RE:** Current Year Trends

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The current year trends are impacted by distribution of funds from the State in certain revenue categories and the possibility of further reductions.

## **Sales & Use Tax**

The Village combines sales and use tax in its revenue presentation because they both relate to sales. The difference is, the straight Sales Tax number is 1% of sales made in Park Forest. The Use Tax revenue relates to sales made statewide to companies outside of the State. Use Tax is included in the Local Government Distribution Fund (LGDF) along with Income Tax and distributed on a per capita basis. Use Tax due is indicated on the State website. The Village has not received distribution since August.

The attached schedule shows the twenty-one year trend in sales and use taxes. Sales and Use taxes have declined from a Fiscal 1996 high of \$1.2 million to \$572,014 received in Fiscal 2010. The current level of receipts are \$739,339. After twelve years of relatively flat sales and use tax revenue, revenue increased \$56,625 in Fiscal 2015. As indicated on the table the increase for Fiscal 2015 relates mostly to Use Tax.

The Village receives sales taxes on a three to four month lag. Detailed information is received even later. The Village does not receive information on individual businesses. It does receive quarterly information four months after the fact on type of businesses. The attached schedule for the second quarter of the calendar year shows revenue by type of business. Also attached are the top ten sales tax payers. Sales tax revenue from the top ten taxpayers decreased \$26,379 over the prior year to \$209,879 representing \$21 million in sales. Maharishi Petroleum is Marathon, and Nileema is Subway. Note that Dollar General and Sapphire Room are 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. Population declined further to 21,975 in 2010. The overall state population increased. The Village began to feel the impact of this population reduction in March 2011. But, surprisingly a major decrease in revenue did not occur in 2012 or 2013. Increases in State

employment could be a factor. As indicated on the “Key Revenue Comparison” in the Preliminary Year-end Results, Income Tax revenues finally recovered to the 2008 level. The Village receives income tax on a five month lag.

Motor Fuel Tax receipts have been impacted by the State Budget issues. The last receipt of funds was for June. Therefore, the Village is owed close to \$200,000 in distributions. Plus the added \$100,000 per year received over the last six years is gone.

### **Utility Tax**

Utility taxes have historically been a fairly stable revenue source reflecting 6% of total General Fund revenues. Other than the one-time audit adjustment of \$300,000 in April 2012, utility taxes have steadily declined over the last eight years. Going from \$1,780,647 to \$1,209,731 a reduction of \$570,916. This has been attributed to better energy efficient appliances and heating units as well as reduction in telephone land lines.

### **Property Taxes**

After a consistent pattern of collecting 94% of the Villages’ extended levy in Fiscal 2014 this collection rate dropped to 92%. In Fiscal 2015 collections dropped further to 90% of the extended levy. Even with conservative budgeting the Village only collected 94% of the Budget. Collections are impacted by ‘zombie’ properties (properties which owners walk away from). Collections are also impacted by properties the Village is in the process of acquiring where back taxes will be extinguished.

### **Potential New Revenues**

The Police Department has brought forth several revenue enhancing suggestions. These new revenues will help offset declines in utility taxes as well as supplement added expenses associated with the Housing Authority. The **Debt Recovery Program** will allow the Village to collect previously outstanding debt related to parking tickets, fines, permits and utility bills. The **License Plate Reader System** will allow the community service vehicle to identify vehicles subject to tow and impoundment. The owners of these vehicles have received at least five parking citations and have refused to adjudicate. Finally, a review of the **Crime Free Housing** fees is being undertaken to assess Village costs and potential adjustments.

### **Expenditure Trends**

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

**IRMA** costs declined from \$1,314,766 to \$839,590 in 2011. For the General Fund which pays 64% of this cost, the savings was \$294,084. Unfortunately, the Village’s claims experience forced IRMA to require an increase in insurance deductibles from \$10,000 to \$100,000. This was implemented January 2012. For Fiscal 2011/2012 the Village budgeted \$200,000 for deductibles. The unused portion of the first year’s budgeted deductible, plus premium savings, and available fund balance was used to establish an “Assigned Fund Balance for IRMA deductibles” for \$500,000. Deductible expense for Fiscal 2014 increased to \$292,994. The

budget for deductible expense increased to \$300,000. Premium savings related to the increased deductible has been used to construct the salt dome, fund the new Village-wide software project and implement the salary comparability study.

**Health Insurance** costs are in a state of flux. The health insurance industry has indicated that the cost for insuring additional people now covered under the health reform act will amount to larger premiums for existing customers. The potential long-term savings in hospital and other medical costs by having more people insured is currently unknown. Health Savings Accounts (HSA's) have been offered to employees to save costs.

The table below shows the Village share of health insurance. Over the last eleven years the Village cost has increased \$1,014,674 or 98%. Included in the table are the costs for the five disabled public safety individuals who legislatively are allowed 100% insurance coverage. The costs currently for these individuals are \$71,406 per year. Village costs are as follows:

<u>Health Insurance</u>		
	<u>Total Cost</u>	<u>Increase</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	1,624,529	7%
Fiscal 2011/2012	1,717,769	6%
Fiscal 2012/2013	1,711,334	-.4%
Fiscal 2013/2014	1,792,557	5%
Fiscal 2014/2015	1,886,798	5%
Fiscal 2015/2016 est.	2,051,673	9%

**IMRF** rates are scheduled to increase slightly from 12.40% to 12.43% in 2016. The Village has saved money delaying replacement hiring and has built enough of a fund balance to maintain the same amount for the tax levy, for seven years. For the 2015 levy an increase was needed. New legislation adopted April 2010 and effective with hires after January 2011 created a second tier of IMRF pension. Some of the changes include:

**Tier II Benefits**

- Increased vesting to 10 years (previously eight years).
- Increased the age to receive full retirement benefits to age 67 (previously age 60).
- Increased the age to receive a reduced retirement benefit to age 62 (previously age 55).
- Increased the number of months used to calculate the final rate of earnings.
- Caps the final rate of earnings used to calculate a pension at \$106,800.

It is anticipated that this will cause some municipal savings in the long-term.

## **Police & Fire Pension**

In 2011 legislation extended the amortization period from 22 years to 30 years, allowed the Village to spread the total liability over a longer period of time. This legislative change gave the Village the opportunity to save tax dollars, and reduce interest rate assumptions in 2012. Interest rate assumptions decreased from 7.5% to 7%. In 2013 and 2015 new mortality tables impacted the actuarially determined levy needs. In addition, dismal returns on fixed income investments warrant a further reduction in interest rate assumptions to 6.75%. Police and Fire personnel also have Tier II benefits that will produce reduced costs long-term.

### **Tier II Benefits Police & Fire**

- Increased minimum retirement age from 50 to 55 with 10 years of service.
- Pension calculated @ 2.5% for each year up to 75% maximum.
- Early retirement option at 50 with reduced benefits.
- Final salary for pension purposes is best 8 out of last 10 years.
- Caps final rate of earnings at maximum of \$106,800 (increased annually by 3% or ½ of CPI).
- Fire and Police Pensions must now be 90% funded by 2040. Previously were required to be 100% funded by 2033.

The current funding level of the Police & Fire Pension Funds of 46.6% and 49% support an opportunity, should Village funds become available, to add dollars to the Pension Funds over and above the actuarial determination. This initiative would increase the investment options and potentially save tax dollars long term.

### **Other Issues**

Foreclosures and vacant properties always have the potential for problems. Following is a summary of housing information:

#### **Housing Information Summary**

	<u>June</u> <u>2007</u>	<u>June</u> <u>2008</u>	<u>June</u> <u>2009</u>	<u>June</u> <u>2010</u>	<u>June</u> <u>2011</u>	<u>June</u> <u>2012</u>	<u>June</u> <u>2013</u>	<u>June</u> <u>2014</u>	<u>June</u> <u>2015</u>
# of houses vacant*	174	215	235	192	325	421	387	601	554
# of houses in foreclosure	131	205	310	368	470	504	808	744	665
# in foreclosure/occupied	24	80	187	259	278	300	638	409	381
# of houses reoccupied	14	14	47	46	30	42	74	57	49
# of new listings	22	58	56	66	69	77	305	45	38

\* Defined as all VA and HUD owned properties, plus all other properties vacant six (6) months or longer.

**DownTown Assessment**

In 2012 the Cook County Assessor’s office established leasehold PINs (Property Index Numbers) for the leases in the Downtown. These PINs were assessed and there was the potential of tax bills for the DownTown in the amount of \$719,029.76. The Village appealed the assessment and taxes were reduced to \$119,327.29. The plan was as tenants move out and new tenants move in, staff informs the Assessor and new PINs are created. After evaluating this plan for one year the Assessor is modifying its approach. In addition, the first floor of building one and seven were not assessed. It is anticipated that assessment and taxes will increase going forward.

**TIF**

The TIF was re-established in November 1997. It is set to expire November 2020. Tax increment dollars are used primarily to pay debt service. This debt currently at \$5 million includes the remaining portion of the \$10 million of debt existing at the time the TIF was re-established. Currently the \$1.1 million annual debt service payment utilizes \$900,000 of TIF increment. The TIF owes the Village \$4.4 million. Should the Village extend the TIF the likelihood of recovering these funds would increase. This effort would require the same process as the original establishment as well as legislative support. Staff is investigating and a recommendation is forthcoming.

**EAV (Equalized Assessed Value)**

Attached is a chart of the Village’s 10-year history of equalized assessed value. The Village was reassessed in 2008 increasing value 7.23% to \$219,491,270. In 2011, the reassessment dropped property values 25.56%. In 2012 values dropped 12.69% to \$144,211,783 and further dropped 8.07% to \$132,579,603 and 7.05% to \$123,229,196, the lowest level in ten years. The lower value translated to higher tax rates impacting the Village’s ability to attract commercial development. The tax rate in School District 163 increased from 31.736 to 34.602 and School District 162 from 26.212 to 28.651. .

Housing values are indicated on the attached chart. The average selling price for a house in Park Forest declined after a high value in 2007 of \$122,650 to \$47,310. The volume of sales also declined.

<u>Year</u>	<u>Home Sales</u>	<u>Coop Sales</u>
2007	419	n/a
2008	285	n/a
2009	259	91
2010	249	98
2011	199	111
2012	276	105
2013	295	95
2014	303	85
2015 (9 months)	243	75

Both of these factors have had a negative impact on real estate transfer taxes.

**Litigation**

A final determination on the Thorncreek Litigation is not as yet known. In addition, a civil case is also pending against the Village.

**Tax Support for Non-Core Services**

**Health Department**

Attached and summarized below is a nine year schedule of tax support for Health Department services. As Medicare revenue has declined for home health care, alternative revenue sources have been implemented. In addition, recent action with a staffing cost reduction has been implemented through attrition. Staff will continue to monitor Village support, making suggestions for revenue enhancement or cost containment.

<b>Village Support</b>		
FY 2007		295,973
FY 2008		372,848
FY 2009		373,942
FY 2010		368,458
FY 2011		371,478
FY 2012		464,388
FY 2013		569,492
FY 2014		617,603
FY 2015		524,408

**Aqua Center**

The Aqua Center currently needs \$240,000 to \$260,000 to support operations annually.

**Tennis & Health Club**

The Tennis & Health Club currently needs \$100,000 to \$120,000 to support operations annually.

**Freedom Hall**

Operating results for the last three years at Freedom Hall are as follows:

<b><u>FREEDOM HALL</u></b>				
		FY 2015	FY 2014	FY 2013
<b><u>Revenue</u></b>				
Rental		\$ 25,268	\$ 30,042	\$ 38,039
Events		4,656	4,263	4,597
Series		39,664	49,041	38,310
Arts Council Grant		<u>4,425</u>	<u>4,275</u>	<u>4,000</u>
Total Revenue		\$ 74,013	\$ 87,621	\$ 84,946
<b><u>Expenditures</u></b>				
Village Support		<u>(334,060)</u>	<u>(390,780)</u>	<u>(343,349)</u>

### **Conclusion**

The Board Goal of financial sustainability warrants a review of support for all non-core services, including the Health Department, Aqua Center, Tennis and Health Club, Freedom Hall, etc. Whenever possible cutting costs or enhancing revenue will be considered as opposed to eliminating services.

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

<b>SALES TAX (1%, disb.)</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
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	22,061	31,824	21,232	20,820	24,916	\$ 295,346
FISCAL YEAR END 16	29,763	24,687	25,896	24,185									\$ 104,531
<b>LOCAL USE TAX</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
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	37,481	56,813	20,100	39,232	41,364	\$ 443,994
FISCAL YEAR END 16	40,603	38,675	43,623	40,445									\$ 163,346
<b>SALES &amp; USE TAX COMBINED</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
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)

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

<b>SALES &amp; USE TAX COMBINED</b> (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	59,542	88,637	41,332	60,053	66,281	\$ 739,339
FISCAL YEAR END 16	70,365	63,362	69,520	64,630	-	-	-	-	-	-	-	-	\$ 267,877
<b>INCOME TAX</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
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	154,850	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	105,565	\$ 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	267,083	116,514	238,100	393,915	163,586	\$ 2,253,763
FISCAL YEAR END 16	230,811	133,944	127,574	224,216	-	-	-	-	-	-	-	-	\$ 716,544
<b>EXCISE/TELECOMMUNICATIONS TAX</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
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	41,295	46,324	42,233	41,214	45,619	\$ 497,846
FISCAL YEAR END 16	39,349	40,533	40,412	42,706	-	-	-	-	-	-	-	-	\$ 163,000

\*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

(2009), 2010, 2011, 2012, 2013, 2014, 2015 (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	
1st	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	
		Will	642.76	-	-	-	-	-	-	272.52	-	8.43	280.95	
		TOTAL:	65,553.71	-	-	-	-	-	-	26,174.29	-	372.35	61,323.01	
Q U A R T E R	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	
		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	
T E 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	
		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	
C A L E N D A R	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	
		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	
	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	
2015 132	Cook	66,151.41	-	11,278.07	-	348.19	-	-	9,981.40	31,905.14	3,791.46	274.41	57,578.67	
	Will	817.67	-	-	-	-	-	-	63.72	260.92	275.42	-	600.06	
	TOTAL:	66,969.08	-	-	-	-	-	-	10,045.12	32,166.06	4,066.88	-	58,178.73	
		Difference	(5,588.47)	(779.04)	(5,293.17)	189.09	-	-	(1,635.86)	(3,260.38)	809.13	37.29	(9,932.94)	
		from prior year												
2nd	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
		Will	607.68	-	-	-	-	-	-	227.06	22.03	-	-	249.09
		TOTAL:	79,965.97	-	-	-	-	-	-	16,612.29	23,055.20	-	-	75,738.28
Q U A R T E R	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	
		Will	614.94	-	-	-	-	-	-	222.37	55.57	-	277.94	
		TOTAL:	81,746.90	-	-	-	-	-	-	24,072.63	14,629.00	-	-	70,539.04
T E 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	
		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	
C A L E N D A R	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	
		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	
	Will	729.13	-	-	-	-	-	-	-	358.44	50.57	-	409.01	
	TOTAL:	75,179.63	-	-	-	-	-	-	10,330.85	35,544.99	3,320.27	-	71,033.78	
2015 121	Cook	79,080.49	-	14,374.83	8,392.81	-	-	-	9,558.97	37,702.30	4,132.80	240.15	74,401.86	
	Will	1,265.47	-	-	-	-	-	-	400.28	236.21	441.35	-	1,077.84	
	TOTAL:	80,345.96	-	-	-	-	-	-	37,938.51	4,574.15	240.15	-	75,479.70	
		Difference	5,166.33	(234.74)	2,530.75	(244.59)	0.01	(1,121.46)	(771.88)	2,393.52	1,253.88	240.15	4,445.92	
		from prior year												

2-10

**VILLAGE OF PARK FOREST  
SALES TAX COMPARISON  
QUARTERLY**

**(2009), 2010, 2011, 2012, 2013, 2014, 2015 (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
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	19,302.39	350.44	72,920.48
3rd 2011	103	Cook	79,795.22	-	11,924.05	-	-	-	19,315.84	34,350.75	3,766.22	284.17	69,770.27
	24	Will	621.41	-	-	129.24	-	-	-	184.75	19.22	-	203.97
		TOTAL:	80,416.63	-	-	-	-	-	-	34,535.50	3,785.44	284.17	69,974.24
2012	105	Cook	82,321.57	-	10,561.25	-	-	1,663.35	23,273.39	33,378.01	3,060.03	173.84	72,149.82
	25	Will	548.50	-	-	39.95	-	-	131.96	128.38	41.85	-	302.19
		TOTAL:	82,870.07	-	-	-	-	-	23,405.35	33,506.39	3,101.88	173.84	72,452.01
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	352.86	75,023.89
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	307.52	68,766.77
2015		Cook	-	-	-	-	-	-	-	-	-	-	-
		Will	-	-	-	-	-	-	-	-	-	-	-
		TOTAL:	-	-	-	-	-	-	-	-	-	-	-
		Difference	(74,969.10)	-	(15,663.17)	(4,475.89)	(129.02)	-	(10,804.00)	(33,871.65)	(3,515.52)	(307.52)	(68,766.77)
		from prior year											
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
4th 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
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	399.85	75,702.63
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	393.92	67,085.14
2014	145	Cook	77,089.70	-	15,123.59	5,479.25	-	1,804.76	9,031.11	37,046.56	4,283.55	338.95	73,107.77
	38	Will	1,138.55	-	-	-	-	-	424.03	241.19	237.78	-	903.00
		TOTAL:	78,228.25	-	-	-	-	-	9,455.14	37,287.75	4,521.33	338.95	74,010.77
2015		Cook	-	-	-	-	-	-	-	-	-	-	-
		Will	-	-	-	-	-	-	-	-	-	-	-
		TOTAL:	-	-	-	-	-	-	-	-	-	-	-
		Difference	(78,228.25)	-	-	-	-	-	(9,455.14)	(37,287.75)	(4,521.33)	(338.95)	(74,010.77)
		from prior year											

2-11

VILLAGE OF PARK FOREST  
SALES TAX COMPARISON  
QUARTERLY

(2009), 2010, 2011, 2012, 2013, 2014, 2015 (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
2010 181	Cook 299,303.32	-	44,453.87	20,171.30	527.88	-	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	777.95	-	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	388.90	-	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	744.14	-	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
2014 201	Cook 296,546.20	-	57,453.44	21,110.37	705.69	-	5,928.33	40,456.15	141,073.41	14,216.68	1,094.18	282,038.25
45	Will 4,388.33	-	-	-	-	-	-	-	1,057.42	398.49	-	1,455.91
	TOTAL: 300,934.53	-	-	-	-	-	-	40,456.15	142,130.83	14,615.17	-	283,494.16
2015	Cook 145,231.90	-	-	-	-	-	-	-	-	-	-	-
	Will 2,083.14	-	-	-	-	-	-	-	-	-	-	-
	TOTAL: 147,315.04	-	-	-	-	-	-	-	-	-	-	-
	Difference (153,619.49)	-	(57,453.44)	(21,110.37)	(705.69)	-	(5,928.33)	(40,456.15)	(142,130.83)	(14,615.17)	(1,094.18)	(283,494.16)
	from prior year											
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	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	1,136.30	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	-	-	-	-	-	-	41,108.09	138,944.61	13,864.71	1,194.49	283,965.91
2015	Cook	-	-	-	-	-	-	-	-	-	-	-
	Will	-	-	-	-	-	-	-	-	-	-	-
	TOTAL: 10,692,520.41	-	-	-	-	-	-	-	-	-	-	-
	Difference 10,391,412.66	-	(61,027.78)	(22,352.52)	(942.49)	-	(4,531.22)	(41,108.09)	(138,944.61)	(13,864.71)	(1,194.49)	(283,965.91)
	from prior year											

2-12

# Top Filer Report



#BWNKMGV  
#CNXX X115 X8X9 36X9#  
VILLAGE OF PARK FOREST  
ATTN: MARY G. DANKOWSKI, FINANCE DIRECTOR  
350 VICTORY DR  
PARK FOREST IL 60466-2003

October 27, 2015



Letter ID: CNXXX115X8X936X9

Account ID: 05724-73792

Dear Local Official:

In response to your request dated October 13, 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
2889-3751	FAMILY DOLLAR INC
3381-7006	HIGHLAND PARK CVS LLC
3635-7766	MAHARISHI PETROLEUM INC
3664-5036	DOLLAR GENERAL STORE
4091-1381	SAPPHIRE ROOM LLC
4135-3005	TACO BELL
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 September 2014 through August 2015. The businesses remitted a total of \$209,879.10 which was disbursed to the Village of Park Forest during the months of November 2014 through October 2015.

