

Financial Update
Saturday, October 3, 2009
8:00 a.m. Village Hall

Financial Update
Saturday, October 3, 2009
8:00 a.m. Village Hall

Agenda

- 1. Preliminary Year-end Results**
- 2. Current Year Trends**
- 3. Tax Levy Projections**
- 4. Economic Development Update**
- 5. Public Works Projects**
- 6. Grant/Stimulus Funding Update**
- 7. Green Initiatives**
- 8. 2009/2010 Board Goals – Fall Update**
- 9. Community Survey**

MEMORANDUM

DATE: September 18, 2009

TO: Mayor John Ostenburg
Board of Trustees

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

RE: Preliminary Year-end Results

Attached are the preliminary pre-audited results for the Fiscal Year ended June 30, 2009. Following are key points related to the information contained in the attached charts.

GENERAL FUND REVENUES

Overall actual revenues represented 101% of budget. As you recall, budgeted revenue was amended at the six month review point because of declining economic trends. Had the Budget not been amended the revenue would have been 99% of budget.

Property Taxes collected represent 102% of budget.

Sales & Use Tax revenues represent 95% of budget and are \$54,483 below prior year.

Utility Tax revenues met budget projections but reflect a \$138,003 reduction from prior year.

State Income Tax exceeded budget slightly but also reflected a \$240,741 decline from prior year.

Personal Property Replacement Tax is a form of income tax and exceeded budget but declined \$14,222 from prior year.

Real Estate Transfer Tax revenues reflect the decline in the housing market and performed better than the amended budget. Budget revenues were originally \$350,000. A \$150,000 reduction in projections were made as a budget amendment.

Grants revenue ended the year at 36% of budget. This reflected the delayed timing of a major \$217,500 street lighting grant.

Licenses resulted in 95% of budget and included a \$67,914 reduction in motor vehicle licenses.

Permits reflect reduced building permits related to less housing development. A budget amendment of \$45,000 reduced the anticipated budget. Building permits declined \$24,785 from the prior year.

Charges for Service reflected budgeted amounts with the exception of **Health** revenue reflecting a \$37,237 reduction in Medicare revenue and **Inspection Fees** at 74% of budget as a result of the declining housing market. **Other Charges** include Jolly Trolley revenue of \$24,750, cell tower revenue of \$127,161 (see attached) and salary reimbursement for the DEA officer of \$39,000.

Fines reflected the change in enforcement of motor vehicle license violations.

Interest Earnings have declined substantially over the past two years reflecting a reduction in market rates. The attached schedule shows how rates have declined. The impact of this decline on an average \$3,000,000 balance is as follows:

	<u>2007</u>	<u>2008</u>	<u>2009</u>
	5.066%	2.067%	.153%
Interest Earning	\$151,980	\$62,010	\$4,590

Identifying some key revenues, excluding property taxes, shows an alarming year to year comparison

KEY REVENUE COMPARISON

	<u>Fiscal 2008/2009</u>	<u>Change</u>	<u>Fiscal 2007/2008</u>
Sales Tax	\$ 615,553	\$ (54,483)	\$ 670,036
Utility Tax	1,642,644	(138,003)	1,780,647
State Income Tax	1,982,466	(240,741)	2,223,207
Personal Property Replacement Tax	168,986	(14,222)	183,208
Real Estate Transfer Tax	229,373	(17,821)	247,194
Motor Vehicle Licenses	445,278	(67,914)	513,192
Building Permit Fees	77,260	(24,785)	102,045
Interest Income	98,928	(152,106)	251,034
IRMA Surplus Distribution	-	(75,172)	75,172
	<u>\$ 5,260,489</u>	<u>\$ (785,246)</u>	<u>\$ 6,045,735</u>

GENERAL FUND EXPENDITURES

Actual General Fund Expenditures represented 93% of budget before encumbrances. Encumbrances are reserved dollars relating to approved projects (see attached chart). The attached list shows \$734,093 in encumbrances. This amount added to expenditures produces a 97% of budget result.

