

**Financial Update**  
**Saturday, October 22, 2016**  
**8:00 a.m. Village Hall**

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# **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. 2016/2017 Board Goals - Year 3 of 5 Year Goals**

# MEMORANDUM

**DATE:** October 14, 2016

**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, 2016. Following are key points related to the information contained in the attached charts.

## **GENERAL FUND REVENUES**

Overall actual revenues represented 105% of budget.

**Property Taxes** recorded represent 96% of budget. Actual revenue represents the second installment of 2014 and the first installment of 2015 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%. In 2014 collections recovered slightly to 91%. The reason for this decline are properties in transition including “Zombie Properties” (properties which are tax delinquent and banks have not foreclosed), other tax delinquent properties and properties acquired by the Village and not yet designated as tax exempt.

**Sales & Use Tax** revenues represented 118% of budget and represented an increase from the prior year. Some of which relates to the new video gaming tax which was \$26,017 for Fiscal 2016.

**Utility Tax** revenues were 91% of budget, down from the prior year. This represents a \$157,477 reduction from last year.

**State Income Tax** represented 100% of budget reflecting a slight decrease from the prior year.

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

**Real Estate Transfer Tax** revenues were 495% of budget and showed significant improvement from the prior year reflecting the sale of Autumn Ridge of \$127,538 and Central Park Apts of \$70,063.

**Grants & Rebates** revenue ended the year at 452% of budget which reflects the Star Disposal natural gas grant of \$484,104. Excluding this grant would result in a 67% collection rate compared to budget.

**Transfers from Other Funds** at 101% of budget reflect budgeted transfers plus the transfer from the confiscated drug seizure fund for the DEA officer.

**Licenses** resulted in 102% of budget and included Crime Free Housing licenses and vehicle sticker licenses. Vehicle sticker rates were last increased in 2012.

**Permits** were 114% 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 \$12,043.

**Charges for Services** results vary by area. **Recreation & Parks** revenue reflects added “trip” revenue and increases in Freedom Hall prices. **Health Department** revenue reflect a decrease in Medicare revenues. Attached is a schedule showing the tax support of \$603,262 for the Health Department. **Hospital Transport** reflects the approved increase in ambulance fees. **Property Lease Revenue** declined reflecting non renewed cell tower leases which was included in the budget. **Other Charges** include overtime salary reimbursement for the DEA officer of \$48,354, Jolly Trolley revenue of \$19,044, and charges for grass and other liens.

**Fines** reflect the new IDROP collections of \$129,133 net of fees, and vehicle seizure fees of \$134,750, 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>2016</u>
Illinois Treasurer's Pool	5.066%	2.067%	0.153%	0.193%	0.031%		0.386%
Interest Earnings	\$151,980	\$62,010	\$4,590	\$5,790	\$930		\$1,158

The laddered CD portfolio improved earnings. Interest earnings of \$73,226, combined with market value changes of \$17,071, were \$90,297.

Identifying some key revenues, excluding property taxes, shows an 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									
	Fiscal								
	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Sales Tax	\$ 670,036	\$ 615,553	\$ 576,938	\$ 649,933	\$ 656,921	\$ 696,244	\$ 705,591	\$ 779,014	\$ 838,061
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	1,093,283
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	2,201,109
PPRT	183,208	168,986	147,846	201,802	182,870	205,600	208,074	224,574	203,883
R. E. Transfer Tax	247,194	229,373	132,280	62,235	117,805	72,420	79,969	86,350	371,061
Building Permit Fees	102,045	77,260	118,729	81,207	118,812	86,480	82,637	91,137	98,449
Interest Income	251,034	98,928	55,644	77,767	61,519	17,896	97,899	83,491	90,297
	<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>	<b>4,896,143</b>

## **GENERAL FUND EXPENDITURES**

Actual General Fund Expenditures represented 92% 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 \$1,756,428 in encumbrances. This amount added to expenditures produces a 98% 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 \$585,220. A \$500,000 Assigned Fund Balance for the increase in IRMA deductible has been established, and a \$200,000 encumbrance to be set aside. In addition \$400,000 has been budgeted for 2016/2017. Deductible costs were \$618,998 in Fiscal 2016. **Public Works** reflects roadway work encumbered and the Lincoln Highway fence which is rebudgeted in 2015/2016.

### **Fund Summary**

Estimated Unassigned General Fund Balance 6/30/16	\$ 9,913,447
Budgeted Carryover (2016/2017)	
Fund balance use for operations	(1,621,952)
Roadway matching funds - FAU routes	<u>(500,000)</u>
Committed use of Fund Balance	<u>(2,121,952)</u>
Adjusted Unassigned Fund Balance representing 3.8 months reserve	\$ 7,791,495

(The Board's Fiscal Policies require a reserve of 3-4 months of operations. One month's operating expenditures are \$2,060,260.

## **DOWNTOWN RESULTS**

### **REVENUES:**

**Rent Revenues** were 110% 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 78% of budget. The Village Green works will be rebudgeted in 2016/2017.

DownTown Park Forest shows, for the fourth year, property tax payments related to the new assessments of Village owned property. 2014 was a reassessment year. In addition, the Assessor added previously missed 1<sup>st</sup> floor spaces.

**ALL FUNDS:**

Revenues, excluding the library, represent 96% of budget. Expenditures represent 86% of budget. The following circumstances are worth noting:

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

**MFT** The Motor Fuel Tax activity reflects a shifting of project completion to 2016/2017 for the Lincoln Highway Corridor Streetscape.

**Municipal Parking** expenditures exceeded revenues by \$47,043. Since the CN renovation, parking lot use has not as yet recovered.

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

**RECREATION AND PARKS  
ENTERPRISE FUNDS  
PRELIMINARY YEAR END 6/30/16**

	<b><u>BUDGET</u></b>	<b><u>ACTUAL</u></b>
<b><u>Aqua Center (53)</u></b>		
Operating Revenue	219,118	201,474
Expense	<u>(400,574)</u>	<u>(404,930)</u>
<b>Net Loss</b>	<b>(181,456)</b>	<b>(203,456)</b>
General Fund Transfer *	<u>250,000</u>	<u>250,000</u>
<b>Net After General Fund Transfer</b>	<b>68,544</b>	<b>46,544</b>
<b><u>Tennis and Health (54)</u></b>		
Revenue	266,150	239,924
Expense	<u>(361,113)</u>	<u>(330,758)</u>
<b>Net Loss</b>	<b>(94,963)</b>	<b>(90,834)</b>
General Fund Transfer *	<u>110,000</u>	<u>110,000</u>
<b>Net After General Fund Transfer</b>	<b>15,037</b>	<b>19,166</b>

Both Recreation enterprise funds operated within the General Fund transfer.

**TIF** revenues allowed the Village to abate \$900,000 in TIF debt related property taxes in 2015. A \$900,000 abatement is included for the 2016 levy. Property taxes paid by the Village are now flowing back to the TIF.

**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	1,096,150	900,000	196,150
2016 projected	1,109,853	900,000	209,853

**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  
2015/2016 Budget Review  
as of June 30, 2016**

**GENERAL FUND REVENUES**

**PRELIMINARY RESULTS**

	FY 15/16 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Property Taxes - General & Pension	13,011,913	13,553,417	96%
Road and Bridge	78,490	82,000	96%
Sales & Use Tax	838,061	713,000	118%
Utility Tax	1,093,283	1,200,000	91%
State Income Tax	2,201,109	2,200,000	100%
PPRT - General & Pension	203,883	205,000	99%
Real Estate Transfer Tax	371,061	75,000	495%
Grants & Rebates	568,720	125,754	452%
Transfers from Other Funds	1,170,985	1,157,164	101%
Licenses	671,191	654,990	102%
Permits	580,460	510,008	114%
Charges for Services			
Recreation & Parks	483,228	412,500	117%
Health	328,792	341,350	96%
Hospital Transport	505,987	399,500	127%
Inspection Fees	80,825	85,000	95%
Property Lease Revenue	197,266	196,000	101%
Other Charges	360,325	37,250	967%
Asset Sales	39,415	1,000	3942%
Fines	471,512	324,000	146%
Interest Earnings	<u>90,297</u>	<u>40,000</u>	226%
<b>Total Revenues</b>	<b><u>23,346,803</u></b>	<b><u>22,312,933</u></b>	<b>105%</b>

**Village of Park Forest  
2015/2016 Budget Review  
as of June 30, 2016**

**GENERAL FUND EXPENDITURES**

**PRELIMINARY RESULTS**

	FY 15/16 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Administrative	4,004,958	4,705,575	85%
Police Department	7,939,405	8,160,464	97%
Fire Department	4,404,142	4,613,434	95%
Health Department	932,108	1,020,000	91%
Recreation and Parks	2,653,970	3,012,269	88%
Public Works Department	1,513,309	2,014,290	75%
Economic Development & Planning	569,450	663,043	86%
Community Development	<u>647,521</u>	<u>657,869</u>	98%
<b>Subtotal</b>	<b>22,664,863</b>	<b>24,846,944</b>	<b>91%</b>
Transfer to Capital Projects	1,047,350	1,047,350	100%
Transfer to DownTown	155,036	155,036	100%
Transfer To Aqua Center	250,000	250,000	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>24,237,249</u></b>	<b><u>26,419,330</u></b>	<b>92%</b>

**Village of Park Forest  
2015/2016 Budget Review  
as of June 30, 2016**

**DOWNTOWN PARK FOREST  
REVENUES**

**PRELIMINARY RESULTS**

	FY 15/16 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
<b>REVENUES</b>			
DownTown Rent	596,007	540,000	110%
Farmers Market	2,785	4,100	68%
Common Area Revenue	35,470	88,511	40%
Hall Rental	9,130	13,000	70%
Other Business Licenses	24,100	10,000	241%
Transfer from General Fund (CAM)	155,036	155,036	100%
Miscellaneous	9,802	5,000	196%
Interest	<u>2,434</u>	<u>600</u>	406%
<b>TOTAL REVENUE</b>	<b><u>834,764</u></b>	<b><u>816,247</u></b>	<b>102%</b>
<b><u>Net Income (Loss)</u></b>	<b><u>(91,315)</u></b>	<b><u>(376,033)</u></b>	
Major Capital Outlays	0		
Depreciation	<u>69,208</u>		
Cash Flow	(22,108)		
<b><u>Beginning Net Cash</u></b>	<b>1,224,931</b>		
<b><u>Ending Net Cash</u></b>	<b>1,202,823</b>		

**Village of Park Forest  
2015/2016 Budget Review  
as of June 30, 2016**

**DOWNTOWN PARK FOREST  
EXPENSES**

**PRELIMINARY RESULTS**

	FY 15/16 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
<b>EXPENSES</b>			
<b><u>Personnel Services</u></b>			
Regular Salaries	81,430	103,200	79%
Overtime Salaries	1,262	1,500	84%
Temporary/Part time Salaries	<u>64,757</u>	<u>68,927</u>	94%
<b>Total Personnel Services</b>	<b>147,449</b>	<b>173,627</b>	<b>85%</b>
<b><u>Employee Support/Insurance</u></b>	45,709	49,545	92%
<b><u>IRMA</u></b>	25,000	25,000	100%
<b><u>Professional Services</u></b>	9,677	12,500	77%
<b><u>Property Taxes</u></b>	248,854	200,000	124%
<b><u>Operating Supplies</u></b>	26,295	24,100	109%
<b><u>Maintenance</u></b>	201,124	200,500	100%
<b><u>Capital Outlays</u></b>	48,280	311,000	16%
<b><u>Depreciation</u></b>	69,208	59,208	117%
<b><u>Miscellaneous</u></b>	2,043	2,500	82%
<b><u>Rentals</u></b>	9,000	9,000	100%
<b><u>Utilities</u></b>	<u>93,441</u>	<u>125,300</u>	75%
<b>TOTAL EXPENSES</b>	<b><u>926,080</u></b>	<b><u>1,192,280</u></b>	<b>78%</b>

**Village of Park Forest  
2015/2016 Budget Review  
as of June 30, 2016**

**REVENUE (All Funds)**

**PRELIMINARY RESULTS**

	FY 15/16 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund	23,346,803	22,312,933	105%
CDBG - Cook	0	0	100%
Housing Choice Voucher Program	6,522,185	7,149,909	91%
Police Pension	2,304,591	2,718,200	85%
Fire Pension	1,334,131	1,662,495	80%
MFT	655,242	1,282,361	51%
Water	6,470,347	6,704,033	97%
Sewer	1,157,268	1,199,500	96%
Municipal Parking	110,469	113,503	97%
Refuse	1,296,727	1,327,054	98%
Aqua Center	451,474	469,118	96%
Tennis and Health	349,924	376,150	93%
Downtown	834,764	816,247	102%
TIF - Downtown	1,036,254	591,402	175%
TIF - Norwood	0	0	0%
Vehicle Services	1,032,687	941,134	110%
Bond Retirement	194,228	200,550	97%
Capital Projects	1,145,288	1,272,274	90%
Foreign Fire Insurance	<u>18,165</u>	<u>13,915</u>	131%
<b>Subtotal</b>	<b>48,260,546</b>	<b>49,150,778</b>	<b>98%</b>
Library	<u>2,202,793</u>	<u>2,274,794</u>	97%
<b>TOTAL FUNDS</b>	<b><u>50,463,339</u></b>	<b><u>51,425,572</u></b>	<b>98%</b>

**Village of Park Forest  
2015/2016 Budget Review  
as of June 30, 2016**

**EXPENDITURES (All Funds)**

**PRELIMINARY RESULTS**

	FY 15/16 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund	22,664,863	24,846,944	91%
CDBG - Cook	0	0	0%
Housing Choice Voucher Program	6,482,077	7,070,977	92%
Police Pension	2,283,440	2,097,155	109%
Fire Pension	1,206,686	1,167,580	103%
MFT	581,894	1,424,813	41%
Water	5,432,853	6,022,662	90%
Sewer	1,072,410	1,466,146	73%
Municipal Parking	157,512	171,243	92%
Refuse	1,247,873	1,317,379	95%
Aqua Center	404,930	400,574	101%
Tennis and Health	330,758	361,113	92%
DownTown	926,080	1,192,280	78%
TIF - Downtown	1,055,549	1,074,150	98%
TIF - Norwood	0	0	0%
Vehicle Services*	827,642	929,169	89%
Bond Retirement	229,228	229,250	100%
Capital Projects	297,656	1,541,966	19%
Foreign Fire Insurance	18,436	13,000	142%
<b><u>Transfers from General Fund:</u></b>			
To Capital Projects	1,047,350	1,047,350	100%
To Downtown	155,036	155,036	100%
To Aqua Center	250,000	250,000	100%
To Tennis & Health	110,000	110,000	100%
To Library	<u>10,000</u>	<u>10,000</u>	100%
<b>Subtotal</b>	<b>46,792,272</b>	<b>52,898,787</b>	<b>88%</b>
Library	<u>1,512,798</u>	<u>1,910,367</u>	79%
<b>TOTAL FUNDS**</b>	<b><u>48,305,071</u></b>	<b><u>54,809,154</u></b>	<b>88%</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 '08 to '16**

	<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>FY16</u>
<u>Revenue</u>									
Budget	442,000	424,000	433,200	402,500	402,100	384,400	307,175	323,513	341,350
Actual									
Public Health	105,203	66,266	88,321	111,768	92,807	81,086	68,292	100,658	78,193
Home Health	345,693	313,320	337,076	287,557	247,595	192,593	217,739	308,056	250,599
Grant	-	-	-	-	-	-	-	-	-
Other (Adj.)									
<b>Total Actual Revenue</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>	<b>328,792</b>
<u>Expenses</u>									
Budget	825,433	827,415	846,455	829,450	894,942	910,288	933,782	997,901	1,020,000
<b>Total Actual Expense</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>	<b>932,054</b>
<u>Village Support</u>									
Budget	383,433	403,415	413,255	426,950	492,842	525,888	626,607	674,388	678,650
<b>Total Actual Village Support</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>	<b>603,262</b>

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**Village of Park Forest  
Cell Tower Leases  
Multi-year Comparison  
as of June 30, 2016**

<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
<b>2016</b>	\$41,560	\$10,382	\$43,279	\$26,522	\$24,165	\$0	\$15,211	\$161,119

**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

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

Average 0.193 %

**ILLINOIS FUNDS  
MONTHLY RATE HISTORY  
MONEY MARKET**

Date	Daily Factor
1-Aug-16	0.360%
2-Aug-16	0.373%
3-Aug-16	0.840%
4-Aug-16	0.385%
5-Aug-16	0.382%
6-Aug-16	0.382%
7-Aug-16	0.382%
8-Aug-16	0.386%
9-Aug-16	0.378%
10-Aug-16	0.373%
11-Aug-16	0.382%
12-Aug-16	0.388%
13-Aug-16	0.388%
14-Aug-16	0.388%
15-Aug-16	0.391%
16-Aug-16	0.393%
17-Aug-16	0.386%
18-Aug-16	0.384%
19-Aug-16	0.387%
20-Aug-16	0.387%
21-Aug-16	0.387%
22-Aug-16	0.385%
23-Aug-16	0.382%
24-Aug-16	0.392%
25-Aug-16	0.393%
26-Aug-16	0.397%
27-Aug-16	0.397%
28-Aug-16	0.970%
29-Aug-16	0.910%
30-Aug-16	0.960%
31-Aug-16	0.403%

AVERAGE DAILY YIELD 0.386%

Average 5.066 %

See reverse side for Prime Fund rate

1-14

**VILLAGE OF PARK FOREST  
ASSIGNMENTS  
June 30, 2016**

<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
	3,625	Sikich - Personnel Manual Review	010100-530000
	6,523	Sikich - Performance Management Implementation	010100-530000
	4,166	Senior Commission Initiative	010102-540400
	12,906	Youth Commission Initiatives (Net Carnival Proceeds)	010102-540400
	350,000	ERP System (GEMS Project)	010104-560000
	5,000	Other Software Upgrades	010104-560000
	<u>3,000</u>	Internal Audit	010104-530000
	<b>585,220</b>		
<b><u>PUBLIC SAFETY PURPOSES</u></b>			
<b><u>POLICE</u></b>			
	110,000	IDROP Program Capital	010700-560000
	13,855	Capital (Station Renovations)	010700-560000
	<u>26,950</u>	Youth Programs (20% of FY16 Vehicle Seizure Revenue)	TBD
	<b>150,805</b>		
<b><u>FIRE</u></b>			
	4,997	Self Contained Breathing Apparathis	010800-560000
	<u>11,236</u>	Computer Upgrades	010800-560000
	<b>16,233</b>		
<b><u>RECREATION &amp; PARKS PURPOSES</u></b>			
	20,000	Freedom Hall HVAC	011104-560000
	100,021	Remaining Village Hall Work	011107-560000
	<u>40,000</u>	LifeCycle Projects / Eastgate Plan	011122-560000
	<b>160,021</b>		
<b><u>PUBLIC WORKS PURPOSES</u></b>			
	594,548	Street Maintenance	011700-550600
	<u>239,601</u>	Rt. 30 Fence	011700-560000
	<b>834,149</b>		
<b><u>COMMUNITY DEVELOPMENT PURPOSES</u></b>			
	<b>10,000</b>	Home Demolition	012000-550500
<b>TOTAL</b>	<b><u>1,756,428</u></b>		

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

# Park Forest

Live Grow Discover

www.villageofparkforest.com

**Mayor**  
John A. Ostenburg

September 22, 2016

**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, 2016, 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	\$ 585,220.00
Public Safety Purposes	167,038.00
Recreation and Parks Purposes	160,021.00
Public Works Purposes	834,149.00
Community Development	<u>10,000.00</u>
Sub Total	<u>\$ 1,756,428.00</u>

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

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

**Additional Assignments**

Employee Computer Purchases	\$ 37,512.90
Contribution Funds	55,195.32
IRMA Deductible	500,000.00
Land Held for Resale	<u>773,970.31</u>

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

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

Total General Fund Assigned Fund Balances: \$ 3,123,106.53

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

**Debt Service**

Assigned for Future Projects \$ 43,119.37

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

**Capital Projects**

Assigned for Capital Projects \$ 2,056,471.05

# Park Forest

Live Grow Discover

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 21, 2016.