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

Sincerely,

Asta Wilder  
Revenue Tax Specialist

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 FY16  
Received at State  
GL Acct 010000-400400

COM ED	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
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	42,069	40,478	37,223	30,077	27,611	31,779	\$ 421,522
2016	35,743	44,212											\$ 79,954
<b>NI COR</b>													
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	48,352	39,487	37,145	21,208	15,753	9,234	\$ 295,642
2016	7,468	8,157											\$ 15,625
<b>TELECOMM</b>													
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	41,295	46,324	42,233	41,214	45,619	39,349	40,533	\$ 492,567
2016	40,412												\$ 40,412
<b>MUNICIPAL TAX TOTAL</b>													
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	114,265	136,746	122,199	115,582	96,903	82,714	81,546	\$ 1,209,731
2016	83,623	52,368	-	-	-	-	-	-	-	-	-	-	\$ 135,992
(*) In 2015, Telecom Tax Receipts will be reduced \$41029 for a payable due to the State for Telecom Tax													
<b>VIDEO GAMING TAX</b>													
2013	-	-	-	-	-	-	-	-	413	466	540	468	\$ 1,887
2014	641	674	778	853	771	1,319	994	1,198	1,186	1,432	1,112	2,772	\$ 13,728
2015	1,261	1,520	1,276	1,060	1,581	1,650	2,061	1,718	1,561	2,094	1,973	1,614	\$ 19,369
2016	-	-	-	-	-	-	-	-	-	-	-	-	\$ -

**VILLAGE OF PARK FOREST**  
**PROPERTY TAX LEVIES AND COLLECTIONS**  
**LAST TEN YEARS**  
**JUNE 30, 2015**

Tax Levy Year	Taxes Levied for the Fiscal Year*	Collected within the Fiscal Year		Collections in Subsequent Years	Total Collected to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2004	9,267,508	3,339,232	36.03%	5,490,584	8,829,816	95.28%
2005	10,194,911	4,274,410	41.93%	5,344,518	9,618,929	94.35%
2006	10,736,969	4,584,244	42.70%	5,790,549	10,374,792	96.63%
2007	11,511,844	4,885,132	42.44%	6,011,124	10,896,256	94.65%
2008	12,288,123	5,038,413	41.00%	6,472,730	11,511,144	93.68%
2009	13,153,576	5,702,248	43.35%	6,651,551	12,353,799	93.92%
2010	13,937,332	6,391,471	45.86%	6,739,929	13,131,399	94.22%
2011	14,665,283	6,542,547	44.61%	7,290,714	13,833,261	94.33%
2012	15,503,910	6,903,387	44.53%	7,390,683	14,294,070	92.20%
2013	16,170,565	6,554,091	40.53%	8,102,619	14,656,710	90.64%
2014	16,741,499	6,990,647	41.76%	-	6,990,647	41.76%

Source: Cook and Will Counties Clerks' and Assessors' Offices

\*Note: This schedule includes the Total Tax Levy Extension -- Village and Library. Taxes levied represent the prior calendar year's tax levy. (i.e. data presented for the Fiscal Year ended June 30, 2015 is based on the 2014 tax levy.)

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	\$39,910**
2015	\$47,310***

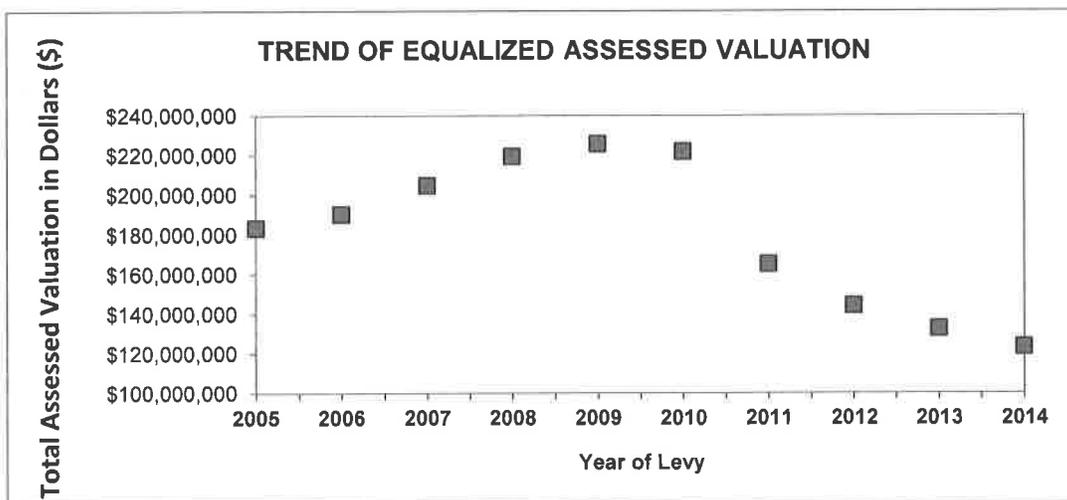
\* Figures from Real Estate Transfer Tax Records.

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

\*\*\* 2015 through August 2015

**VILLAGE OF PARK FOREST  
EQUALIZED ASSESSED VALUE  
10-YEAR INFORMATION**

<u>Levy Year</u>	<u>Equalized Assessed Value</u>	<u>Percentage Increase(Decrease)</u>	<u>Estimated Actual Value</u>	<u>Ratio of Equalized Assessed Value to Estimated Actual Value</u>
2005	183,464,965	14.55%	550,394,895	33.33%
2006	190,262,287	3.70%	570,786,861	33.33%
2007	204,687,009	7.58%	614,061,027	33.33%
2008	219,491,270	7.23%	658,473,810	33.33%
2009	225,587,683	2.78%	676,763,049	33.33%
2010	221,881,935	-1.64%	665,645,805	33.33%
2011	165,169,446	-25.56%	495,508,338	33.33%
2012	144,211,783	-12.69%	432,635,349	33.33%
2013	132,573,603	-8.07%	397,720,809	33.33%
2014	123,229,196	-7.05%	369,687,588	33.33%



## Tax Incremental Financing District DownTown Historic Equalized Assessed Value

A summary of the history of the TIF value is as follows:

	<u>1997 EAV</u>	<u>1998 EAV</u>	<u>1999 EAV</u>	<u>2000 EAV</u>	<u>2001 EAV</u>	<u>2002 EAV</u>	<u>2003 EAV</u>	<u>2004 EAV</u>	<u>2005 EAV</u>
U.S. Bank, vacant lot, Aunt Martha's Walgreens parcels	\$1,139,820	\$1,669,753	\$2,080,029	\$2,009,223	\$1,411,945	\$2,321,603	\$2,237,277	\$2,342,691	\$1,910,627
Legacy Square, Bldg. #3 & Movie Theatre Bldg. #2	1,797,965	523,581	2,580,832	2,018,022	1,118,013	1,373,784	1,391,802	1,513,237	554,888
CVS (formerly Osco)	—	—	—	1,372,682	1,564,501	1,617,105	1,611,144	1,686,769	1,787,985
First Midwest Bank (formerly Bank Calumet)	—	—	—	—	—	582,075	579,930	607,255	685,423
Associated Ventures (Victory Center)	—	—	—	217,995	227,494	2,883,409	2,644,280	2,399,687	3,272,562
Unidentified	—	—	—	131,277	307,725	665	(22,500)	—	(30,000)
Village owned property	660,348	exempt							
	\$3,598,133	\$2,193,334	\$4,660,861	\$5,749,199	\$4,629,678	\$8,778,641	\$8,441,933	\$8,549,639	\$8,181,485
	<u>2006 EAV</u>	<u>2007 EAV</u>	<u>2008 EAV</u>	<u>2009 EAV</u>	<u>2010 EAV</u>	<u>2011 EAV</u>	<u>2012 EAV</u>	<u>2013 EAV</u>	<u>2014 EAV</u>
U.S. Bank / Chase Bank vacant lot, Aunt Martha's Walgreens parcels	\$1,893,363	\$1,988,884	\$2,259,596	\$1,974,153	\$1,646,974	\$1,475,049	\$1,497,275	\$1,573,761	\$1,560,873
Legacy Square, Bldg. #3 & Movie Theatre Bldg. #2	536,115	2,959,343	5,515,839	5,027,894	5,465,765	2,852,319	2,647,175	\$2,466,794	\$2,046,338
CVS (formerly Osco)	1,772,016	1,861,219	1,835,363	2,076,605	2,033,411	1,512,558	1,428,544	\$1,355,477	\$943,635
First Midwest Bank (formerly Bank Calumet)	649,569	571,001	598,040	445,157	435,897	403,443	381,034	\$361,545	\$341,374
Associated Ventures (Victory Center)	2,993,847	2,882,509	2,750,859	2,087,509	1,660,814	2,567,496	1,119,779	\$1,062,505	\$985,825
Dollar General									\$744,307
Unidentified	200	10,500	(234,786)	310,917	(377,745)	(329,989)	70,399	\$(404,046)	\$(163,076)
Village owned property	exempt	\$229,789	\$218,037						
	\$7,845,110	\$10,273,456	\$12,724,911	\$11,922,235	\$10,865,116	\$8,480,876	\$7,144,206	\$6,645,825	\$6,677,313

**Village of Park Forest  
Health Department Cost Analysis  
For Fiscal Years '07 to '15**

	<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>FY15</u>
<u>Revenue</u>									
Budget	441,060	442,000	424,000	433,200	402,500	402,100	384,400	307,175	323,513
Actual									
Public Health	108,147	105,203	66,266	88,321	111,768	92,807	81,086	68,292	100,658
Home Health	429,358	345,693	313,320	337,076	287,557	247,595	192,593	217,739	308,056
Grant	-	-	-	-	-	-	-	-	-
Other (Adj.)	-	-	-	-	-	-	-	-	-
<b>Total Actual Revenue</b>	<b>537,505</b>	<b>450,895</b>	<b>379,586</b>	<b>425,397</b>	<b>399,324</b>	<b>340,402</b>	<b>273,679</b>	<b>286,031</b>	<b>408,714</b>
<u>Expenses</u>									
Budget	825,857	825,433	827,415	846,455	829,450	894,942	910,288	933,782	997,901
<b>Total Actual Expense</b>	<b>833,478</b>	<b>823,744</b>	<b>753,528</b>	<b>793,855</b>	<b>770,802</b>	<b>804,790</b>	<b>843,171</b>	<b>903,634</b>	<b>933,122</b>
<u>Village Support</u>									
Budget	384,797	383,433	403,415	413,255	426,950	492,842	525,888	626,607	674,388
<b>Total Actual Village Support</b>	<b>295,973</b>	<b>372,848</b>	<b>373,942</b>	<b>368,458</b>	<b>371,478</b>	<b>464,388</b>	<b>569,492</b>	<b>617,603</b>	<b>524,408</b>

2-20

# MEMORANDUM

**DATE:** November 13, 2015

**TO:** Mayor John Ostenburg  
Board of Trustees

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

**RE:** Tax Levy Projections

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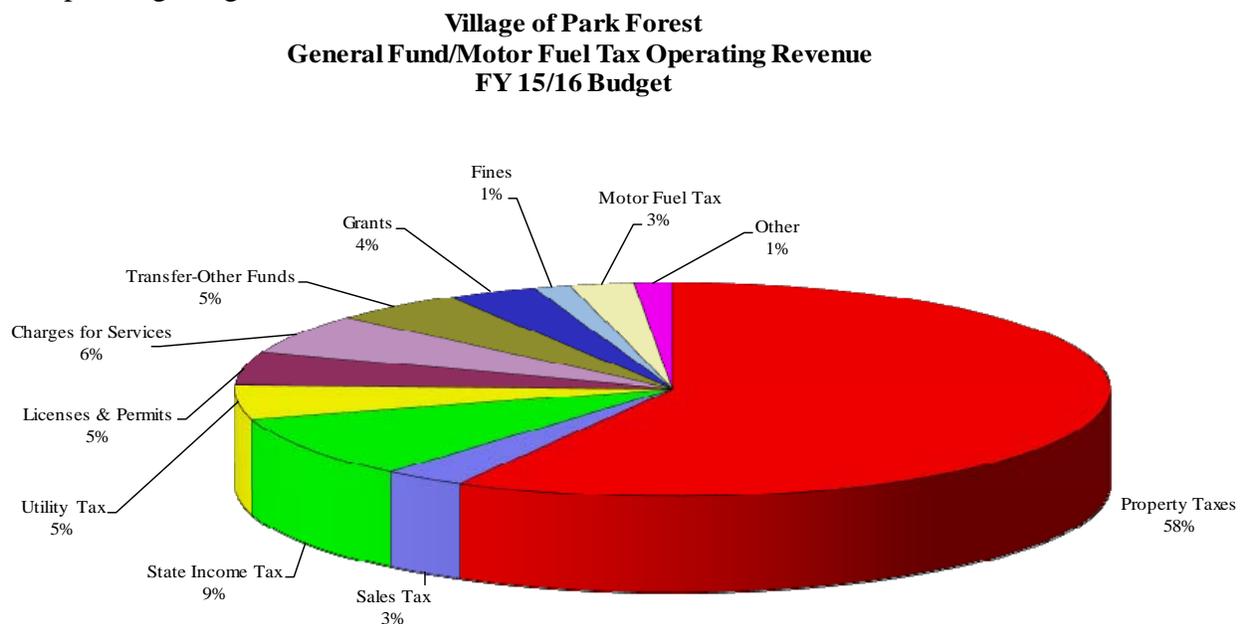
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First reading of the 2015 Tax Levy is scheduled for November 23. A public hearing is required for the first Board meeting in December with the final levy adopted at the regular meeting on December 14. The Board has historically chosen to begin discussion of the tax levy at this time as part of strategic planning in order to have a full picture of the financial position of the Village.

The 2016/2017 Budget will be funded by the 2015 levy. The tax levy consists of six separate categories. Each category is evaluated separately to determine levy needs. The categories are as follows:

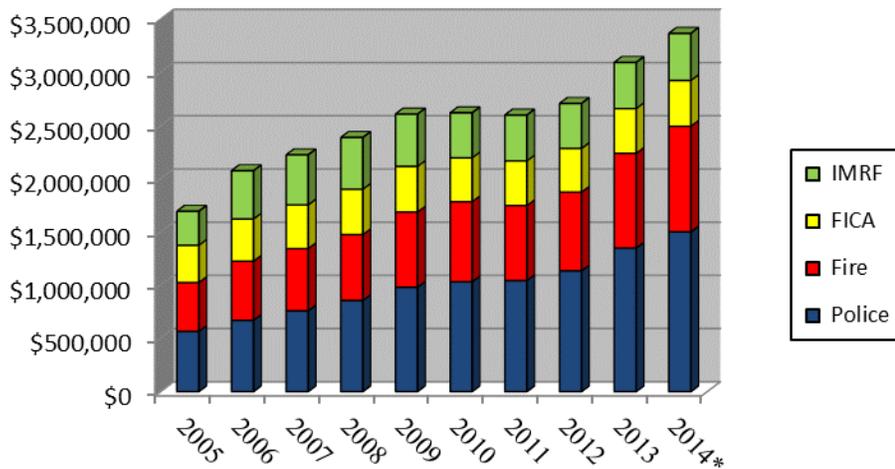
## GENERAL CORPORATE

The property tax levy for general corporate purposes funds the general operations of the Village – Police, Fire, Administration, Public Works, Recreation and Parks, Health, Community Development and Economic Development – which are not funded by other sources. As can be seen in the pie chart below, the 2014 levy supported 58% of the total operating budget.



In recent years, a higher share of the levy funds Police and Fire pensions, as well as IMRF and Social Security.

### Property Tax Levy History - Pensions



*\*data presented is extended levy comparisons*

As was indicated in the memo in the agenda package entitled “Preliminary Year-end Results for 2014/2015 in the memo on “Current Year Trends,” revenues have not always kept pace with expenditures. Expenditure increases are factored in the property tax levy needs. When developing the levy, other revenue sources are also evaluated. Use of fund balance has previously allowed the Village to maintain a 3.4% or lower property tax increase for thirteen of the last sixteen years.

The levy increases in 2004 and 2005 allowed the Village to undertake several new initiatives including:

- Participation in SouthCom
- Establishment of an Economic Development Department
- Addition of two new police officers
- Added funding for storm sewer maintenance (annual allocation \$100,000). Now shifted to roadways.
- Added funding for roadway maintenance (annual allocation \$150,000). Shifting salaries, vehicle costs, and sidewalks to Public Works.
- Added marketing dollars – \$50,000

In evaluating levy needs, increases in operating costs are assessed. Salaries and benefits are the largest expense for the Village. In the General Fund salaries and benefits represent \$16,914,833 or 71% of the total \$23,692,421 operating budget. Police and Fire personnel represent 65% of total salaries and benefits. For Fiscal 2016, personnel received a 2.5% salary increase, including police and fire. The dollar increase presented in the proposed levy

assumes a 2.5% annual salary increase for all Village personnel, consistent with the Police contract, and a 2% increase in other operating expenditures. After three years of no operating expense increase for departments, a 2% increase was allowed for Fiscal 2012 through Fiscal 2015 to accommodate increasing cost of operations.

The net result of levy needs and the use of General Fund balance on the general corporate property tax base is as follows:

### **2015 Tax Levy**

#### **GENERAL CORPORATE**

Salaries 2.5%	\$ 400,000
Health Insurance 10%	200,000
Increase Additional Roadway Funding from \$200,000 to \$300,000*	100,000
Other Expenditures 2% **	190,000
<b>Additional Funds Needed for Operations</b>	<b>890,000</b>
 <b>Utilize Portion of Fund Balance over 3 months reserve: ***</b>	 <b><u>(700,000)</u></b>
 <b>Tax Levy Needs</b>	 <b>\$ 190,000</b>

\* Storm Sewer property tax allocation was transferred to roadway projects.

\*\* Other expenditures include capital outlays, utilities, postage, legal, etc.

\*\*\* Utilizing \$700,000 of fund balance leaves a 3.3 month reserve.

#### **BONDS & INTEREST**

The proposed levy for bonds and interest reflects a **decrease of \$17,381**. **The Village is able to abate \$900,000 in TIF Debt**. In addition, the General Fund debt in the Bond Retirement Fund is in a position to abate \$40,000 in debt service.

The recommended bond abatement and levy are as follows:

	<b><u>Actual Debt</u></b>	<b><u>Funded From</u></b>	<b><u>Bond</u></b>
	<b><u>Debt Service</u></b>	<b><u>Other Sources</u></b>	<b><u>Levy</u></b>
		<b><u>(Abated)</u></b>	
General Fund	\$ 237,150	\$ 40,000	\$ 197,150
Aqua Center	42,194	-	42,194
TIF	1,096,150	900,000	196,150
Water Fund	92,181	92,181	-
	<b>\$1,467,675</b>	<b>\$ 1,032,181</b>	<b>\$ 435,494</b>

The Village is able to abate a total of \$1,032,181 in the bond and interest levy.

This debt service does not include the \$1,286,989 annual payment required for the three IEPA loans or upcoming debt service for additional work. These payments will be covered by water and sewer rates.

**IMRF**

The Village pays a designated percentage of salary for retirement benefits. The Illinois Municipal Retirement Fund determines this percentage. Because of prior favorable investment results, the Village contribution decreased from a high of 8.99% of affected salaries in 1999 to 3.22% of salaries in 2003. In 2004, rates began to increase. Rates jumped from 3.22% of eligible salaries to 6.79%. This doubled costs. In 2005 rates increased to 8.06%. In 2006 rates increased to 9.21%. For 2007 rates began to decrease slightly to 8.79% followed by 8.54% in 2008 and 8.69% in 2009. Because of serious market losses, rates increased to 9.56% in 2010, 10.52% in 2011, 11.57% in 2012, 12.73% in 2013, 12.80% in 2014, 12.40% in 2015 and because of new mortality tables are projected to increase slightly to 12.43% in 2016. The Village currently maintains an IMRF fund balance. Utilizing a portion of the fund balance coupled with savings in hiring delays and restructuring has allowed for a 0% increase or reduction in the IMRF levy over the past seven years.

2014 IMRF levy	\$442,573
2015 IMRF levy	<u>491,600</u>
Increase in Levy	49,027

This is the first increase in the IMRF levy since 2007.

**FICA**

The Village also maintains a fund balance for FICA. Again, utilizing a portion of the fund balance and realizing savings in hiring delays and position restructuring allows for a 0% increase in FICA.

2014 FICA levy	\$430,531
2015 FICA levy	<u>430,531</u>
Increase in Levy	-

Both IMRF and FICA fund balances were favorably impacted by hiring delays.

**POLICE PENSION**

The levy amount for the Police and Fire pensions are actuarially determined. (See attached correspondence.) Police and Fire pension benefit legislation adopted by the State legislature adds to municipal pension costs. Police and Fire disability pensions also add to pension costs. Recent legislation has positively impacted pension costs by increasing the amortization period from 22 to 30 years. In 2011 the Village was able to reduce the interest rate assumptions moving closer to actual returns. The 2013 levy was impacted by new mortality tables. The mortality tables were again adjusted and had a major impact on the 2015 levy proposal. In

addition, a small additional levy is recommended to improve funding levels. This was recommended during the last bond rating financial assessment of the Village and will move the Village closer to the new Governmental Accounting Standards Board (GASB) guidelines. The Police Pension Fund earned .82% investment return for Fiscal 2015.

2014 Police Pension levy	\$ 1,502,014
Actuarial Recommended Increase	137,401
Additional Funding	<u>50,000</u>
2015 Police Pension levy	\$ 1,689,415

### **FIRE PENSION**

The Fire pension levy is also affected by legislative changes and market factors. The Fire Pension Fund had losses last year of .06%. The actuarial funding recommendation and additional funding are as follows:

2014 Fire Pension levy	\$ 992,775
Actuarial Recommended Increase	-
Additional Funding	<u>6,439</u>
2015 Fire Pension levy	\$ 999,214

Below is summary information for the pension funds as follows:

	<b><u>Police</u></b>	<b><u>Fire</u></b>
Actuarial Value of Assets	\$ 19,968,432	\$ 11,919,486
Levy Request	1,689,415	999,214
Percent Funded	46.6%	49%
Annual Rate of Return	.82%	-.06%

The Village has historically fully funded the actuarial recommendations.