The **Administration, Police, Fire, Health Recreation & Parks, Economic Development and Community Development Departments** matched or were slightly lower than budgeted expenses after encumbrances.

Public Works spent only 63% of budget primarily because of the delay in major projects that are listed on the “encumbrance” list or have been re-budgeted in Fiscal 2010. These projects include \$272,190 for a grant funded street lighting project, \$103,000 for the final lift for Legacy Square and \$54,000 for the final lift on Cunningham.

Fund Summary

An analysis of this General Fund information indicates the following:

Estimated Unreserved General Fund Balance 6/30/09		\$ 5,812,085
<u>Budgeted Carryover (2009/2010) for Transfers</u>		
Fund balance use for operations	(399,321)	
Downtown Support & CAM	(324,527)	
Transfer to Aqua Center	(140,000)	
Transfer to Tennis Club	(75,000)	
Transfer to Capital Projects	(105,000)	
Total Carryover needs for 2009/2010		(\$1,043,848)
Ending Unreserved Fund Balance representing 2.9 months reserve:		\$ 4,768,237
(The Board’s Fiscal Policies require a reserve of 3 - 4 months of operations. One month’s operating expenditures are \$1,597,070.)		
Three month’s reserve:		\$ 4,791,058
Revenue shortfall *		(\$ 22,973)

* In order to increase fund balance to desired levels this shortfall is added to the proposed 2009 levy

DOWNTOWN RESULTS

REVENUES:

Rent Revenues were 112% of budget.

Common Area revenue has been designated separately and reflects charges for the Theatre Building, Aunt Martha’s Building and Building #3. Currently, the ByUs Building #3 is not paying CAM charges. Liens have been placed on the property.

Hall Rental revenue was lower reflecting the temporary removal of Dining on the Green from the market for a possible sale.

EXPENSES:

Overall expenses represented 83% of budget. This lower than anticipated expense related to a lower demand for tenant build out and the deferral of the second mural.

DownTown Park Forest ended with a positive cash balance of \$837,576. This allows for a continuation of the reduced level of support from the Village for 2009/2010. Budgeted operating support dropped from \$200,000 in 2003/2004 to \$100,000 for the last six years.

ALL FUNDS:

Revenues, excluding the library, represent 114% of budget. Expenditures represent 106% of budget. The following circumstances are worth noting:

Housing Choice Voucher Program expenditures exceeded revenue by \$11,858. This situation relates to a large check received two years ago creating a \$500,000 reserve balance that is now being utilized for housing assistance payments. This situation needs monitoring to ensure that Village funds are not used to make rent payments.

Police and Fire Pension expenditures reflect market losses on the portfolios.

Following are the operating results of the Recreation Enterprise Funds:

**RECREATION AND PARKS
ENTERPRISE FUNDS**

	<u>BUDGET</u>	<u>ACTUAL</u>
Aqua Center (53)		
Revenue	237,781	215,049
Expense *	<u>(347,983)</u>	<u>(377,020)</u>
Net Loss	(110,202)	(161,971)
General Fund Transfer *	<u>140,000</u>	<u>140,000</u>
Net After General Fund Transfer	29,798	(21,971)
Tennis and Health (54)		
Revenue	307,650	294,646
Expense	<u>(386,847)</u>	<u>(378,952)</u>
Net Loss	(79,197)	(84,306)
General Fund Transfer *	<u>81,900</u>	<u>81,900</u>
Net After General Fund Transfer	2,703	(2,406)

* For Fiscal 2010, a total of \$140,000 is budgeted for transfers to the Aqua Center and \$75,000 to the Tennis and Health Club for a total of \$215,000.

TIF revenues and expenses include the \$6 million debt restructuring. Incremental revenues will allow the Village to abate \$500,000 in TIF debt related property taxes. An increase of \$50,000.