**Village Clerk**

Sheila McGann

**Village Manager**

Thomas Mick

Sincerely,



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

**Village Hall**

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

MGD:at

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

# MEMORANDUM

**DATE:** October 14, 2016

**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.

The attached schedule shows the twenty-two 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 \$813,510. After twelve years of relatively flat sales and use tax revenue, revenue increased \$56,725 in Fiscal 2015 and \$74,171 in Fiscal 2016. As indicated on the table the increase for Fiscal 2015 and Fiscal 2016 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 increased \$17,347 over the prior year to \$227,226 representing \$23 million in sales. Maharishi Petroleum is Marathon, and Nileema is Subway. ABRA Auto Body & Glass is the former Consolidated Collision.

## **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 were impacted by the State Budget issues in the prior year. Motor Fuel tax revenues are now being received in a timely manner. Added infrastructure allocations are no longer in place.

### **Utility Tax**

Utility taxes have historically been a fairly stable revenue source reflecting 5% 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 nine years. Going from \$1,780,647 to \$1,093,283 a reduction of \$687,364. This has been attributed to better energy efficient appliances and heating units as well as reduction in telephone land lines. Mild winters can impact gas tax. The same is true for cool summers impacting electric taxes.

### **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. Collections improved slightly to 91% for 2016. Even with conservative budgeting the Village only collected 96% 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.

### **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. This revenue produced \$129,133 in net revenue in Fiscal 2016. 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 were undertaken. Fees were increased and added revenue will support added staffing needs for the Housing Authority.

### **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 2016 increased to \$618,998. The budget for deductible expense has increased to \$400,000 with \$200,000 from the prior year assigned. Premium savings related to the increased deductible from the prior years 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 twelve years the Village cost has increased \$989,808 or 94%. 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%
Fiscal 2016/2017 est.	2,026,807	-1%

**IMRF** rates are scheduled to decrease slightly from 12.43% to 11.68% in 2017. The Village saved money delaying replacement hiring and 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. An added levy increase was needed in 2016. 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, 2015, and 2016 new mortality tables impacted the actuarially determined levy needs. In addition, dismal returns on fixed income investments warranted 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 44.24% and 46.20% 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. This option was not recommended for the 2016 tax levy because of the increase in funding requested by new mortality tables. An opportunity to add funds will be discussed at the six month review.

**Other Issues**

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

<b>Housing Information Summary</b>										
	June									
	<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>	<u>2016</u>
# of houses vacant*	174	215	235	192	325	421	387	601	554	518
# of houses in foreclosure	131	205	310	368	470	504	808	744	665	556
# in foreclosure/occupied	24	80	187	259	278	300	638	409	381	356
# of houses reoccupied	14	14	47	46	30	42	74	57	49	48
# of new listings	22	58	56	66	69	77	305	45	38	37

\* 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 modified its approach. In addition, the first floor of building one and seven were not assessed. The DownTown is now fully assessed and property taxes for the DownTown were \$248,854 for Fiscal 2016. The Village will need to continue to work with the Assessor’s office and our attorney to maintain reasonable assessments.

**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 \$4.1 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 has begun the process of gathering information to proceed.

**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, 7.05% to \$123,229,196, and 2.85% to \$119,712,678 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 34.602 to 36.41 and School District 162 from 28.651 to 30.263.

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 \$51,630 currently. 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	372	108
2016 (8 months)	226	85

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.

**Tax Support for Non-Core Services**

**Health Department**

Attached and summarized below is a ten 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.

**Village Support**

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
FY 2016	603,262

**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 four years at Freedom Hall are as follows:

**FREEDOM HALL**

	FY 2016	FY 2015	FY 2014	FY 2013
<u>Revenue</u>				
Rental	\$ 30,416	\$ 25,268	\$ 30,042	\$ 38,039
Events	3,791	4,656	4,263	4,597
Series	63,038	39,664	49,041	38,310
Arts Council Grant	<u>-</u>	<u>4,425</u>	<u>4,275</u>	<u>4,000</u>
Total Revenue	\$ 97,245	\$ 74,013	\$ 87,621	\$ 84,946
<u>Expenditures</u>	<u>(326,610)</u>	<u>(334,060)</u>	<u>(390,780)</u>	<u>(343,349)</u>
Village Support	\$ (229,365)	\$ (260,047)	\$ (303,159)	\$ (258,403)

**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	33,564	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	25,293	26,866	23,393	24,647	26,315	24,369	23,626	27,199	\$ 306,239
<b>FISCAL YEAR END 17</b>	<b>23,812</b>	<b>23,157</b>	<b>26,224</b>										\$ 73,193
<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	36,957	42,493	42,794	42,172	60,306	37,052	37,769	44,381	\$ 507,271
<b>FISCAL YEAR END 17</b>	<b>43,228</b>	<b>42,064</b>	<b>47,442</b>										\$ 132,734
<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

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**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	62,250	69,359	66,187	66,819	86,622	61,421	61,395	71,580	\$ 813,510
<b>FISCAL YEAR END 17</b>	<b>67,040</b>	<b>65,221</b>	<b>73,666</b>	-	-	-	-	-	-	-	-	-	\$ 205,926
<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	154,650	117,821	113,880	139,661	201,335	115,490	197,729	207,054	230,471	\$ 1,865,535
FISCAL YEAR END 01	176,423	106,849	115,374	187,623	112,285	118,191	149,435	205,845	114,341	168,606	266,123	178,402	\$ 1,899,497
FISCAL YEAR END 02	154,954	96,092	103,198	147,914	107,817	105,176	133,460	164,953	103,775	134,936	201,832	120,491	\$ 1,574,598
FISCAL YEAR END 03	143,628	98,088	99,161	143,680	100,292	94,738	143,841	153,261	107,815	126,180	194,965	124,089	\$ 1,529,739
FISCAL YEAR END 04	128,117	84,165	84,530	121,059	80,997	104,907	131,515	144,333	95,055	124,216	192,349	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	147,839	115,620	216,936	237,396	137,436	212,658	299,738	143,275	\$ 2,227,442
<b>FISCAL YEAR END 17</b>	<b>204,478</b>	<b>119,076</b>	<b>130,066</b>										\$ 453,619
<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	40,337	40,267	39,926	37,614	48,757	37,960	37,065	39,751	\$ 484,675
<b>FISCAL YEAR END 17</b>	<b>35,773</b>	<b>39,942</b>	<b>37,936</b>										\$ 113,651

\*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, 2016 (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
Ist	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
		64 Will	1,037.36	-	4.50	-	-	66.52	-	-	-	149.04	27.33	6.44
	TOTAL:	75,994.53	-	8,607.78	-	-	-	-	-	-	16,694.28	20,427.98	228.61	70,377.73
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
		24 Will	603.81	-	-	-	-	-	-	68.77	208.70	46.31	-	323.78
	TOTAL:	82,451.79	-	-	-	-	-	-	-	20,693.69	36,294.27	3,399.81	-	76,429.37
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
		26 Will	1,456.79	-	-	-	-	-	-	1,061.48	137.76	54.46	-	1,253.70
	TOTAL:	103,854.43	-	-	-	-	-	-	-	21,456.63	57,493.25	3,643.12	-	97,652.33
N O V E M B E R	2014	119 Cook	71,685.50	-	12,057.11	5,293.17	159.10	-	-	11,369.61	35,297.12	3,207.38	237.12	67,620.61
		27 Will	872.05	-	-	-	-	-	-	311.37	129.32	50.37	-	491.06
	TOTAL:	72,557.55	-	-	-	-	-	-	-	11,680.98	35,426.44	3,257.75	-	68,111.67
D E C E M B E R	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
		24 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
2016	156	Cook	73,822.59	-	11,511.06	6,678.39	172.34	-	-	12,754.41	34,253.11	3,861.05	297.71	69,528.07
		29 Will	1,905.54	-	-	-	-	-	-	-	109.30	334.48	-	443.78
	TOTAL:	75,728.13	-	-	-	-	-	-	-	12,754.41	34,362.41	4,195.53	297.71	69,971.85
Difference from prior year			8,759.05	-	-	-	-	-	-	2,709.29	2,196.35	128.65	297.71	11,793.12
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
		18 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
		21 Will	614.94	-	-	-	-	-	-	-	222.37	55.57	-	277.94
	TOTAL:	81,746.90	-	-	-	-	-	-	-	24,072.63	14,629.00	-	-	70,539.04
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
		26 Will	692.31	-	-	-	-	-	-	165.28	206.57	51.66	-	423.51
	TOTAL:	82,864.28	-	-	-	-	-	-	-	22,107.22	35,339.46	3,056.27	-	71,307.62
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
		23 Will	358.05	-	-	-	-	-	-	31.25	71.96	45.55	-	148.76
	TOTAL:	71,888.94	-	-	-	-	-	-	-	9,792.30	34,587.74	3,355.44	-	66,233.85
N O V E M B E R	2014	121 Cook	74,450.50	-	14,609.57	5,862.06	244.59	(0.01)	1,121.46	10,330.85	35,186.55	3,269.70	-	70,624.77
		23 Will	729.13	-	-	-	-	-	-	-	358.44	50.57	-	409.01
	TOTAL:	75,179.63	-	-	-	-	-	-	-	10,330.85	35,544.99	3,320.27	-	71,033.78
2015	120	Cook	79,080.49	-	14,374.83	8,392.81	-	-	-	9,558.97	37,702.30	4,132.80	240.15	74,401.86
		29 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
2016	Cook	Will	-	-	-	-	-	-	-	-	-	-	-	-
		TOTAL:	-	-	-	-	-	-	-	-	-	-	-	-
	Difference from prior year			(80,345.96)	-	-	-	-	-	-	(37,938.51)	(4,574.15)	(240.15)	(75,479.70)

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

**(2009), 2010, 2011, 2012, 2013, 2014, 2015, 2016 (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
3rd	2011	103	Cook	79,795.22	-	11,924.05	-	129.24	-	19,315.84	34,350.75	3,766.22	284.17	69,770.27
		24	Will	621.41	-	-	-	-	-	-	184.75	19.22	-	203.97
			TOTAL:	80,416.63	-	-	-	-	-	-	-	34,535.50	3,785.44	284.17
Q U A	2012	105	Cook	82,321.57	-	10,561.25	-	39.95	1,663.35	23,273.39	33,378.01	3,060.03	173.84	72,149.82
		25	Will	548.50	-	-	-	-	-	131.96	128.38	41.85	-	302.19
			TOTAL:	82,870.07	-	-	-	-	-	-	23,405.35	33,506.39	3,101.88	173.84
R T E	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
C A L	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
N E D	2015	138	Cook	75,569.54	-	16,192.33	6,541.56	226.50	1,635.70	9,880.83	32,946.78	4,332.17	299.98	72,055.85
		26	Will	774.57	-	-	-	-	-	73.16	202.88	317.03	-	593.07
			TOTAL:	76,344.11	-	-	-	-	-	-	9,953.99	33,149.66	4,649.20	-
A R	2016		Cook	-	-	-	-	-	-	-	-	-	-	-
			Will	-	-	-	-	-	-	-	-	-	-	-
			TOTAL:	-	-	-	-	-	-	-	-	-	-	-
			Difference from prior year	(76,344.11)	-	-	-	-	-	(9,953.99)	(33,149.66)	(4,649.20)	-	(72,648.92)
	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
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
Q U A	2012	135	Cook	81,309.35	-	9,663.72	5,213.96	202.17	-	20,970.57	35,059.11	3,583.80	399.85	75,093.18
		30	Will	830.63	-	-	-	-	-	393.35	143.69	72.41	-	609.45
			TOTAL:	82,139.98	-	-	-	-	-	-	21,363.92	35,202.80	3,656.21	399.85
R T E	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
C A L	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
N E D	2015	132	Cook	72,710.80	-	13,103.17	6,130.14	334.81	-	9,959.33	33,678.18	4,382.77	286.83	67,875.23
		24	Will	1,644.38	-	-	-	-	-	881.43	175.39	396.99	-	1,453.81
			TOTAL:	74,355.18	-	-	-	-	-	-	10,840.76	33,853.57	4,779.76	286.83
A R	2016		Cook	-	-	-	-	-	-	-	-	-	-	-
			Will	-	-	-	-	-	-	-	-	-	-	-
			TOTAL:	-	-	-	-	-	-	-	-	-	-	-
			Difference from prior year	(74,355.18)	-	-	-	-	-	(10,840.76)	(33,853.57)	(4,779.76)	(286.83)	(69,329.04)

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

**(2009), 2010, 2011, 2012, 2013, 2014, 2015, 2016 (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	245	Cook	293,512.24	-	54,948.40	25,325.19	1,097.59	-	4,349.60	39,380.53	136,232.40	16,639.20	1,101.37	279,074.28
	48	Will	4,502.09	-	-	-	-	-	-	1,418.59	875.40	1,427.79	-	3,721.78
		TOTAL:	298,014.33	-	-	-	-	-	-	40,799.12	137,107.80	18,066.99	-	282,796.06
2016		Cook	-	-	-	-	-	-	-	-	-	-	-	-
		Will	-	-	-	-	-	-	-	-	-	-	-	-
		TOTAL:	-	-	-	-	-	-	-	-	-	-	-	-
		Difference from prior year	(4,502.09)	-	-	-	-	-	-	(1,418.59)	(875.40)	(1,427.79)	-	(3,721.78)
2010	179	Cook	296,308.31	-	48,121.22	20,722.19	-	-	1,661.50	69,860.30	108,579.83	30,160.45	1,620.27	280,725.76
	43	Will	2,503.51	-	-	-	-	-	-	-	983.60	53.18	36.92	1,073.70
		TOTAL:	298,811.82	-	-	-	-	-	-	109,563.43	30,213.63	1,657.19	281,799.46	
2011	186	Cook	311,123.21	-	40,450.39	20,511.99	581.99	-	3,710.19	79,762.83	73,322.13	74,712.72	1,098.93	294,151.17
	66	Will	3,178.46	-	-	-	-	173.35	-	-	656.33	125.84	39.42	994.94
		TOTAL:	314,301.67	-	-	-	-	-	-	73,978.46	74,838.56	1,138.35	295,146.11	
2012	193	Cook	330,613.21	-	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:	333,062.21	-	-	-	-	-	-	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	295,642.10	-	56,439.66	18,347.95	477.21	-	1,804.76	38,296.06	140,197.18	15,663.86	1,161.03	272,387.71
		Will	4,870.29	-	-	-	-	-	-	1,967.45	1,066.79	4,530.06	274.41	7,838.71
		TOTAL:	300,512.39	-	-	-	-	-	-	40,263.51	141,263.97	20,193.92	1,435.44	280,226.42
2016		Cook	-	-	-	-	-	-	-	-	-	-	-	-
		Will	-	-	-	-	-	-	-	-	-	-	-	-
		TOTAL:	-	-	-	-	-	-	-	-	-	-	-	-
		Difference from prior year	(300,512.39)	-	-	-	-	-	-	(40,263.51)	(141,263.97)	(20,193.92)	(1,435.44)	(280,226.42)

\* Taxpayer information not available  
- <https://www.revenue.state.il.us/app/kob/KOBReport?r=Specific>

# Top Filer Report



#BWNKMGV  
#CNXX XX99 6581 52X5#  
VILLAGE OF PARK FOREST  
ATTN: MARY G. DANKOWSKI  
350 VICTORY DR  
PARK FOREST IL 60466-2003

October 7, 2016



**Letter ID:** CNXXXX99658152X5

**Account ID:** 05724-73792

Dear Local Official:

In response to your request dated September 12, 2016, 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.

<b>Account ID</b>	<b>Business Name</b>
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
4098-5806	ABRA AUTO BODY & GLASS LP
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 2015 through August 2016. The businesses remitted a total of \$227,226.46 which was disbursed to the Village of Park Forest during the months of November 2015 through October 2016.

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

Sincerely,

Millicent Schussele  
Revenue Tax Specialist

LOCAL TAX ALLOCATION DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
101 W JEFFERSON ST  
SPRINGFIELD IL 62702-0000

(217) 785-5985  
(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	\$ 478,870
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	\$ 477,059
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	\$ 446,401
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	\$ 423,164
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	\$ 434,349
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	\$ 445,657
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	\$ 421,521
2016	35,743	44,212	41,960	33,071	26,788	33,351	38,810	35,938	35,213	29,239	28,403	33,791	\$ 416,519
<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	\$ 256,549
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	\$ 337,187
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	\$ 295,641
2016	7,468	8,157	9,106	11,228	14,551	19,871	30,165	30,397	22,812	19,920	13,646	8,934	\$ 196,255
<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	\$ 861,892
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	\$ 854,112
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	\$ 1,034,739
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	(2,359)	\$ 532,659
2015	79,866	39,819	40,468	38,224	38,653	41,295	46,324	42,233	41,214	45,619	39,349	40,533	\$ 533,597
2016	40,412	42,706	40,337	40,267	39,926	37,614	48,757	37,960	37,065	39,751	35,773	39,942	\$ 480,510
<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	179,301	169,261	152,626	142,378	127,642	\$ 1,690,962
2008	128,352	132,066	115,261	131,300	106,732	144,272	207,589	174,602	188,763	176,075	139,787	135,849	\$ 1,780,648
2009	133,363	140,239	126,814	112,635	112,115	153,733	171,295	179,607	152,561	130,113	127,714	102,454	\$ 1,642,643
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	\$ 1,516,056
2012	114,881	127,260	113,721	100,304	101,564	118,968	127,012	130,186	117,826	444,837	93,903	100,673	\$ 1,691,135
2013	119,469	118,990	107,386	91,202	100,275	108,878	124,832	128,152	124,727	121,070	104,243	98,570	\$ 1,347,794
2014	100,432	102,822	100,283	91,178	101,991	112,007	133,325	144,063	141,769	131,573	106,832	49,228	\$ 1,315,503
2015	148,827	90,658	92,912	77,229	91,180	114,265	136,745	122,198	115,582	96,904	82,713	81,546	\$ 1,250,759
2016	83,623	95,075	91,403	84,566	81,265	90,836	117,732	104,295	95,090	88,910	77,822	82,667	\$ 1,093,284
(*) In 2014, Telecom Tax Receipts will be reduced \$41029 for a payable due to the State for Telecom Tax; this is reversed in 2015													
<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	\$ 13,730
2015	1,261	1,520	1,276	1,060	1,581	1,650	2,061	1,718	1,561	2,094	1,973	2,120	\$ 19,875
2016	2,188	2,182	1,966	1,983	1,933	1,950	2,368	1,819	1,952	2,932	2,361	2,386	\$ 26,020

**VILLAGE OF PARK FOREST**  
**PROPERTY TAX LEVIES AND COLLECTIONS**  
**LAST TEN YEARS**  
**JUNE 30, 2016**

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%	8,266,329	15,256,976	91.13%
2015	17,592,496	7,288,980	41.43%	-	7,288,980	41.43%

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, 2016 is based on the 2015 tax levy.)