### **LEVY SUMMARY**

	<b>Original 2014 <u>Levy</u></b>	<b>Extended 2014 <u>Levy</u></b>	<b>Proposed 2015 <u>Levy</u></b>
<b>General Corporate</b>	<b>\$ 10,535,867</b>	<b>\$10,771,576</b>	<b>\$ 10,961,576</b>
<b>Bonds &amp; Interest</b>	<b>435,768</b>	<b>452,875</b>	<b>435,494</b>
<b>IMRF</b>	<b>432,870</b>	<b>442,573</b>	<b>491,600</b>
<b>FICA</b>	<b>421,105</b>	<b>430,531</b>	<b>430,531</b>
<b>Police Pension</b>	<b>1,469,138</b>	<b>1,502,014</b>	<b>1,689,415</b>
<b>Fire Pension</b>	<b><u>971,037</u></b>	<b><u>992,775</u></b>	<b><u>999,214</u></b>
<b>Village Levy</b>	<b>\$ 14,265,785</b>	<b>\$14,592,344</b>	<b>\$ 15,007,830</b>
<b>Increase over Extended Levy:</b>		<b>2.8%</b>	

Presented in the levy increase is the original and extended levy. Cook County adds a loss factor to the original levy to allow for uncollected taxes. The increase represents the increase to the extended levy. This is the “Truth in Taxation” Statutory requirement.

Another consideration this year is the potential that the State will require municipalities to freeze property taxes for the levy years 2017 and 2018. It is our understanding that public safety levying ability will not be impacted. Of the identified levying needs of \$890,000 for the General Corporate levy Police and Fire needs represent at least \$450,000. Should the Village only be able to levy for the increase in those costs the remaining amount could come from reserve funds for the two year period.

**The increases in the property tax levy over the last twenty-two years have been as follows:**

	<u><b>Tax Levy Increases</b></u>
<b>1993</b>	<b>15.1%</b>
<b>1994</b>	<b>11.4%</b>
<b>1995</b>	<b>11.7%</b>
<b>1996</b>	<b>9.8%</b>
<b>1997</b>	<b>6.7%</b>
<b>1998</b>	<b>4.8%</b>
<b>1999</b>	<b>2.9%</b>
<b>2000*</b>	<b>2.9%</b>
<b>2001</b>	<b>2.9%</b>
<b>2002</b>	<b>2.9%</b>
<b>2003**</b>	<b>2.9%</b>
<b>2004</b>	<b>8.1%</b>
<b>2005</b>	<b>9.3%</b>
<b>2006*</b>	<b>2.6%</b>
<b>2007</b>	<b>3.3%</b>
<b>2008</b>	<b>3.0%</b>
<b>2009</b>	<b>6.0%</b>
<b>2010</b>	<b>3.1%</b>
<b>2011</b>	<b>3.4%</b>
<b>2012</b>	<b>2.7%</b>
<b>2013*</b>	<b>1.9%</b>
<b>2014</b>	<b>1.4%</b>
<b>2015 Proposed</b>	<b>2.8%</b>

\* Included a 0% increase in the General Corporate portion of the levy.

\*\* An additional 3% loss factor was added to the 2003 levy.

Attached are the collection rate of taxes for the last 10 years which previously averaged 94%. For the prior fiscal year collections dropped to 92% and further dropped to 90%. Attached is a recommendation from the Library which proposed a 0% increase over the original levy for the Library’s 2015 Tax Levy.

The actual increases experienced by taxpayers are a function of assessed value and new construction. Attached to the "Current Year Trends" memorandum is a ten-year history of equalized assessed value for the Village. On the average property tax bill the Village share of taxes range from \$1,800 to \$3,400. Therefore, a 2.8% increase in taxes will produce a \$50 to \$95 increase in a tax bill related to Village services. In general, a 1% tax levy increase equates to \$145,923 in new revenue.



Actuary

To: Ms. Stephanie Rodas

Comments:

Re: Police & Firefighter Pension Funds

Stephanie:

This year, in accordance with GASB 67 & 68, we will revise the mortality, disability, turnover and retirement assumptions to reflect the most recent study conducted by the Illinois Department of Insurance. The investment returns were much less than assumed this year and the smoothed values exceed the straight market values (\$1.2M Police; \$653K Fire.) Salaries increased more than assumed for Police and as assumed for Fire. Police has 1 less active member, 3 "vacant" positions were added and the annual pension payments now exceed \$2.1M. Fire has the same number of active members and the annual pension payments now exceed \$1.0M. Thus, the Tax Levy has increased and the Percent Funded has decreased.

Highlights:

1. Investment returns: Police 0.82%, Fire -0.06%.
2. Annual payroll increases: Police 1.7%, Fire 3.8%  
Average increase: Police 9.1%, Fire 5.3%.
3. New members: Police 2 (plus 3 vacant positions), Fire 1 Terminations: Police 4, Fire 0;  
Retirements: Police 2 (1 deferred), Fire 1; Incidents of Disability: Police 0, Fire 0.
4. Percent Funded: Police decreased from 52.0% to 46.6%;  
Fire decreased from 51.0% to 49.0%.
5. Tax Levy: Police increased from \$1,330,708 to \$1,639,415 (23.2%).  
Fire increased from \$853,116 to \$949,214 (11.3%).

As Always,

T. Sharpe

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*Timothy W. Sharpe, Actuary, Geneva, IL (630) 262-0600*

October 5, 2015

**VILLAGE OF PARK FOREST  
Firefighters Pension Fund**

**Investment Performance 2006-2015**

	FYE 06	FYE 07	FYE 08	FYE 09	FYE 10	FYE 11	FYE 12	FYE 13	FYE 14	FYE 15
BOY Assets	7,911,561	8,107,811	8,809,592	8,864,108	8,433,290	9,056,896	9,869,776	10,185,963	10,392,798	11,274,613
Village Contribution	465,832	470,489	567,059	585,453	646,941	732,976	742,453	656,112	670,705	851,806
Firefighter Contribution	129,706	186,461	163,434	166,783	170,846	176,476	191,075	186,270	189,426	195,505
Pension Payments	660,723	697,272	679,231	686,471	730,467	743,226	846,760	940,080	954,041	1,028,922
Expenses	40,071	64,212	51,859	79,829	57,339	59,609	71,405	54,052	55,074	19,566
Income	304,640	778,899	67,456	(414,270)	608,573	717,087	316,102	362,173	987,696	(6,491)
EOY Assets	8,110,944	8,782,175	8,876,451	8,435,776	9,071,844	9,880,601	10,201,242	10,396,387	11,231,511	11,266,945
Annual Yield	3.88%	9.67%	0.77%	-4.68%	7.20%	7.87%	3.20%	3.58%	9.57%	-0.06%
5-Year Yield (2011-15)	4.83%									
10-Year Yield (2006-15)	4.10%									

3-9

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*Timothy W. Sharpe, Actuary, Geneva, IL (630) 262-0600*

October 5, 2015

**VILLAGE OF PARK FOREST  
Police Pension Fund**

**Investment Performance 2006-2015**

	FYE 06	FYE 07	FYE 08	FYE 09	FYE 10	FYE 11	FYE 12	FYE 13	FYE 14	FYE 15
BOY Assets	15,298,086	15,361,167	16,498,790	16,676,827	16,071,968	17,001,496	18,236,363	18,363,563	18,363,881	19,199,485
Village Contribution	551,737	593,482	663,828	739,740	873,889	1,000,943	1,011,695	1,009,657	1,048,395	1,289,856
Officer Contribution	249,621	262,014	274,924	381,224	332,971	307,714	327,810	301,970	315,600	329,116
Pension Payments	886,202	999,775	1,162,500	1,331,082	1,324,312	1,439,026	1,565,602	1,752,182	2,097,951	2,137,079
Expenses	30,320	41,597	59,420	33,484	35,139	31,599	56,338	74,011	79,895	19,161
Income	180,315	1,305,983	426,390	(406,715)	1,076,140	1,397,967	403,349	518,047	1,578,193	155,951
EOY Assets	15,363,237	16,481,273	16,642,011	16,026,510	16,995,516	18,237,495	18,357,277	18,367,044	19,128,225	18,818,167
Annual Yield	1.18%	8.55%	2.61%	-2.46%	6.73%	8.26%	2.23%	2.86%	8.79%	0.82%
5-Year Yield (2011-15)	4.59%									
10-Year Yield (2006-15)	3.96%									

3-10

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*Timothy W. Sharpe, Actuary, Geneva, IL (630) 262-0600*



**ANNUAL FIREFIGHTERS' PENSION FUND TAX LEVY REPORT  
TO THE VILLAGE BOARD  
FOR THE FISCAL YEAR ENDING June 30, 2015.**

To the Village Board of the Village of Park Forest:

Pursuant to Section 4-134 of the Illinois Pension Code (40 ILCS 5/4-134), the Board of Trustees of the Park Forest Firefighters' Pension Fund (the "Fund") hereby presents its report of the condition of the Fund at the end of its most recently completed fiscal year as follows:

1. Actuarial value of assets held by the Fund at the end of the fiscal year: \$11,919,486.
2. Estimated receipts during the next succeeding fiscal year from deductions from the salaries or wages of firefighters and all other sources: \$202,404.
3. Estimated amounts necessary during the next fiscal year to meet the annual actuarial requirements of the Fund as provided in Sections 4-118 and 4-120 (40 ILCS 5/4-118 and 4-120) as determined by Timothy W. Sharpe, Actuary: \$949,214.
4. Total net income received from investment of assets along with the assumed investment return and actual investment return received by the Fund during its most recently completed fiscal year, compared to the total net income, assumed investment return, and actual investment return received during the preceding four fiscal years:

	<u>Fiscal Year 11</u>	<u>Fiscal Year 12</u>	<u>Fiscal Year 13</u>	<u>Fiscal Year 14</u>	<u>Fiscal Year 15</u>
Net income received from investment of assets:	\$717,087	\$316,102	\$362,173	\$987,696	(\$6,491)
Assumed investment return:	7.0%	7.0%	6.75%	6.75%	6.75%
Actuarial Report actual investment return:	7.87%	3.2%	3.58%	9.57%	-.06%

5. Total number of active employees who are financially contributing to the Fund: 25.



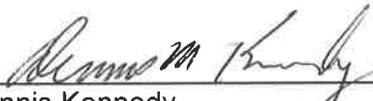
BRUCE ZIEGLE, FIRE CHIEF

PHONE: 708-748-5605

6. Total amount of benefits disbursed by Fund during the fiscal year:
- |      |                                |           |            |                    |
|------|--------------------------------|-----------|------------|--------------------|
| i.   | Retirement Pensions            | <u>13</u> | recipients | \$ 721,363         |
| ii.  | Disability Pensions            | <u>4</u>  | recipients | \$ 176,772         |
| iii. | Survivor and Children Pensions | <u>6</u>  | recipients | \$ 166,437         |
| iv.  | Terminated vesteds             | <u>2</u>  | recipients | \$ 18,158          |
|      | TOTAL:                         | <u>25</u> | recipients | <u>\$1,082,730</u> |
7. Funded ratio of the Fund as determined by the Actuary: 49%.
8. Unfunded liability of the Fund as determined by Actuary: \$12,387,230. The accrued liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation date based upon the actuarial valuation method and the actuarial assumptions employed in the valuation. The unfunded accrued liability is the excess of the accrued liability over the actuarial value of assets.
9. A copy of the Fund's current investment policy under the statutory investment restrictions imposed on the Fund is available upon request.

A copy of the actuarial report prepared by Timothy W. Sharpe at the direction of the Park Forest Firefighters Pension Fund was previously distributed.

These certifications are made by the Firefighters Pension Board of Trustees this 20<sup>th</sup> day of October, 2015.

  
 \_\_\_\_\_  
 Dennis Kennedy  
 President, Board of Trustees  
 Park Forest Firefighters' Pension Fund

  
 \_\_\_\_\_  
 Mark Cotrano  
 Secretary, Board of Trustees  
 Park Forest Firefighters' Pension Fund



200 Lakewood Blvd. • Park Forest, IL 60466  
708-748-4701 • 708-748-7044 Fax

Peter J. Green, Chief of Police

**ANNUAL POLICE PENSION FUND TAX LEVY REPORT  
TO THE VILLAGE BOARD  
FOR THE FISCAL YEAR ENDING June 30, 2015.**

To the Village Board of the Village of Park Forest:

Pursuant to Section 3-143 of the Illinois Pension Code (40 ILCS 5/3-143), the Board of Trustees of the Park Forest Police Pension Fund (the "Fund") hereby presents its report of the condition of the Fund at the end of its most recently completed fiscal year as follows:

1. Actuarial Value of assets held by the Fund at the end of the fiscal year: \$19,968,432.
2. Estimated receipts during the next succeeding fiscal year from deductions from the salaries or wages of police and all other sources: \$339,464.
3. Estimated amounts necessary during the next fiscal year to meet the annual actuarial requirements of the Fund as provided in Sections 3-125 and 3-127 (40 ILCS 5/3-125 and 3-127) as determined by Timothy W. Sharpe, Actuary: \$1,639,415.
4. Total net income received from investment of assets along with the assumed investment return and actual investment return received by the Fund during its most recently completed fiscal year, compared to the total net income, assumed investment return, and actual investment return received during the preceding four fiscal years:

	<u>Fiscal Year 11</u>	<u>Fiscal Year 12</u>	<u>Fiscal Year 13</u>	<u>Fiscal Year 14</u>	<u>Fiscal Year 15</u>
Net income received from investment of assets:	\$1,397,967	\$403,349	\$518,047	\$1,578,193	\$155,951
Assumed investment return:	7.0%	7.0%	6.75%	6.75%	6.75%
Actuarial Report actual Investment return:	8.26%	2.23%	2.86%	8.79%	.82%

5. Total number of active employees who are financially contributing to the Fund: 41.



200 Lakewood Blvd. • Park Forest, IL 60466  
708-748-4701 • 708-748-7044 Fax

**Peter J. Green, Chief of Police**

6. Total amount of benefits disbursed by Fund during the fiscal year:

i. Retirement Pensions	<u>26</u>	recipients	\$ 1,564,338
ii. Disability Pensions	<u>5</u>	recipients	\$ 237,816
iii. Survivor and Children Pensions	<u>7</u>	recipients	\$ 233,476
iv. Terminated Vesteds	<u>5</u>	recipients	\$ 156,108
TOTAL:	<u>43</u>	recipients	\$ 2,191,738

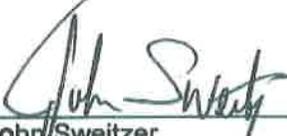
7. Funded ratio of the Fund as determined by the Actuary: **46.6%**.

8. Unfunded liability of the Fund as determined by Actuary: **\$22,846,904**. The accrued liability is the actuarial present value of the portion of the projected benefits that has been accrued as of the valuation date based upon the actuarial valuation method and the actuarial assumptions employed in the valuation. The unfunded accrued liability is the excess of the accrued liability over the actuarial value of assets.

9. A copy of the Fund's current investment policy under the statutory investment restrictions imposed on the Fund is available upon request.

A copy of the actuarial report prepared by Timothy W. Sharpe at the direction of the Park Forest Police Pension Fund was previously distributed.

These certifications are made by the Police Pension Board of Trustees this 26<sup>th</sup> day of October, 2015.

  
\_\_\_\_\_  
John Sweitzer  
President, Board of Trustees  
Park Forest Police Pension Fund

  
\_\_\_\_\_  
Todd Beilke  
Secretary, Board of Trustees  
Park Forest Police Pension Fund

**VILLAGE OF PARK FOREST**  
**PROPERTY TAX LEVIES AND COLLECTIONS**  
**LAST TEN YEARS**  
**JUNE 30, 2015**

Tax Levy Year	Taxes Levied for the Fiscal Year*	Collected within the Fiscal Year		Collections in Subsequent Years	Total Collected to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2004	9,267,508	3,339,232	36.03%	5,490,584	8,829,816	95.28%
2005	10,194,911	4,274,410	41.93%	5,344,518	9,618,929	94.35%
2006	10,736,969	4,584,244	42.70%	5,790,549	10,374,792	96.63%
2007	11,511,844	4,885,132	42.44%	6,011,124	10,896,256	94.65%
2008	12,288,123	5,038,413	41.00%	6,472,730	11,511,144	93.68%
2009	13,153,576	5,702,248	43.35%	6,651,551	12,353,799	93.92%
2010	13,937,332	6,391,471	45.86%	6,739,929	13,131,399	94.22%
2011	14,665,283	6,542,547	44.61%	7,290,714	13,833,261	94.33%
2012	15,503,910	6,903,387	44.53%	7,390,683	14,294,070	92.20%
2013	16,170,565	6,554,091	40.53%	8,102,619	14,656,710	90.64%
2014	16,741,499	6,990,647	41.76%	-	6,990,647	41.76%

Source: Cook and Will Counties Clerks' and Assessors' Offices

\*Note: This schedule includes the Total Tax Levy Extension -- Village and Library. Taxes levied represent the prior calendar year's tax levy. (i.e. data presented for the Fiscal Year ended June 30, 2015 is based on the 2014 tax levy.)



*it's a new day @*

# Park Forest Public Library

400 Lakewood Blvd.  
Park Forest, IL 60466  
phone: 708.748.3731

October 16, 2015

TO: Tom Mick  
Village Manager

FROM: Barbara Byrne Osuch *Barbara*  
Library Director

SUBJECT: 2015 Tax Levy

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The Park Forest Public Library Board of Trustees approved the proposed 2015 tax levy on October 15, 2015.

The requested levies are:

GENERAL PROPERTY (2% increase over extended)	\$1,950,999
IMRF (2% over actual)	91,731
FICA (extended levy)	59,357
<b>TOTAL LEVY</b>	<b>\$2,102,087 *</b>

\* This number reflects a 0% increase from the 2014 Original Tax Levy Extension.

If you require any further information, please contact me.

cc: Mary Dankowski  
Village Finance Director

# MEMO

Date: October 23, 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

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The following is an update to various projects and/or issues currently being handled by the Department of Public Works. The current status and/or finances are presented here, as well as any new and/or upcoming regulations and code compliance that may affect the Village. The topics presented herein are related to the following funds, 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 (19 cents/gal. gas and 21.5 cents /gal. of diesel). 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 the Village builds a reserve of the Village's MFT funds.

According to 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 was a six year program which provided an annual one-time supplemental allotment of MFT funds to local agencies. These one-time allotments increased the MFT fund by approximately 17%. The Village has received 6 out of the 6 supplemental allotments as seen on the attached MFT Allotment Spreadsheet. This increase in MFT allotments brought MFT funding back to levels the Village was receiving prior to FY04 which was around \$674,151 dollars.

**Update:** In July 2014, a new state capital construction bill was signed and it was to invest 1.1 billion in road and bridge projects. \$100 million of it, was planned to go to municipal and township governments to improve infrastructure at the local level. Since the end of the 6 year Local Government Component of Illinois Jobs Now, DPW has not seen any increase in its allotments. Media reports indicate that under the new Governor, the state used most of the construction bill to fill budget needs elsewhere.

On October 19<sup>th</sup>, staff received notice that due to lack of a state budget, Local Agencies will continue to not receive any allotments. The Village has not received an allotment since June 2015. IDOT will continue to conditionally approve any maintenance resolutions with the understanding that actual work will be conducted giving priority to safety concerns. Also, if any Local Agency does not have a sufficient Unobligated Balance to continue during this time, arrangements to finance the costs with local funding will need to be made or projects may need to be placed on hold. Once distribution of allotments resume, IDOT intends to release the available held funds as quickly as possible. Therefore, DPW will need to budget and expense MFT funds conservatively.

In response to this issue, the discussions of reducing the Local Municipal Fund Share Program, and with vehicles becoming more fuel efficient, CMAP has begun researching and evaluating alternative ways to collect and distribute the Illinois Motor Fuel Tax.

### **Salt**

The purchase of salt is one of the bigger maintenance expenses in the Village's 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, Local Agencies submit an application to participate along with a requested quantity. The State then solicits the bids for all that participate and identifies a lowest bidder for each agency along with a unit price. Under this agreement, there is an 80% minimum & 120% maximum purchase clause of the requested amount. The following is a summary of past years:

Snow Season	Unit Price/Ton (Vendor)	Tons Purchased	Total Spent (\$)
2008/2009	\$103.47 (Morton)	470	\$ 48,630.90
	\$155.58 (N.American)	1330	\$ 206,921.40
		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 Mild winter	58.67 (Morton)	1688(min purchased)	\$ 99,034.96
2012/2013 Mild winter	49.93 (Morton) New Contract	983 (min purchased)	\$ 49,081.19
2013/2014 Heavy winter	49.93 (Morton) Contract renewal	2048.74 (max purchased)	\$ 102,293.59
2014/2015 Mild winter	109.94 (Morton) New Contract	2102.91(min purchased)	\$ 231,193.93
2015/2016	109.94 (Morton) Contract renewal	1975 (requested) 1580 (min) 2370 (max)	\$ 228,455 (budgeted)

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

For the 2014/2015 snow season, DPW solicited bids through the IDOT Joint Purchase Requisition. Morton Salt of Chicago was the Village's supplier at a unit cost of \$109.94 /Ton. The unit price has more than doubled from the previous year. Due to the increase, DPW managed its salt usage and only needed to purchase the minimum required. Also in 2014, DPW constructed a 72 foot diameter salt dome with a rated capacity of 2,510 tons and a usable capacity of 2,134 tons.

**Update:** For the upcoming season, DPW renewed the Village's contract with Morton Salt. The Village has approximately 600 tons of salt stored in the salt dome from the previous season. DPW thus lowered its requested amount for the upcoming season.

### **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 consists 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 a new 6 foot high composite fence, desirable plants and trees and a sidewalk from Orchard Drive to Indiana Street.