Summary

The Board has, in the past few years, utilized prior years' savings and unanticipated revenues to reduce the property tax levy in the following year. Unfortunately, with the economic downturn revenues in excess of three months have been depleted. Discussion of levy needs is included in the Tax Levy memorandum.

**Village of Park Forest
2008/2009 Budget Review
as of June 30, 2009**

Preliminary Year-end Results

GENERAL FUND REVENUES

	FY 08/09 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Property Taxes - General	7,554,068	7,405,979	102%
Road and Bridge	80,520	76,000	106%
Sales Tax	615,553	650,000	95%
Utility Tax	1,642,644	1,650,000	100%
State Income Tax	1,982,466	1,950,000	102%
Personal Property Replacement Tax	168,986	138,000	122%
R.E. Transfer Tax	229,373	200,000	115%
Grants	111,495	313,250	36%
Transfers from Other Funds	930,456	878,226	106%
Licenses	567,094	595,825	95%
Permits	370,510	349,410	106%
Charges for Services			
Water/Sewer Payment in lieu of taxes	345,205	345,205	100%
Recreation	332,389	328,575	101%
Health	379,586	424,000	90%
Hospital Transport	396,616	337,200	118%
Inspection Fees	71,745	97,000	74%
Garden House	74,712	72,000	104%
Other Charges	379,623	225,728	168%
Asset Sales	11,598	7,000	166%
Fines	325,149	361,050	90%
Interest Earnings	<u>98,931</u>	<u>120,000</u>	82%
Sub-Total	16,668,718	16,524,448	101%
Pension Funds - Property Taxes	1,369,304	1,296,844	106%
Pension Funds - Pers. Prop. Tax	22,000	22,000	100%
Total Revenues	<u>18,060,022</u>	<u>17,843,292</u>	101%

**Village of Park Forest
2008/2009 Budget Review
as of June 30, 2009**

Preliminary Year-end Results

GENERAL FUND EXPENDITURES

	FY 08/09 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Administrative	3,064,456	3,426,794	89%
Police Department	6,246,401	6,283,667	99%
Fire Department	3,239,290	3,292,508	98%
Health Department	753,528	827,415	91%
Recreation and Parks	2,271,911	2,413,708	94%
Public Works Department	1,066,877	1,704,220	63%
Economic Development & Planning	399,359	488,238	82%
Community Development	<u>532,869</u>	<u>574,905</u>	93%
Subtotal	17,574,692	19,011,455	92%
Transfer to Pension Funds	22,000	22,000	100%
Transfer to Capital Projects	955,000	955,000	100%
Transfer to DownTown	324,527	324,527	100%
Transfer To Aqua Center	140,000	140,000	100%
Transfer to Tennis & Health	81,900	81,900	100%
Transfer to Library	<u>10,000</u>	<u>10,000</u>	100%
Total General Fund	<u>19,108,119</u>	<u>20,544,882</u>	93%

**Village of Park Forest
2008/2009 Budget Review
as of June 30, 2009**

Preliminary Year-end Results

**DOWNTOWN PARK FOREST
REVENUES**

	FY 08/09 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
REVENUES			
DownTown Rent	643,335	573,916	112%
Farmers Market	4,035	4,500	90%
Common Area Revenue	79,813	78,035	102%
Hall Rental	7,058	13,000	54%
Transfer from General Fund (CAM)	224,527	224,527	100%
Transfer from General Fund (Support)	100,000	100,000	100%
Miscellaneous	82,032	0	100%
Interest	8,106	15,000	54%
TOTAL REVENUE	<u>1,148,906</u>	<u>1,008,978</u>	114%
<u>Net Income (Loss)</u>	<u>324,730</u>	<u>21,740</u>	
Major Capital Outlays	(31,754)	0	
Depreciation	<u>135,709</u>	<u>133,820</u>	
Cash Flow	428,685	155,560	
<u>Beginning Net Cash</u>	682,016	682,016	
<u>Ending Net Cash</u>	1,110,701	837,576	