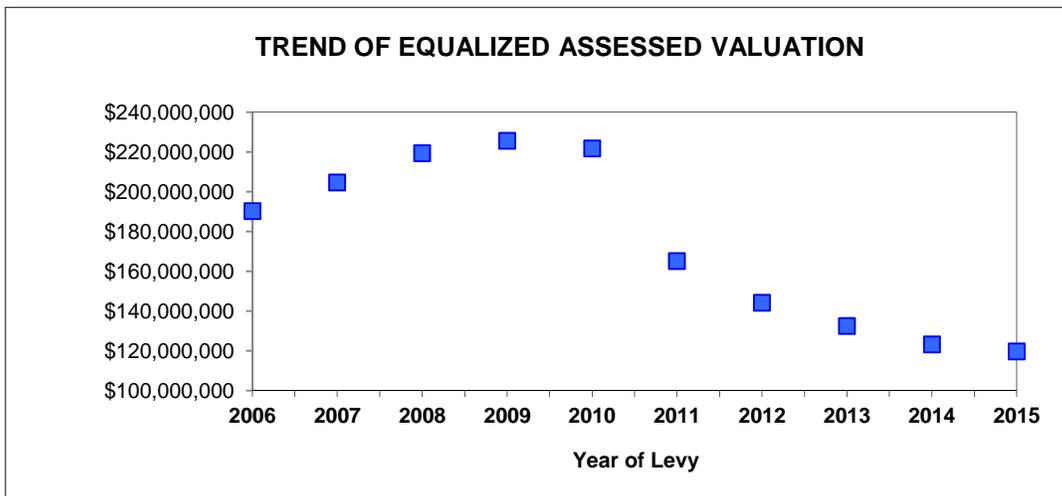
## Tax Incremental Financing District DownTown Historic Equalized Assessed Value

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>2006 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	\$1,893,363
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	536,115
CVS (formerly Osco)	—	—	—	1,372,682	1,564,501	1,617,105	1,611,144	1,686,769	1,787,985	1,772,016
First Midwest Bank (formerly Bank Calumet)	—	—	—	—	—	582,075	579,930	607,255	685,423	649,569
Associated Ventures (Victory Center)	—	—	—	217,995	227,494	2,883,409	2,644,280	2,399,687	3,272,562	2,993,847
Unidentified	—	—	—	131,277	307,725	665	(22,500)	—	(30,000)	200
Village owned property	660,348	exempt	exempt							
	<u>\$3,598,133</u>	<u>\$2,193,334</u>	<u>\$4,660,861</u>	<u>\$5,749,199</u>	<u>\$4,629,678</u>	<u>\$8,778,641</u>	<u>\$8,441,933</u>	<u>\$8,549,639</u>	<u>\$8,181,485</u>	<u>\$7,845,110</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>2015 EAV</u>	
U.S. Bank / Chase Bank vacant lot, Aunt Martha's Walgreens parcels	\$1,988,884	\$2,259,596	\$1,974,153	\$1,646,974	\$ 1,475,049	\$ 1,497,275	\$ 1,573,761	\$ 1,560,873	\$ 1,377,971	
Legacy Square, Bldg. #3 & Movie Theatre Bldg. #2	2,959,343	5,515,839	5,027,894	5,465,765	2,852,319	2,647,175	2,466,794	2,046,338	2,092,565	
CVS (formerly Osco)	1,861,219	1,835,363	2,076,605	2,033,411	1,512,558	1,428,544	1,355,477	943,635	923,968	
First Midwest Bank (formerly Bank Calumet)	571,001	598,040	445,157	435,897	403,443	381,034	361,545	341,374	334,259	
Associated Ventures (Victory Center)	2,882,509	2,750,859	2,087,509	1,660,814	2,567,496	1,119,779	1,062,505	985,825	965,279	
Dollar General								744,307	291,411	
Unidentified	10,500	(234,786)	310,917	(377,745)	(329,989)	70,399	(404,046)	(163,076)	(522,069)	
Village owned property	exempt	exempt	exempt	exempt	exempt	exempt	229,789	218,037	477,811	
	<u>\$10,273,456</u>	<u>\$12,724,911</u>	<u>\$11,922,235</u>	<u>\$10,865,116</u>	<u>\$ 8,480,876</u>	<u>\$ 7,144,206</u>	<u>\$ 6,645,825</u>	<u>\$ 6,677,313</u>	<u>\$ 5,941,195</u>	

**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>
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	132,579,603	-8.07%	397,738,809	33.33%
2014	123,229,196	-7.05%	369,687,588	33.33%
2015	119,712,678	-2.85%	359,138,034	33.33%



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

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	\$47,610**
2016	\$51,630***

\* Figures from Real Estate Transfer Tax Records.

\*\* Valuation skewed due to “mortgage industry/Short Sales”

\*\*\* 2016 through August 2016

**Village of Park Forest  
Health Department Cost Analysis  
For Fiscal Years '08 to '16**

	<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>FY16</u>
<u>Revenue</u>									
Budget	442,000	424,000	433,200	402,500	402,100	384,400	307,175	323,513	341,350
Actual									
Public Health	105,203	66,266	88,321	111,768	92,807	81,086	68,292	100,658	78,193
Home Health	345,693	313,320	337,076	287,557	247,595	192,593	217,739	308,056	250,599
Grant	-	-	-	-	-	-	-	-	-
Other (Adj.)									
<b>Total Actual Revenue</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>	<b>328,792</b>
<u>Expenses</u>									
Budget	825,433	827,415	846,455	829,450	894,942	910,288	933,782	997,901	1,020,000
<b>Total Actual Expense</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>	<b>932,054</b>
<u>Village Support</u>									
Budget	383,433	403,415	413,255	426,950	492,842	525,888	626,607	674,388	678,650
<b>Total Actual Village Support</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>	<b>603,262</b>

# MEMORANDUM

**DATE:** October 14, 2016

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

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

**RE:** Tax Levy Projections

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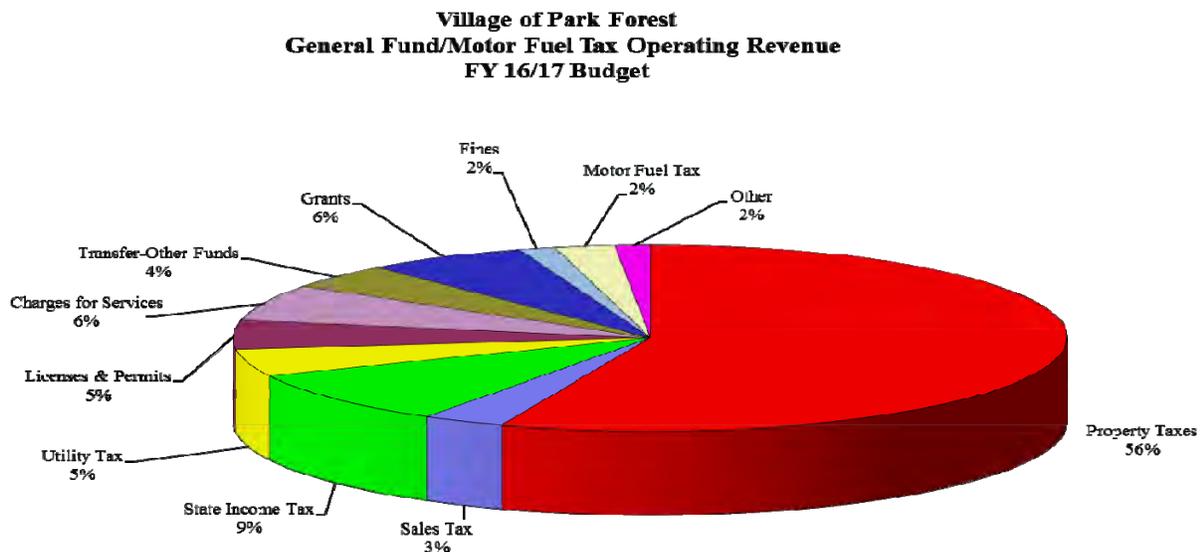
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First reading of the 2016 Tax Levy is scheduled for November 28. A public hearing is required for the first Board meeting in December with the final levy adopted at the regular meeting on December 12. The Board has historically chosen to begin discussion 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 2017/2018 Budget will be funded by the 2016 levy. The tax levy consists of six separate categories. Each category is evaluated separately to determine levy needs. The categories are as follows:

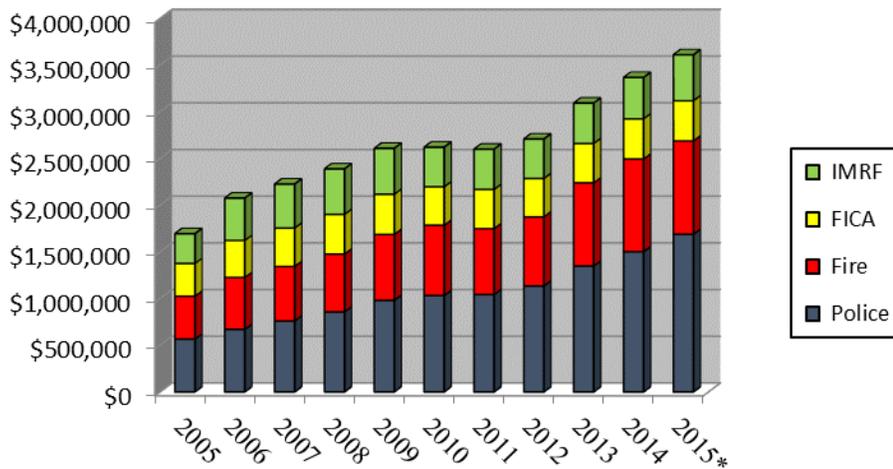
## GENERAL CORPORATE

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 2015 levy supported 56% 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 except the current year as Cook County extension occurs mid year*

As was indicated in the memos in the agenda package entitled “Preliminary Year-end Results” for 2015/2016’s and 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 fourteen of the last seventeen 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. (Storm sewers funded through Sewer Fund)
- Added funding for roadway maintenance (annual allocation \$300,000). In addition, shifted 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 \$17,920,661 or 72% of the total \$24,723,123 operating budget. Police and Fire personnel represent 65% of total salaries and benefits. For Fiscal 2017, 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 Fire 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 2016 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:

### 2016 Tax Levy

#### GENERAL CORPORATE

Salaries 2.5%	\$ 400,000
Health Insurance 10%	200,000
Other Expenditures 2% *	190,000
<b>Additional Funds Needed for Operations</b>	<b>790,000</b>
<b>Utilize Portion of Fund Balance over 3 months reserve: **</b>	<b>(790,000)</b>
<b>Tax Levy Needs</b>	<b>\$ 0</b>

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

\*\* Utilizing \$790,000 of fund balance leaves a 3.4 month reserve.

#### BONDS & INTEREST

The proposed levy for bonds and interest reflects a **decrease of \$685**. **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 \$45,000 in debt service.

The recommended bond abatement and levy are as follows:

	<u>Actual Debt</u> <u>Debt Service</u>	<u>Funded From</u> <u>Other Sources</u>  <u>(Abated)</u>	<u>Bond</u> <u>Levy</u>
General Fund	\$ 248,650	\$ 45,000	\$ 203,650
Aqua Center	40,722	-	40,722
TIF	1,109,853	900,000	209,853
Water Fund	88,966	88,966	-
	\$1,488,191	\$ 1,033,966	\$ 454,225

The Village is able to abate a total of \$1,033,966 in the bond and interest levy.

This debt service does not include the \$1,286,988 annual payment required for the three IEPA loans or upcoming debt service for the additional water main 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% and 9.21% in 2006. 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 increased slightly to 12.43% in 2016. The 2017 rate is 11.68%. After seven years of maintaining no increase in the IMRF levy last year an increase was needed. An additional increase is needed for the 2016 levy. The IMRF fund balance is negative.

2015 IMRF levy	\$505,150
2016 IMRF levy	<u>590,150</u>
Increase in Levy	85,000

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

## **FICA**

The Village 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 small increase in FICA.

2015 FICA levy	\$442,525
2016 FICA levy	<u>462,525</u>
Increase in Levy	20,000

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 and 2016 levy proposal. The Police Pension Fund earned 3.11% investment return for Fiscal 2016.

2015 Police Pension levy	\$ 1,735,910
Actuarial Recommended Increase	<u>168,501</u>
2016 Police Pension levy	\$ 1,904,411

**FIRE PENSION**

The Fire pension levy is also affected by legislative changes and market factors. The Fire Pension Fund had returns last year of 3.39%. The actuarial funding recommendation is as follows:

2015 Fire Pension levy	\$ 1,027,025
Actuarial Recommended Increase	<u>174,650</u>
2016 Fire Pension levy	\$ 1,201,675

Below is summary information for the pension funds as follows:

	<b><u>Police</u></b>	<b><u>Fire</u></b>
Actuarial Value of Assets	\$ 20,192,421	\$ 12,286,718
Levy Request	1,904,411	1,201,675
Percent Funded	44.24%	46.20%
Annual Rate of Return	3.11%	3.39%

The Village has historically fully funded the actuarial recommendations.

**LEVY SUMMARY**

	<b>Original 2015 <u>Levy</u></b>	<b>Extended 2015 <u>Levy</u></b>	<b>Proposed 2016 <u>Levy</u></b>
<b>General Corporate</b>	<b>\$ 10,961,576</b>	<b>\$11,266,160</b>	<b>\$ 11,266,160</b>
<b>Bonds &amp; Interest</b>	<b>435,494</b>	<b>454,910</b>	<b>454,225</b>
<b>IMRF</b>	<b>491,600</b>	<b>505,150</b>	<b>590,150</b>
<b>FICA</b>	<b>430,531</b>	<b>442,525</b>	<b>462,525</b>
<b>Police Pension</b>	<b>1,689,415</b>	<b>1,735,910</b>	<b>1,904,411</b>
<b>Fire Pension</b>	<b><u>999,214</u></b>	<b><u>1,027,025</u></b>	<b><u>1,201,675</u></b>
<b>Village Levy</b>	<b>\$ 15,007,830</b>	<b>\$15,431,680</b>	<b>\$ 15,879,146</b>
<b>Increase over Extended Levy:</b>		<b>2.9%</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 \$790,000 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>Tax Levy Increases</u>
1993	15.1%
1994	11.4%
1995	11.7%
1996	9.8%
1997	6.7%
1998	4.8%
1999	2.9%
2000*	2.9%
2001	2.9%
2002	2.9%
2003**	2.9%
2004	8.1%
2005	9.3%
2006*	2.6%
2007	3.3%
2008	3.0%
2009	6.0%
2010	3.1%
2011	3.4%
2012	2.7%
2013*	1.9%
2014	1.4%
2015	2.8%
2016 Proposed*	2.9%

\* 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%. The Library has proposed a 0% increase over the original levy for the Library's 2016 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 2.9% increase in taxes will produce a \$50 to \$100 increase in a tax bill related to Village services. In general, a 1% tax levy increase equates to \$154,317 in new revenue.



September 26, 2016

Mary G. Dankowski, Finance Director  
Village of Park Forest  
350 Victory Drive  
Park Forest, IL 60466

Re: Village of Park Forest Police Pension Fund

Dear Mary:

We are pleased to present to the Village this report of the annual actuarial valuation of the Village of Park Forest Police Pension Fund. The valuation was performed to determine whether the assets and contributions are sufficient to provide the prescribed benefits and to develop the appropriate funding requirements for the applicable plan year. Please note that this valuation may not be applicable for any other purposes.

The valuation has been conducted in accordance with generally accepted actuarial principles and practices, including the applicable Actuarial Standards of Practice as issued by the Actuarial Standards Board, and reflects laws and regulations issued to date pursuant to the provisions of Article 3, Illinois Pension Code, as well as applicable federal laws and regulations. In our opinion, the assumptions used in this valuation, as adopted by the Village, represent reasonable expectations of anticipated plan experience. Future actuarial measurements may differ significantly from the current measurements presented in this report for a variety of reasons including: changes in applicable laws, changes in plan provisions, changes in assumptions, or plan experience differing from expectations.

In conducting the valuation, we have relied on personnel, plan design, and asset information supplied by the Village, financial reports prepared by the custodian bank and the actuarial assumptions and methods described in the Actuarial Assumptions section of this report. While we cannot verify the accuracy of all this information, the supplied information was reviewed for consistency and reasonableness. As a result of this review, we have no reason to doubt the substantial accuracy of the information and believe that it has produced appropriate results. This information, along with any adjustments or modifications, is summarized in various sections of this report.

The undersigned is familiar with the immediate and long-term aspects of pension valuations and meets the Qualification Standards of the American Academy of Actuaries necessary to render the actuarial opinions contained herein. All of the sections of this report are considered an integral part of the actuarial opinions.

To our knowledge, no associate of Foster & Foster, Inc. working on valuations of the program has any direct financial interest or indirect material interest in the Village of Park Forest, nor does anyone at Foster & Foster, Inc. act as a member of the Board of Trustees of the Village of Park Forest Police Pension Fund. Thus, there is no relationship existing that might affect our capacity to prepare and certify this actuarial report.

If there are any questions, concerns, or comments about any of the items contained in this report, please contact me at 630-620-0200.

Respectfully submitted,

Foster & Foster, Inc.

By:   
Jason L. Franken  
Enrolled Actuary #14-6888

JLF/lke  
Enclosures

## SUMMARY OF REPORT

The regular annual actuarial valuation of the Village of Park Forest Police Pension Fund, performed as of July 1, 2016, has been completed and the results are presented in this Report. The contribution amounts set forth herein are applicable to the plan/fiscal year ended June 30, 2018.

The contribution requirements, compared with those set forth in the July 1, 2015 actuarial report prepared by Timothy W. Sharpe, are as follows:

Valuation Date	7/1/2016	7/1/2015
Applicable to Fiscal Year Ending	<u>6/30/2018</u>	<u>6/30/2017</u>
Total Required Contribution	\$2,246,991	\$1,987,856
% of Projected Annual Payroll	65.0%	60.4%
Member Contributions (Est.)	342,580	348,441
% of Projected Annual Payroll	9.91%	10.6%
Village Required Contribution	1,904,411	1,639,415
% of Projected Annual Payroll	55.1%	49.8%

As you can see, the Village Required Contribution, when expressed as a percentage of annual payroll, shows an increase when compared to the results determined in the July 1, 2015 actuarial valuation report.

The primary reason for this increase is the change in actuarial assumptions and methods since the prior valuation. The recommended contribution for the year, when developed using the prior year assumptions and methods only slightly increased relative to last year's recommended contribution when expressed as a percentage of payroll.

The plan experienced a mix of favorable and unfavorable experience. The unfavorable experience included an increase in average salary of 6.90% for members who were in both the 2015 and 2016 valuations, exceeding the assumed average increase of 5.50% for these members. Additionally, the plan realized a 3.11% investment return (Actuarial Asset basis) which was lower than the assumed return of 6.75%, and there were no inactive deaths. This unfavorable experience was offset by favorable retirement, turnover, and disability experience.