The new privacy fence has been determined as an ineligible participatory item. Therefore, all expenses related to reinstallation of the new 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 also be charged to the General Fund where \$150,000 dollars has been budgeted for this work. Unfortunately, the bid for the new fence is

\$89,601.25 over budget. The Finance Department was advised and they are working/have identified funds that can be utilized for this work. Larusso Cement Contractors, Inc. is the contractor for this project. This project is currently under construction. Below is a current estimated breakdown of costs and status.

	<b>Federal 80%</b>	<b>Local 20%</b>	<b>Total</b>	<b>Status</b>
Design. Engr.	<b>\$ 47,600</b>	<b>\$ 11,900</b>	\$ 59,500	\$ 69,500 paid to date to B&W. Completed.
Fence Design 100% Village cost		<b>\$ 10,000</b>	<u>\$ 10,000</u>	
			<b>\$ 69,500</b>	
Construction	\$ 431,200	\$ 107,800	\$ 539,000	Est. prior to Bidding.
Construction (As Bid)	\$ 468,150.06	\$ 117,037.51	<b>\$ 585,187.57</b>	
Construction (minus fence costs)	<b>\$ 276,469.06</b>	<b>\$ 69,117.26</b>	\$ 345,586.32	Work is in progress.
Fence Const. (Budgeted)		\$ 150,000	\$ 150,000	100% Village cost
Fence Const. (As Bid)		<b>\$ 239,601.25</b>	\$ 239,601.25	\$ 89,601.25 over budget
Construction Engineering	<b>\$ 55,037</b>	<b>\$ 13,759</b>	<b>\$ 68,796</b>	\$16,893.90 paid to date, work is in progress.
<b>Grand Total</b>	<b>\$ 379,106.06</b>	<b>\$ 344,377.51</b>	<b>\$ 723,483.57</b>	<b>Estimated</b>
	<b>52.4 %</b>	<b>47.6%</b>		

**Update:** Construction began in September and then ceased due to IDOT roadway work along Route 30 (Lincoln Hwy). Work Zone limitations prohibited two different contractors to safely complete work. After a recent Progress Meeting, it was decided to secure what was completed, shut down and resume next construction season.

**Bicycle Pavement Markings**

When Orchard Drive was reconstructed, bicycle lanes were incorporated to provide a bikeway and connection to the Old Plank Road Bike Trail. Old Plank Road Bike Trail provides regional access for walkers, runners, and bicyclists. To build on that access, staff sought to expand bike ways along other village collector roads to establish a Village bikeway network. DPW along with the Sustainability Coordinator, were able to obtain funding through the Congestion Mitigation and Air Quality (CMAQ) Improvement program for bicycle pavement markings, related signage, and an education component to encourage alternative modes of transportation. After project award, DPW staff decided to perform the design and construction engineering for this project. A cost change was requested to move all funds into construction. Below is a breakdown of estimated costs.

	Federal 80%	Local 20%	Total	Status
Preliminary & Design Engr	N/A	N/A	N/A	N/A
Const. & Const. Engr	\$ 103,200	\$ 25,800	\$ 129,000	In progress.
Implementation Funded at 50%	\$ 5,000	\$ 5,000	\$ 10,000	
<b>Total</b>	<b>\$ 108,200</b>	<b>\$ 30,800</b>	<b>\$ 139,000</b>	

**Update:** DPW met with FHWA to discuss the Village Bicycle and Pedestrian Plan. DPW received approval for a project scope change which now includes Lakewood Blvd, Blackhawk Drive, Westwood Drive, Wildwood Drive, and portions of Shabbona Drive and South Orchard Dr. Preliminary plans and specifications were submitted to IDOT for review. The current construction cost Engineer’s estimate may require DPW to scale back on project locations. DPW is targeting a March 4<sup>th</sup> 2016 letting.

**Indianwood Blvd. (Sauk Trail to Monee Rd.) and Illinois Street (Western Ave. to Orchard Dr.) 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 (TC) 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. The Transportation Committee then voted to continue

funding at 80/20 for 2 more years and expire at the end of FY 2016. Just recently, the TC voted again to extend the 80/20 through the end of FY 2017.

**Update:** Draft Engineering Services and Funding Agreements for Indianwood Blvd. have been submitted to IDOT for review. Upon review and approval by the Village Board, design work for Indianwood Blvd. may begin.

### **Other Projects**

Village Traffic Sign Project is underway. DPW has a blanket replacement plan identified and has completed an initial survey of all traffic signs. DPW is currently developing plans and specifications for a letting date early next year. Depending on status of receipt of MFT allotments, this project may have to be pushed back. This first contract will consist of replacement of all traffic signs in the East Lincolnwood Area.

DPW submitted Functional Reclassification Requests to the Technical Advisory Group of SSMMA to request Westwood Dr./Norwood Blvd. (Sauk Trail to Western Ave.), South Orchard Dr. (Sauk Trail to Blackhawk Dr.), and Shabbona Dr. (Sauk Trail to Indianwood Blvd.), be reclassified as Major Collectors and become part of the Federal Aid Route System. DPW recently made a presentation to the TAG Committee about these reclassifications. A recommendation to the Transportation Committee is the next step.

### **SEWER FUND**

Beginning with the 2014/2015 Budget, all storm sewer related work was combined into the village's Sewer Fund from the Village General Fund. This will allow for much needed work on the storm sewer system as well as provide funding in the General fund for much needed roadway improvement projects on local roads.

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's goal is to 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. Baxter and Woodman Consulting Engineers were selected for engineering services through a Qualifications Based Selection Process. This project was completed in two phases. Phase I consisted of cleaning and televising, lining, and manhole rehab. This work was completed by InsituForm Technologies USA at a final cost of \$ 455,892.68. Phase II was also completed by InsituForm Technologies USA at a final cost of \$ 319,692.71. The goal of Phase II was to use the remainder of USEPA SAP funds and it consisted 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	\$ 60,169.86 <b>Spent</b>
Construction	\$ 418,780	\$ 342,638	\$ 761,418 Estimated	\$ 775,585.39 <b>Spent</b>
Construction Egr	\$ 34,980	\$ 28,620	\$ 63,600 Estimated	\$ 60,155.68 <b>Spent</b>
<b>Total</b>	<b>\$ 485,000</b>	<b>\$ 396,818</b>	<b>\$ 881,818</b>	<b>\$ 895,910.93</b>
<b>Value of work completed to date</b>	<b>\$ 485,000</b>	<b>\$ 410,910.93</b>	<b>\$ 895,910.93</b>	<b>Project Complete</b>
<b>Balance overage</b>		<b>\$14,092.93</b>		

**Update:** 6 Reimbursement Requests have been submitted to the USEPA for processing. All \$485,000 in SAP grant funds available to the Village have been requested. All work for this project has been completed and staff is working on final project and grant closeout. Now that this project is complete, DPW will resume cleaning, televising, and rehab of sewers and structures under the Department’s program.

**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 our 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.

**Update:** No Update.

### **Chloride Rule**

A new water quality standard regulation that is in the works is the Reduction of Chlorides in the Chicago Area Waterway System (CAWS). Effective July 1, 2015, The Illinois Pollution Control Board (IPCB) has adopted new limits on the amount of chlorides in CAWS to 500 mg/L on a consistent basis. The IPCB has provided a delay in the implementation until July 1, 2018. During this 3 year period, MWRD was tasked by the IEPA to form and administer a stakeholder work group to discuss and develop ways to address the chloride issue and request more time. On July 15, 2015, MWRD submitted a petition on behalf of itself and all communities within the CAWS to the Illinois Pollution Control Board to issue a variance and stay of the chloride standard. The goal of the work group is to seek a water body specific/watershed compliance by every community doing their part instead of everyone on their own. The 5 work groups will discuss Legal, Data Acquisition, Best Management Practices, Water Quality, and Social and Economic Impact for this rule and how it affects compliance. DPW will keep monitoring this topic and seek ways that the Village can begin to contribute towards compliance.

### **Storm Sewer Issues and Projects**

The following are major Capital Plan projects.

<b>Project</b>	<b>Cost</b>	<b>Status</b>
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 met with Baxter and Woodman to discussions analysis and possible rehabilitation options.

### **Wash Rack and Decanting Station**

Environmental regulations prevent DPW from washing its vehicles and allowing wash waters to drain to the local watershed. Therefore, agencies that require maintenance of equipment install a Wash Rack that provides an area to wash equipment, contain the wash waters and divert it to the sanitary sewer. During non-use, a control valve is used to divert storm water to the storm sewer.

In addition, Environmental regulations prevent DPW from disposing of sewer debris into a landfill. Therefore, agencies that require maintenance of sanitary and storm sewer systems can utilize a Decanting Station that provides a specially made dumpster that sewer debris can be dumped in and the excess water can filter through and back into the sanitary sewer. When full, the remaining solids will then be transported to a landfill and disposed of in an environmental manor.

DPW was in need of these two facilities, both of these projects were designed in house by DPW and both were completed in summer 2015. Below is a final cost breakdown.

Item	Engineer's Est.	Contract Amt.	Paid to Date
Wash Rack	\$ 99,080	\$ 80,607.30	\$ 84,970.38
Plumbing	\$ 3,000	\$ 1,125	\$ 1,125
Decanting Station	\$ 43,730	\$ 33,599	\$ 29,825.76
Dumpster	\$ 18,000	\$ 17,000	\$ 16,584.99
Testing	\$ 7,000.00	\$ 6,682	\$ 5,105.75
Thorn Creek Sanitary Permit	\$ 1,501.75	\$ 1,501.75	\$ 1,501.75
<b>Total</b>	<b>\$ 172,311.75</b>	<b>\$140,833.05</b>	<b>139,113.63</b>

**Update:** No update. These facilities are now in use.

### **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 performs periodic hydrant flushing, performed a more thorough Uni-directional flushing project, performs water main replacement projects, and performed a desktop analysis all in efforts to investigate and reduce the reoccurrence of discolored water. This work needs to continue if the Village is going to move forward in relief of this issue because the iron oxide will continue to build within the system as time goes on.

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. DPW has performed research and has identified numerous water utilities that continue to use phosphates as part of their water treatment. Presentations were made to the Village Board and the Environment Commission about the process. DPW then proceeded forward and received an IEPA permit to reintroduce phosphates into the water treatment process. Phosphate addition began in February 2015.

**Update:** In 2014, prior to the addition of phosphates, DPW received 14 discolored water complaints. To date, DPW has received 8 complaints since water plant staff begun using phosphates. DPW crews have also indicated that hydrant flushing time has reduced to one half hour from 1 to 2 hours at times. DPW staff will continue to monitor discolored water complaints.

### **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	102 to date	99	133	201 Highest	167	111	82	154

To date, DPW has repaired 102 water main breaks. Around this time last year, staff repaired 78 main breaks. DPW anticipates additional breaks throughout the rest of this year. At the current rate, 122 breaks are predicted. Monies spent for water main breaks are for labor hours, equipment usage, materials, various restorations, and at times, cost to private contractors.

### **Hydrant Flushing**

The intent of flushing hydrants is to remove silt, rust, debris, and stagnant water from within the water distribution system. This is a standard maintenance procedure that all water utility owners need to perform. In past years, Village crews performed hydrant flushing twice a year. This consisted of a three night period with the Village divided into three areas. This time frame did not produce the desired results. DPW then contracted with ME Simpson to perform a Uni-Directional Flush program and supply the Village with a survey and log of flushing operations so that Village crews can re-perform uni-directional flushing as its new flushing program. 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 2015. This will be an ongoing maintenance responsibility for DPW.

**Update:** DPW began fall hydrant flushing on October 19<sup>th</sup>. Staff has developed an online up to date flushing map that residents can see on the Village Website to view daily progress and anticipate when flushing will occur in and/or around their residence.

### **Water Plant Maintenance**

Every year water plant staff continues to maintain various major water plant maintenance projects/issues. 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 recent major maintenance projects:

1. Rebuilding of one OSEC Unit – This makes chlorine
2. Replaced and updated the Water Plant video surveillance system – security purpose
3. Replaced raw water meters at wells 1,3,4,5,6 – monitoring purpose
4. Completed Well 6 maintenance – maintenance purpose
5. Cleaned out Filtrate holding tank – maintenance purpose
6. Rebuilt and reset pressure control on 4 inch Cla-vals at water towers – maint. purpose
7. Replaced SCADA at Water Plant and remotes sites (near completion) – maintenance, security, and monitoring purpose

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

### **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 near complete. DPW is looking to bid this project in January/February 2016 with construction to start as weather permits. Due to nature and size of project, 100% completion is expected within Spring or Summer 2017.

### **Water and Sewer Mains in Multi-Family Areas**

When the Village was first developed, 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. Smaller water lines then stubbed off of this 2 inch and that serviced each individual unit. The Village has maintained these 2 inch mains over the years since that time. After researching financial sustainability, equal service, and staffing liability, staff sought ownership transfer of these water lines to the private property owners. Staff discussed this option with legal counsel and proceeded to meet with representative of the Multi-Family Areas and provided a proposed agreement with exhibits that redefines maintenance responsibility. This effort is ongoing. 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.

Pangea Park Townhomes, Central Park Townhomes, Cooperative Areas B, E, and J, have all entered into maintenance transfer agreements.

**Update:** Staff has mailed letters to the management offices of Glen Arbor Condominiums, Ash Street Cooperative, and Cedarwood Cooperative indicating the Village’s intention to transfer ownership on January 1, 2016. Discussions are ongoing.

**PARKING FUND**

Parking usage is low ever since Metra and Canadian National completed station improvements in Lots 1 and 2. Usage has been especially low at the 211<sup>th</sup> St. Metra Station Parking Lot (Lot 1). When this lot was reopened after Metra station improvements, usage dropped to approximately 1/3<sup>rd</sup>. 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 2013 to promote awareness and appreciation to potential and current customers. This effort was advertised in the Star Newspaper, Village Website, signs were placed at the lots, and directional signs were placed throughout the Village. This campaign was not as successful as hoped. Lot usage increased approximately by 30 vehicles in each lot. Recent counts after the free month shows:

	<b>211th St Lot</b>	<b>Matteson Lot</b>
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.

Beginning in FY 2015, 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:** Now that one full year has passed at the new fee, DPW can now use revenues to set the new base line for monitoring usage and revenues trends.

Revenue & Vehicles

FY 14 @ \$1    FY 15@ \$1.25    FY 16 - YTD

211 <sup>th</sup> St (Lincoln Hwy) Station	\$ 39,102.58 39,102 vehicles	\$ 49,744.33 39,795 vehicles	\$ 13,092.53 10,474 vehicles
Matteson Station	\$ 59,498.18 59,498 vehicles	\$ 73,281.58 58,625 vehicles	\$ 15,621.91 12,497 vehicles
<b>Total</b>	<b>\$ 98,600.76</b> <b>98,600 vehicles</b>	<b>\$ 123,025.91</b> <b>98,420 vehicles</b>	<b>\$ 28,714.44</b> <b>22,971 vehicles</b>

**GENERAL FUND/ ADDITIONAL PROJECTS**

**Western Avenue Side path**

DPW worked 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.

**Update:** This project was not selected for funding at this time.



## MEMORANDUM

**DATE:** October 21, 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:** November 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 November 21, 2015.

Leasing in the Village-owned buildings in DownTown Park Forest is currently 82%. This is down from last year, because five second floor businesses moved out since the February update. Rinky's Café, a video gaming café, will be opening at 200 Main Street. The architectural drawings for this business have been submitted to the Building Department for approval on the two new washrooms that need to be built. In addition, the building owned by Matanky Realty has added Johny's II Restaurant, SomeWear Apparel, and Z Boutiques. Sharon Bellino will be available to discuss DownTown leasing activities at the Financial Update Meeting.

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 a large number of the blighted homes in the neighborhood. By the end of 2015, 60 homes will have been demolished/deconstructed in Eastgate with the combination of a Delta Institute grant, a State CDBG-IKE grant, two Cook County NSP grants, an IHDA Blight Reduction Program (BRP) grant, and bank funded demolitions. The BRP grant currently in hand will allow for the deconstruction of six more blighted homes in Eastgate by the end of 2016. Further, the Village and the South Suburban Land Bank and Development Authority (SSLBDA) have jointly applied for BRP Round 2 to obtain funding for the deconstruction of an additional 10 vacant, blighted homes in Eastgate. The Village or the SSLBDA own 25 of the vacant lots in Eastgate, and nine more lots will be in the Village's possession by the end of the year through the tax scavenger process initiated in late 2013. Village Staff continues to work with the Village Attorney to foreclose on demolition liens in order to obtain title to as many of the remaining vacant lots as possible.

One of the Plan Commission's goals for 2015 was to conduct an **Eastgate Idea Exchange** to seek neighborhood input on ideas for interim uses for the growing number of vacant lots. This workshop was held on Saturday, June 20. Despite a concerted effort to notify all Eastgate

residents about the event, only 14 residents attended. These residents, however, provided valuable feedback to the Plan Commission and Village Staff regarding their vision for interim uses for the vacant lots. The ideas that were most frequently mentioned include:

- Community gardens
- Tot lots
- An Eastgate “block party”
- Leases to individual property owners for use and maintenance of adjacent lots
- Conversion of a house to a small community gathering space

At this time, the Recreation and Parks Advisory Board is working with Recreation and Parks Staff to design a possible new small park on 257 and 259 Arrowhead Street. These lots are in the middle of the neighborhood and easily accessible from Allegheny Street. Access to the park from 258 Arcadia Street can be created as soon as the Arcadia lot is in the Village’s possession through the 2013 tax scavenger process. Village Staff will conduct an outreach into the neighborhood early in 2016 to seek interested individuals and groups to create community gardens on vacant lots. Larger community garden grants may be offered in this neighborhood because of the Village’s goals for community-building as an early element of the redevelopment process.

In mid-2014, the 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 grant includes \$185,600 to demolish blighted, vacant homes, and to rehabilitate vacant, foreclosed homes in the Village. The housing rehabilitation portion of the grant is being 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, rehabilitation is underway on three homes, including 335 Illinois Street, 406 Suwanee Street, and 39 Sauk Trail. If funds are available after these rehabs and the demolition is completed, a fourth home will be added to the rehab project. The Village has initiated the demolition of eight homes with this funding. These homes include 211 and 213 Shabbona Drive, 214 Towanda Street, 346 Oakwood Street, 220 Marquette Street, 147 Nashua Street, 359 Blackhawk Street, and 403 Winnebago Street.

The Village is also partnering with the SSLBDA to implement a \$350,000 grant from the **IHDA Blight Reduction Program (BRP)**. This program will fund the acquisition of ten (10) vacant/blighted homes, deconstruction, and maintenance and “greening” of the lots until a final use is identified. The Village and SSLBDA are working closely with High Bridge (a landscaping social enterprise affiliated with OAI, Inc.), the Delta Institute, the Building Materials Reuse Association, and the Cook County Sheriff’s Office RENEW (Restoring Neighborhoods Workforce) program to train private contractors on the deconstruction process, and provide job training that focuses on deconstruction and green infrastructure skills (RENEW and High Bridge). At this time, the deconstruction of two homes on Allegheny Street is underway by a private contractor, and RENEW is deconstructing two homes on Arrowhead Street. This grant requires that the SSLBDA (as the not-for-profit partner on the grant) own all properties prior to deconstruction. Therefore, Village Staff is working with the Village Attorney

to obtain an additional six lots through the abandonment process. In order to qualify for this process, a residential structure must have been vacant for two years, and it must be at least two years tax delinquent and have an outstanding water bill for at least two years. The Village is also a partner with the SSLBDA, the City of Joliet, and the Villages of Dolton and Steger on an application for BRP Round 2 funding. The Village's application requests an additional \$350,000 to deconstruct another ten (10) homes in the Eastgate neighborhood.

A market study and concept plan for future development of the **former Hidden Meadows** property was completed in early 2015. This project was initiated by the Plan Commission and sought input from the Board, EDAG, Tamarack Street residents, Governors State University representatives, and Will County/Will County Forest Preserve representatives. Since completion of the plan, the Village Board approved a brokerage agreement for the marketing and sale of the property consistent with this plan. The broker is focusing first efforts on finding a developer for the multifamily/student housing element of the plan.

In 2013 the Village submitted an application to Cook County to acquire 17 tax delinquent properties through the **County's No Cash Bid Program**. This is an economic development tool designed to assist municipalities and other government jurisdictions acquire tax delinquent properties that are vacant or properties used for commercial or industrial purposes. After nearly two years of working through the process, which includes significant due diligence intended to ensure that all property owners, occupants, and interested parties are notified of the Village's intention to obtain a tax deed on the properties, the Village finally 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. Nine of the properties to be obtained through this process are located in the Eastgate neighborhood. All are vacant lots.

In July 2015, the Board approved two resolutions to support participation in **Cook County's 2015 tax scavenger sale**. These resolutions included 29 properties (now 27 because two properties have been donated to the Village) that will be acquired either through the County's No Cash Bid or Over the Counter process. Both are essentially the same process, except that properties that have some complicating circumstances such as a County or municipal lien must have those issues resolved before the municipality can acquire them. This requires that they be purchased "over the counter" at the Cook County Treasurer's Office. Similar to the process described for the 2013 No Cash Bid program, this process typically takes about two years to complete. Therefore, the Village is likely to obtain the tax deeds to these properties by the end of 2017. Seventeen of these properties are located in the Eastgate neighborhood.

In September 2015, the Board approved another resolution to support acquisition of the **Central Court Plaza shopping center** through the County's tax scavenger process. This property has been tax delinquent for over two years. The Village and the SSLBDA are working together to acquire this property as part of a larger development plan that may also include **381 Blackhawk Drive**. This property was acquired by the SSLBDA from First Midwest Bank after the Village finalized environmental studies on the property and obtained a Letter of No Further Remediation from the Illinois Environmental Protection Agency. In addition to the donation of the property,

First Midwest Bank donated \$100,000 to assist the SSLBDA and the Village in redeveloping this property. All Village expenses related to 381 Blackhawk will be reimbursed from this donation.