**Village of Park Forest
2008/2009 Budget Review
as of June 30, 2009**

Preliminary Year-end Results

**DOWNTOWN PARK FOREST
EXPENSES**

	FY 08/09 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
EXPENSES			
<u>Personnel Services</u>			
Regular Salaries	74,957	84,652	89%
Overtime Salaries	2,701	2,443	111%
Temporary/Part time Salaries	<u>58,569</u>	<u>67,240</u>	87%
Total Personnel Services	136,226	154,335	88%
<u>Employee Support/Insurance</u>	38,991	43,083	91%
<u>IRMA</u>	30,000	30,000	100%
<u>Professional Services</u>	3,707	23,500	16%
<u>Operating Supplies</u>	25,220	20,600	122%
<u>Maintenance</u>	238,160	214,700	111%
<u>Capital Outlays</u>	12,882	133,000	10%
<u>Depreciation</u>	135,709	133,820	101%
<u>Miscellaneous</u>	5,962	31,000	19%
<u>Rentals</u>	9,000	9,000	100%
<u>Utilities</u>	188,320	194,200	97%
TOTAL EXPENSES	<u>824,177</u>	<u>987,238</u>	83%

**Village of Park Forest
2008/2009 Budget Review
as of June 30, 2009**

Preliminary Year-end Results

REVENUE (All Funds)

	FY 08/09 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund			
Operating	16,668,718	16,524,448	101%
Pension	1,391,304	1,318,844	105%
Housing Choice Voucher Program	3,308,569	3,551,231	93%
CDBG - Cook	0	300,000	0%
Police Pension	1,842,979	1,566,752	118%
Fire Pension	854,734	1,158,092	74%
MFT	640,339	940,000	68%
Water	4,950,484	5,314,498	93%
Sewer	1,163,275	1,224,230	95%
Municipal Parking	168,728	201,000	84%
Refuse	1,181,875	1,234,589	96%
Aqua Center	355,049	377,781	94%
Tennis and Health	376,546	389,550	97%
Downtown	1,148,906	1,008,978	114%
TIF - Downtown	7,484,944	1,089,680	687%
TIF - Norwood	12,920	0	0%
Vehicle Services	962,446	855,600	112%
Bond Retirement	332,662	337,044	99%
Capital Projects	955,000	955,000	100%
Foreign Fire Insurance	<u>10,576</u>	<u>9,000</u>	118%
Subtotal	43,810,050	38,356,317	114%
Library	<u>1,801,096</u>	<u>1,831,393</u>	98%
TOTAL FUNDS	<u>45,611,145</u>	<u>40,187,710</u>	113%

**Village of Park Forest
2008/2009 Budget Review
as of June 30, 2009**

Preliminary Year-end Results

EXPENDITURES (All Funds)

	FY 08/09 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund	17,574,692	19,011,455	92%
Housing Choice Voucher Program	3,320,427	3,628,886	91%
CDBG - Cook	0	300,000	0%
Police Pension	2,447,837	1,214,650	202%
Fire Pension	1,285,553	773,750	166%
MFT	1,041,145	1,083,348	96%
Water	5,311,403	5,455,704	97%
Sewer	718,812	832,542	86%
Municipal Parking	203,992	269,483	76%
Refuse	1,251,620	1,308,466	96%
Aqua Center	377,020	347,983	108%
Tennis and Health	378,952	386,847	98%
DownTown	824,177	987,238	83%
TIF - Downtown	7,097,899	2,164,832	328%
TIF - Norwood	0	265,000	0%
Vehicle Services*	815,138	861,670	95%
Bond Retirement	259,774	317,079	82%
Capital Projects	100,013	1,084,557	9%
Foreign Fire Insurance	7,072	9,000	79%
<u>Transfers from General Fund:</u>			
To Pension Funds	22,000	22,000	100%
To Capital Projects	955,000	955,000	100%
To Downtown	324,527	324,527	100%
To Aqua Center	140,000	140,000	100%
To Tennis & Health	81,900	81,900	100%
To Library	<u>10,000</u>	<u>10,000</u>	100%
Subtotal	44,548,953	41,835,917	106%
Library	<u>1,805,062</u>	<u>1,906,713</u>	95%
TOTAL FUNDS**	<u>46,354,016</u>	<u>43,742,630</u>	106%