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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, 2016.**

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: \$20,192,421.
2. Estimated receipts during the next succeeding fiscal year from deductions from the salaries or wages of police and all other sources: \$342,580.
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 Jason L. Franken, Actuary: \$1,904,411.
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 five 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>	<u>Fiscal Year 16</u>
Net income received from investment of assets:	\$1,397,967	\$403,349	\$518,047	\$1,578,193	\$155,951	\$615,589
Assumed investment return	7.0%	7.0%	6.75%	6.75%	6.75%	6.75%
Actuarial Report actual investment return:	8.26%	2.23%	2.86%	8.79%	.82%	3.11%

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



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**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	\$ 1,613,329
ii.	Disability Pensions	<u>5</u>	recipients	\$ 240,883
iii.	Survivor and Children Pensions	<u>7</u>	recipients	\$ 234,409
iv.	Terminated Vesteds	<u>4</u>	recipients	\$ 146,273
TOTAL:		<u>42</u>	recipients	<u>\$ 2,234,893</u>

7. Funded ratio of the Fund as determined by the Actuary: 44.24%.

8. Unfunded liability of the Fund as determined by Actuary: \$25,445,592. 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 Jason L. Franken of Foster & Foster, Inc. 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 7<sup>th</sup> day of November, 2016.

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

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

## SUMMARY OF REPORT

The regular annual actuarial valuation of the Village of Park Forest Firefighters' Pension Fund, performed as of July 1, 2016, has been completed and the results are presented in this Report. The contribution amounts set forth herein are applicable to the plan/fiscal year ended June 30, 2018.

The contribution requirements, compared with those set forth in the July 1, 2015 actuarial report as issued by Timothy W. Sharpe, are as follows:

Valuation Date	7/1/2016	7/1/2015
Applicable to Fiscal Year Ending	<u>6/30/2018</u>	<u>6/30/2017</u>
Total Required Contribution	\$1,403,038	\$1,156,969
% of Projected Annual Payroll	65.9%	56.2%
Member Contributions (Est.)	201,363	207,755
% of Projected Annual Payroll	9.5%	10.1%
Village Required Contribution	1,201,675	949,214
% of Projected Annual Payroll	56.4%	46.1%

As you can see, the Total Required Contribution has increased as a percentage of payroll since the July 1, 2015 actuarial valuation report. The sources of the increase include an investment return of 3.39% (Actuarial Asset basis) which fell short of the assumed 6.75% return and losses due to mortality experience. Also contributing to the increase were the assumption changes: updating mortality to project mortality improvements and lowering the payroll growth assumption. These increases were offset slightly by the decrease in salary scale assumption and gains due to lower than expected salary increases.

This report uses actuarial assumptions and methods determined based on our discussion with the Village. We will continue to monitor the assumptions each year to determine if any changes need to be made to ensure that we are using best estimate assumptions.



**BRUCE ZIEGLE, FIRE CHIEF**

**PHONE: 708-748-5605**

**ANNUAL FIREFIGHTERS' PENSION FUND TAX LEVY REPORT  
 TO THE VILLAGE BOARD  
 FOR THE FISCAL YEAR ENDING June 30, 2016.**

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: \$12,286,718.
2. Estimated receipts during the next succeeding fiscal year from deductions from the salaries or wages of firefighters and all other sources: \$201,363.
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 Jason L. Franken, Actuary: \$1,201,675.
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 five 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>	<u>Fiscal Year 16</u>
Net income received from investment of assets:	\$717,087	\$316,102	\$362,173	\$987,696	(\$6,491)	403,016
Assumed investment return:	7.0%	7.0%	6.75%	6.75%	6.75%	6.75%
Actuarial Report actual investment return:	7.87%	3.2%	3.58%	9.57%	-.06%	3.39%

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



**PARK FOREST FIRE DEPARTMENT**

156 INDIANWOOD BOULEVARD

PARK FOREST, IL 60466

**BRUCE ZIEGLE, FIRE CHIEF**

**PHONE: 708-748-5605**

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

i.	Retirement Pensions	<u>14</u>	recipients	\$ 844,396
ii.	Disability Pensions	<u>4</u>	recipients	\$ 177,512
iii.	Survivor and Children Pensions	<u>5</u>	recipients	\$ 145,257
iv.	Terminated vesteds	<u>4</u>	recipients	\$ 18,158
	TOTAL:	<u>27</u>	recipients	<u>\$1,185,323</u>

7. Funded ratio of the Fund as determined by the Actuary: 46.2%.

8. Unfunded liability of the Fund as determined by Actuary: \$14,307,752. 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 Jason L. Franken of Foster & Foster, Inc. 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 18<sup>th</sup> day of October, 2016.

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Mark Cotrano  
President, Board of Trustees  
Park Forest Firefighters' Pension Fund

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Tyler Triemstra  
Secretary, Board of Trustees  
Park Forest Firefighters' Pension Fund

**VILLAGE OF PARK FOREST**  
**PROPERTY TAX LEVIES AND COLLECTIONS**  
**LAST TEN YEARS**  
**JUNE 30, 2016**

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%	8,266,329	15,256,976	91.13%
2015	17,592,496	7,288,980	41.43%	-	7,288,980	41.43%

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, 2016 is based on the 2015 tax levy.)



*it's a new day @*

# Park Forest Public Library

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

October 21, 2016

TO: Tom Mick  
Village Manager

FROM: Barbara Byrne Osuch  
Library Director

SUBJECT: 2016 Tax Levy

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The Park Forest Public Library Board of Trustees approved the proposed 2016 tax levy on October 20, 2016.

The proposed 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 2015 Original Tax Levy Extension.

If you require any further information, please contact me.

cc: Mary Dankowski  
Village Finance Director

# MEMO

Date: September 16, 2016  
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 and maintains a reserve of the Village's MFT funds.

According to the 2010 census, the population of Park Forest 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 (2011 to 2015). This increase in MFT allotments brought MFT funding back to levels the Village was receiving prior to FY04 which was around \$674,151 dollars.

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> 2015, staff received notice that due to lack of a state budget, Local Agencies will not receive any allotments. IDOT stated that they will conditionally approve any maintenance resolutions with the understanding that actual work will be conducted giving priority to safety concerns. If Local Agencies did not have a sufficient Unobligated Balance to continue during that time, arrangements to finance the costs with local funding would need to be made or projects would need to be placed on hold. The State did release withheld MFT allotments.

**Update:** The Village has continued to receive its monthly allotments. 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.

A law is also being discussed where it may become illegal to take MFT funds to fill state budget gaps. It is our understanding that a designated amount is allocated every month for this purpose. If this law passes there may be an increase in MFT allotments to local agencies.

### **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) \$155.58 (N.American)	470 1330 1800 Total	\$ 48,630.90 \$ 206,921.40 \$ 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 Mild winter	109.94 (Morton) Contract renewal	1581(min purchased)	\$ 173,815.14
2016/2017 Upcoming Season	44.46 (Compass Minerals America) New Contract	1900 (requested) 1520 (min) 2280 (max)	\$ 158,000 (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:** Due to another mild winter, DPW only needed to purchase the 1581 ton minimum, this equated to \$173,815.14. The Village has approximately 600 tons of salt stored in the salt dome from the 2015/2016 season. For the upcoming season, DPW had to resolicit bids. Compass Minerals America Inc. from Overland Park, Kansas, is our new vendor at a unit price of \$44.46/ton. This is a \$65.48/ton reduction from the last two season's unit prices of \$109.94/ton.

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

The Village received 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 composite fence, desirable plants and trees and a sidewalk from Orchard Drive to just west of Indiana Street where it will connect to an existing sidewalk.

The new privacy fence was determined as an ineligible participatory item. Therefore, all expenses related to reinstallation of the new fence are being 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 \$239,601 dollars has been budgeted for this work. Larusso Cement Contractors, Inc. is the contractor for this project. This project is currently in the construction phase. 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.
Fence Design 100% Village cost		<b>\$ 10,000</b>	<u>\$ 10,000</u> <b>\$ 69,500</b>	Completed.
Construction (As Bid)	\$ 468,150.06	\$ 117,037.51	<b>\$ 585,187.57</b>	Work is in progress.
Construction (minus fence costs)	<b>\$ 276,469.06</b>	<b>\$ 69,117.26</b>	\$ 345,586.32	
Fence Const. (As Bid)		<b>\$ 239,601.25</b>	\$ 239,601.25	100% Village cost  \$ 89,601.25 over budget of \$150,000
Construction Engineering	<b>\$ 55,037</b>	<b>\$ 13,759</b>	<b>\$ 68,796</b>	\$52, 997 paid to date, work is in progress. There may be a portion of these costs that will be 100% funded by the Village due to Fence oversite.
<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 2015 and then ceased due to IDOT roadway work along Route 30 (Lincoln Hwy). This project was shut down and resumed this construction season in March 2016. Work is approx. 80% complete.

**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
Construction	\$ 103,040	\$ 25,960	\$ 129,000	Agreement  \$ 106,379 is estimated final cost of Const.  \$ 10,326 paid back to IDOT to date.
Construction (As Bid)	\$ 95,991	\$ 23,998	\$ 119,989	
Construction (As Built)	<b>\$ 85,103</b>	<b>\$ 21,276</b>	<b>\$ 106,379</b>	
Implementation  Funded at 50%	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 10,000</b>	In Progress
<b>Total</b>	<b>\$ 90,103</b>	<b>\$ 26,276</b>	<b>\$ 116,379</b>	<b>Current Est. of Final Costs</b>

Bikeway pavement markings were installed along Lakewood Blvd (Sauk Trail to Orchard Dr), Blackhawk Drive, Westwood Drive (Sauk Trail to Orchard Dr), Wildwood Drive, Shabbona Drive and South Orchard Dr. (Sauk Trail to Monee Rd).

**Update:** This project was let on March 4<sup>th</sup> 2016, Road Safe Traffic Systems was the lowest bidder in the amount of \$119,988.80. The construction phase is completed and implementation work is underway.

**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. Indianwood Blvd will be completed first and Illinois St is currently planned for the FFY 18 program. The Federal Fiscal Year is Oct. 1. The planned improvements consist of milling and resurfacing, pavement patching, curb and gutter replacement, sidewalk improvements at intersections, pavement markings, signage, driveway apron replacements, sewer adjustments and reconstructions, and restoration.

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:** Final Plans and Specifications have been submitted to IDOT for review for an anticipated letting date of November 4, 2016. An updated construction estimate has indicated increased costs. The SSMMA Transportation Committee approved the increased Federal cost participation and revised funding agreements need to be approved by the Board. Below is a current breakdown of costs.

	Federal 80%	Local 20%	Total	Status
Preliminary & Design Engr	\$89,200	\$22,300	\$ 111,500	In Progress
Construction Estimate	\$ 1,380,000 orig	\$ 345,000 orig	\$ 1,725,000 orig	Estimate
	\$ 1,800,915 inc	\$ 450,229 inc	\$ 2,251,144 inc	
Construction Est. Non-Participatory	\$ 0	\$25,790	\$ 25,790	Estimate
Construction Engineering	\$ 138,000 orig	\$ 34,500 orig	\$ 172,500 orig	Estimate
	\$ 167,085 inc	\$ 41,771 inc	\$ 208,856 inc	
<b>Total</b>	<b>\$ 1,607,200 orig</b>	<b>\$ 401,800 orig</b>	<b>\$ 2,009,000 orig</b>	<b>Estimate</b>
	<b>\$ 2,057,200 inc</b>	<b>\$ 540,090 inc</b>	<b>\$ 2,597,290 inc</b>	
	<b>\$ 450,000 diff</b>	<b>\$ 138,290 diff</b>	<b>\$ 588,290 diff</b>	

## **Other Projects**

Traffic and Street Name Sign Replacement Project is underway. DPW has a blanket replacement plan identified and has completed an initial survey of all traffic signs. DPW has created a 10 Year plan outlining areas to be replaced. The first contract replaced all traffic and street name signs in the East Lincolnwood Area.

**Update:** DPW plans to let the next project in Spring 2017, the area of replacement will be Will County, "T" street area.

DPW submitted Functional Reclassification Requests to the Technical Advisory Group (TAG) 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. The recommendation from the TAG was made to the Transportation Committee (TC) who voted to approve this recommendation as well.

**Update:** These applications and recommendations were submitted to IDOT, then CMAP, then IDOT Central office in Springfield, then to Federal Highway Administration for review. This is a lengthy process. DPW still has not received confirmation.

## **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.

### **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:** DPW submitted the Village's Annual NPDES Report which consists of accomplishments of the Village's Permit. Time frame consists of activities completed March 2014 to March 2015.

### **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.

**Update:** DPW is researching anti-icing equipment and budgeting to include anti-icing equipment with the purchase of new snow fighters.

**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 discussion analysis and possible rehabilitation options. DPW would like to consider the current flood plain with the rehab options available. DPW would like to consider FEMA FIRM maps and MWRD inundation maps for this analysis. We are in process of obtaining Army Corp. of Engineers clearance and finalizing rehabilitation recommendations.

**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. In 2015, DPW received 9, in 2016, DPW has received 1 complaint. 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	2016	2015	2014	2013	2012	2011	2010	2009	2008	Ave.
# of Water Main Breaks Repaired	115 to date	117	99	133	201 Highest	167	111	82	154	<b>131 per year</b>

To date, DPW has repaired 115 water main breaks. Around this time last year, staff repaired 88 main breaks. DPW anticipates additional breaks throughout the rest of this year. 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. This will be an ongoing maintenance responsibility for DPW.

**Update:** DPW performed its spring flush at the beginning of May. 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. Due to the beginning of the 4 mile water main project, fall flushing will be postponed.

### **Water Plant Maintenance**

Every year water plant staff continues to maintain various major water plant maintenance projects/issues. The new water plant was brought on line in 2007/2008. Below is a list of recent major maintenance projects in the Water Plant:

1. Rebuilding of OSEC Unit – This makes chlorine for water treatment.
2. Replaced and updated the Water Plant video surveillance system – security purposes
3. Replaced raw water meters at wells 1,3,4,5,6 – monitoring purposes
4. Completed Well 6 maintenance – maintenance purposes
5. Cleaned out filtrate holding tank – maintenance purposes
6. Rebuilt and reset pressure control on 4 inch Cla-vals at water towers – maint. purposes
7. Replaced SCADA at Water Plant and remotes sites – maintenance, security, and monitoring purposes
8. Completed Well 4 Maintenance – maintenance purposes
9. Well 5 Maintenance – Scheduled to be completed this Fall.
10. Chlorine Booster Station at Tamarack Standpipe – Currently in Prelim/Design Phase
11. Lime Sludge Removal from Lime Lagoon – Ongoing Maintenance
12. Adjustment of Fluoride limits to 0.7 mg/L from 0.9 - 1.2 mg/L
13. Lead and Copper Testing – Ongoing Testing

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

### **Water Main Replacement and Improvements**

Due to numerous water main breaks and fire flow needs, staff and the Village Board are taking proactive approaches for water main replacement. Over the years, the Village Board has made decisions for water rate increases to fund water main replacement projects. The current water rate is \$14.61 per 1000 gallons of water used. The Board has approved a five year plan for water rate increases to end in fiscal year 2018 at a rate of 15.64 per 1000 gallons of water used.

Rate increases will be used to provide a mechanism to fund ongoing operations and pay back IEPA loans. 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 loan funds to be available. The Village applied for and received a 5 million dollar, low interest loan through the Public Water Supply Loan Program (PWSLP). The loan will be a 20 year term at a rate of approximately 1.86%. DPW staff uses the budget of 1 million dollars per mile of water main when projecting projects.

DPW is currently working on the replacement of 4 miles of new water mains. As DPW completes these projects, staff is looking proactively to address other infrastructure needs by

pooling other funds into these projects for a more complete project. For example, staff will use General funds to complete the remainder of the roadway not affected by water main installation and will use Sewer funds to replace sanitary and storm sewers in the same areas.

Work will consist of the water main replacement at approximately 22 locations throughout the Village. Below is a current breakdown of costs.

Source	Amount	Contingency	Total per Fund Source
Water Fund – Water main	\$ 4,726,523.93	\$ 236,333.96	\$ 4,962,857.89
Sewer Fund - Sewers	\$ 411,336.00	\$ 20,564.50	\$ 431,900.50
General Fund -Roads	\$ 598,401.20	\$ 29,915.56	\$ 628,316.76
<b>Sub Total</b>	<b>\$ 5,736,261.13</b>		
5% Contingency	\$ 286,813.06 Split between Water, Sewer, and/or General Funds		
<b>Total</b>	<b>\$ 6,023,074.19</b>		<b>\$ 6,023,075.15</b>

Staff plans to utilize the full 5 million dollar loan to fund all eligible construction and construction engineering costs. Any costs above 5 million will be funded by the Water Fund – Fund Balance, where sufficient funds have been identified. Below is a current breakdown of eligible Loan costs and funding.

Construction Costs	\$ 4,962,857.89
Construction Engineering Costs	\$ 329,830
<b>Total</b>	<b>\$ 5,292,687.89</b>
Loan Amount	(\$ 5,000,000)
Difference to be funded by Water Fund – Fund Balance	\$ 292,687.89

Costs for the sewer work will be funded in the Sewer Fund – Capital Outlays and costs for roadway work will be funded in the General Fund where sufficient funds have been encumbered over the last two fiscal years for this portion of this project.

**Update:** Austin Tyler is the contractor for this project with a bid amount of \$ 5,736,261.13. Construction began August 2016 in the West Lincolnwood area. Substantial completion of water main work is projected for December 2016 and substantial completion of roadways and restoration is projected for August 2017. In August 2016 the Village received notification of a \$750,000 loan forgiveness on the \$5,000,000 approved loan. This forgiveness will reduce future bond payments.

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

**Update:** As of January 1, 2016, the Village no longer is maintaining these 2 inch water lines. Village maintenance will terminate at and include the water shut off or consist of only those portions of these water lines, outside of the units.

**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 an effort 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.

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 two full years have 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 @ \$1.25	FY 17 to Date
211 <sup>th</sup> St (Lincoln Hwy) Station	\$ 39,102.58 39,102 vehicles	\$ 49,744.33 39,795 vehicles	\$ 43,437.29 34,749 vehicles	\$ 6,119.70 4,895 vehicles
Matteson Station	\$ 59,498.18 59,498 vehicles	\$ 73,281.58 58,625 vehicles	\$ 65,985.80 52,788 vehicles	\$ 6160.94 4,928 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>\$ 109,423.09</b> <b>87,538 vehicles</b>	<b>\$ 12,280.64</b> <b>9,824 vehicles</b>

**GENERAL FUND/ ADDITIONAL PROJECTS**

**Roadway Improvements** In an effort to address roadway maintenance, DPW and Finance Departments plan to budget \$300,000 every budget year in the General Fund. DPW’s plan is to address roadway needs on the Village’s smaller local roads while MFT funds will be used to fund the Village’s bigger collector roads. Roadway maintenance projects would consist of, but not limited to, pavement patching, crack filling, milling and resurfacing, and/or full replacement. This budgeted amount will also be used to contribute to water and sewer main projects to fund the replacement of the remaining portion of road that is not directly affected by underground work. This contribution will occur on a case by case basis.

**Update:** At this time we currently are addressing some local roads with these funds. Homan Ave (Hickory St to Homan Ct), Illinois St at Homan Ave, Main St (Orchard Dr to Cunningham Dr), and Wilson St (Lakewood Blvd to Westgate Dr) have recently been restored.

**Compressed Natural Gas (CNG) Fueling Stations and Vehicles (STAR Project)** STAR Disposal received a grant to install a CNG fueling station and retrofit or purchase their fleet vehicles. Grant funds could not be awarded to private companies directly, so the Village committed to being the sponsor for the project. In doing so, funds would flow through the Village for this project. Below is current breakdown of Construction Costs.

	Federal 80%	Local 20%	Total	Status
Construction	\$ 2,505,000	\$ 626,000	\$ 3,131,000	

**Update:** The first IDOT draw of \$484,102 occurred and will show as an unbudgeted revenue and expense for 2016. We plan to contact Star by January to see what the status of any future draws on the grant are, so that we can make a budget amendment for the current year activity. We are working with STAR to assure that they are doing all the necessary reporting. Since the funds are flowing through the Village we want to be sure all the accounting and reporting is handled.