In August 2015, the Chicago Metropolitan Agency for Planning (CMAP) submitted to Village Staff a draft **Uniform Development Ordinance**. This draft ordinance represents a comprehensive revision of the Zoning and Subdivision Ordinances to update the ordinances consistent with more modern land development practices and to ensure consistency with the Village's comprehensive plan, especially the Sustainability Plan element. Village Staff and the Development Regulations Update Steering Commission (which includes the Plan Commission) are currently reviewing the draft in detail. 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. These sections of the ordinance are still being developed. When the draft ordinance is fully reviewed and revised, a series of public workshops will be held to ensure that residents, property owners, and business owners have the opportunity to fully review and understand the proposed changes. Ultimately, the Plan Commission is required to conduct at least one public hearing prior to submitting the reviewed ordinance to the Board for consideration.

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 seven single family homes to be rehabilitated and sold to owner occupants, four vacant blighted homes to be deconstructed with the BRP grant, one vacant residential lot, and one commercial property. 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. Three single family homes are currently being rehabilitated using the IHDA-APP grant as described above. The SSLBDA now has 19 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, Robbins, Lansing, Olympia Fields, Homewood, and University Park.

The **SouthWorks MakerLab in Park Forest** was created with the initial \$50,000 award from the Small Business Administration's Growth Accelerator Fund. With this award, the Village and its partners, the South Suburban Mayors and Managers Association (SSMMA), OAI, Inc., and the South Metropolitan Higher Education Consortium (SMHEC) purchased three 3D printers, a laser cutter/printer, electronics microcontroller equipment, six desktop computers, and design software. The second Growth Accelerator Fund award, announced in August 2015, enabled OAI to hire a part-time coordinator for the MakerLab. The coordinator is responsible for coordinating a monthly schedule of classes, marketing the MakerLab, and developing a business plan to enable the MakerLab to achieve financial sustainability. At least three graduates of the first Top Maker Professional class held by the MakerLab are currently working on prototypes of their products. The MakerLab is co-located with OAI, Inc., a DownTown Park Forest tenant, at 214 Forest Boulevard.

Staff, continues to take an active role in **Select Chicago Southland (SCS)**, a working group of Southland communities that first came together in 2013 to promote retail retention, expansion,

attraction and development. Membership in SCS varies based on the specific activity being undertaken, but it has included as many as 18 of the South Suburban Mayors and Managers Association (SSMMA) member municipalities. SSMMA has committed a staff person and web hosting and mapping services to the SCS members. The group has participated in 2014 and 2015 RECon Las Vegas, and 2014 and 2015 Chicago Deal Making. Currently the SCS is lobbying Cook County President Preckwinkle to encourage her to reach out to major retailers such as Mariano's, Whole Foods, Costco and Trader Joe's to look for viable sites in the Chicago Southland.

Village Staff is currently working with a new prospect for purchase and re-occupancy of **80 North Street**. This interested buyer, ForeBio Nutrition, Inc., has executed a Letter of Intent to purchase the property for \$500,000. In addition to this reduced purchase price, it is likely that the buyer will seek support from the Village for a Cook County Class 8 property tax incentive. The Village is also working with the Chicago Southland Economic Development Corporation and Cook County to find other ways to reduce the property taxes for this project.

In January 2015, the Board of Trustees approved a Representation Agreement to work with a broker who is marketing the vacant property at **3200 Lincoln Highway** on behalf of the Village. This property is being marketed for uses consistent with the 211<sup>th</sup> Street Metra Station Transit Oriented Development Plan.

The Village has acquired the former **Blackhawk Plaza** through the abandonment process. Staff is formulating a plan for the property that may include demolition of two of the buildings, and a subdivision of the property so the building at 380 Indianwood Boulevard can be sold for neighborhood commercial development. The building at 380 Indianwood Boulevard was formerly used as a day care, and was filled with day care equipment, books and supplies in relatively good condition. So, in conjunction with the Village-wide garage sale, Village staff held a liquidation sale and sold all the equipment in the building. The profits from this sale, approximately \$1,100 have been deposited into the Economic Development Capital Projects Fund.

The Village Attorney and Community Development Department are still working on acquiring the **Illini Apartments** through the abandonment process. A tax buyer has appealed the Village's petition, which has slowed down the process.

In the summer, the SSMMA was notified that the application for a **Will/Cook Enterprise Zone** was tentatively approved. This zone includes Park Forest, Richton Park, Matteson, Monee, and University Park. At this time, implementation of all tentatively approved Enterprise Zones is on hold due to the budget impasse at the State level. Commercial and industrial development in an Enterprise Zone is eligible for a variety of economic incentives from the State.

CMAP is beginning work on a successor plan to GO TO 2040. The new plan is scheduled to be adopted by the CMAP Board in October 2018. The Director of Economic Development and Planning is participating on the **Reinvestment and Infill Resource Group** to assist CMAP staff in developing a more detailed strategy in the new plan. This Resource Group will build on GO TO 2040's broad recommendation "to direct investment toward strengthening existing

communities and find opportunities to encourage new development and redevelopment in livable communities that are denser and designed for mixed uses.” This will be addressed through discussion of what types of areas might be the most appropriate focus for reinvestment, definition of barriers to reinvestment, and identification of transportation, land use, and funding policies and strategies to increase investment in these areas. The Resource Group will meet monthly until June 2016.

The SSMMA has received a Local Technical Assistance project from CMAP to work with the Villages of Park Forest, Hazel Crest, Richton Park and Lynwood on new **Homes for a Changing Region plans**. The plans for Park Forest and Hazel Crest will be updates to plans completed and adopted in 2012. Park Forest’s update will account for the recommended strategies from the 2012 plan that have already been implemented, as well as changes in the housing market since the original plan was developed.

The Community Relations Coordinator started 2015 with a **Realtor’s Brunch**, which provided an update on the Illinois Building Blocks Program, Neighborhood Housing Services homebuyer programs, and available homes that have been rehabilitated through the Neighborhood Stabilization Program. The Department also partnered with Standard Bank to conduct a Housing Expo, with included a House Tour.

The **Black History Month** program, tentatively scheduled for February 20, will include a screening of the movie *Selma*, and a roundtable discussion with distinguished speakers. Details are still being planned.

The Department partnered with Community Development and the Police Department to conduct a **workshop with all residential landlords** in the Village. About 50 landlords attended, and heard presentations on Crime Free Housing, the Park Forest Housing Authority, and the change of occupancy inspection process. This event will be continued on a twice annual basis, with the next workshop scheduled for March 29, 2016.

**Safe Halloween** was planned to be a bigger event than ever because Halloween falls on a Saturday this year. The Village partnered with Haunts Against Hunger to raise funds and food for the local Township food banks. The event included a haunted house, games, challenges, and a treat give-away. As always, this was a collaborative event with several other departments in the Village, as well as Village organizations.

TO: Mayor John Ostenburg  
Board of Trustees

FROM: Rob Gunther  
Director, Recreation & Parks

DATE: October 23, 2015

SUBJECT: Six Month Update, Recreation & Parks

### **Urban Forestry Update**

Relative to public trees, this past winter marked the end Park Forest's encounter with the Emerald Ash Borer (EAB). Symptoms of EAB infestations first appeared in Village trees in 2009 and since then 1,038 ash trees have been removed from parkways, parks and public land. A conservation zone was established in 2011 around Central Park, and on Westwood St. to the Rich East Campus to try and preserve some specimen ash trees. Chemical injections were applied to 134 trees in an attempt to kill the EAB larvae. Of these 134 trees, 11 remain.

The Village's EAB Readiness Plan calls for a deliberate increase of species diversity in the Village's urban forest. This will make for a healthier urban forest and minimize the effects of similar infestations and diseases to the overall tree population. This plan was integral to the \$10,000 grant the Village received in 2011 to replace trees lost to EAB and again for the \$13,300 grant that was just awarded in October 2015. This grant comes through The Morton Arboretum and will be used for both parkway and public space replanting. Staff plans to purchase 40 trees; 20 will be available to residents to replace parkway trees and 20 will be planted near playground equipment to replace lost shade trees near the play space. In 2011, more trees were planted than anticipated as staff was able to plant some of the trees, saving the cost of a contractor. It is expected that this may be the case again. Parks staff experience in planting this many trees in one season has been that it becomes difficult and time consuming to irrigate a fairly large number of trees through the dry summer months. The grant work plan avoids this issue by asking residents to agree to water their trees for the next three seasons. Staff will monitor tree conditions and step in if they must but it is expected that this will alleviate some of the pressure to keep up with the irrigation needs of so many newly planted trees.

Village Forester, Todd Cann, is also awaiting word on a second grant that will allow the Village to hire a consultant to assist in updating the tree inventory and developing a long term maintenance plan and replacement species list that will ensure maximum diversity.

### **Lifecycle Status**

Progress has been made in accomplishing the goals of the lifecycle projects. Playground equipment has been removed from Murphy Park and more detailed site plans and cost opinions are being developed for Somonauk Park. Recreation & Parks did receive several comments on the removal of equipment at Murphy Park and the decision to not replace the equipment immediately is being discussed with the Recreation & Parks Advisory Board. This year's capital budget also include \$40,000 to replace the Eastgate playground. One of the ideas from this summer's "visioning" session in Eastgate was to place some smaller tot-lots in the neighborhood so staff is exploring the possibility of installing a smaller structure in Eastgate Park and installing some tot-lot equipment elsewhere in the Eastgate neighborhood.

### **Programs and Services Cost Recovery**

Recreation & Parks has engaged the services of a consultant to establish a baseline of operating costs for the Aqua Center, Freedom Hall and the Tennis and Health Club. This process will evaluate the cost of providing these services allowing the Department to better assess its fee structure. Summary reports are expected late winter. Traditionally, recreation & parks departments have relied on tax subsidies or attempted to “break even” when considering the proper price point for programs and services. The rationale for this approach harkens to the late-19<sup>th</sup> and early 20<sup>th</sup> centuries when programs in working class and underprivileged neighborhoods were first instituted. These first programs were largely privately initiated and funded but as political pressure to provide these services grew in cities such as New York and Boston, government agencies began to assume responsibility for both operations and funding. Laws were enacted permitting Recreation & Parks Districts and public funding became the norm. All of this though, was structured within the urban context of providing programs and services to the working class neighborhoods and underprivileged (the wealthy had their own recreational outlets) and it was largely accepted that these would be subsidized with tax dollars. This model of funding recreation and parks works as long as there is a sufficiently large and diverse support base and is still the model for most urban agencies. As people began to move into the suburbs these same precepts and expectations of publicly supported recreation and parks migrated with them, but in a suburban setting this model is more difficult to sustain. More recently, providers of recreation and parks services are looking to offer a diverse range of programs and services that considers the overall community benefits in their pricing structure. For example, pricing for a participant enrolled in a highly competitive sports league, taking private lessons or on a group trip would look to recover, at a minimum, all of the costs associated with such a program as the benefits of participation are largely to the individual alone. Equally, the pricing structure for community wide events, after school and youth programs and instructional leagues might look to recover none or a small percentage of the costs as they are deemed to have significant community wide benefit. Between these extremes would fall all of the other programs and services, each deliberately priced to recover a predetermined percentage of costs. Ideally, pricing could be constructed such that some programs and services would help to support those that needed the subsidies. This model requires deliberate thought and discussion as to the overall philosophy of cost recovery and deliberate decisions based on that philosophy.

The Recreation & Parks Department has largely looked to break even with its pricing structure but this review will determine more accurately its costs as well as examine the overall community benefits of its program offerings and services. 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.

In conjunction with the cost analysis, staff has also been discussing a resident/ non-resident rate structure. Some time ago Recreation & Parks did away with non-resident fees. The reasoning for this was twofold; the department needed to encourage non-resident patrons to participate in programs and memberships and it wanted to encourage a more regional service area. While this premise is still valid, consistently, there has been some comment from residents as to the “unfairness” of this strategy, particularly as it relates to Aqua Center memberships and pavilion permits. Specifically, staff is considering couching the resident/ non-resident fees as a discount for residents. For example, a program currently priced at \$25.00 would be advertised as \$28.00 and the Resident Discount would be \$25.00. Additionally, staff would have two separate lotteries on Permit Day, the first for Park Forest residents and

the second for non-residents. Details are still to be worked out but this proposal has also been discussed by the Recreation & Parks Advisory Board and has their support.

### **Teen Zone**

Teen Zone coordinator, Adina McCollough has a core group of about 12 students that have been working together, planning activities for the upcoming year. These plans include a monthly dinner, a weekly movie day and a Friday night party. Additionally, special events are planned for each month. These include a Thanksgiving dinner, talent show, Sweethearts Dance, March Madness Basketball Tournament, and end of year BBQ. This group also developed a new fee structure; \$1.00 - Daily Entry; \$3.00 – Weekly Fee and 6 Weeks - \$20.00. Those paying for a 6 Week membership also receive a membership pass, a T-Shirt and may attend the monthly special events. A local collage tour is planned including visits to Governors State University, Prairie State College and City Colleges of Chicago. Additionally, Teen Zone staff is collaborating with University Park Recreation & Parks to sponsor a regional College Tour in the spring. University Park has sponsored this tour for 20 years or so and averages about 40 students per trip. University Park no longer has the capacity to manage the logistics of this program so R&P staff will be coordinating the registration and planning. The pay-off for assuming this responsibility will be the revenue generated from this program, expected to be \$1,500 to \$2,000.

There was much anticipation on the part of students prior to the September start of Teen Zone but participation has been somewhat disappointing as the students say that it is too nice to be inside. The majority of last year's participants are now sophomores and now attend Rich East High School so the Teen Zone Coordinator personally meets students outside of class to encourage them to come. She is also meeting new 7<sup>th</sup> Grade students to tell them about Teen Zone. She has also fielded several calls from parents inquiring about the program so staff fully expects participation to increase over the coming weeks. Additionally there are several who have volunteered to work with the program in various capacities, including one who will supply all equipment needed to teach sewing. This is a popular program that Teen Zone had to pay for last year which would now be free. Additionally, there are seven Rich East Seniors who have volunteered. Most of these are young ladies. Most Teen Zone participants have been male so having female volunteers could help to meet the need of finding a way to attract females into the Teen Zone program.

The Teen Job Connection continues to connect teens with Village residents needing jobs done around the home and students are eagerly awaiting the leaves to fall and the snow to fly so they will have some work.

Teen Zone continues to meet in the Rec Center and as construction nears completion of the Michelle Obama School of Technology and the Arts, staff is still unsure as to how, or if, SD 163 intends to use the space. As both gymnasium and cafeteria space is part of the addition, staff expectation is that the District will significantly reduce its use of the Rec Center if not discontinue its use altogether. As the District's plans develop, Village Staff will continue to explore how the Recreation Center would best be used to meet expected Teen Zone needs. These would include creating some spaces to relax, a "computer lab" and a space to teach and practice "life skills" such as cooking and light home repairs. As staff is made aware of SD #163's intentions these plans will be further developed and included in the Capital Plan. Additionally, staff is considering how the Rec Center would meet other program needs of the department.

2015 was also a banner year for the summer camp programs. Enrollments topped out at 196 as the department had to stop accepting registrations due to staffing limitations and the desire to maintain a reasonable staff to camper

ratio. Program highlights include swim lessons for each camper, field trips, art instruction, outdoor play, talent show and “Taste of Camp”.

### **Tennis and Health Club**

The Tennis and Health Club continues to be a blend of progress and status-quo. Although it is still early in the season there are several promising indicators. Permanent court time reservations are up over last year as are new memberships, by about 15%. Park Forest resident memberships continue to be about 15% of total memberships. There are 40 individuals in group lessons totaling 23 hours per week and private instruction averages about 20 hours per week. Two organizations are purchasing court time totaling 18 hours per week. *Wiz-Kids* is geared at offering tennis instruction and mentoring to teens and children and has over 60 participants, predominantly African American. Unfortunately there are no Park Forest residents enrolled. *Builders T* is a professional business group of over 20 members that play six to eight hours per week. Additionally, the Park Forest Tennis and Health Club has nine tennis teams registered in two separate leagues.

### **Aqua Center Season Recap 2015:**

The 2015 Aqua Center season began with much promise as patrons took advantage of the *Early Bird* promotion as some 72 more passes were sold during the 2015 pre-season than in 2014, but for the third season in a row fully 1/3 of the season was lost to unseasonably cool and wet weather. Staff was able to make the most of the weather through special promotions on the better days and by extensive use of social media. Highlights for the season include:

- Participation in the “World’s Largest Swim Lesson”. This event was free to the public and on June 18<sup>th</sup>, 146 individuals at the Park Forest Aqua Center joined 37,000 participants in 24 countries for swim and water safety instruction.
- Resident season pass sales increased by 15% in 2015; increasing the resident memberships to 49% of total season memberships.
- Daily pass sales were up 30% over 2014 and of these, 79% were Park Forest residents. Daily pass sales remain a significant portion of overall revenue.
- Facebook activity was up significantly among guests with over 1,650 posts made to the Park Forest Aqua Center page. This activity suggests a general improvement in the member experience.
- Refer-A-Friend and Late Season Memberships have been offered the past two years and have brought in 115 new members.

Other promotions began last year will continue as these also proved to be successful. These include, pre-paid, multi day passes, special offers included in the water bill and social media promotions. Additionally, with cross training and tighter scheduling staff time is used as efficiently as possible. It is anticipated that the new timekeeping software will help with this.

Issues addressed last season that will continue to be refined for the 2016 season include expanding revenue opportunities, the fee structure and hours of operation. Notably, staff proposes to reserve the 6:00 to 8:00 evening hours for swim lessons and exercise classes as these two programs have the greatest potential for increased revenue. Included with the 2015 Park Forest Aqua Center - Season Recap by Assistant Manager Kim Ruthenbeck that follows are recommendations for hours of operation and fees.

**2015 Park Forest Aqua Center - Season Recap**

If this were a news article about the 2015 Aqua season the headline would read something like

**‘Mother Nature Plays Havoc – Aqua Center Fights Back!’**

To prove a point, Mother Nature graced the season with 43 days (52% of the season) of temperatures under 80°. And if that wasn’t message enough, 31 of those days wouldn’t see the thermostat reach over 75°. June saw 8.42” or twice the normal rainfall and the third wettest since 1952, with July following close behind with 6.38”.

Not to be undone by Mother Nature, the Aqua Center staff fought hard to create silver linings for its guests. Swim Lesson participants for Session I experienced multiple days of temperatures too cold to swim. Participants were invited to join Session II lessons as make up days, the majority took us up on the offer. Those that didn’t were given two FREE daily guest passes. Realizing members and guests were hungry to enjoy more summer before season’s end, Back to School hours were delayed a week with the facility open on an expanded 7 day schedule. Members went out of their way to make sure staff knew how thrilled they were with this decision. Lastly, the staff watched the weather closely and created special Daily Guest fee offers through Facebook and marquis and lobby signs constantly throughout the season. These offers generated 40% of the revenue realized from memberships and daily guest fees, up from 27% in 2014.

For the first time, the Aqua Center participated in The World’s Largest Swim Lesson on June 18<sup>th</sup> - a global event, comprised of 24 countries, focused on teaching over 37,000 individuals’ basic swimming techniques and water safety. The event was free to all who wished to attend. Our 146 participants, along with all participating pools, were submitted to the Guinness Book of World Records. While this event requires considerable pre and post event organization, it is worth every minute to make members of our communities more comfortable around water and prevent drowning.

**Revenue Summary:**

Revenues of \$119,521 from memberships and daily fees fell 15.4% from 2014 levels representing the lowest revenue of the past four seasons. Total revenues – all sources - for the 2015 season are \$147,105 or \$22,000 below the 2014 season. The most significant contributions of additional revenue came from swim lessons.

	Fee -based Revenue	S O S % Change (Season Over Season)	% Change Vs. 2012
<b>2015</b>	\$119,521	-15.4%	-30%
<b>2014</b>	\$141,191	4.4%	-17%
<b>2013</b>	\$135,228	-20.6%	same
<b>2012</b>	\$170,329	8.3%	

*\*Anticipated 2015 Season Revenue from Membership and Daily Fees once Park Forest Day Camps and PAAC fees are invoiced.*

**2016 Recommendation:** Identify and adopt a set of weekly Key Performance Indicators focused on revenue and labor cost control to better manage and respond to the seasonality of the business. Revise key job descriptions to enhance focus on managing the business in addition to the guest experience.

## Membership Pass Sales:

A simplified rate structure was implemented charging the same rate for each membership pass versus the prior tiered rate structure based on the number of individuals in a membership. This change was brought about by feedback from members and staff related to the complexity of the previous rate structure. The impact of this change is that membership pass sales are a more important key performance indicator than the number of membership packages sold.

While Membership package sales were up over 2014, revenue is generated based on individual pass sales. A membership package counts as one sale regardless of the number of individuals in the membership vs. pass sales which accounts for each member. For example, a membership comprised of four members equals 1 package and 4 individual pass sales. Total pass sales lagged 2014 by 417 passes. A trend of declining pass sales has developed pass sales declining approximately 400 passes or 8.8% season over season for the last three seasons. The simplified rate structure for Public Memberships protected per pass revenue: \$53.48 per pass (2015) vs. \$52.16 per pass (2014), representing a 2.5% increase per pass sold.