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

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

**Village of Park Forest
Cell Tower Leases
For the Period Ending 06/30/09**

Revenue	T Mobile						
Month	Nextel	AT&T	Sprint	T Mobile	Firestation	U.S. Cellular	Total
07/31/08	2,631.87	786.50	1,895.41	1,786.61	1,500.00	1,895.83	10,496.22
08/31/08	2,631.87	786.50	1,895.41	1,786.61	1,500.00	1,895.83	10,496.22
09/30/08	2,631.87	786.50	1,895.41	1,786.61	1,500.00	1,895.83	10,496.22
10/31/08	2,631.87	786.50	1,895.41	1,786.61	1,500.00	1,895.83	10,496.22
11/30/08	2,631.87	786.50	1,895.41	1,786.61	1,552.00	1,895.83	10,548.22
12/31/08	2,631.87	786.50	1,952.28	1,786.61	1,560.00	1,895.83	10,613.09
01/31/09	2,631.87	786.50	1,952.28	1,786.61	1,560.00	1,895.83	10,613.09
02/28/09	2,631.87	786.50	1,952.28	1,786.61	1,560.00	1,940.52	10,657.78
03/31/09	2,631.87	786.50	1,952.28	1,786.61	1,560.00	1,952.70	10,669.96
04/30/09	2,631.87	786.50	1,952.28	1,786.61	1,560.00	1,952.70	10,669.96
05/31/09	2,631.87	786.50	1,952.28	1,796.98	1,560.00	1,952.70	10,680.33
06/30/09	2,631.87	786.50	1,952.28	1,840.21	1,560.00	1,952.70	10,723.56
Total	31,582.44	9,438.00	23,143.01	21,503.29	18,472.00	23,022.13	127,160.87

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

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

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

See reverse side for Prime Fund rate

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

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

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

See reverse side for Prime Fund rate

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

Date	Annualized Rate	Daily Factor
01-Aug-09	0.186%	0.000005108800
02-Aug-09	0.186%	0.000005108800
03-Aug-09	0.182%	0.000004987000
04-Aug-09	0.179%	0.000004904900
05-Aug-09	0.174%	0.000004776500
06-Aug-09	0.163%	0.000004465000
07-Aug-09	0.148%	0.000004063200
08-Aug-09	0.148%	0.000004063200
09-Aug-09	0.148%	0.000004063200
10-Aug-09	0.150%	0.000004114900
11-Aug-09	0.130%	0.000003558100
12-Aug-09	0.133%	0.000003650300
13-Aug-09	0.130%	0.000003563100
14-Aug-09	0.144%	0.000003933600
15-Aug-09	0.144%	0.000003933600
16-Aug-09	0.144%	0.000003933600
17-Aug-09	0.167%	0.000004563000
18-Aug-09	0.170%	0.000004646600
19-Aug-09	0.153%	0.000004182200
20-Aug-09	0.162%	0.000004451700
21-Aug-09	0.154%	0.000004224800
22-Aug-09	0.154%	0.000004224800
23-Aug-09	0.154%	0.000004224800
24-Aug-09	0.151%	0.000004138700
25-Aug-09	0.132%	0.000003625100
26-Aug-09	0.136%	0.000003725700
27-Aug-09	0.133%	0.000003633900
28-Aug-09	0.132%	0.000003616000
29-Aug-09	0.132%	0.000003616000
30-Aug-09	0.132%	0.000003616000
31-Aug-09	0.197%	0.000005398400