## MEMORANDUM

**DATE:** September 14, 2016

**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:** October 2016 Financial Update Meeting  
**ECONOMIC DEVELOPMENT UPDATE**

Following is an update on the economic development and planning projects that are currently underway. Sandra Zoellner and Hildy Kingma will be available to discuss these economic development activities in more detail and answer any questions at the Financial Update Meeting on October 22, 2016.

Leasing in the Village-owned buildings in **DownTown Park Forest** is currently 78%. This occupancy rate has decreased in the last few years due to the relocation, retirement, and closing of second floor and ground level businesses. Following are some of the major changes happening in DownTown Park Forest in the past few months:

- Since this summer, two new second floor businesses (LBS1 Educational Consultant and Cook County Southland Juvenile Justice Council) and two ground level businesses (Quaint Style Studio and Rick Nesbitt) have signed leases. Rick Nesbitt's business will be a wine shop that mixes wine and sells primarily through internet sales. Staff is working on a revision to the Village liquor license ordinance to add a license class for wine manufacturers.
- The Governors State University Artist in Residency Program is now occupying 67 Lester Street.
- When the South Suburban Food Cooperative relocated to Homewood, they left a 3,300 square foot vacant space in Building #1. OAI and the SouthWorks MakerLab, presently located on the second floor of Building #1, is now planning to relocate to 208 Forest Boulevard, the former Food Cooperative space. At this time, OAI is working on the space layout and architectural plans.

The Board approved brokerage agreements with Frontline Real Estate Partners in April 2016 for the sale of the vacant land parcels adjacent to Village Hall (former Marshall Field parking lot) and Dollar General, and for three Village-owned buildings in DownTown Park Forest. Frontline's marketing has produced an interested buyer for the buildings. Staff is currently doing due diligence on this prospective buyer prior to responding to a Letter of Intent.

In mid-2014, the South Suburban Land Bank and Development Authority (SSLBDA), along with the municipalities of Park Forest, Richton Park, Midlothian, Sauk Village, and Oak Forest, was awarded a grant from the **Illinois Housing Development Authority's (IHDA) Abandoned Property Program**. The Village's portion of the grant included \$185,600 to demolish blighted,

vacant houses. This grant has now been closed out with the demolition of 11 houses, including 211 and 213 Shabbona Drive, 214 Towanda Street, 346 Oakwood Street, 220 Marquette Street, 403 Winnebago Street, 7 Thorn Creek Drive, 414 Indiana Street, 405 N. Orchard Drive, 132 Monee Road, and 301 Oswego Street. The property owner at 7 Thorn Creek Drive has reimbursed the Village for all demolition expenses pending a sale of the property. This allowed the Village to get about \$20,000 in additional reimbursements from the grant for expenses related to property maintenance on single family properties. These expenses include mowing, tree removals, boarding and securing of houses, and similar expenses that have been incurred by the Village in the last three years.

The Village is also partnering with the SSLBDA to implement two grants from the **IHDA Blight Reduction Program (BRP)** that total \$1,155,000. This program will fund the acquisition of at least 33 vacant/blighted homes in the Eastgate neighborhood, as well as deconstruction of the blighted structures and maintenance and “greening” of the lots for a three year period. 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 four homes has been completed by the RENEW program, including 248 and 257 Arrowhead Street and 232 and 266 Allegheny 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 currently working with the Village Attorney to obtain the deeds to at least 13 additional properties with blighted houses through the abandonment process. As many as seven additional blighted houses, already obtained by the Village and soon to be transferred to the SSLBDA could be demolished/deconstructed by the end of 2016. Village Staff will continue to monitor houses in the neighborhood to acquire and remove blighted structures as quickly as possible using the available grant funds.

The **Eastgate Neighborhood Redevelopment** plan contained within the *Strategic Plan for Land Use and Economic Development* continues to move forward with the help of grant funds that have allowed for the demolition of a large number of the blighted homes in the neighborhood. At this time, 63 homes have been demolished/deconstructed in Eastgate with combined funding from a Delta Institute grant, a State CDBG-IKE grant, two Cook County NSP grants, two IHDA Blight Reduction Program (BRP) grants, Village funding, and bank funded demolitions. The BRP grant described above will allow for the deconstruction of seven more blighted houses in Eastgate by the end of 2016. The Village owns 30 vacant lots in Eastgate, and the SSLBDA owns an additional seven lots. Three more properties are in the process of being transferred from the Village to the SSLBDA for deconstruction under the BRP grant. The 2015 Cook County scavenger sale will result in Village ownership of another 14 Eastgate properties. This process should be completed by the end of 2017. At that time, the Village and the SSLBDA together could own 20% of the properties in Eastgate.

During the process of conducting title research for the 2015 Cook County scavenger sale, the Village Attorney discovered that several lots in the Eastgate neighborhood are split by two parcel identification numbers. The north PIN on each lot is actually located in the City of Chicago Heights. This impacts single family lots as well as the large, linear open space north of Allegheny Street and Algonquin Street. Staff is working with the Village Attorney to develop a resolution to this issue.

The Village has also been active in removing blighted single family structures and obtaining the property deeds in other **neighborhoods throughout the Village**. Using Cook County, State of Illinois, and IHDA grants, the Village has demolished 25 of these homes in the past seven years. The Village owns 13 of these vacant lots. In addition, the Village has obtained the deeds to 14 lots that may not be buildable, as they were not developed when the Village was founded. These lots include the six lots on Indianwood Boulevard, just west of Village Hall, and the five lots on Neola Street where the community garden is now located. All developable vacant lots outside of Eastgate are marketed for sale using LoopNet, a commercial brokerage service to which the Village subscribes.

In September 2015, the Board approved a resolution to support acquisition of the **Central Court Plaza shopping center** through the County's tax scavenger process. This property has been tax delinquent for over three years. The Cook County Board approved the Village's application to acquire the property by means of the scavenger sale in December 2015. The Village is currently going through the process of meeting all public and property owner notification requirements. 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**, which is currently owned by the SSLBDA.

The Nikolovski family is retiring and closing their business, Americana, Inc., which has been located at **70 North Street** since early 2008. They have negotiated a lease-to-own contract with another manufacturer to take over the property. The Class 8 incentive will continue to benefit the new business as it runs with the property. More information about the new business will be provided when it is available.

Village Staff continues to work with ForeBio Nutrition, Inc. on the purchase and re-occupancy of **80 North Street**. The buyer has executed a Letter of Intent to purchase the property for \$500,000, and they have secured foreign investment (China) for the project. The main issue left to be resolved is the high estimated property taxes. Staff and the Mayor are working with the Cook County Assessor's Office and Representative DeLuca to draft legislation specific to this property that will address this issue. The proposed legislation will establish an assessed value based on only the land value for a 10 year period. If this concept is successful for 80 North Street, staff will work with the South Suburban Mayors and Managers Association (SSMMA) and Cook County to broaden the legislation to apply to industrial properties throughout the County.

Following an 18 month grass roots effort to attract **Steak 'N Shake Restaurant** to Park Forest, on January 12, 2016, corporate representatives of the restaurant participated in a presentation about the franchise opportunities available with the company. As a result of that event, a prospect has been qualified as a franchise operator and has initiated a Letter of Intent to purchase 3200 Lincoln Highway.

The Village has acquired the former **Blackhawk Plaza** through the abandonment process. Several prospects have expressed interest in all or parts of the property, even though it has not been actively marketed. Staff and the Village Attorney are working on an appeal to exempt the property from real estate taxes until it is sold.

The Village received a Judicial Deed to the **Illini Apartments** in late January 2016, through the abandonment process. Without any concerted effort to market the property, Staff has already shown it to several prospective buyers. An offer to purchase the property is expected from one of these prospects.

Village Staff and the Chicago Metropolitan Agency for Planning (CMAP) continue to work on the draft **Unified Development Ordinance**. This draft ordinance represents a comprehensive revision of the Zoning and Subdivision Ordinances to be consistent with more modern land development practices and to ensure consistency with the Village's comprehensive plan, especially the Sustainability Plan element. Village Staff and the Development Regulations Update Steering Commission (which includes the Plan Commission) have completed their detailed review of the draft, which includes only the zoning elements of the ordinance at this time. 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, as well as all subdivision requirements, are still being developed, but Village Staff expects to receive the draft soon. 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 support Park Forest's land development efforts. To date, the SSLBDA has directly benefitted the Village in the following ways:

- Single family homes owned by the SSLBDA: 406 Suwanee St (contract pending), 39 Sauk Tr (under contract), 247 Mantua St, 307 Herndon St, 356 Minoqua St (contract pending)
- Vacant lots owned by the SSLBDA: 232, 233, 243, 250 and 266 Allegheny St, 238, 248 and 257 Arrowhead St, 130 Warwick St (the Eastgate lots will be transferred to the Village when the BRP grant is closed-out)
- Commercial properties owned by the SSLBDA: 381 Blackhawk Dr (former Lube Renew)
- Single family homes sold by the SSLBDA: 335 Illinois St, 314 Wayne St (both to owner occupants)
- Vacant lots sold by SSLBDA: 225 and 262 Allegheny St (transferred to the Village for land banking)

The SSLBDA now has 20 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, University Park, and Matteson.

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, an

intern, and web hosting and mapping services to the SCS members. The group has participated in 2014, 2015 and 2016 RECon Las Vegas, and 2014 and 2015 Chicago Deal Making. Plans are underway for a shared booth at the October 2016 event. The SCS has lobbied Cook County Board 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. As a result, representatives of Mariano's visited Park Forest while they toured a variety of south suburban sites.

The application for a **Will/Cook Enterprise Zone** was approved and certified by the State of Illinois in December 2015. This zone includes Park Forest, Richton Park, Matteson, Monee, and University Park, and unincorporated sites in both Cook and Will Counties. Commercial and industrial development in an Enterprise Zone is eligible for a variety of economic incentives from the State and local governments. Ben Wilson, Matteson's Economic Development Director, has been appointed as the Zone Administrator. A website, application materials, and a program guide are completed. Training for staff from each of the Villages is contemplated. Correspondence has been sent to existing businesses to promote the Enterprise Zone. To date, several applications for Enterprise Zone incentives have been approved.

CMAP is working on a successor plan to GO TO 2040, to be known as ON TO 2050. 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 has been meeting since late 2015 and is expected to complete its work in 2016.

The SSMMA 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 Plan Commission met with Lakeshia Wright, Deputy Executive Director of Housing and Community Development at SSMMA, in August to review the updated data that will inform the policy recommendations for the Park Forest plan. The Plan Commission will probably meet one more time to review and discuss the data, especially as it compares to the data included in the 2012 plan. After that, a community meeting will be held to begin to develop policy recommendations for the plan. A final plan should be completed for Board consideration by late spring 2017.

The Plan Commission intends to spend time during 2016 reviewing the completed market study and concept plan for future development of the **former Hidden Meadows** property that was completed in early 2015. After their review is completed, they intend to recommend that the Board adopt the Hidden Meadows concept plan as an element of the Village's comprehensive plan.

Based on the concept plan for **South Western Avenue** included in the *Strategic Plan for Land Use and Economic Development*, the Plan Commission has maintained the following goals for several years.

- Update the 1970 financial impact assessment to examine the projected revenue from annexed properties along South Western Avenue and the costs of installing necessary public infrastructure and services in this area.
- Undertake a feasibility study for extending water and sanitary sewer service along South Western Avenue to Exchange Street.

In FY2017, the Economic Development and Planning budget includes \$8,400 to undertake a financial analysis of utility extensions along this major thoroughfare into the Village. At this point, water service is available as far south as the Autumn Ridge apartment complex, and sanitary sewer service is available to Norfolk Road. The Plan Commission met in July to discuss their vision for development along S. Western Avenue. They envision industrial/ employment uses along the west side of S. Western Avenue to Exchange Street, and a combination of residential, commercial and industrial uses on the east side. The next step in this process will be to engage an engineering firm to determine required utility sizes to serve the concept for future development.

In August, the Village learned that it has been awarded a \$200,000 Cook County CDBG grant to improve **mid-block pedestrian cut-throughs** located in qualified census tracts (50% or more of population is low/moderate income). This is a project that is addressed in the *Growing Green: Park Forest Sustainability Plan*. As many as eight cut-throughs will be improved, based on the final costs. In order of priority, these cut-throughs include: Indianwood Boulevard to Peach Street, Peach Street to Sauk Court, Sauk Court to 21st Century School, Cherry Street to S. Orchard Drive, Green Street to Lakewood Boulevard, Blackhawk Drive to Sangamon Street, Sangamon Court to Somonauk Park, and E. Rocket Circle to Shopping Center. Improvements will include widening the existing five foot paths to 10 feet, upgrading lighting along the paths, installing ADA ramps, bollards and signs at the street intersections, and painting cross-walks in the streets where the cut-throughs intersect. This project will be completed in 2017. It has been a collaborative effort of the Public Works, Recreation and Parks, and Economic Development and Planning Departments. In addition, the AmeriCorps NCCC Team contributed greatly to the project by clearing the cut-throughs of all invasive vegetation.

The Director of Economic Development and Planning is the Village's Core member of the Urban Sustainability Director's Network (USDN). Working with several other communities located throughout the US and Canada, the Village has received a USDN Innovation Fund grant to conduct a **workshop on sustainable economic development (SED)**. Many of the municipal sustainability directors involved in USDN have a hard time engaging their economic development counterparts in their work. As a result, there is a significant amount of interest in developing stronger ties to the economic development professionals so municipalities will see the value in seeking businesses that have a focus on sustainability, either in the way they run their business or the products they make/sell. The workshop was held in Cleveland, OH, on September 23-24, just before the International Economic Development Council (IEDC) annual meeting, as the USDN and IEDC are partners in this effort. The 45 workshop participants include municipal/county sustainability and economic development staff from all over the US and Vancouver BC, as well as representatives from professional organizations working in the fields of sustainability and economic development. Both the Village's Director and Assistant

Director of Economic Development attended the workshop. More information about the outcomes of the SED workshop will be shared at the Board workshop.

The Community Relations Coordinator partnered with Standard Bank with the **2016 House Tour and Expo** held in July. Several vendors and organizations participated, including local Realtors and a local inspector, the South Suburban Land Bank and Development Authority, and the South Suburban Housing Center. Residents and potential residents were able to receive information in a one-stop-shop setting, about how to save their current home with a loan modification, how to get a mortgage, and down payment assistance. Prospective buyers were able to visit a few Park Forest homes on the House Tour and/or speak to a housing counselor.

Residents were kept busy from March through June with appreciation events, including the Hot Chocolate Bar, Cinco de Marcho, a Resident Dessert Bake-Off, and the Resident BBQ, just to name a few. Several of these events will be held again during the 2017 **Resident Appreciation** months, but Community Relations plans to add new events as well. Community Relations continues to partner with other Village Departments and local businesses to make these events a success.

The Commission on Human Relations is in the process of reviewing applications submitted for the **Good Egg Award** and plan to present the 2016 Good “Egger” during a November Board meeting.

The Community Relations Coordinator, Commission on Human Relations and residents are currently developing a **local welcome wagon committee** for new residents. More information to follow.

The launching of the **Block-Club Kick off** in 2016, was cancelled due to the residents not being in support of the event on their block, but it has been rescheduled. The event is looking to be re-launched in 2017 at one of our local parks.

The Community Relations Coordinator will be looking to partner with Aunt Martha’s to kick off a **Job Business Closet**. This closet will be business attire for participants to gather for upcoming interviews.

The Village will partner again with *Haunts Against Hunger* to raise funds and food for the local Township food banks during the **2016 Safe Halloween** events. Safe Halloween will include 4 evenings for the haunted house (Friday to Monday), and close out on October 31<sup>st</sup> with games, game challenges, hot chocolate, chili (donated by Calvary Church) and many give-aways. As always, this is a collaborative event with several Village Departments in the Village, as well as Village organizations.

TO: Mayor John Ostenburg  
Board of Trustees

FROM: Robert Gunther  
Director, Recreation & Parks

DATE: October 22, 2016

SUBJECT: Department Update, Recreation & Parks

### **Urban Forestry**

With the passing of the EAB crisis in Park Forest staff is again concentrating on maintenance pruning and removal of selected trees. Most of the trimming operations this year have been concentrated in the “W’s” the Gold and Rocket area as well as Murphy, Logan and Indiana Parks. Plans are to move into the “T” streets later this fall and winter.

In 2009/10 the Village Board adopted the EAB Readiness Plan which gives direction to staff’s urban forestry decisions. The 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 is integral to any forestry related grant application and will continue to steer village decisions for the foreseeable future. Late in 2015, the Village received a \$13,300 grant from the Morton Arboretum to help replant trees lost to the Emerald Ash Borer beetle. The plan called for planting 20 trees on parkways and within parks. This past season staff actually planted or contracted to have planted a total of 48 trees. Residents were able to request a tree to be planted in their parkway and in return were asked to commit to watering the tree for three growing seasons. Village Forester, Todd Cann has been monitoring this program and residents have so far, been faithful to their commitment. Staff will apply for other grants as they become available.

Village Forester Cann is still awaiting word on a 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. The last word received (this past winter) was that the Village was approved for funding pending an approved state budget.

### **Capital Projects**

Progress continues in accomplishing the goals of the lifecycle projects. R&P Advisory Board members and R&P staff met with residents from the Murphy Park neighborhoods to garner their input on new playground equipment. Plans will be developed over the winter and installation will be sometime in the spring of 2017. Equipment has also been purchased to install a “tot lot” in the Eastgate neighborhood. This project stemmed from the “visioning” session in Eastgate, where one of the suggestions was to place some smaller tot-lots in the neighborhood.

Relative to the Lifecycle projects, the Recreation and Parks Advisory Board is conducting a review of the *Recreation & Park Plan* and *Park System Evaluation*. This includes visiting each park to observe its

condition and amenities. As recommendations are developed they will submit a report to the Board of Trustees.

Bids were solicited for the Village Green Expansion project. Only one bid was received and was rejected as it was considerably over budget. The overall design intent is to create a public park in Downtown Park Forest where all residents can congregate and participate in events as part of the larger community as well as encouraging opportunities for personal interaction with family and friends. Additionally, this project will be a Downtown Park Forest destination, supporting businesses as well as providing accommodations for vendors. A democratic space that invites families, friends and individuals to be a part of the larger Park Forest. This project also includes display spaces for large public art pieces. Artist proposals will be solicited using guidelines developed by the Public Art Committee.

Also budgeted this year is the resurfacing of four parking lots; Village Hall, Aqua Center, Tennis and Health Club and the Park Forest Library. The Library is funding their resurfacing project which includes upgrades to the lighting. This work will be completed in the fall and spring of 2017 as weather permits.

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

The analysis of the departments operating costs continues and should be completed for the February Financial Update to the Board. This analysis will establish the baseline of operating costs for the Aqua Center, Freedom Hall and the Tennis and Health Club as well as evaluate the cost of providing recreation services. This data will be used to better establish fees and understand the impacts of providing non-revenue generating programs such as Main Street Nights. 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 operation expenses and funding facilities. 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 then to make program and fee 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.

The cost analysis that had been done for the Aqua Center is what led to the new fee structure for this season and the decision to return to a resident/ non-resident model. This decision met with some comment from non-residents and appears to have resulted in the loss of some non-resident memberships but the longer term ramifications are yet to be seen. Over time this model may be expanded to other programs as warranted.