	2015	2014	2013	Net Difference (2015 vs 2014)	% Change S O S
<b>Membership Package</b>	<b>676</b>	625	685	51	8.6%
<b>Membership Passes</b>	<b>1378</b>	1795	2166	-417	-23%
<b>Pass Revenue</b>	<b>\$68,571</b>	\$93,621	\$97,025	(\$25,050)	-26.7%

Early Bird membership registration continues to motivate the sale of membership passes. Over 66.5% of the seasons memberships are sold during the Early Bird registration period. 72 more passes were sold at the Early Bird rate than in 2014 demonstrating the increasing value of the Early Bird rate to members. Opportunity to generate additional revenue from memberships exists as Aqua Center membership rates are significantly lower than other area aquatic centers and pools (*see attached Competitor Membership Rate survey*). An additional 40 membership passes were acquired with the Late Summer membership offering that took place in late July.

A special promotion targeted at inciting residents was conducted via the May cycle of the water bill. Residents were offered a \$5 coupon good on any product or service provided by the Aqua Center; 44 coupons were redeemed to purchase membership passes at a cost to revenue of \$220.

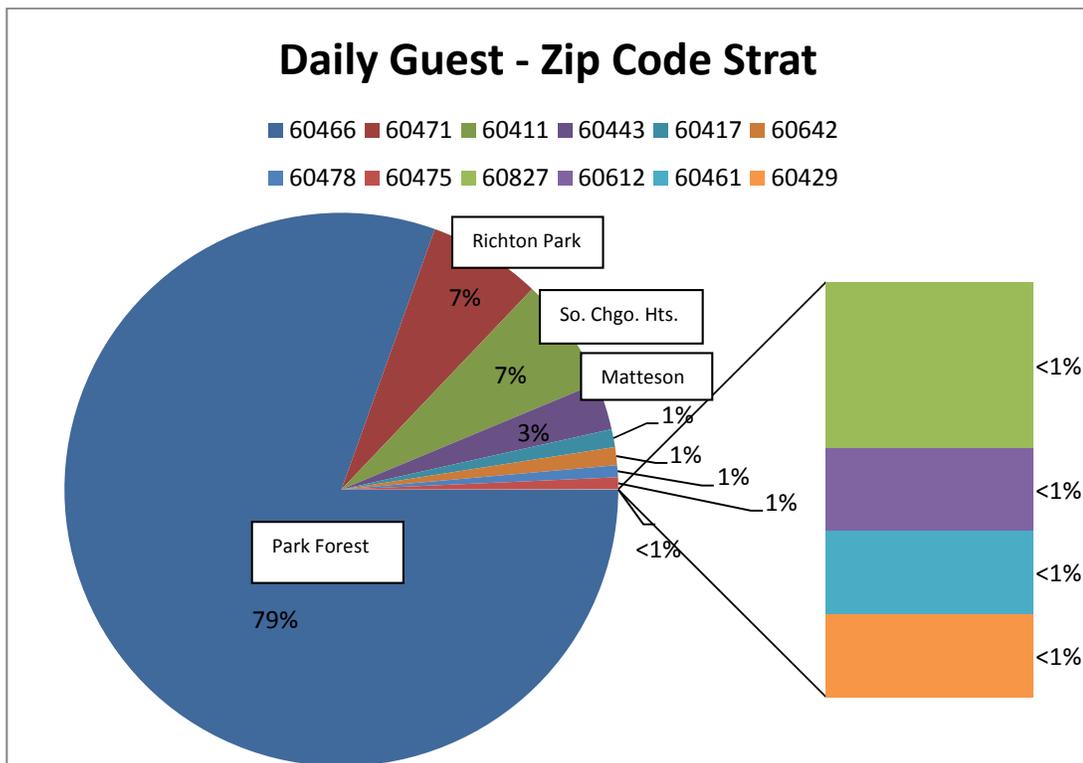
Residents as a percent of total membership pass sales increased this season to 49% or 15% over the 2014 season. Female members hold over 63% of the total membership passes. The age of members remains consistent season over season: Age of 19 & Under = 45%, Age 20 – 49 = 30%, and Age 50 & Over = 25%.

**2016 Recommendations:** Revise membership rates - individual membership rates range from \$80 - \$175 per member among competitors vs. \$52/\$65 at our facility - while keeping the integrity of the simplified rate structure. Offer a resident discount and add a family membership alternative. Promote membership to local business owners and their employees with a special offer. Revise P.F. Summer Camp pricing to include a membership pass as part of the summer camp fee.

**Daily Guests:**

Despite the weather and due to the constant marketing offers, daily pass sales were \$50,591. Daily fees, collected from the general public, outpaced 2014 daily fees by more than 30%. 4,109 daily passes were sold or an average of 50 guest per day. Passes per day almost double 2014.

For the first time, zip code tracking for daily guests was implemented. Four zip codes dominate the primary residence of daily guests: Park Forest (79%), Richton Park (7%), South Chicago Heights (7%) and Matteson (3%). Crete, Chicago-West Loop, County Club Hills and Steger each represent 1% of daily guests. Coming in at less than 1% are Riverdale, E. Garfield Park, Olympia Fields and Hazel Crest.



**2016 Recommendation:** As daily fees become a bigger contributor to revenue, it is imperative to find ways to generate pre-paid, non-weather dependent revenue. Offer pre-paid multi-day passes and weekend passes starting with Early Bird registration with an Early Bird discount. Update pricing to provide an advantage to residents while protecting revenue. Increase outreach to area summer camps, day care and youth organizations.

**Swim Lessons:**

New this season were weekday evening swim lessons offered in addition to weekday morning and Saturday sessions. A limited number (4) of classes geared toward older and experienced swimmers were offered to test interest and expose staff and supervisors to the changes in routines. Eight (8) students enrolled in evening classes. Despite low enrollment, patron feedback indicates evening swim classes are in high demand for a younger,

inexperienced swimmer vs. an older, experienced swimmer. Swim lessons, private and group, generated \$21,987 or an increase of 2.3%. 239 students participated in 34 group swim lessons, up 9.6% from 2014 enrollment.

The highest enrollment, across all sessions, is the Age 6-8, Level 1 & 2 class with a 70% utilization rate. Delaying Session I lessons to accommodate for cool temperatures at the beginning of the season resulted in a 7% increase in participation and an overall utilization of 47%. Also of interest, Session II (M -Th) lessons have the highest overall utilization, 55%. Parent w/ Tot classes offered on Saturdays draws a higher than planned utilization at 117%. The data suggests a need to offer additional classes for children 12 and under who are beginning swimmers.

142 Park Forest day campers participated in specifically designed swim lessons. The cost of instructing these campers averages \$5.40 student per lesson or \$43 per student/session (8 lessons). Campers are provided a considerable advantage of participating in dedicated classes at a rate that is \$9 per student less than the rate paid by other camps for swim lesson.

Aqua Zumba resumed in mid-July with a new instructor, Denise Camin. Denise came to us as a referral from the Homewood-Flossmoor Health and Tennis club. Despite the delayed start in Zumba classes, revenues were 2X's 2014 levels - \$445. Patrons have asked for additional aqua fitness classes offered weekday evenings and Saturdays. Denise is qualified to teach various aqua fitness classes and if we get on her calendar early there is an opportunity to expand our offerings.

**2016 Recommendation:** Reduce Daytime lessons to two sessions and expand Evening lessons to two sessions focused on the young, beginning swimmer. Expanding evening lesson offerings will require closing the pool Monday thru Thursday at 6:00 pm. While a first thought would be the dissatisfaction from patrons, analysis of attendance by hour reveals that attendance drops to a negligible number of guests after 6:00 pm (*refer to Member Attendance chart in the Hours of Operations section*). Consideration can be given to keeping the East Pool open during these hours for members. Stronger outreach to make our swim lesson offerings known is a *must* to increase participation levels and thereby revenue. Reaching out to area schools in early May – in several surrounding communities – to make parents aware that reasonably priced lessons are available, conducting free pre-season water safety classes, and offering an Early Bird discount will greatly impact our success.

Add a curriculum of Aqua Fitness classes offered weekday evenings and Saturdays. Integrate the ½ day P.F. Summer Camp into Daytime Group Swim Lessons to increase utilization and efficiency while reducing labor cost and the cost to camp participants. This season in particular illustrated the importance of revenue from these sources to offset decreasing membership numbers. Both recurring camps and drop in camps should be solicited in April, during their scheduling and budgeting time, for open swim and swim lessons. The effort is well worth the revenue generated and provides children a constructive and healthy environment to spend their time. With the exception of our own day camps, camps need to prepay for services prior to their scheduled date. This will encourage fewer cancellations and matches the procedure used for facility rentals and private lessons.

### **Parties:**

Parties generated \$5,423 in revenue this season: \$3,428 Day Parties/\$1,995 Private Facility rentals. Revenue is down 42% from 2014 due primarily to weather. Day Parties were hosted primarily by non-members. Despite weather, none of the parties required rescheduling or refund due to weather. There is significant excess capacity to generate revenue from parties at the facility.

**2016 Recommendation:** Promote a special rental rate to local business owners and employees.

### **Marketing & Promotion:**

Facebook played a significant role in promoting the Aqua Center and staying in touch with members, guests and the general public. Members and guests were more actively involved in posting pictures and comments than in the past. Over 1650 posts were made to the site. Likes exceeded 1900 – up from 1800 last season with reach of 1872. One particular marketing approach that has shown results the last two seasons is the Refer-A-Member campaign netting 45 new members. Another was a Late Season membership rate (\$40) offered beginning July 18 which is typically when guests deem it too late to invest in a full price membership. This offer resulted in 70 memberships over the past two seasons.

Promoting the Aqua Center to residents, with a \$5 discount coupon, in the May water bill netted 44 new memberships, 11 daily guest passes and 5 swim lesson registrations.

**2016 Recommendation:** Continue Refer a Member and Late Season membership programs. In 2014, contests, Aqua Center trivia, and staff spotlights were conducted weekly. A return to these activities will not only entertain and engage but will also get more patrons using the site as a consistent source. Reduce the number of brochures and giveaways to better match membership volume. In 2016, a monthly offering and/or information sharing should be implemented to make better use of the water bill as a communication vehicle. Marketing and promotion is difficult when day to day operations consume the majority of staff's time. A summer intern dedicated to the Aqua Center should be considered to focus solely on marketing, promotion and events.

### **Guest Experience:**

**2016 Recommendation:** Broken deck chairs were replaced this season much to our guest's satisfaction. A portion of the budget should be reserved annually for this purpose. Adding privacy to the women's change room still needs to be completed. The parking lot is in dire need of repaving and striping. Additionally, more handicap parking spots closer to the front entrance need to be identified.

### **Hours of Operation:**

Analysis of operating hours and guest attendance provides a snapshot of when members frequent the Aqua Center. This information is useful in determining staffing levels, adding additional evening swim lesson and aqua fitness classes and refining operating hours for the 2016 season.

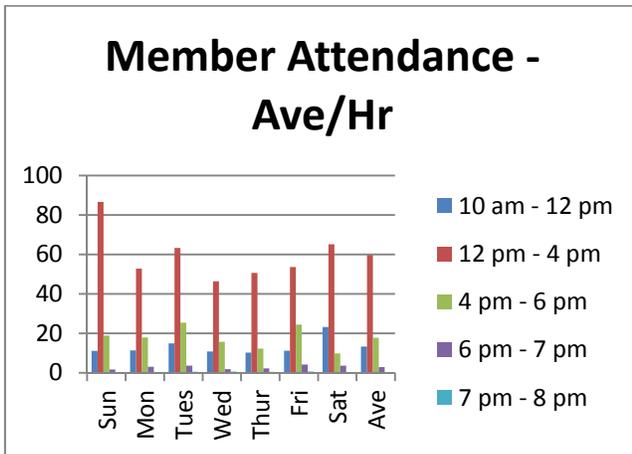
Just like the 2015 season, Labor Day will once again fall on September 5<sup>th</sup>. Because of insufficient staff, it is not feasible to extend the season past August 28<sup>th</sup>, 2016.

**2016 Recommendation:** An analysis of guest attendance reveals opportunities for the 2016 season:

- Reduce from three distinct schedules to two: June 4 thru August 13 and August 15 thru August 28
- Delay the start of Back to School hours by one week = *approx. \$4200 increase*
- Open for adult members at 11:00 am daily vs. 10:00 am Monday – Friday (*Consistent with area facilities*) = *approx. \$12,600 decrease*
- Close at 7:00 pm daily (*when swim lessons are not in place*) = *approx. \$6900 decrease*
- Close at 6:00 pm, except for the East Pool, on Monday thru Thursday to offer evening swim lessons

- Repurpose the Friday 10:00 am – 11:00 am and Monday – Thursday 6:00 pm – 8:00 pm timeframes for swim lessons and aqua fitness classes

These changes will result in a net reduction in scheduled labor cost of approx. \$15,000 based on the approximate labor cost increase/decrease noted above in italics. The 2016 recommendations reduce total scheduled hours to 643.5 or a payroll cost of \$123,350. Additional revenue, minimum \$5000, will be generated from the addition of evening swim lessons and aqua fitness classes.



	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Ave
10 am - 12 pm	11	11	15	11	10	11	23	13
12 pm - 4 pm	87	53	63	46	51	54	65	60
4 pm - 6 pm	19	18	25	16	12	24	10	18
6 pm - 7 pm	2	3	4	2	2	4	4	3
7 pm - 8 pm	0	0	1	1	0	1	0	0

**Labor Costs:**

This season approximately 50% of the supervisory, front desk and maintenance teams were comprised of new employees or individuals new to the position. In an effort to improve efficiency between the front desk and maintenance staff a hybrid position was created to cross-train front desk staff to perform basic facility maintenance. Cross-training allowed us to fill needs as they occurred, i.e. more frequent cleaning of the women’s change room. It also provided more flexibility in scheduling the two teams.

The tenured staff resulted in an average hourly rate of \$9.80/hr. vs. \$9.43/hr. in 2014. Despite an increase in the average hourly wage, the implementation of a revised staffing model and scheduling adjustments to reflect 37 days of early closing or low attendance resulted in payroll expenses \$9,300 or 7% lower than in 2014. These cost savings include additional hours required to delay Back to School hours, train new front desk, maintenance and supervisory staff and manning the special registration days pre-season held at the Aqua Center. Efficient use of labor can be illustrated by comparing two key performance indicators season over season: payroll hours per day and revenue per payroll hour.

**Payroll Hours/Day**

	Days Avail	Days Open	Total Payroll Hours	Payroll Hours/Day
<b>2015</b>	82	45	8,031	178.5
<b>2014</b>	80	50	13,750	275
<b>2013</b>	75	48	16,879	351.7

**Revenue/Payroll Hour**

	Total Revenue	Total Payroll Hours	Revenue/Paid Hour
<b>2015</b>	\$119,521	8,031	\$14.88
<b>2014</b>	\$141,191	13,750	\$10.27
<b>2013</b>	\$135,228	16,879	\$ 8.01

**2016 Recommendations:** Leverage the functionality of the new timekeeping system to improve control of labor cost. Expand cross-training of staff to include: lifeguard/front desk and lifeguard/maintenance. Develop a ‘call in’ routine to be more adaptable to weather and low attendance. Review options for lowering the cost of managing the facility by revising contracts and increasing ‘in season’ hands on hours or by investigating other alternatives.

**Competitive Membership Rate & Daily Fee Survey**

	Individual			HH 2			HH 3			HH 4			HH 5			Add'l Member (over 4)			Senior <sup>5</sup>			Senior Couple			Daily Fee <sup>6</sup>				
	Res	Non-Res	Village	Res	Non-Res	Village	Res	Non-Res	Village	Res	Non-Res	Village	Res	Non-Res	Village	Res	Non-Res	Village	Res	Non-Res	Village	Res	Non-Res	Village	Res	Non-Res	Village		
<b>Park Forest</b>																													
<b>Aqua Center<sup>1</sup></b>																													
Early	\$ 52	\$ 52		\$110	\$110		\$156	\$156		\$208	\$208		\$260	\$260															
Regular	\$ 62	\$ 62		\$124	\$124		\$186	\$186		\$248	\$248		\$310	\$310															
<b>Centennial<sup>2</sup> (Orland Park)</b>																													
Early	\$ 80	\$200		\$120	\$300		\$150	\$400		\$150	\$400		\$150	\$400		\$ 15	\$20		\$ 50	\$125									
Regular	\$ 88	\$220		\$132	\$330		\$165	\$440		\$165	\$440		\$165	\$440		\$ 15	\$20		\$ 55	\$137									
<b>White Canyon</b>																													
<b>Water Park<sup>3</sup> (Tinley Park)</b>																													
Early	\$ 86	\$128	\$160	\$155	\$230	\$350	\$165	\$245	\$330	\$170	\$260	\$340			\$20	\$30	\$ 40	\$ 55	\$ 88	\$110	\$ 90	\$158	\$180						
Regular	\$ 96	\$138	\$175	\$180	\$255	\$350	\$190	\$270	\$370	\$195	\$385	\$380			\$30	\$35	\$ 45	\$ 65	\$ 98	\$130	\$110	\$178	\$220						
<b>Lions (Homewood)</b>																													
Early																													
Regular	\$ 120	\$240		\$200	\$400													\$ 60	\$240										
<b>Skyline Pool<sup>4</sup> (Chicago Heights)</b>																													
Early																													
Regular	\$ 130	\$155		\$175	\$200													\$ 125	\$125										
<b>Hickok (University Park)</b>																													
<b>Aquatic Center</b>																													
Early																													
Regular	\$ 175	\$225		\$175	\$225		\$175	\$225		\$175	\$225		\$175	\$225															
1 Up to 5 individuals, with different addresses and/or relationships, are allowed per membership. No specific family membership offered																													
2 A family membership is defined as up to 5 immediate family members residing in the same household with valid proof of residency. Additional immediate family members 3 years and older are \$15.00 each for residents/\$20.00 each for non-residents. Immediate family members are defined as parents and their non-adult (24 & under) children residing in the same household																													
3 Village and Non-resident memberships are limited to 150 family passes per year. Children turning 3 before May 30 must purchase a pass.																													
4 Membership Only Pool. Daily guests must come with member																													
5 Senior age between 55+ and 60+ depending on facility																													

**Membership Highlights:**

\*Park Forest Aqua Center has the lowest membership rates of all area pools, including those with smaller facilities, and does not offer a rate for residents. The closest rate, offered by Centennial, is \$26 higher than our regular season rate.

\*Two other facilities, White Canyon and Centennial, offer an early bird rate with a \$10 and \$8 discount, respectively.

\*4 of 6 facilities offer a discounted senior membership rate.

\*Facilities that offer multiple person memberships require the individuals be immediate family members of the same HH.

\*White Canyon and Centennial allow for families with more than 5 members to add additional family members at a lower rate.

\*Skyline Pool requires membership to use the pool, unless a guest comes with the member.

**Daily Guest Fee Highlights:**

\*PF Aqua Center daily fees are slightly lower than the ALL Day rate at public and full service facilities

\*All other facilities offer a Res and Non-Res guest fee and do not provide a lower 1/2 day rate for non-residents

\*Only 2 of 5 area facilities offer a lower rate 1/2 day rate to residents

\*Facilities are equally divided between 1/2 day rates starting at 4 pm or 5 pm

COMPETITOR HOURS SURVEY								
		SEASON		REGULAR SEASON			BACK TO SCHOOL Begins 8-10-15	
<b>Park Forest Aqua Center</b> <sup>1</sup>		June 6, 2015		M - Fr	10 - 12 pm Adult		M,W,Fr	4 - 7 pm
		August 30, 2015			12 - 8 pm		Sa	10 - 12 pm Adult
				Sa	10 - 12 pm Adult			12 - 7 pm
				Su	12 - 7 pm		Su	12 - 7 pm
				Su	11 - 12 pm Adult			
					12 - 7 pm Adult			
<b>Centennial</b> <sup>2</sup>		May 24, 2015		M - Su	12 - 8 pm		<b>Begins 8-17-15</b>	
		September 4, 2015		Sa - Su	11 - 8 pm Members		M - Su	4 - 7 pm
							Daily Fee: 2 for 1 Admission	
<b>White Canyon Water Park</b> <sup>3</sup>		May 30, 2015		M - Su	12 - 8 pm		<b>Begins 8-17-15</b>	
		September 7, 2015		Jul 4	10 - 6 pm		M - Fr	4 - 7 pm
							Sa - Su	11 - 7 pm
							Labor Day	11 - 7 pm
<b>Lions</b>		May 24, 2015		M - Fr	12 - 5 pm & 6:30 - 8 pm		<b>Begins 8-12-15</b>	
		Sept 6, 2015		Sa - Su	12 - 8 pm		M - Fr	4 - 8 pm
							Sa - Su	12 - 8 pm
							<b>Begins 8-24-15</b>	
							Open Sa & Su Only	
							Open Labor Day	
<b>Skyline Pool</b>		June 6, 2015		M - Su	12 - 7 pm		<b>Begin 8-17-15</b>	
		September 1, 2015			Closed 5 - 5:30 pm		M - Fr	4 - 7 pm
							Sa - Su	12 - 7 pm
<b>Hickok</b> <sup>4</sup> <b>Aquatic Center</b>		June 6, 2015		M - Fr	2 - 7 pm			
		???		Sa - Su	2 - 6 pm			

1 2015 Season - Back to School hours delayed and modified 8-10 thru 8-16

2 Members are allowed in 5 min prior to public M - Fr

3 Pools are open/close during Back to School hours based on staffing and attendance

4 Information on Closing Date not available

**Hours Survey Highlights:**

\*3 of 6 facilities open in May/4 of 6 have longer seasons. This factor should be a consideration in determining membership rates if the PF Aqua Center season remains the same as 2015

\*4 of 5 area facilities open at 12 pm for members and non-members during the week vs PF Aqua Center which opens at 10 am for members

\* 3 of 5 area facilities open at 12 pm on weekends, except Centennial opening at 11 am for members only

\*3 of 5 area facilities are open until 8 pm daily, 2 of 5 are open until 7 pm. Hickok closes at 6 pm on weekends.