Average	0.153 %
---------	---------

**VILLAGE OF PARK FOREST
ENCUMBRANCES
June 30, 2009**

Prepared by: _____
Reviewed by: _____

<u>FUND</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>ACCT. #</u>
1			
		<u>TRANSFERS</u>	
	400,000.00	Aqua Center Project Grant Match	010000-580000
		<u>ADMIN</u>	
	12,000.00	Computer Training	010100-520300
	<u>20,000.00</u>	Marketing	010100-590900
	32,000.00		
		<u>POLICE</u>	
	20,580.00	Youth Programs (20% of FY09 Vehicle Seizure Revenue)	010700-500210*
	80,000.00	Contract Bargaining Unit Salary Backpay (estimate)	010700-500020*
	<u>15,000.00</u>	Contract Bargaining Unit Salary Backpay (estimate)	010700-500120*
	115,580.00		
		<u>FIRE</u>	
	763.00	Fire/Police Monument	010800-560000
		<u>HEALTH</u>	
	1,600.00	Medicare Training	010900-530000
		<u>PUBLIC WORKS</u>	
	25,000.00	Drainage Study	011700-530200
		<u>REC & PARKS</u>	
	20,000.00	Window Replacement - Municipal Garage	011107-560000
	10,000.00	Window Replacement - Public Safety Building (LaRabida)	011107-560000
	25,000.00	Urban Forestry/Tree Trimming/Emerald Ash Borer	011122-550500
	<u>71,100.00</u>	Freedom Hall Seats	011104-560000
	126,100.00		
		<u>ECONOMIC DEVELOPMENT & PLANNING</u>	
	1,500.00	Design of New Business Packet	011900-530000
	<u>2,500.00</u>	Printing of New Business Guide	011900-590800
	4,000.00		
		<u>COMMUNITY DEVELOPMENT</u>	
	20,000.00	Pen System	012000-560000
	<u>9,050.00</u>	House Demolition	012000-550500
	29,050.00		
TOTAL	<u>734,093.00</u>		

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

MEMORANDUM

DATE: September 23, 2009

TO: Mayor John Ostenburg
Board of Trustees

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

RE: Current Year Trends

The current year trends indicate a continuation of the reduced revenues from the prior year.

Sales & Use Tax

The attached schedule shows the fifteen year trends in sales, use and photo taxes. Sales tax has declined from a Fiscal 1996 high of \$1.2 million to \$628,982 received in Fiscal 2009. Sales tax revenue has been relatively flat for seven years. The loss of Orchard Fresh Market may require a budget amendment to revenue.

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 year shows revenue by type of business. Also attached are the top ten sales tax payers. The revenue from the top ten sales tax generators were down \$16,354 from the prior year. Sterks fell off the list and Natron (Taco Bell), Gerber Group (All Consolidated Auto Rebuilders) and Nileema (Subway) were added.

Income Tax, Motor Fuel Tax, State Use Tax, Photo-processing Tax

The Village receives Income Tax, Motor Fuel Tax and State Use Tax based on a per capita distribution from the State. The Village's population declined from 24,656 in 1990 to 23,462 in 2000. The overall state population increased. Illinois unemployment has been reported at 10%. Illinois is not alone, currently 14 states are at or over 10% unemployment. As indicated on the 15 year tracking attached, income tax receipts continue to decline.

Utility Tax

Utility taxes are a fairly stable revenue source reflecting 9% of total General Fund revenues. Even this stable revenue declined \$138,003 last year.

Property Taxes

As of September 23, the Cook County Treasurers Office could not project the exact date property taxes for the second installment would be due. The Treasurer's office indicated bills will not be

due earlier than November 16 and most likely into December. Second installment tax receipts can occur as early as September 4. A three month delay in receipts is exactly why the Village maintains reserves.

Expenditure Trends

Over the last several years identified expenditure trends have been brought to the Board's attention. Specifically when IMRF, IRMA and health insurance costs were increasing at 10% to 20%, the Board was alerted and the tax levy was impacted. The Board was made aware in February that IRMA expense increased \$273,143 or 28%, due January 2009. IMRF was also projecting major increases. The Village has received notice that IMRF will increase from 8.69% to 9.56% of salaries or approximately \$50,000.