Likewise, Recreation & Parks established a new policy for Park Permit Day. This seasons Park Permit Lottery Day gave preference to residents, allowing them to go first and make their reservations before all non-residents. This, of course, was appreciated by the residents and much credit goes to Administrative Assistant, Carolyn Hoff and her staff for orchestrating the day and the many changes it entailed in office procedure as well as responding to the question and comments from those obtaining a Park Permit.

### **Teen Zone/ Recreation Programing**

The Teen Zone coordinator has shifted the focus of Teen Zone somewhat, taking a broader approach and offering a range of teen services. One of the highlights of the past year was the Midwest College Tour; when eleven students visited nine colleges in five different states. This year's College Tour will take in some of the southern states including Georgia, Alabama, Mississippi and Louisiana. A second exciting opportunity for teens was "Careers in Focus", a college prep program designed to introduce teens to various career opportunities. Teens visited area colleges and were introduced to careers in medicine, dentistry and various skilled trades. Additionally, with grant assistance, 10 teens attended the Robotics Camp hosted by OAI. There are still monies left with OAI to take advantage of similar opportunities. Teen Services Coordinator, Adina McCollough also coordinated with the Police Department to manage and supervise the summer PAAC program. This afforded valuable time to interact with teens through the summer and a connection that will carry over into the school year and planned Teen Zone activities. She has also recently met with the administration at Rich East to plan and coordinate cooperative efforts with Rich East High School and Teen Zone.

There is an exciting slate of activities planned for the coming year. In addition to the Southern States College Tour, this year's plans include a series on Jr. Achievement programming focusing on being an entrepreneur. Teens in grades 9 – 12 will be introduced to the process of starting a small business and

personal finance. Volunteers from Jr. Achievement and business will join the Teen Services Coordinator in teaching this seven week course. Additional activities include:

- Monthly movie night
- Video production
- High School Basketball League
- Incorporating PAAC sports such as flag football, dodgeball and volleyball
- Water Drive for residents of Flint Michigan
- Collaboration with Aunt Martha's Work Innovation Opportunity Act (WIOA) program. This is a federal program aimed at teaching job skills to 18 – 24 year old individuals. WIOA will provide three workers aged 18 – 24 to assist with after school programming.
- Babysitting course and Jr. Fire Academy in collaboration with the Park Forest Fire Department.
- Camping and archery through the Cook County Forest Preserve.
- Angelus (shoe manufacturer) sponsored shoe customizing class. Instruction and supplies provided by the manufacturer.

Staff has mentioned previously that they expected School Dist. 163 to remove itself from partnership of the Recreation Center. This past spring the Village was informed that this was indeed SD #163's intention, This of course, opens a myriad of possibilities for increased teen programming and staff has been planning how best to take advantage of this new opportunity.

Under the guidance of Recreation Manager, Kevin Adams, 2016 has proven to be the most successful season to date for Park Forest Bitty Ball and Youth Basketball Leagues (PFYBL). Bitty Ball participation spiked with participation numbers reaching 112 youth this season in comparison to 2014/2015 numbers of 69, allowing for Bitty Ball to create a standalone league. The PFYBL maintains strong participation numbers, consistently reaching over 110 youth each of the past two seasons. This is thanks in part to the sponsorship of Buffalo Wild Wings in Homewood which has donated over \$1,000 to allow for several upgrades to uniforms, giving every child a basketball and allowing games to be taped weekly. Other key additions have been Bitty Ball co-coordinators and a Park Forest Youth Commissioner who has greatly assisted with in creating a standard of excellence for not only PFYBL but the Park Forest Pride Travel Basketball program. The latter program continued their success in 2016, winning multiple tournaments in the two featured age divisions culminating in both teams being ranked "Top 20" in the state of Illinois. The Pride Training Academy extended into the summer on Saturdays and has recently moved to Sundays for the fall program. The Academy draws families from Park Forest; but families as far away as Michigan travel to Park Forest to take advantage of the superior basketball training and skills taught in this program.

Recreation Manager Adams has recently initiated the *Park Forest Athletics Roundtable*. This group, consisting of representatives from Park Forest, Rich East, SD 163, PF Baseball, Hurricanes Football and PF Pride Basketball will meet quarterly to discuss athletic needs and opportunities in Park Forest. He has also been contacted by residents of Sauk Village with questions on program development. Staff is exploring ways that Park Forest volunteers and staff might cooperate with volunteers in underserved communities to promote athletics and programs.

Senior Trips offered by Recreation & Parks, continues to be one of the more popular programs and the revenue generated continues to increase. Recreation Supervisor, Anna Soloff who schedules and organizes these trips, is developing new offerings which will include more family, young adult and sports oriented trips. These will include canoe or kayak excursions and monthly hikes.

### **Freedom Hall/ Public Art**

2016 marks the 40<sup>th</sup> Anniversary of Freedom Hall. To celebrate this milestone, Cultural Arts Coordinator, Chuck Sabey has lined up six spectacular, multi award winning entertainers for the Freedom Hall Series. Returning artists Tom Dreesen, Shemekia Copeland, Booker T. Jones and Masters of Souls are joined by South African male ensemble Ladysmith Black Mambazo who will share their culture and personal history of the Zulu people and Tom Sharpe whose percussive symphony will stretch the collective imaginations of the audience.

The 2016-2017 Matinee Series includes a wonderful line up including something for everyone. From Russian folk, country music and a Christmas concert, to getting your kicks on Route 66, Irish music and the renowned Glenn Miller Orchestra to finish the season

Cultural Arts Manager, Chuck Sabey also spearheads the village's public art efforts and is working with staff from multiple departments to develop an arts policy with the ultimate goal of commissioning new pieces that reflect the Village's history and position as an All American City. He meets bi-weekly with the Southland Arts, Municipalities, and Business Alliance (S.A.M.B.A.). Key goals for the organization include promoting the south suburbs; to attract and welcome new businesses and artists to the region; fostering creativity and active participation in building the community; and encouraging connection, knowledge exchange and resource-sharing among arts organizations, municipalities and businesses.

Recently, the group has created an event to highlight area arts presenters and organizations while attempting to collaborate with businesses. The event is titled "Let Them Eat Jazz", a centennial celebration of jazz that will encompass shows presented at Freedom Hall, Prairie State and Governors State University's Center for the Performing Arts. Plus area art galleries will have unique events that tie in with the theme and local restaurants are also engaged in the event which will cover a time span from February – April 2017.

### **Tennis and Health Club**

The Tennis and Health Club continues to be a blend of progress and status-quo. Park Forest resident memberships continues to be about 15% of total memberships. Group lessons total about 23 hours per week and private instruction averages about 20 hours per week. Two organizations continue to use the Tennis and Health Club on a weekly basis. *Wiz-Kids*, based in Homewood, is a program geared at various sports instruction and mentoring to teens and children. Their use of the facility is increasing as they continue to add more tennis instruction to the program. This program has over 60 participants, predominantly African American and staff is exploring ways to include Park Forest residents in this program. *Builders T* is a professional business group of over 20 members that play six to eight hours per week.

Tennis and Health Club Manager, Lee Irvin has been promoting the Tennis and Health Club to area high schools, offering a package deal to coaches, encouraging them to bring their teams to the facility for practice. Additionally, the Park Forest Tennis and Health Club has nine tennis teams registered in two separate leagues.

This past spring IDPH required that the whirlpools be shut down until they could be brought into compliance with new regulations. This event triggered considerable comment from members and the sentiment that members would be willing to contribute towards repairs. In parallel with this event manager Irvin had been exploring the possibility of revamping the exercise area with state-of-the-art equipment. Subsequently he began a fund raising drive to support both projects. This has proven to be a very successful drive and to date, just over \$12,000 has been donated. Additionally, a fund raising evening is planned to honor former member John Mansueto, who has passed away, which is expected to result in some significant donations.

It is apparent that the whirlpool engineering and subsequent approval from IDPH will not happen until well into 2017. So staff has combined the contributions to date with available capital funds to purchase new exercise equipment and new flooring for the exercise area. The new equipment has a low “step up height” to accommodate seniors and the universal gym replacement is designed to save floor space.

#### **Aqua Center Season Summary 2016:**

The 2016 Aqua Center season opened with a rainy, cold day but proved to not be a forewarning of the season to come. Warmer temperatures and sunny days made for the best season for swimmers in the past three years. Highlights for the season include:

- Percentage of resident’s share of total season pass sales increased by 16% over 2015 to a total of 65% of total memberships sold. This follows a 15% increase in resident’s share of total memberships sold in 2015.
- Fee based revenue increased by 14.5% over 2015.
- Daily pass sales were up 30% over 2014 and of these, 45% were Park Forest residents. Daily pass sales remain a significant portion of overall revenue.
- Daily fee sales were up 5% over 2015 with a daily average of 66 guests in 2016 compared to an average of 53 in 2015.
- The change to offering some swim lessons during evening hours and on Saturdays significantly increased enrollment.

It is encouraging to see that the downward trend in season pass sales experienced over the last few years may be stabilizing. Last season the Board was apprised of planned fee increases for season passes that would take place in 2016 as well as the decision to sell to residents at a discounted rate over the nonresident rates. Being a somewhat significant increase (this was the first increase in membership fees since the 2014) it was met with considerable comment from residents and nonresidents alike and somewhat explains the drop in season pass sales and the apparent increase in resident vs. nonresident purchases. Staff received several calls from nonresidents complaining of the fee increase and stating that they would be going elsewhere. Staff also received calls and emails stating that this was still the best deal for a season pass, so it remains to be seen if the loss of these members is permanent.

Issues addressed last season will continue to be refined for the 2017 season including expanding revenue opportunities and swim lesson scheduling. Promotions begun last season continued this season and included 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

Attached is a more complete summary of the 2016 season by Assistant Manager Kim Ruthenbeck.

### **Recreation & Parks Advisory Board**

On a personal note, I want to express my appreciation to the members of the Recreation & Parks Advisory Board and its chair, Georgette Gladstone for their enthusiasm and support of this department. Their willingness to actively participate in the process of managing and improving the parks, their careful consideration of what will best work for all residents of Park Forest and their willingness to reach out to other boards and commissions all speak to the caliber of each individual and the value of their commitment. As the Director of Recreation & Parks, it is my pleasure to work with them towards our common goal.

### **2016 Park Forest Aqua Center - Season Highlights**

The 2016 season was filled with sunshine, heat and humidity – ideal conditions for an aqua season! Members, guests and staff thoroughly enjoyed the summer Mother Nature graced us with compare to the two prior seasons. Once we got past a cool and rainy Opening Day, the season was close to an ideal weather season.

Membership rates were increased this season to be more in line with the value provided by an aquatic center with the size and features offered at our facility, as well as, rates charged by area facilities. While maintaining a simplified rate structure, memberships were priced differently for residents vs. non-residents. Understanding that this pricing philosophy would impact many of the families that have patronized the aqua center for years, a special family membership (resident and non-resident pricing) was offered for a limited time during the Early Bird rate period.

Swim lesson offerings were expanded to offer two weekday morning sessions, two weekday evening session and Saturday lessons. Finding solutions that appeal to working parents has been a focus over the past two seasons. Evening lessons reached a 31% utilization rate – a significant jump over 2015. Lessons also started later in June which meet with positive feedback from participants.

Other area pools have not been quite as fortunate and were closed this season. University Park found itself looking for opportunities for its day camp participants. It was an absolute pleasure to work with the U.P. staff and campers as they attended the pool three days a week this season. Offering swim lessons to this group could be a nice expansion of the relationship that began this season.

2016 brought the first increase in revenue from memberships and daily guest fees since the 2014 season. The major contributors to revenue come from season pass sales, daily guest fees, swim lessons and facility rentals. Below are the season highlights in each of these categories. Keep in mind that these are early numbers and final numbers will be available in the coming weeks.

**Revenue Summary:**

Preliminary revenues of \$139,699 from memberships and daily fees increased 14.4% over 2015 representing the highest revenue since 2014. Total preliminary revenue – all sources - for the 2016 season are expected to come in around \$163,759 or \$16,650 better than the 2015 season.

	<b>Fee -based Revenue</b>	<b>S O S % Change (Season Over Season)</b>	<b>% Change Vs. 2012</b>
<b>2016</b>	\$136,699	14.4%	-19.7%
<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 2016 Season Revenue from Membership and Daily Fees Once Park Forest Day Camps fees are invoiced.*

**Membership Pass Sales:**

The simplified rate structure implemented in 2015, charging the same rate for each membership pass versus the prior tiered rate structure based on the number of individuals in a membership, continued this season with two major changes: resident vs. non-resident rates and a significant rate increase.

A trend of declining pass sales has developed over the past four seasons – a 40% decline since 2013. Pass sales declined only 6% this season compared to 2015 despite the increase in rates. The changes implemented this season had a positive effect on revenue: per pass revenue: \$65.12 per pass (2016) vs. \$53.48 per pass (2015) vs. \$52.16 per pass (2014). Revenue from pass sales increased by 23% this season over last season.

	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>Net Difference (2016 vs 2015)</b>	<b>% Change S O S</b>
<b>Membership Passes</b>	<b>1295</b>	1378	1795	2166	<b>-83</b>	-6%
<b>Pass Revenue</b>	<b>\$84,330</b>	\$68,571	\$93,621	\$97,025	<b>\$15,759</b>	23%

Residents as a percent of total membership pass sales increased this season to 65% or 16% over the 2015 season. Female members hold over 64% of the total membership passes.

**Daily Guests:**

Daily pass sales were \$52,369. Daily fees, collected from the general public and reduced fee guest passes, outpaced 2015 daily fees by approx. 5%. 4801 daily passes were sold or an average of 66 guests per day. 13 more guests attended per day than in 2015 when the average was 53 guests per day. While difficult to quantify, average daily guests were adversely impacted by the closing of the West Pool in June while the pump was repaired. Daily guests predominately come from the villages of Park Forest and Chicago Heights/South Chicago Heights.

**Swim Lessons:**

This season, swim lessons were offered weekday mornings and evenings, as well as Saturday. 190 students participated in 24 group swim lesson sessions. Evening swim lesson sessions were expanded to offer more convenience for working parents. Swim lessons, private and group, as well as lifeguard courses generated \$20,286.

The highest enrollment, across all sessions, is the Age 6-8, Level 1 & 2 class with a 75% utilization rate. Parent w/ Tot classes offered on Saturdays draws a higher than planned utilization at 133%, while evening lessons for this same group draws very low participation (2 students) probably due to the age of the child and time of day.

Evening swim lessons reached an all-time high utilization of 31%, reinforcing the need to continue offering classes during this timeslot. Consolidating Session 1 and Session 11 lessons into one mid-season offering should have the effect of increasing participation while reducing labor expense – a Win, Win for all. Evening lessons were conducted with limited impact to members; the East pool and portions of the West pool remained available for open swim.

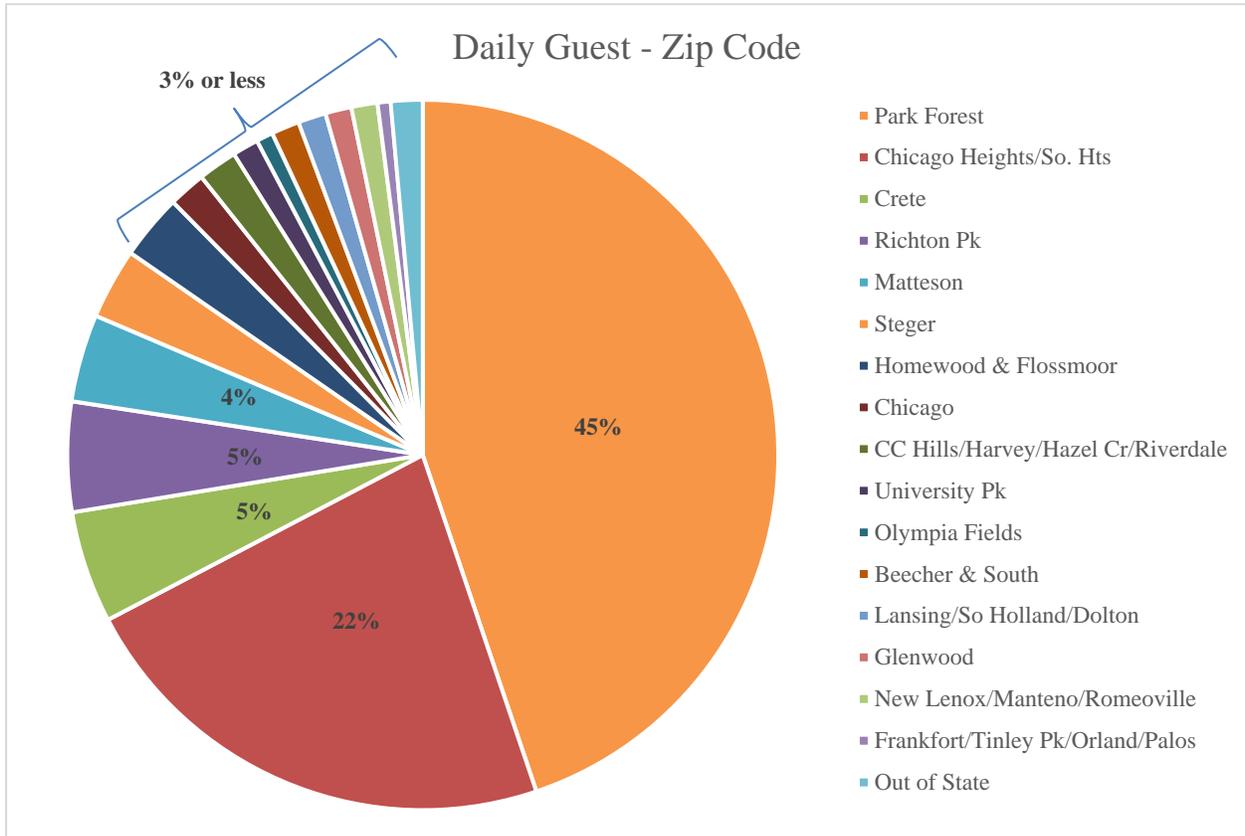
Park Forest day campers participated in specifically designed swim lessons. The cost of instructing these campers averages \$4 student per lesson (7 lessons). Campers are provided a considerable advantage of participating in dedicated classes at a rate that is \$2 per student less than the rate paid by members for a swim lesson.

Private swim lessons were requested by 22 individuals many of whom are repeat clients of our swim instructors.

Aqua Zumba kicked off the third Saturday in June this season – three weeks earlier than in 2015. Only one class was cancelled due to weather. 63 individuals or an average of 7 students per session participated in Zumba generating \$504 in revenue. When considering revenue generated against salary expenses of \$711, Zumba does not make a contribution to the bottom line. Offering package pricing to cover costs were not well received by participants. It seems participants would rather pick and choose when to attend than obligate themselves to the entire season by purchasing Zumba as a class. Considerations for 2017 include only offering a package price for Zumba – like is done for swim lessons or replacing the live instructor with recorded instruction that can be queued by Aqua staff. Recorded water aerobics is successfully used at other pools.

**Parties:**

Parties generated \$5,566 in revenue this season: \$4,671 Day Parties/\$895 Private Facility rentals. Revenue was up slightly 2.5% over 2015. Day Parties were hosted primarily by non-members. There continues to be significant excess capacity to generate revenue from parties at the facility.