\*3 of 5 area facilities begin Back to School hours the third week of August. One week later than PF Aqua Center and Lions Pool

## Aqua Center – Proposed 2016 Membership Pricing Model

### Premise:

- Projections are based on 2015 pass sales and 49% Resident/51% Non-Resident membership composition
- The simplified rate plan is a required approach
- 2016 Proposed rates are NOT intended to bring Membership Rates to 100% of area pool rates. Gradual rate increases are proposed for 2016 and 2017 to protect against accelerated attrition of members
- 2016 Hours recommendation is approved and Early Bird discounts will continue to be offered

### Summary of Pricing Model:

The proposed pricing model is based on:

- Simplified rate of \$67 charged for each member in a non-family membership.
- A Family Membership based on the simplified rate structure for the first three family members. Additional members are added to the plan at \$25 for residents/\$30 non-residents for each add'l family member.
- Family Membership will *only* be offered during the Early Bird Registration period. The Regular rate structure will apply on Opening Day of the Aqua Center.
- A differentiated rate is offered for Park Forest residents. This rate difference can also be characterized as a Resident discount.
- Early Bird registration period with a corresponding discount will be available for both residents and non-residents.
- A Veteran membership pass offered at the same price for residents and non-residents. The Veteran pass will be eligible for the Early Bird discount.
- -Owners of Park Forest businesses and their employees will be offered a special membership rate.

**Proposed Membership Rates:**

**Simplified Rate – fixed rate applied to each person in the membership**

	Individual			Individual + 1		Individual + 2		Individual + 3		Individual + 4		Veteran Membership
	Res	Non Res	Village Bus	Res	Non Res	Res	Non Res	Res	Non Res	Res	Non Res	
<b>2016</b>												
Early	\$67	\$87		\$134	\$174	\$201	\$261	\$268	\$348			\$ 57
Regular	\$77	\$97	\$67	\$154	\$194	\$231	\$291	\$308	\$388			\$ 67
Late Season	\$48	\$48	\$48									
<b>2017</b>												
Early	\$ 72	\$ 92		\$ 144	\$ 184	\$ 216	\$276	\$ 288	\$ 368			\$ 62
Regular	\$ 82	\$ 102	\$ 72	\$ 164	\$ 204	\$ 246	\$306	\$ 328	\$ 408			\$ 72
Late Season	\$ 50	\$ 50	\$ 50									
<b>2015 - Current</b>												
Early	\$ 52	\$ 52		\$ 110	\$ 110	\$ 156	\$156	\$ 208	\$ 208	\$ 260	\$ 260	N/A
Regular	\$ 62	\$ 62		\$ 124	\$ 124	\$ 186	\$186	\$ 248	\$ 248	\$ 310	\$ 310	N/A

**Special Family Membership Rate Offer: May 1 thru June 3**

	Family of 3	Family of 4	Family of 5	Family of 6	Add'l Family Member
<b>Resident</b>	\$ 201	\$ 226	\$ 251	\$ 276	\$25
<b>Non-Resident</b>	\$ 261	\$ 291	\$ 321	\$ 351	\$30

*Resident Family Membership: \$67 each for the first three members and \$25 for each addt'l member*

*Non-Resident Family Membership: \$87 each for the first three members and \$30 for each addt'l member*

**Projected Revenue:**

Revenues have been projected by applying proposed 2016 Membership pass rates to 2015 pass sales and demographics. Projections place revenues at \$106,000 or approx. \$36,000 more than realized in 2015. Projected revenues do not take into account the sale of a Veterans pass since sales volumes do not exist for this group. Veterans pass sales could slightly diminish revenues as some of the current membership may qualify for the Veterans pass which is priced lower than the single membership pass.

## 2016 Revenue based on 2015 Volume

	# of Members in Membership						Revenue from Membership					
	1	2	3	4	5	Total	1	2	3	4	Total	
Res	108	51	32	25	15	231	\$ 7,255	\$ 6,894	\$ 6,500	\$ 4,489	\$ 25,139	
Non-Res	113	54	34	26	15	241	\$ 9,806	\$ 9,318	\$ 8,785	\$ 6,314	\$ 34,223	
Res	41	17	13	3	1	75	\$ 3,132	\$ 2,566	\$ 2,943	\$ 1,056	\$ 9,697	
Non-Res	42	17	13	4	2	78	\$ 4,106	\$ 3,364	\$ 3,859	\$ 1,385	\$ 12,714	
Late Season	29	6	2	3	0	40	\$ 1,392	\$ 576	\$ 288	\$ 576	\$ 2,832	
<b>Emp - FT</b>	32	2	5	3	4	46	\$0	\$0	\$0	\$0	\$0	
<b>Emp - PT</b>	2	0	0	0	0	2	\$90	\$0	\$0	\$0	\$90	
	367	147	99	63	37	<b>713</b>	<b>\$25,781</b>	<b>\$ 22,718</b>	<b>\$ 22,375</b>	<b>\$ 13,821</b>	<b>\$ 84,694</b>	
							<i>(before refunds, discounts, and special offers)</i>					
	# of Family Memberships						Revenue from Family Memberships					
	4	5	6	7		Total	4	5	6	7	Total	
Res	31	6	3	0		40	\$ 7,006	\$ 1,506	\$ 828	\$ -	\$ 9,340	
Non-Res	20	17	2	1		40	\$ 5,820	\$ 5,457	\$ 702	\$ 381	\$12,360	
											<b>\$21,700</b>	
											<b>\$106,394</b>	

## VILLAGE OF PARK FOREST

### MEMORANDUM

**TO:** John A. Ostenburg, Mayor  
Board of Trustees

**FROM:** Thomas K. Mick,  
Village Manager

**DATE:** November 9, 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.**

What follows is an update on efforts toward the goals.

#### **1. Generate Economic and Business sustainability for the Village**

Country Squire Foods, Inc., opened for business in November 2014. Foster's Kennels opened in February 2015.

Additional DownTown businesses that opened in 2014/2015 include Johny's II Food Restaurant, Main Street Diner, SomeWear, an apparel and tailoring store.

Since the beginning of FY2015-2016, six new home-based businesses and one commercial business (Z Boutiques, Inc. on Cunningham Drive) have been issued business licenses. Additional businesses in the process of obtaining licenses include a home based day care, a commercial barbershop on Sauk Trail, and a video café in DownTown. Also, Matanky realty has submitted plans for 2 potential video gaming venues to be built out in the space which was formerly occupied by Last Minute Copy Shop.

In January 2015, the Board approved a brokerage agreement for the advertising and potential sale of 3200 Lincoln Highway. In April 2015, the Board approved a brokerage agreement for the advertising and sale of the former Hidden Meadows property. A brokerage agreement will be considered for the advertising and potential sale of the Norwood Square property.

Staff assists 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.

In October 2014, the Board of Trustees approved a request 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 in January 2015 the Board approved a new Class 8 property tax incentive for 2348 South Western Avenue for Foster's Kennels. The property at 2348 Western was also granted a rezoning from M-1, Office Research and Industrial zoning district, to M-2, Industrial to permit a dog kennel on the property.

The last potential buyer for 80 North Street was unable to secure affordable funding. The Village is currently working with a new potential buyer for the property, ForeBio Nutrition, Inc., which would produce baby formula.

Staff continues to 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 listed on LoopNet and CoStar.

The Village has acquired the former Blackhawk Plaza through the abandonment process. Staff is formulating a plan for the property that may include demolition of two of the buildings, and a subdivision of the property so the building at 380 Indianwood Boulevard can be sold for neighborhood commercial development.

In early 2014, the Plan Commission initiated a contract to prepare a market study and concept plan for future development of the former Hidden Meadows property. 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 participated in development of the plan.

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 Avenue 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.

The Village of Park Forest submitted a joint application for consideration as an Enterprise Zone as part of the Will/Cook Enterprise Zone application. Communities in this application include Richton Park, Matteson, Monee and University Park. The State of Illinois notified the Will/Cook Enterprise Zone applicants in July 2015 that the application was approved, however implementation of the zone is stalled by the impasse at the State Government level.

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

The July 2014 DownTown District MidSummer Madness included a record 30 businesses as Co-Host locations and the attendance of 180 people from 18 different communities. The 2015 event included 29 businesses as Co-Host locations and 150 participants from 16 different communities. Each business location averaged 91 visitors.

The Park Forest Business Breakfast program serves important educational and networking purposes for local businesses. Business Breakfasts in 2014/2015 focused on Small Business Energy Assessments (October), how tablets and smart phones could be best used in a small business setting (January) a networking event (April). Business Breakfasts in 2015/2016 have focused on Marketing on a Budget (October), Top 10 Bookkeeping Mistakes by Small Businesses (January), with a networking event to be held in April 2016.

The Village continues to support the Shop Local campaign by producing the annual Shopping & Services Guide. Businesses continue to receive new business and/or inquiries from their listings. Shop local messages are regularly posted on the Village sign at US30 and Orchard Drive.

Economic Development and DownTown staff partnered to develop a DownTown banner program. Six banners were installed in October 2015 representing the Village (2), Tall Grass Arts, SPAA Theater, Cindy's Nails, and the Rich Township Senior Center. The program will continue to be promoted to all businesses in the DownTown area.

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 an 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.

The Communications Director provides support to local businesses by highlighting the annual winner of the Business Person of the Year Award. Outreach about the winner and their business is included in Village communication in the hope that others might become more familiar with that business, become more aware that quality businesses call Park Forest home, and that other current and perspective businesses identify Park Forest as a place that supports business. The Communications Director, with input from the Finance Department and Village Manager, created a new opportunity for businesses to advertise in water bill mailings. The new opportunity allows businesses to place as small as a business-card-sized ad for \$150 and up to full page (front and

back) ad for \$600 to be included in the mailing. This opportunity will allow more Park Forest businesses to introduce themselves to residents and/or remind them of their presence. Additionally, a similar opportunity continues to be available via the Village's Discover Magazine.

Public Works staff has performed preliminary cost estimates to extend sewer and water south along Western Avenue 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 as this analysis unfolds.

The Police Department has implemented new efforts and concentration on Officer Foot-Patrols in Business areas establishing new bonds to the Business Community. The Officers have a chance to get out of their vehicles when time permits, interact and get to know the business owners. A dialog can occur between the Officer and Business Owners providing open communication and information sharing. The purpose of this initiative is to proactively reduce crime, have an omnipresence, improve relations with community business members and provide a safe and secure business area, both during business hours and after-hours.

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 Staff has submitted Surface Transportation Program funding applications for roadway improvements to Illinois Street, from Western Avenue to Orchard Drive, and Indianwood Boulevard, from Sauk Trail to Monee Road. This program will allow utilization of Federal Aid Funding for these improvements. Engineering Services and Funding Agreements to begin design work for Indianwood Boulevard are currently at IDOT for review.

Public Works continues to seek reclassification of the village's wider collector roads. Staff submitted applications for FAU reclassification of Westwood/Norwood Drive (Sauk Trail to Western Avenue), Shabbona Drive (Sauk Trail to South Orchard Drive), and South Orchard Drive (Sauk Trail to Shabbona Drive). Federal funding is available for roadways on the FAU Route system.

Public Works continues to work with telecommunication companies and their desire to enter into or terminate various agreements with the Village. US Cellular terminated its lease agreement and removed all of its equipment from Blackhawk Water Tower. Cricket Wireless is planning to terminate its lease agreement and remove its equipment at Blackhawk Water Tower while Sprint recently upgraded its equipment and AT&T began planning submittals to install cellular equipment at this water tower. Wide Open Wireless was approved for a license agreement to install telecommunication lines in certain areas of the Village.

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. Staff is working to adopt environmental water quality storm water ordinances in conjunction with the Will County Storm Water Ordinance.

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 and distributed to Federal legislative offices and agencies in March 2015.

In mid-2015, the Regional Transportation Authority (RTA) completed an Access Improvement Plan for the Park Forest 211<sup>th</sup> Street Metra commuter parking lot. The Plan identifies opportunities for improved way finding and signage (for all pedestrians, cyclists and drivers); addresses ADA-type accessibility issues; suggests suitable improvements for the existing underpass at 211<sup>th</sup> Street (such as improved lighting), and explores possible additional walkways and bikeways for the parking lot area.

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, group homes, daycare centers, Downtown occupancies and uses and new potential uses for buildings on the St. Irenaeus property.

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 annually to become recertified as needed.

The Health Department also assists the Economic Development Department with preliminary plan reviews for prospective business owners who plan to start a business which will cook or sell food to the general public. The Health Department staff conducts a pre-opening inspection to review the village and state food safety requirements with each owner. The Health Department also ensures that the owners have trained staff on duty who are certified in food safety sanitation compliance standards for the State of Illinois. Repeat inspections are also conducted throughout the year to maintain ongoing compliance or to investigate customer complaints which could pose a threat to public health and safety through the potential foodborne illness. Home Day Care businesses and Commercial Day Care businesses are also inspected by the health department prior to business start-up, and then annually to monitor ongoing compliance.

Nurses Plus Home HealthCare 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. Nurses Plus received a survey visit in October 2015 from the Illinois Department of Public Health to review agency compliance with both the Home Services and Home Nursing state licenses. No deficiencies at all were cited at the survey visit. In addition, Nurses Plus was recognized as "The Best Home Health Care Business" and awarded a "Best of Chicago's Southland 2015 business certificate from the Daily South town Newspaper. This was truly an honor as the newspaper conducts a three month

survey from its local south suburban customers and reports their votes for businesses with outstanding customer service. Nurses Plus has also been notified that the agency will be honored in Nashville, Tennessee this coming November, 2015 at the Annual National Association for Home Care (NAHC) Conference by Deyta, the Department's contracted patient satisfaction vendor, for exceptional patient ratings for customer service given to the agency's home health clients.

Staff continues to 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 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. By the end of 2015, the Village will have successfully obtained the tax deeds for all of these properties. These properties include nine lots in Eastgate, two lots on Miami that will be used to improve drainage in the area, and various other lots located throughout the Village that either have never been developed or where the Village demolished a blighted home.

In July and September 2015, the Board of Trustees approved a Resolution to acquire 30 properties through Cook County's No Cash Bid/Scavenger Sale and Over the Counter process. One of these properties is a commercial property, and all the remainder are vacant single family residential lots. Since the application was submitted to Cook County, two of the residential lots have been donated to the Village, so these were removed from the County request. The lots to be acquired include 17 in Eastgate, four that have never been developed and will likely remain open space, and the remainder are lots outside of Eastgate where the Village demolished a vacant house.

The commercial property included in the Over the Counter bid request noted above is Central Court Plaza. The Village and SSLBDA are working together to acquire this property as part of an overall development vision for this area.

The South Suburban Land Bank and Development Authority (SSLBDA) now owns seven single family homes that will be rehabilitated and sold to owner occupants, four vacant blighted homes that will be deconstructed, one vacant residential lots, and one commercial building.

In September 2015, the Village, in partnership with the South Suburban Mayors and Managers Association (SSMMA), OAI, Inc., 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 the SouthWorks MakerLab in Park Forest in the DownTown. The MakerLab is co-located with OAI, Inc. In August 2015, the Village and OAI, Inc. won a second \$50,000 Growth Accelerator Fund grant that has enabled OAI to hire a part-time coordinator to plan courses, market the MakerLab and seek additional funding to achieve financial sustainability.

The Health Department partnered with the SSMMA, the Cook County Department of Public Health (CCDPH), the American Lung Association and the Respiratory Health Association to promote a tobacco-free community health initiative in the community. To this end, the Health Department partnered with the Cook County Department of Health to introduce a new community health initiative to limit involuntary environmental exposure to second-hand smoke. A \$10,000 grant was received from the American Lung Association for staff training, classroom participant materials, and outreach visits. The outreach visits aimed at encouraging multi-family property

owners to become smoke-free housing units. Overall, two properties in the Village transitioned made the transition: Victory Center of Park Forest and Juniper Towers. The Park Forest Health Department also enrolled as an Illinois Quit-Line referral site to assist anyone attempting to quit smoking.

After a Phase I environmental site assessment for 381 Blackhawk Drive (former Lube Renew) determined there are no environmental issues or concerns at the property, and a No Further Remediation (NFR) letter was issued and recorded. Economic Development and SSLBDA staff negotiated with First Midwest Bank (the owner) to donate the property to the SSLBDA with a \$100,000 grant. The grant funds will be used to reimburse the Village for its expenses (\$8,411) and focus on redevelopment of the property.

In 2014, a comprehensive Village Staff Public Art Committee was formed 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; and 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. In addition to creating a long-term public art strategy, the group has embarked on short-term, easily attainable public art projects promoting the idea of public art in the community. Examples are the installation of the "Before I Die" wall located outside of the Village Hall and the commissioning of Salon Artists Gallery members to paint a public art piano. Currently, a second public art piano is being created by students in the Tall Grass Art School. Another ongoing project is the design and manufacture of interpretive signage for the three murals in the Village; two in the Downtown (*Discover the Spirit* and *Humanities Unveiled*) and one at Freedom Hall (*Remember*). These interpretive signs will include information such as the year the piece was commissioned, artists name and background on significant elements of the mural, including who is portrayed in the mural.

Recreation & Parks continues to promote the Main Street Nights concert series as a vehicle to stimulate patronage of Park Forest businesses. Concurrent programs sponsored by other departments, such as the Resident Appreciation Night have helped increase exposure and interest for the concert series. Additionally, staff has worked to have organizations and businesses sponsor individual nights. Dunagains Irish Pub continued its weekly grill. The 2015 Main Street Nights Series schedule was changed to seven weeks and was held from 6:30 - 8:30 to better fit the needs of families and match observed attendance patterns. This seemed to work well and will continue for the 2016 season.

Recreation & Parks is anticipating site and landscape plans for the Somonauk Park Redevelopment, along with these plans will be the cost opinion from the Land Resource Management Group. With these documents Recreation & Parks will develop a grant proposal for OSLAD and other grant opportunities. As with public art, this project has potential to be an economic draw south of Sauk Trail. With Somonauk Park's proximity to Blackhawk Plaza, this should make the property more attractive for commercial development.

Plans are nearing completion for the Village Green Expansion Project. 2015/2016 capital support for this project is \$327,000 and work is expected to begin in the spring of 2016. Completion of this project will actually make the Village Green the first destination park, provide a focal point and entrance to Downtown Park Forest and an enhanced venue for community and downtown events.

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

Public Works has a Five Year Capital Plan outlining present and future infrastructure and capital projects in all DPW funds. DPW is seeking a 5 million dollar IEPA low interest loan to replace and install approximately 4 miles of water mains. The project is planned for bidding over the 2015 winter months with work to begin Spring 2016.

Public Works has completed a Road Improvement Map and a Water Main Replacement Ranking Map in order to prioritize trouble spots and make necessary improvements. As roadways are improved, DPW will look into incorporating improvements for bicycle and pedestrian use. As water mains and sewers are replaced, DPW will look into improving more of the roadway. Grant funding was secured through the Congestion Mitigation and Air Quality (CMAQ) Improvement program to install bikeway pavement markings along recently improved FAU Routes. DPW met with the Federal Highway Administration on the Village's intent and discussed expanding pavement markings along other roadways consistent with the Village's Bike and Pedestrian Plan.

Public Works completed both phases of work for a \$500,000 federal earmark from the USEPA 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 as well as manhole rehab. This effort rehabilitates the system before failure and a more costly repair that would entail accessibility restrictions.

Public Works Staff managed a \$150,000 DCEO grant for construction of a new road salt storage dome at the Public Works Storage Yard in 2014/2015. Storage capacity of the new dome is around 2,130 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.

Public Works worked with the Finance Department to research alternative funding sources for much needed storm water infrastructure improvements. 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 established 50/50 Sidewalk Replacement Program with the 2014/2015 Budget. Moving forward, \$4,000 will continue to be budgeted to fund portions of sidewalk and curb work that a resident wishes to complete that Public Works would otherwise not replace.

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 and SCADA work at Well #1. Currently work is underway 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 began feeding phosphates in the spring of 2015.

Public Works continues to transfer and restructure the maintenance responsibilities for the 2 inch water mains throughout the Multi-family areas. Pangea Park Townhomes and Central Park Townhomes are responsible for this work. In 2013, Cooperatives B, E and J entered into maintenance transfer agreements with the Village. Letters of notice were sent to Glen Arbor Condominiums, Ash St Cooperative, and Cedarwood Cooperative in September 2015 noting they will assume maintenance and replacement responsibility effective January 1, 2016.

The Fire Department continues to seek and manage grants designed to support operations and training within the department. Successes Included are two Federal SAFER grants related to Paid-On-Call personnel recruitment/training approximately \$168,800; one Firefighter/Paramedic within the career division (approximately \$198,000 approximately \$62,000 for incident command training; approximately \$98,000 for the purchase of power loading ambulance cots; \$22,000 to purchase digital portable radios; and \$2,700 to purchase a disposable CPAP device.

Recreation & Parks Life Cycle Plans continue to progress. Play equipment will be replaced in Eastgate Park in the spring of 2016 and, as a result of the visioning session with neighborhood residents, staff is planning to add at least one Tot Lot in a vacant lot in the Eastgate neighborhood.