## VILLAGE OF PARK FOREST

### MEMORANDUM

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

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

**DATE: October 3, 2016**

**SUBJECT: Village Board Six Month Update 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 included Johny's II Food Restaurant, Main Street Diner and SomeWear Men's Apparel and tailoring. Since the beginning of FY2015/2016, 12 new home-based businesses have opened in Park Forest. One of these businesses, 14<sup>th</sup> Street Vintage/Aspire Bookings, operated as a pop-up business in DownTown Park Forest a period of time. Six commercial businesses have opened, including Tracy Foster Tax Service located in Foster's Kennel, Lavish Duttz Barber Lounge, Hornes Golf Academy, LBS1 Educational Consultant & Tutoring Services, and Earth in Motion Fitness, and Ardeur & Beauty hair salon.

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

In April 2015, the Board approved a brokerage agreement for the advertising and sale of the former Hidden Meadows property. Staff showed the property to a multi-family developer

and a hotel developer, and contracted for a full-page ad in a publication for student housing developers. Subsequently, the brokerage agreement has expired. Staff continues to promote the property.

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 and Governors State University 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 Board approved brokerage agreements with Frontline Real Estate Partners in April 2016 for the sale of the vacant land parcels adjacent to Village Hall (former Marshall Fields parking lot) and Dollar General, and three buildings owned by the Village in DownTown Park Forest. Frontline's marketing has produced a willing buyer for the buildings. Staff is conducting due diligence on this buyer prior to responding to a Letter of Intent.

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 all commercial property is taken to all ICSC events and shared with the Select Chicago Southland cooperative, and information about these and other properties is shared when inquiries are made about available properties. The Park Forest website also lists properties that are for sale. Starting in September 2016, Staff is participating in a new regional marketing initiative to promote industrial property.

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. This business, which has been in operation since early 2008, plans to sublet their property. They have negotiated a lease-to-own contract with another manufacturer to take over the property. The Class 8 will continue to benefit the new business as the incentive runs with the property.

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.

Since the summer of 2015, the Village is working with a potential buyer, ForeBio Nutrition, Inc., for the property at 80 North Street. Their business would produce a nutritional supplement. ForeBio Nutrition is working on their business plan, and has secured foreign (China) investment. Staff initiated and is coordinating a regional effort to establish a new property tax incentive that will benefit industrial uses such as ForeBio Nutrition. This incentive will require State legislation.

The Village has acquired the former Blackhawk Plaza via the abandonment process. Several prospects have expressed interest in all or parts of the property. Staff and legal counsel are working on a tax appeal to exempt the property from real estate taxes until it is sold.

The Fire Department will continue to 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 application for a Will/Cook Enterprise Zone was approved and certified by the State of Illinois in December 2015. This Zone includes Richton Park, Matteson, Monee, University Park, and unincorporated sites in both the Counties of Cook and Will. A website, program guide, and application materials are completed. Training for Staff from each of the Villages is contemplated. Correspondence with existing businesses has been sent so promotion of the Enterprise Zone can proceed. Ben Wilson, the Director of Economic Development for the Village of Matteson, has been appointed as the Zone Administrator. To date, the Enterprise Zone has approved four applications for incentives.

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

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. In 2016, there were 32 participating businesses and over 150 participants from 16 different communities. The Village also received a record number of monetary donations from Village vendors (\$2,100).

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, how tablets and smart phones could be best used in a small business setting, and a networking event. Business Breakfasts in 2015/2016 focused on Marketing on a Budget, Bookkeeping, and the annual networking event. The FY2017 schedule will start with Developing the Leader in You, presented by Lee Ann Piano (October 2016).

Annually, the Village supports 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.

The Park Forest bi-weekly Business e-Bulletin continues to support local businesses and organizations by offering a free marketing venue to 1,000+ subscribers. These bulletins also

support Village sponsored events, highlight local events within the region, and feature area college events.

Economic Development and DownTown staff partnered to develop a DownTown banner program. Six banners were installed in October 2015. The program will continue to be promoted to all businesses in the DownTown area. Staff is evaluating a street banner program as well.

The Communications Director supports the efforts of the Economic Development and Planning Department by highlighting new business openings, such as, Country Squire, 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 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 communications 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 prospective 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 a resurfacing and reconstruction of Lester Road and Victory Drive leading into the Village Downtown that included decorative street lighting and landscaping drainage swales in addition to a new sidewalk layout to improve the walkability in the Downtown. In 2016, Main Street was resurfaced from Orchard Drive to Cunningham

Drive as was the drive through exit lane from Chase Bank in order to enhance stable roadways in the Downtown.

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, which appears to be more business friendly. Staff is working to adopt environmental water quality storm water ordinances in conjunction with the Will County Storm Water Ordinance.

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 continues to assist 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: Garden House, group homes, daycare centers, DownTown occupancies and uses and new alternate uses for buildings on the St. Irenaeus property.

The Fire Department maintains 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 can also conduct on-site training to assist businesses and occupants in meeting the new standard. 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 and conducts a pre-opening inspection to ensure public safety. 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. 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. In 2015, Nurses Plus also became certified with the State as a Community Care Partner to provide non-skilled Home Services to low-income residents in need. State fiscal issues and lack of reimbursements led to the Health Department canceling this contract. Nurses Plus still holds a state IDPH license to deliver non-skilled personal care, light meal preparation or medication reminders that are billed to the individual patient on a monthly basis. Park Forest residents who need the health department's traditional bath services but have been unable to pay may be able to take advantage of services through the help of donated funds raised by the Friends of The Park Forest Health Department.

Nurses Plus received a survey visit in October 2015 from the IDPH to review agency compliance with both the Home Services and Home Nursing state licenses. In April 2016, IDPH returned to audit the HomeHealth skilled nursing program. Both reviews were passed successfully. In addition, Nurses Plus was recognized as "The Best Home Health Care Business" and awarded a "Best of Chicago's Southland" in 2015 and 2016. Nurses Plus was honored at the 2015 Annual National Association for Home Care (NAHC) Conference for exceptional patient ratings.

In 2015, the Health Department partnered with the SSMMA, the Cook County Department of Public Health (CCDPH), the American Lung Association and others to promote a tobacco-free community health initiative. To this end, the Health Department coordinated a new community health initiative to limit involuntary environmental exposure to second-hand smoke. A \$10,000 grant was received to facilitate staff training, classroom participant materials, and outreach visits. The outreach visits aimed at encouraging multi-family property owners to become smoke-free housing units with two properties making the transition: Victory Center and Juniper Towers. The Park Forest Health Department also enrolled as an Illinois Quit-Line referral site to assist anyone attempting to quit smoking.

The Village received a Judicial Deed to the Illini Apartments in January 2016, through the abandonment process. Village Staff has shown the property to several prospective buyers, and an offer to purchase is expected from one of these prospects.

In 2013, the Village submitted an application to Cook County to acquire 17 properties through the No Cash Bid program due to tax delinquency and was successful with obtaining the deeds to all properties in December 2015. These properties include nine lots in Eastgate, two lots on Miami Street 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 28 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. The residential lots to be acquired include 17 in Eastgate, four that have never been developed and will likely remain open space, and the remaining are lots outside of Eastgate where the Village demolished vacant houses. The commercial property noted 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. In December 2015, the Cook County Board approved the Village's application to acquire the property by means of the scavenger sale. Proper due diligence to notify any property owners is proceeding.

The South Suburban Land Bank and Development Authority (SSLBDA) continues to support Park Forest's land development efforts. As of September 2016, the SSLBDA owns five single family homes (three of which have contracts for sale), nine vacant residential lots (eight of which are part of the IHDA BRP program), and one commercial property. The SSLBDA has sold two single family homes, both to owner occupants, and two vacant residential lots, both to the Village of Park Forest.

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, 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 have been used to reimburse the Village for its expenses (\$8,411) and the remainder will be used to focus on redevelopment of the property.

In September 2014, 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, another collaborative application won a second \$50,000 Growth Accelerator Fund grant that enabled OAI to hire a part-time coordinator to plan courses, acquire additional equipment, market the MakerLab, and seek additional funding to achieve financial sustainability. Staff has been assisting the MakerLab Manager with marketing the facility and its classes. In 2016, OAI received a \$4 million grant from the US Department of Labor. This grant will enable both OAI and the MakerLab to expand into a larger space in DownTown Park Forest.

The Village Staff Public Art Committee continues to meet monthly to discuss public art projects and to establish standards for commissioning and placing public art works and related nature exhibits around the theme of – “The All-American Village”. 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.

Public arts projects completed in 2016 included interpretive signage for two outdoor murals and the Freedom Hall mural. A cooperative project between the Village and Tall Grass Arts Association saw the creation of a Street Art Piano dedicated at Main Street Nights this summer. On June 15, Chicago Chalk Art Champion, Shaun Hays completed murals on two

4x8 panels plus one work on the sidewalk near the Main Street Nights stage. The public was very engaged with his work and interacted with him as he completed the projects during Main Street Nights. Additionally, on two nights, artists from Union Street Gallery came out and created artwork on additional panels.

Three dates have been reserved at Dining on the Green for early 2017 for informal jazz jam sessions which will be led by Southland Jazz Ensemble's Valerie Nicholson and hosted by the Village. These sessions highlight using and cultivating existing assets for arts based activities, aligning with the concept of "organic development" for the arts

On a bi-weekly basis, Cultural Arts Manager, Chuck Sabey meets with the Southland Arts, Municipalities, and Business Alliance (S.A.M.B.A.). Key goals for the organization include promoting the south suburbs, attracting and welcoming new businesses and artists to the region, fostering creativity and active participation in building community through the cooperative efforts of arts organizations, municipalities and businesses. The first event is planned for February – April of 2017. "*Let Them Eat Jazz*" is a centennial celebration of jazz with shows presented at Freedom Hall, Prairie State and Governors State University. Concurrently, area art galleries will host events related to the theme and local restaurants will have special promotions during this time.

In September 2016 GSU opened an "Artist in Residence" studio space in the DownTown. Three Master level artists will create works and offer community assistance through volunteering at Tall Grass.

Bids were solicited for the Village Green Expansion project. This project will be a Downtown Park Forest destination, supporting village activities and businesses. This project also includes display spaces for large public art pieces. Only one bid was submitted for this project. It was rejected as it was unreasonable high. Solicitation for new bids will be in the winter 2016/17.

Recreation and Parks continues to promote the Main Street Nights concert series as a vehicle to stimulate patronage of Park Forest businesses. Additionally, staff works with organizations and businesses to sponsor individual nights. The Recreation & Parks Advisory Board will continue to sponsor the Chili Cook-off further encouraging residents to downtown events.

Recreation and Parks continues to move ahead with plans to renovate Somonauk Park. Village consultants will develop the site and construction plans and more detailed cost estimates in preparation for the next step; applying for an OSLAD grant. As with public art, this project has potential to be an economic draw south of Sauk Trail.

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

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. The Public Works Five Year Capital Plan lays out work on these projects. In 2015, the Village secured a 5 million dollar IEPA low interest loan to replace and install approximately 4 miles of water mains. The project, which includes resurfacing of 1.75 miles of roadway, began in Fall 2016. The Village was notified that \$750,000 of the project loan would be forgiven. Additionally, DPW resurfaced an additional  $\frac{3}{4}$  of a mile of roadway in the fall of 2016 including Homan, Wilson, and Main Streets.

Grant funding was secured through the Congestion Mitigation and Air Quality (CMAQ) Improvement program to install bikeway pavement markings in 2016 along several FAU Routes consistent with the Village's Bike and Pedestrian Plan.

In 2016, Public Works began to implement a 10-year road sign replacement program. Every year, a section of the community will receive new road signs, name signs and regulatory signs, as well as refreshed road striping. Additionally, signage will incorporate recommendations in the Bicycle and Pedestrian Plan. In 2016, Public Works completed the East Lincolnwood neighborhood. In 2017, signage will be replaced in the southwest corner of the community along with new signage on Indianwood that will be paid at 20% village share thru FAU grant funding.

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.

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.

In 2015, the Public Works and Finance Departments researched alternative funding sources for 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 allowed for a greater funding source for the Village's sewer systems and opened up funding in the General Fund for road related improvements. Beginning in 2016, DPW began incorporating storm sewer improvements into all of its roadway projects.

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 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. Design work for Indianwood Boulevard is currently underway with an anticipated bid opening date in November 2016.

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. Applications for reclassification have been approved by the Transportation Advisory Group and the Transportation Committee. Applications are now being sent to IDOT, CMAP, and FHWA for approval.

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. Metropolitan Industries also installed 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. Implementation was in the spring of 2015 and the result has been a decline in discolored water complaints.

Effective January 2016, the Public Works and Administration Departments completed the transfer and restructuring of the maintenance responsibilities for the 2-inch water mains throughout the multi-family areas. The Village's maintenance responsibilities will be similar to that for single family homes while Cooperatives Areas B, E, and J negotiated maintenance agreements defining Village and private property obligations.

The Fire Department continues to seek and manage grants designed to support operations and training within the department. Successes have included two Federal SAFER grants related to Paid-On-Call personnel recruitment/training totaling 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. Most recently the Fire Department received a grant (\$240,000) to replace Self-Contained Breathing Apparatus and related equipment; a grant (\$106,000) to replace the antiquated fire safety education trailer; a grant to assist in maintaining the fire training site (\$2,000) and the fire department received final notice on a grant (\$15,000) from IRMA to support a previous purchase of power cots and load systems.

To help address health inequities in regards to food access, the Health Department received a grant (\$16,975) to support a Farmers Market SNAP project across the 2016 to 2018 Market seasons. The purpose of this grant is to expand the use of EBT/LINK card utilization. The Health Department incorporated a Double Value Bucks incentive program at the Farmers Market this year to encourage more low-income SNAP recipients to shop for healthier foods

for their families. Community public health outreach efforts to local businesses to ask for donated funds helped to support this effort to address local barriers to healthy food access. Area businesses such as State Farm, Home Helpers, Franciscan Alliance Health Care Partners, and foundations like the Friends of the Park Forest Health Department, were supporters of the this program for the 2016 Market season. A grant has been applied for seeking to extend this program into 2017.

Progress continues in accomplishing the goals of the lifecycle projects. R&P Advisory Board members and R&P staff met with residents around Murphy Park to garner their input on new playground equipment. Plans will be developed over the winter and installation will be sometime in the spring of 2017. Equipment has also been purchased to install a “tot lot” in the Eastgate neighborhood.

Relative to the Lifecycle projects, the Recreation and Parks Advisory Board is conducting a review of the *Recreation & Park Plan* and *Park System Evaluation*. This includes visiting each park to observe its condition and amenities. As recommendations are developed they will submit a report to the Board of Trustees.

Late in 2015, the Village received a \$13,300 grant from the Morton Arboretum to help replant ash trees lost to the Emerald Ash Borer beetle. The grant funded planting of 48 trees in parks and parkways. Residents were able to request a tree to be planted in their parkway and in return were asked to commit to watering the tree for three growing seasons. Village Arborist has been monitoring this program and residents have, so far, been faithful to their commitment. In Fall 2016, notice was received that another federal grant of \$7,777 had been awarded to Park Forest to increase this tree planning initiative.

In 2015 the parking lot of Freedom Hall/Central Park was resurfaced. In 2016/2017, the parking lots will be resurfaced at Village Hall, the Tennis & Health Club and the Aqua Center.

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

The Teen Zone coordinator has shifted the focus of Teen Zone somewhat, taking a broader approach and offering a range of teen services. Highlights of the past year include:

- A Midwest College Tour wherein 11 students visited 9 colleges in 5 different states.
- “Careers in Focus”, a college prep program designed to introduce teens to various career opportunities. Teens visited area colleges and were introduced to careers in medicine, dentistry and various skilled trades.
- With grant assistance, 10 teens attended the Robotics Camp hosted by OAI.
- The Teen Services Coordinator collaborated with the Police Department to manage and supervise the summer PAAC program.
- Cooperatively planned programming with Rich East for both the high school and Teen Zone.

The Teen Services Coordinator has an exciting slate of activities planned for the coming year. This year's plans include a series on Junior Achievement programming, focusing on being an entrepreneur. Teens in grades 9 – 12 will be introduced to the process of starting a small business and personal finance. Additional activities planned for Teen Zone include:

- Southern States College Tour including Georgia, Alabama, Mississippi and Louisiana.
- Monthly movie night
- Video production
- High School Basketball League
- Incorporating PAAC sports such as flag football, dodgeball and volleyball
- Water Drive for residents of Flint Michigan
- Collaboration with Aunt Martha's Work Innovation Opportunity Act (WIOA) program. This is a federal program aimed at teaching job skills to 18 – 24 year olds.
- Babysitting courses and Jr. Fire Academy in collaboration with the Park Forest Fire Department.
- Camping and archery through the Cook County Forest Preserve.

School District 163 has provided notice that it will remove itself from a longstanding partnership of the Recreation Center. This allows a myriad of possibilities for increased teen programming and staff has been planning how best to take advantage of this new opportunity.

2016 has proven to be the most successful season to date for Park Forest Bitty Ball and Park Forest Youth Basketball Leagues. Highlights include:

- 112 Bitty Ball participants vs. 69 last season. This resulted in Bitty Ball becoming a standalone league, keeping games in Park Forest and allowing coaches to concentrate on the individual and away from the more competitive atmosphere combined leagues.
- The PFYBL maintains strong participation numbers of over 110 youth each of the past two seasons.
- The continuing sponsorship of Buffalo Wild Wings in Homewood has allowed for several upgrades to uniforms, giving every child a basketball and the opportunity for games to be taped.
- Much credit goes to the volunteers who have created a standard of excellence for PFYBL and the Park Forest Pride Travel Basketball program.
- PF Pride continued its success into 2016, winning multiple tournaments in two featured age divisions with both teams being ranked "Top 20" in the state of Illinois.
- The Park Forest Pride Training Academy focuses on families from Park Forest but families from as far away as Michigan travel to Park Forest to take advantage of the superior basketball training and skills taught in this program.

The Fire Department renewed 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 broad 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.

The Fire Department continues to refine 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 new grant-funded fire safety education trailer will allow the fire department to widen the appeal of its public education efforts with new electronics, props and programs.

The Fire Department participates wherever practical to support youth related activities across all Village operations. The Fire Prevention Bureau continues to explore youth camps, day camps and youth employment programs, but the department's ongoing 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 School Districts 163 and 206 to ensure student immunization status was in compliance with State 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 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. In 2016, the Village will launch a show entitled "My Family Got Talent". This will be another fun and creative event for the entire family. Auditions will begin in September 2016.

The Communications Director continues to evolve the Village's annual college scholarship program for high school seniors. The Director handles outreach efforts for the Village's three scholarships in addition to the Park Forest Youth Commission's two scholarship awards. The entire 2016 program was carried out electronically.

The Communications Director spearheaded the build-out of a space in the lower level of Village Hall that will serve as a television studio space. This studio is now used for the filming of interviews, public service announcements, and for other media purposes by Village staff. The space is also open to residents.

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 2016 PAAC program was another success with many long term bonds fostered between the youth and the staff. There were a total of 74 youth participants, 55 were from

the Village of Park Forest while the remaining 19 youths were from surrounding municipalities. This year we had a staff reduction to 18 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 instrumental with staffing needs for the 4<sup>th</sup> of July and Safe Halloween festivities. The Police Department collaborates with Recreation and Parks in financially supporting (through vehicle seizure funds) and bridging youth programs so the youth are constantly engaged.

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 BICYCLE 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 BICYCLE Program. Over 300 bicycles, helmets and locks have been given out in the five years the program has been in existence.