Recreation & Parks also continues to decommission smaller parks as equipment at these parks becomes dated and subject to liability exposure for the Village. Equipment was decommissioned at Murphy Park in 2015-16. To date, decommissioning work has been done at Wither's Field (west end of Central Park), Winnebago Park and Murphy Park. Shabbona Park will be reviewed in 2016/2017. Decommissioned park areas will be left for open space use by the public or will transition toward other concepts (example: butterfly garden that was constructed at Winnebago Park).

Recreation & Parks has received a \$13,300 Ash Tree Replacement grant from the Morton Arboretum. Plans are to plant at least 40 trees in parks and parkways. Residents will be solicited to request a replacement tree for their parkway. In return for having the tree supplied and planted at no cost to them, they will be asked to water and irrigate the tree for three years. This is to help fulfill the ongoing maintenance requirements of the grant. Staff will monitor and work with the individual residents to assure adequate irrigation is provided. Staff will continue the development of a comprehensive tree inventory and management plan and is awaiting announcement of a second grant application towards this end. The goal is to assess individual tree health and condition and to increase species diversity over the next 10 years.

### **3. Develop a renewed, contemporary youth program.**

The Teen Zone coordinator has a core group of about 12 students that have been working together, planning activities for the upcoming year. These plans include a monthly dinner, a weekly movie day and a Friday night party. Additionally, special events are planned for each month. These

include a Thanksgiving dinner, talent show, Sweetheart Dance, March Madness Basketball Tournament, and an end of the year BBQ. A local College Tour is planned including visits to Governors State University, Prairie State College and City Colleges of Chicago. Additionally, Teen Zone staff is collaborating with University Park Recreation & Parks to sponsor a regional College Tour in the spring. University Park has sponsored this tour for 20 years or so and averages about 40 students per trip.

There was much anticipation on the part of students prior to the September start of Teen Zone but participation has been somewhat disappointing as the students say that it is too nice to be inside. The majority of last year's participants are now sophomores and now attend Rich East High School so the Teen Zone Coordinator personally meets students outside of class to encourage them to come while also meeting new 7<sup>th</sup> Grade students to tell them about Teen Zone. The Teen Zone Coordinator has also fielded several calls from parents inquiring about the program so staff fully expects participation to increase in the coming weeks. Additionally there are several who have volunteered to work with the program in various capacities, including one who will supply all equipment needed to teach sewing. This is a popular program that the Teen Zone had to pay for last year which would now be free. Additionally, there are seven Rich East Seniors who have volunteered. Most of these are young ladies. Most Teen Zone participants have been male so having female volunteers could help to meet the need of finding a way to attract females into the Teen Zone program.

The Teen Job Connection continues to connect teens with Village residents needing jobs done around the home and students are eagerly awaiting the leaves to fall and the snow to fly so they will have some work.

The 2015 summer camp program was a big success with enrollment topping out at 196 participants. The department had to stop accepting registrations due to staffing limitations and the desire to maintain a reasonable staff to camper ratio. Program highlights include swim lessons for each camper, field trips, art instruction, outdoor play, talent show and "Taste of Camp".

Recreation and Parks continues to explore additional uses for the Tennis and Health Club and program options for Freedom Hall. Efforts 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 Fire Department continues its support of current youth outreach programs such as the Prairie State high school firefighting day, youth day and career days. 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; Advanced Firefighter programs 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 continues to 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. 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. Pre-school safety programs have been conducted; the Operation Head Start and a babysitters/latch-key classes were taught in

conjunction with the Recreation and Parks Department.

The Fire Department participates wherever practical to support youth related activities across all Village operations. The Fire Prevention Bureau has explored youth camps, day camps and youth employment programs, but the department's current budget does not have the funding to support these activities. The department grant program continues to look for funding to support Fire Department based youth programs.

The Health Department collaborated with Park Forest School District 163 and Bloom Township School District #206 to ensure student immunization status was in compliance with State of Illinois mandates. Staff worked diligently to assist in helping parents keep their children's shot records up to date. Oftentimes, the health department was resourceful for area parents who had nowhere else to turn to get vaccines done in a timely manner. Many of the parents were also pleased to discover that the immunizations could be recorded electronically into the state immunization registry. School District 163 was one of the local school districts which sent parents over for shots after school hours. Finally, several of department nurses have participated in career day at Illinois and Indiana elementary schools and Rich East High School.

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 continues to evolve the Village's scholarship program for high school seniors. The Communications Director, in addition to handling outreach efforts for the Village's three scholarships, also provided outreach for the Park Forest Youth Commission's two new scholarship awards.

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 lower level 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 Police Department continues to run the Police Athletics and Activities Center (PAAC) program in the summer with a stronger concentration on involvement from Park Forest children. The 2015 PAAC program was another success with many long term bonds fostered between the youth and the staff. There were a total of 63 youth participants, 82% from Park Forest, and 23 Staff members who carried out the day to day functions of the program. The part-time/seasonal Staff members that operate the PAAC program have also been accommodating and instrumental with assisting with staffing needs with the 4<sup>th</sup> of July and Safe Halloween festivities. The Police Department continues to work with the Recreations & Parks Department on bridging youth programs so the youth are constantly engaged and that the programs lead into one another and build harmoniously.

Police personnel continues to 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 fifth year of the B.I.C.Y.C.L.E. Program. Over 300 bicycles, helmets and locks have been given out in the five years the program has been in existence. Two Officers attended the Outdoor Education program in both April and October 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 Michelle Obama School of Technology and the Arts two days a week. Officers will participate with teachers in classes 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 continually partners 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.

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

Staff works interdepartmentally to enhance the viability of commercial development and residential quality of life through a number of different ordinances and programs. In 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. A total of 60 properties were ultimately pursued to demolition. 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. Finally, in 2014 Foreclosed properties totaled 732 properties reported. This compares to 766 in 2013.

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. The Communications Director has discussed with the Building Department a need to increase messaging related to vegetation growth in residential gutters and the damage it causes to a structure. More outreach on this topic is planned for spring. The Communications Director continues to partner with the Building Department to increase awareness of common issues like grass cutting, and street canvassing for readable addresses and other building compliance issues.

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 new software solution from Municipal Systems Inc. implemented in 2015 has been a great success and made for smooth operations of ordinance violations created by both the Police and Building Departments, from the onset of the violation all the way to the resolution in court. A clear separation of operational duties, responsibilities and management has been established between the two departments making more efficient use of time and staff.

The Crime Free Housing Ordinance has addressed problem tenants that adversely impact quality of life in the Village. In 2015, Police Department staff cleaned up the language in the Crime Free

Ordinance making the Licensing Procedures more concise and easier to understand for Property Owners. In 2015 the Police Department issued 647 Crime Free Housing Licenses covering 1,362 rental properties. There are currently 1539 properties/complexes registered through the Crime Free Housing program. This year, 251 Municipal Ordinance Violation citations were issued to Landlords for failure to obtain a Crime Free Housing License. To date in 2015 the Police Department issued 83 warning notices to landlords regarding very minor criminal or quasi-criminal behavior on the part of their tenants or visitors at the rental property. In addition, thus far in 2015 there have been 11 Notices of Eviction sent out to Landlords. In all 11 instances, the problem tenants moved out voluntarily with no action required by the Village. As a testament to the effectiveness of the Crime Free Housing program, more than 71 problem renters have been removed from properties since the program's inception in March 2008. In all but three of the cases, the problem tenants moved voluntarily. In the three cases in which the tenant contested the eviction through the court system, the landlord prevailed with assistance from the Village.

Another Police Department initiative is the Problem Oriented Policing (POP) program. In its fourth full year, the POP program entails police officers being assigned to specific neighborhoods. Quality of life issues are being addressed with emphasis on compliance rather than enforcement with citations being issued only when necessary. Officers made personal visits to the majority of the residences involved in the Park Forest Community-Wide Garage Sale. Officers have increased their concentrations of business checks both during and after hours, foot patrols of the Villages parks that has given the Officers great opportunities to interact with parents and children and the regular checks of vacant homes.

The Police Department continues to apply and receive Illinois Department of Transportation Sustained Traffic Enforcement Program (STEP) grants allowing the Police Department to conduct Roadside Safety Checkpoints, Enforcement Zones and Saturation Patrols focusing on reducing impaired drivers and occupancy protection (seat belt) violators on the roadways of Park Forest. A grant valued at \$14,200 was awarded to the Police Department for the grant period covering November 2014 to October 2015. A second grant valued at \$11,100 was awarded to the Police Department for the period covering November 2015 to October 2016. These grants have had a great impact on making the streets of Park Forest safer for all of the citizens that travel across them.

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

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 received \$185,600 in funding from the Illinois Housing Development Authority's (IHDA) Abandoned Property Program to demolish blighted, vacant homes, and to rehabilitate

vacant, foreclosed homes in the Village. The housing rehabilitation portion of the grant is being managed by the SSLBDA, which is currently rehabilitating three homes. 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. If funds are available after these rehabs and the demolition is completed, a fourth home will be added to the rehab project. The Village has initiated the demolition of eight homes with this funding.

The Village is also partnering with the SSLBDA to implement a \$350,000 grant from the IHDA Blight Reduction Program (BRP). This program will fund the acquisition of ten (10) vacant/blighted homes, deconstruction, and maintenance and “greening” of the lots until a final use is identified. At this time, the deconstruction of two homes on Allegheny Street is underway by a private contractor, and the Cook County Sheriff’s Office RENEW program is deconstructing two homes on Arrowhead Street. The Village is also a partner with the SSLBDA, the City of Joliet, and the Villages of Dolton and Steger on an application for BRP Round 2 funding. The Village’s application requests an additional \$350,000 to deconstruct another ten (10) homes in the Eastgate neighborhood.

Staff continues to create events to assist with filling revitalized homes by engaging the realtor community. Information sharing sessions are periodically held so realtors can be made aware of all amenities which come with home ownership in Park Forest. This includes awareness of financial assistance programs available through governmental programs. The latest realtor engagement event took place in January 2015.

In August 2015 the Village hosted an Investor/Landlord Workshop at Freedom Hall to begin to engage the residential landlord community in Village initiatives. A second program is targeted for March 2016.

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 457 original inspections and re-inspections in 2014 with a 99% 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 (CCFPD) 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 CCFPD on more direct access options through the Eastgate Neighborhood to the Forest Preserve, in particular the Sauk Trail Woods.

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.

In August 2015, the Chicago Metropolitan Agency for Planning (CMAP) submitted to Village Staff a draft **Uniform Development Ordinance**. This draft ordinance represents a comprehensive revision of the Zoning and Subdivision Ordinances to update the ordinances consistent with more modern land development practices and to ensure consistency with the Village’s comprehensive plan, especially the Sustainability Plan element. Village Staff and the Development Regulations Update Steering Commission (which includes the Plan Commission) are currently reviewing the draft in detail. 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. These sections of the ordinance are still being developed. When the draft ordinance is fully reviewed and revised, a series of public workshops will be held to ensure that residents, property owners, and business owners have the opportunity to fully review and understand the proposed changes. Ultimately, the Plan Commission is required to conduct at least one public hearing prior to submitting the reviewed ordinance to the Board for consideration.

With staffing support from CMAP, work unfolded in the development of a Bicycle and Pedestrian Plan which was adopted by the Village Board in December 2014. This plan moves forward the Village’s sustainability goals by improving 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.

Health Department Staff are registered members of the National Association of City and County Health Department’s and will attend structured community assessment training called MAPP (Mobilizing Action through Planning and Partnership). MAPP will assist with the goal of the having staff trained to establish long-term and meaningful partnerships with area stakeholders. The Health Department will conduct a community-wide assessment in the fall of 2015 and accumulate, combine and review data in the calendar year of 2016. Staff hopes to identify new emerging public health needs and areas of gaps in access to health care so that services can be delivered accordingly. Staff will also use this data to support applications for federal and state public health grants that may be pursued in addition to working with a local hospital to prioritize the top three community health concerns. A collaborative approach will be used to draft a unified IPLAN-Illinois Project for Local Assessment of Needs to address the priority issues. 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.**

Recreation & Parks has engaged the services of a consultant to establish a baseline of operating costs for the Aqua Center, Freedom Hall and the Tennis and Health Club. This process will evaluate the cost of providing these services allowing the Department to better assess its fee structure. The next steps will be to examine other department operations such as programming. 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.

In conjunction with the cost analysis, staff has also been discussing a resident/non-resident rate structure. Some time ago Recreation & Parks did away with non-resident fees. The reasoning for this was twofold; the department needed to encourage non-resident patrons to participate in programs and memberships and it wanted to encourage a more regional service area. While this premise is still valid, consistently, there has been some comment from residents as to the "unfairness" of this strategy, particularly as it relates to Aqua Center memberships and pavilion permits. Details are still to be worked out but this proposal has also been discussed by the Recreation & Parks Advisory Board and has their support.

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

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

The Communications Director continues to reduce paper usage by making more processes digital, when and if possible. Paperless registration has been available for the Village-wide Garage Sale, home buyer's workshops in Park Forest, for the Park Forest Civic Leadership Academy, and for all boards and commissions. When possible, messaging/forms/additional fliers are included on the reverse side of print pieces included in water bills to reduce paper and print costs.

The Communications Director was successful in having an article published in the October 2015 issue of the Illinois Municipal Magazine on the Village's STAR Communities Award. Exposure from the article's printing is hoped to gain more attention and awareness that may lead to more contacts being made who recognize the Village as a leader in sustainability.

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 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 earlier this year in January 2013. Once the Joint Commission Accreditation status was achieved, this opened the door for the Village to establish provider partnerships with several of the health insurance vendors. The Health Department is now aligned to receive home healthcare referrals from each insurance provider network that has clients in the home service area.

The Health Department participated in various community health events in both 2014 and 2015 to promote health and wellness by providing blood pressure, glucose screenings and general educational talks/presentations. Venues included Faith United Protestant Church, St Irenaeus Church, Youth Day, Wright Family and Veterans Fitness Fest, Governor State University/ Daycare Parent's Health Fair, Back to School Health Fair in Ford Heights, and New Faith Baptist Church of Matteson.

The Department also partnered with the Senior Commission to coordinate a community transportation presentation for disabled, seniors or veteran residents. Transportation vendors on hand included PACE, RTA, Rich Township and Bloom Township. A program in January, 2016 will focus on Public safety.

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 the Park Forest Health Department. The Health Department continues to administer flu shots at the health department and will go 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 Green 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. The May 2015 Senior Fair was a big success with 50 vendors on hand compared to only 28 with the 2014 event.

The Health Department coordinates and screens the vendors of the Park Forest Farmer's 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 farmer's markets. Efforts to raise awareness of the ability to use Link/EBT cards at the Farmer's Markets has resulted in slowly increasing trends of usage. As of writing this, more than \$2,300 has been spent using the SNAP program. This year, the health department was awarded a three year grant from the USDA food and Nutrition Service to assist with marketing and building up the Farmers Market EBT program. The grant total was \$16,975 to cover September 2015 through September 2018. 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 awarded Park Forest a VISTA volunteer to work on anti-hunger related programs. The VISTA volunteer in Park Forest worked 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 also developed a community garden logo and worked with the St. Irenaeus food pantry on several projects.

The Village partnered with the University of Illinois Extension to provide a series of educational sessions related to gardening. The 3<sup>rd</sup> Saturday Gardening Series took place from March to October in 2014 and 2015 with presentations taking place 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 be explored for continuation in 2016

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 implemented via SouthCom Dispatch and 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. 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 two such panels are being placed on the squad/pumper now on order as a replacement for Engine 56..

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 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.

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 in January 2015 and was awarded recognition as a 3 Star Community.

In October 2014, Park Forest was awarded the Governor's Sustainability Award from the Illinois Sustainable Technology Center 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.

Over the course of the last several years, department staff have desired more work efficiency through industry specific technology to become more efficient and have sought software for such processes as human resources, timekeeping, inspections, fixed assets, adjudication, vehicle licensing, document management and even work order management. In early Spring 2014 proposals were sought for a professional service agreement to assist the Village with an Enterprise Resource Planning (ERP) selection process. Plante Moran was chosen as the recommended consultant. After conducting a needs assessment and developing a request for proposal for potential software providers bids were solicited. Four vendors submitted proposals with 3 being comprehensively reviewed through on-site demonstrations in February/March 2015. In August 2015 the Board approved a contract with BS& A software. Since that time implementation has begun with an operations assessment by BS& A and data conversion from prior software. This process will continue to unfold throughout 2015/2016 with individual application installation and training.

On July 1, 2015, the departments of Human Resources and Finance, and members of the consulting firm Sikich, successfully implemented a comprehensive, Village-wide Classification and Compensation study. The Director of Human Resources and department heads are completing the task of updating job descriptions to include objectives for sustainability. The final phase of this project will be to implement a performance management system.

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

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

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 continues to 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. The Illinois Fire Chief's Association staged a 21<sup>st</sup> Century Fire Officer training at the fire department on the 3<sup>rd</sup> weekend in February 2015.

The Fire Department continues to investigate the concept of community paramedicine and its potential impact on the department and community. The EMS committee of the Illinois Fire Chief's Association has indicated that they expect guidelines, for pilot programs, to be issued before the end of 2015.

Recreation & Parks continues 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.

Recreation & Parks is partnered with Richton Park Recreation & Parks and SD 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 2016 winter basketball season, Park Forest is hosting a youth basketball league with Richton Park. Games are played on Saturdays at several different locations in the two villages.

Several Village Departments (Recreation & Parks, Economic Development & Planning, and Administration) have launched the Civic Leadership Development Academy. Curriculum for a class of 13 students began in September 2015 and will meet monthly until May 2016. This program introduces residents to the roles and responsibilities of municipal government, the roles and responsibilities of citizens and the importance of civic engagement.

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 Makerspace and the numerous sustainable endeavors undertaken in recent years. In the past year, the Communications Director has helped to secure an additional year of funding for the Makerspace by providing videography support required for the award application. The Communications Director has also worked to get articles printed in notable publications in the region to help raise awareness, like the Illinois Municipal Review, which printed an article on Park Forest's STAR designation in October 2015.

The Village continues to be an active member of the South Suburban Land Bank and Development Authority, the South Suburban Housing Collaborative and is integrally involved in a pilot project to collaborate on municipal code enforcement matters. Through the Program, the Village is credited with about \$16,000 to go toward legal work performed by consortium on behalf of the Village. That reflects about 400 properties being issued lien notices for grass cuttings on vacant properties in the Village. The Village has also taken on lead roles on the SSMMA Executive Committee (Mayor and Manager), the SSMMA Legislative Committee (Mayor), the Management and Finance Committee (Manager) and on the Board of the Chicago Southland Fiber Network (Manager).

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.

Staff continues to take an active role in Select Chicago Southland (SCS), a working group of Southland communities that first came together in 2013 to promote retail retention, expansion, attraction and development. Membership in SCS varies based on the specific activity being undertaken, but it has included as many as 18 of the South Suburban Mayors and Managers Association (SSMMA) member municipalities. The group has participated in 2014 and 2015 RECon Las Vegas, and 2014 and 2015 Chicago Deal Making.

The Economic Development Team continues its work with multiple communities, consultants, the CSEDC, and the Cook County Assessor's Office to update incentives and procedures to spur economic development in the southern suburbs. Also, work continues with several partners (CSEDC, OAI, Inc.) to implement workforce development programs which benefit Park Forest residents and the employees of interested Park Forest businesses.

CMAP is beginning work on a successor plan to GO TO 2040. The new plan is scheduled to be adopted by the CMAP Board in October 2018. The Director of Economic Development and Planning is participating on the Reinvestment and Infill Resource Group to assist CMAP staff in developing a more detailed strategy in the new plan. The Resource Group will meet monthly until June 2016.

The SSMMA has received a Local Technical Assistance project from CMAP to work with the Villages of Park Forest, Hazel Crest, Richton Park and Lynwood on new Homes for a Changing Region plans. The plans for Park Forest and Hazel Crest will be updates to plans completed and adopted in 2012. Park Forest's update will account for the recommended strategies from the 2012 plan that have already been implemented, as well as changes in the housing market since the original plan was developed.

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

Public Works partners with other south suburbs on a Municipal Partnering Initiative (MPI). MPI explores joint purchasing/contracting of various public works functions such as sidewalk replacement, street signs, pavement marking, crack sealing/filling, etc.

The Community Relations Coordinator continues 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 Community Relations Coordinator continues to build a strong alliance with local realtors, banks and investors to build the awareness of vacancies, but also increase the awareness to constituents of potential homes to purchase and financial assistance to do so. Along these lines, a Realtors Brunch was held in January 2015 wherein nearly 60 realtors were in attendance.

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

The Police Department has created a Veterans Liaison Officer who will work with the Village's Veterans Commission and act as a conduit between the Commission and the Police Department. The Liaison Officer is educated on the resources that are available to veterans and networks with area veteran's facilities and programs. Police Officers interacting with the community can refer citizen veterans or family members of veterans to the Police Department Veterans Liaison Officer for assistance dealing with many areas from special needs, transitional problems, addictions and housing.

The Police Department continues to be at the forefront of providing continual and most up-to-date training to its officers. In 2015, the Police Department has reached a 90% completion rate of its Supervisors on the Crisis Intervention Team (CIT) approach. The CIT approach is a community effort enjoining both the police and the community together for common goals of safety, understanding and service to the mentally ill and their families. A leading causes of officers being killed is in the performance of their duties is motor vehicle crashes. Historically, training for Emergency Vehicles Operations Courses (EVOC) were not local to Park Forest. Staffing issues and overtime costs limited the amount of training that officers could attend in this area. In 2015 the department developed an in-house training program on EVOC with a member of police staff becoming a certified instructor. Now, as part of yearly in-house training programs all officers receive classroom and hands-on EVOC training with no overtime costs incurred and in compliance with IRMA standards.