The Police Department is in a 4<sup>th</sup> year of a School Liaison Program with School District 163 in which off-duty officers are hired to be at Michelle Obama School two days a week. Officers participate with teachers in classes on various subjects including gang awareness, anti-bullying, drug prevention and other pertinent subjects. Liaison Officers are also in attendance at school district special events throughout the year and assist with any problems they are having. With the restructuring of School 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 partnered with Community Relations and Recreation and Parks on a successful 2015 Safe Halloween. The Village partnered with *Haunts Against Hunger* to raise funds and food for the local food banks. A total of \$749.80 and 2,908 food items were collected and donated to the Rich and Monee Township Food Pantries. The 2016 Safe Halloween events will continue to be a partnership with these same organizations. The event, however, will be expanded to a four-day Haunted House and conclude with one day of festivities on October 31.

#### **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 2015, 304 vacant properties registered at a compliance rate of about 80%. In addition in 2015, 141 court citations were issued on properties through the adjudication process to resolve outstanding property code violations matter of enforcement. Since 2007, 195 properties have been brought to the civil court process. A total of 67 properties were ultimately pursued to demolition. In 2014, it was noted that the six year trend in the rising number of vacant properties dropped to a yearly average of 587, down from 665 in 2013. In 2015 that figure dropped to 554 and is down to 518 in the second quarter of 2016. A similar trend has been

seen in yearly average number for foreclosed properties. In 2015 the yearly average was 638 compared to 732 in 2014 and 766 in 2013. Midway through 2016, this is down to 556.

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. Staff discussed the need to increase messaging related to vegetation growth in residential gutters and the damage it causes to a structure. This awareness was promoted again in Discover Magazine this past 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 the Police Department issued 647 Crime Free Housing Licenses covering 1,362 rental properties. There are currently 1,539 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 have increased their concentrations of business checks both during and after hours, foot patrols of the Village's 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 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 programs make the streets of Park Forest safer for the community.

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. As of September 2016, Tower Contracting, which purchased and rehabilitated homes with the IHDA Building Blocks grant, has sold 9 of their 13 homes, all to owner occupants. Mecca Companies, which purchased and rehabilitated four homes with the Neighborhood Stabilization Program III grant, and four homes with the CDBG-IKE grant, has sold all eight homes, all to owner occupants.

In 2014, the Village received grant of \$185,600 from the IHDA Abandoned Property Program to demolish blighted, vacant houses. This program was successfully closed out in 2016 with the demolition of 11 vacant, blighted houses.

The Village is also partnering with the SSLBDA to implement two grants from the IHDA Blight Reduction Program (BRP), totaling \$1,155,000. This program will fund the acquisition of at least 33 vacant/blighted houses, deconstruction, and maintenance and “greening” of the lots until a final use is identified. As of September 2016, four houses have been deconstructed by the Cook County Sheriff’s Office RENEW program, including two on Arrowhead Street and two on Allegheny Street.

Staff continues to create events to fill revitalized homes by engaging the realtor community. Information sharing sessions are periodically held so realtors can be made aware of amenities which come with home ownership in Park Forest. This includes awareness of governmental financial assistance programs. In 2016, realtor events took place in January and July.

In August 2015 the Village hosted an Investor/Landlord Workshop at Freedom Hall to begin to engage the residential landlord community in Village initiatives. The Departments of Economic Development and Planning, Community Development, and Police then carried out a second Landlord’s Workshop in 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 met with concerned realtors who feel they have been impacted by code changes over the years and continue to consider the issues they put forth. The fire department also hosted a ½ day program to educate realtors about the advantages of selling homes with sprinkler systems. This grant funded program provided information and a live demonstration.

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 199 original inspections and re-inspections to date in 2016 with a 95% 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. The Fire Prevention Bureau continues to train and utilize hire-back inspectors to meet the inspection goals.

In 2014, 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 Sauk Trail Woods/Forest Preserve.

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 consistent across municipalities, develop an inter-municipal database for tracking troubled properties, create incentive programs to reward responsible landlord behavior, and publish a "best practices" manual on code enforcement and monitoring strategies. Officials from Park Forest, Richton Park, South Chicago Heights, and Chicago Heights participated in the pilot program. The communities agreed that the most beneficial inter-jurisdictional activity would be to create a shared administrative position that would be responsible for preparing code violation notices, filing liens, and doing similar paperwork. This would free up code inspectors to spend more time in the field. A larger group of municipalities is working on the shared database element of the project.

Village Staff and the Chicago Metropolitan Agency for Planning (CMAP) continue to work on the draft Unified Development Ordinance. Village Staff and the Development Regulations Update Steering Commission (which includes the Plan Commission) have completed their detailed review of the draft, which includes only the zoning portions of the ordinance. The subdivision elements of the new ordinance are expected to be provided for Village review in late 2016. When the draft ordinance is fully reviewed and revised, a series of public workshops will be held to ensure that the community has the opportunity to fully review and understand the proposed changes. The Plan Commission is required to conduct at least one public hearing prior to ordinance review and consideration by the Village Board.

With staffing support from CMAP, a Bicycle and Pedestrian Plan 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. The plan seeks to increase bicycling, walking and transit use, improve traffic safety, enhance local businesses and foster a healthier, more environmentally friendly community.

In August 2016, the Village learned that it has been awarded a \$200,000 Cook County CDBG to improve mid-block pedestrian cut-throughs consistent with the adopted Bicycle

and Pedestrian Plan. This project, which is a collaborative effort of the Public Works, Recreation and Parks, and Economic Development and Planning Departments, will be completed in 2017.

The Village's Complete Streets Policy was named the 3<sup>rd</sup> best policy (tied with 2 other communities) in the US by Smart Growth America. The Communications Director secured coverage in the Illinois Municipal Review Magazine along with the Chicago Tribune related to this recognition.

Health Department Staff are registered members of the National Association of City and County Health Departments and had one staff member attend Mobilizing Action through Planning and Partnership (MAPP) training related to community assessments. The Health Department used the MAPP framework while conducting a quality improvement health assessment. The Department formed a new partnership with the Health Impact Collaborative of Cook County as more than 5,500 surveys were collected from across Cook County. In November, 2015 the Health Department hosted a Community Health Focus Group to gather the community's perception of the health status and needs of the area. The group also helped to identify area resources and brainstorm about ways the health status of the community can be improved. The Health Department was successful in identifying new emerging public health needs, gaps in access to health care, and plans to pursue community partnerships and look for applications for public health grants that may address the top three community health concerns. 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. 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.

Public Works is focused on improving code compliance with the water system. In 2015, work began with BSI, Inc, to ensure compliance with the Village's cross connection ordinance thru yearly servicing of backflow devices.

In 2016, Public Works partnered with Service Line Warranties of America to advertise affordable and reputable sewer service warranties to Park Forest residents. This provides residents with a secure option in maintaining their portion of the infrastructure network.

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

The cost analysis project for Recreation and Parks continues and is expected to be completed for the Financial Update to the Board in February. Benchmark data established for the Aqua Center was used to set fees for the 2016 season as well as support the decision to move to a resident/ non-resident pricing structure.

Economic Development and Planning staff analyzed its non-core programs, such as Park

Forest Idols, Black History Month, Wine and Chocolate Tasting, Business Breakfasts, and MidSummer Madness, to understand the costs, revenues, and benefits of these programs. Information was provided to the Village Manager and Finance Director.

Analysis of core vs. non-core services has been provided at Financial Updates in October and February.

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

The Communications Director continues to reduce paper usage by making more processes digital where possible. Paperless registration has been available for the community Garage Sale, home buyer's workshops in Park Forest, for the 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 systems 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.

To build new revenue streams, the Health Department underwent a survey to become nationally accredited in January 2013. With a Joint Commission Accreditation status, 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 participates in various community health events to promote health and wellness by providing blood pressure, glucose screenings and general educational talks/presentations. Venues included Faith United Protestant and St. Irenaeus churches, Youth Day, Governor State University, and Back to School Health Fair in Ford Heights. The department also administered influenza vaccines to residents of Maplebrook senior community in Matteson and Centennial Village in Steger.

The Department also partnered with the Senior Commission to coordinate several community education events. Topics have included public transportation, home safety, legal tips, stress reduction and a resource seminar for care-givers dealing with Alzheimer's or Dementia.

The Health Department attends many Village events as opportunities to provide information to residents about preventive health measures and risks for chronic health conditions. In 2015, the health department staff received a Facilitators Training through Age Options and taught 2 six week sessions of "*Take Charge of Your Health*" classes at the Rich Township Senior Center. This was an empowering class to mentor seniors with self-management of chronic illnesses such as Hypertension, Diabetes, Arthritis, Heart Disease or Cancer. The goal was also 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 conduct flu clinics within the community for groups of 20 or more. Flu shots are 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 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 coordinates with Rich Township Park Forest Rotary to plan an annual Senior Fair each May to expose area seniors to health service providers and businesses that can meet their needs. In May 2015, the Fair moved to a larger facility (Richton Park Community Center) to accommodate more vendors. In May 2016, more than 200 seniors were in attendance at the Senior Fair.

The Health Department coordinates and screens the vendors of the Farmers' Market to ensure that quality produce is sold. The Department also continues to be a host site for the annual senior nutrition coupons for low-income seniors to assist them with access to using the Market. This year senior nutrition coupons worth \$25 each were distributed to 595 local area seniors. The senior coupons come from a federally supportive grant through Age Options to assist seniors in purchasing fresh fruits and vegetables at local farmers' markets.

The AmeriCorps VISTA program awarded Park Forest a VISTA volunteer in 2015 to work on anti-hunger related programs. The VISTA volunteer in Park Forest worked to improve access to nutritious food options by enhancing awareness, and 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 volunteer developed a community garden logo and collaborated with the St. Irenaeus food pantry.

In 2016, Public Works partnered with the Metropolitan Water Reclamation District of Chicago to supply free rain barrels to Park Forest residents within Cook County. As of September 2016, over 700 rain barrels have been ordered at no cost to the Village.

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, 2015 and 2016 with presentations taking place at either Village Hall or the Wetlands Discovery Center. The purpose of these gardening classes was to increase resident knowledge and build capacity to expand the community garden program. The program has been successful with 15 to 25 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.

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 have been implemented via SouthCom Dispatch and a new Fire Records Management System. The Fire Department is continuing development and refinement of an anti-idling and sustainability policies 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 running and two such panels are being placed on the squad/pumper now on order as a replacement for Engine 56. The Department continues to make sustainability a focus wherever possible and works closely with the Sustainability Coordinator.

In October 2014, Park Forest received the Governor’s Sustainability Award from the Illinois Sustainable Technology Center and was one of 24 Illinois companies and organizations (only 6 of them were governmental agencies) honored for their significant achievements in protecting the environment, helping sustain the future and improving the economy.

The 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.

A Sustainability Coordinator was hired in August 2016. Work is currently unfolding on preparation for the Village’s next STAR certification process, which will occur under STAR Version 2.0. The previous STAR evaluation, combined with current actions and future plans

will be taken into account with the goal of leading Park Forest to a 4 Star Community. The Sustainability Coordinator is currently researching best practices in sustainability with the assistance of the Village's Environmental Committee, department heads, regional sustainability groups, and other local stakeholders. The first two major projects spawned from these efforts have been creating a usage plan for recently installed kiosks along bike and walking paths, and completing a grant application which (with approval) will provide energy savings and partial cost reimbursement under the Illinois Energy Now Grant.

In summer 2016, The Village benefitted from the volunteer efforts of nine young adults from the AmeriCorps National Civilian Conservation Corps (NCCC). Most of the work completed by the NCCC Team was related to the Village's Sustainability Plan. Work included:

- Water Sealed 500 feet of boardwalk at Rail Fan Park and 200 feet at the Central Park wetlands.
- Cleared overgrown vegetation and trees from 25 pedestrian cut-throughs in the Village, for a savings to the Village of at least \$50,000. This work also contributes to the Village's match for a \$200,000 CDBG grant from Cook County.
- Painted over 500 storm sewer inlets with environmental messages and distributed 1,000 door hangers with environmental messages.
- Built a combination rain harvester/tool shed at the Neola Street community garden.
- Installed five information kiosks at locations along the Village's bike route.
- Cut down about 250 feet of invasive trees in about 3 acres of the Central Park wetlands.
- Cleared 1,833 linear feet of drainage way and woody vegetation in Central Park.
- Cut down about 200 feet of brush and small trees along the trail in Indiana Park.
- Totally repainted the interior of the Recreation Center gym, hallways and lower level.
- Participated in the Park Forest summer camp and PAAC (Police Athletic and Activity Center) activities, interacting with about 140 children, elementary through high school.
- Assisted at the Growing Green Recycle Fest, which included 12,000 lbs. of shredded paper, and recycling of 232 televisions, 2,500 pairs of shoes, 500 lbs. batteries, 300 pairs of eyeglasses and 8,783 pounds in electronics.
- Assisted at the annual Park Forest Youth Day.
- Provided approximately six hours support at the local Veterans' Closet.
- Assisted at the St. Irenaeus Food Pantry by suggesting new procedures to get food to correct shelves; unloaded deliveries and stocked over 20,000 pounds of food; helped respond to 539 home requests for food, leading to 2,073 people receiving 18,657 meals.
- Assisted other volunteer groups at the St. Irenaeus community garden by clearing yard waste and debris from compost bins, clearing weeds for new plants and rebuilding cinder block foundations of new rain barrel collections array.
- Coordinated a Volunteer Fair to raise awareness of volunteer opportunities in the Village.
- Spent many hours on individual service projects in Park Forest and neighboring towns.

Economic Development & Planning and Recreation and Parks Staff are working with the Metropolitan Mayors Caucus and the South Suburban Land Bank to develop low-cost, low-maintenance alternatives for vacant residential and commercial lots. Options include planting cover crops such as clover, little bluestem, and flowering seed mixes. Initial funding to

conduct a pilot project is available through the IHDA Blight Reduction Program grant as it funds installation of green infrastructure after a blighted home has been deconstructed.

To enhance Staff efficiency for such processes as financial reporting, payroll, accounts payable, utility billing, human resources, timekeeping, inspections, fixed assets, adjudication, vehicle licensing, document management and even work order management, a Village-wide software platform (BS&A) was designed and implemented across 2015 and 2016.

In July 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 in addition to updating job descriptions.

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

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

The Finance Director is the Illinois State representation for IGFOA. Finance staff members regularly attend IGFOA information sessions on new regulations and GASB pronouncements.

The Fire Department continues to research the potential for changing the basic delivery structure for fire and EMS services on a local and regional basis. Fire personnel are active participants in regional, state and national organizations (MABAS, CART, IFCA, IAFC, Will County Fire Chiefs, Metro Fire Chiefs, etc.) acting as a catalyst for change in the fire and EMS community. On a somewhat limited basis, the Fire Department continues working with the Illinois Fire Service Institute 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 receive day-long training at minimal cost.

The Fire Department continues to investigate the concept of community paramedicine and its potential impacts. The EMS committee of the Illinois Fire Chief's Association expect

guidelines to be issued in the coming year. The over-riding issue is who will pay to make these changes and how it will be funded over the long haul. Illinois has yet to clearly define policies for community paramedicine, which has slowed any progress in this area.

Recreation and Parks continues to partner with such organizations as SSSRA and South Suburban Parks & Recreation Professional Organization in the areas of innovative recreation programming. The Village also offers cooperative programming with Matteson, Richton Park and Olympia Fields. These co-op opportunities' range from youth sports to senior trips. With the closing of a neighboring swimming facility, Recreation and Parks Staff worked with University Park Staff to accommodate their summer camp participant swimming needs.

Staff has recently started a *Park Forest Athletics Roundtable*. This is a group consisting of Village Staff, Rich East, School District 163, and community-based baseball, football and basketball associations that will meet quarterly to discuss athletic needs and opportunities in Park Forest. Staff has also been contacted by residents of Sauk Village with questions on program development and is exploring ways that Park Forest volunteers and staff might cooperate with volunteers in underserved communities to promote athletics and programs.

The Carol White Grant has received funding for the 2016/17 school year and staff will partner with School District 162 on programming. This goal is to encourage youth physical activity and utilize facilities like the Tennis & Health Club, parks and tennis courts.

The Director of Recreation and Parks is now the Vice-chair of IRMA's Recreation and Parks Steering Committee and works with IRMA staff to host meetings of this steering committee.

The Recreation & Parks Advisory Board has been active in promoting new and "best practice" initiatives in the parks as well as working closely with other boards and commissions to support parks and the village as a whole.

The Recreation and Parks, Economic Development & Planning and Administration Departments successfully carried out the inaugural Civic Leadership Academy from September 2015 through May 2016. A class of 12 participants was exposed to the roles and responsibilities of municipal government, the roles and responsibilities of citizens and the importance of civic engagement. With the Communications Director as the primary marketer of the program, the participation has nearly doubled. A class of 22 is now engaged for second year of this program that will include monthly sessions through May 2017.

The Communications Director supports the Village's efforts to be a catalyst for innovative change in the region by spotlighting key initiatives like the Park Forest MakerLab and the numerous sustainable endeavors undertaken in recent years. Examples include helping secure an additional year of funding for the MakerLab by providing videography support required for the 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 Communications Director has begun outreach efforts to highlight the Village's

participation in the National League of Cities Race, Equity and Leadership (REAL) initiative. An image along with overview details from Park Forest's REAL kick-off meeting in August were shared online.

The Village continues to be an active member of the South Suburban Land Bank and Development Authority, the South Suburban Housing Collaborative and SSMMA. The Village has also taken on lead roles on the SSMMA Executive Committee (Mayor 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 SSMMA municipalities. The group has participated in 2014, 2015 and 2016 RECon Las Vegas, and 2014 and 2015 Chicago Deal Making. Plans are underway for a shared booth at the October 2016 event.

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.

Park Forest Staff created a team of staff from the CSEDC, Prairie State College, the MakerLab, and the EDAG Chair to attend an International Economic Development Association technical course together in 2015. The course focused on the competitive advantage of regions and the role of economic developers and community stakeholders in building an innovation ecosystem.

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

The SSMMA has received a Local Technical Assistance project from CMAQ 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.

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

The Community Relations Coordinator continues to build a strong alliance with local realtors, banks and investors to build the awareness of vacancies while increasing awareness for residents of potential homes to purchase and available financial assistance to do so. Along these lines, a Realtors Brunch was held in January 2015 wherein nearly 60 realtors were in attendance. In 2016, realtors were collaborated with on the House Tour and Expo and in several sessions where housing-related speakers were the focal point such as Neighborhood Housing Services, AGORA, and the South Suburban Housing Center. The next Realtors Brunch is scheduled for January 2017 with the potential topic of Social Media for Realtors.

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 to work with the Veterans Commission and act as a conduit between the Commission and the Department. The Liaison Officer is educated on the resources available to Veterans and networks with area Veterans facilities and programs. Police officers engaging the community can refer citizen veterans or family members of veterans to the Police Department Veterans Liaison Officer for assistance dealing with many areas from special needs, transitional problems, addictions and housing.

The Police Department continues to be at the forefront of providing continual and most up-to-date training to its officers. Across 2015 and 2016, the Police Department has reached a 95% completion rate of its Supervisors on the Crisis Intervention Team (CIT) approach. The CIT approach is a community effort to bring 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. In 2016, yearly in-house training programs began where all officers receive classroom and hands-on EVOC training at no overtime costs and in compliance with IRMA standards.

The Police Department has seen an increase with the homeless population in the south suburbs. A Homeless Liaison program has been created within the Police Department. A seasoned Police officer has been chosen to serve in this important role. This officer will use traditional law enforcement and social service strategies to address homeless issues within the Park Forest community. This special liaison program will be developed to play a key role in the Police Departments action plan by linking outreach and mental health services to homeless individuals encountered by the police, especially those that are mentally ill. This officer will receive special training to act as a conduit for the rest of the Police Department and interact with other community agencies and groups assisting and servicing the homeless community.