The attached schedule shows the Village share of health insurance. Over the last five years the Village cost has increased \$431,576.79 or 42.8%. 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 \$50,262 per year. Village costs are as follows:

Fiscal 2005/2006	\$1,007,972
Fiscal 2006/2007	1,184,367
Fiscal 2007/2008	1,241,662
Fiscal 2008/2009	1,390,546
Fiscal 2009/2010	1,439,549

Other Issues

Another negative trend related to the economy is the increasing delinquency rate in utility billing. The attached schedule shows the increase in accounts 120 days old. These delinquent accounts have increased 172% from the prior year.

Good News

CN Settlement

Attached is a summary schedule of the CN settlement and use of funds. Most major is the opportunity to reduce the need for borrowing for the Orchard resurfacing project from \$3.5 million to \$1 million. This reduction in borrowing will save the taxpayers a 2.4% or \$250,000 levy increase. In addition to the positive value of transferring ownership of the Orchard bridge, having the municipal parking lot resurfaced, receiving funds for economic development, public safety and a recreation feature as well as a reader board sign on the Orchard bridge and another sign indicating parking lot capacity, the Village will receive \$475,000 in unencumbered funds. The Board discussed utilizing \$220,000 to replace funds used for the Aqua Center rehab. The remaining \$255,000 may serve as a cushion to offset other unanticipated shortfalls.

The \$1,500,000 for fencing and sound mitigation will need to be assessed determining the cost for a sound wall and the distribution of remaining funds for sound mitigation.

Bond Refinancing TIF

On September 16, 2008, the Village sold \$6,855,000 of Village Bonds. These bonds were sold in order to save interest costs and to pay off TIF debt sooner, consistent with the life of the TIF. As part of the issuance process the Village was rated by Moody's. The prior Village rating was Baa2. The Village received a double step increase in rating to A3. The increase in rating was the result of the Village's maintenance of healthy fund balances as well as the strategic planning process and prudent management. This debt issuance is saving the Village \$417,636 in future debt payments and allowing the TIF debt to be paid off sooner. The combination of the debt restructuring and added TIF increment will allow the Village to abate \$500,000 in TIF debt service, an added savings of \$50,000 to taxpayers.

EAV

Also, attached is a chart of the Village's 10-year history of equalized assessed value. The Village was reassessed in 2005 increasing value by 14.55%. In 2007 value increased further 7.58% to \$204,687,009. The Village was reassessed in 2008 increasing value 7.23% to \$219,491,270. The Equalized Assessed value of Park Forest impacts property tax rates. A higher value translates to lower tax rates and improves the Village's ability to attract commercial development.

Housing values are indicated on the attached chart. The average selling price for a house in Park Forest declined after several years of increases to a August 2009 value of \$68,440. The volume of sales also declined.

<u>Year</u>	<u>Home Sales</u>
2007	419
2008	285
2009	162

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

Conclusion

The news reports that the recession is over. If this is in fact true, indicators predict a twelve to eighteen month delay in recovery of municipal revenues. Many revenues such as income tax, sales tax and any benefit of economic development are tied to employment numbers. With unemployment at 10%, revenue recovery will not occur. Employment is said to be a lagging indicator, meaning recovery lags past the end of the recession. Based on these facts, revenues for the next year are uncertain. Staff will continue to monitor and report quarterly on results.

INCOME COMPARISON

(Cash)

SALES TAX (1%, disb.)	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 96	89,082	82,906	97,748	104,863	86,773	87,630	87,032	65,866	78,632	68,235	66,044	85,497	\$ 1,000,309
FISCAL YEAR END 97	71,444	75,797	88,658	69,763	80,805	68,158	68,530	60,883	78,043	66,281	64,776	76,862	\$ 870,000
FISCAL YEAR END 98	59,880	66,956	66,118	68,656	75,978	51,492	65,017	62,887	56,931	56,725	61,926	61,553	\$ 754,118
FISCAL YEAR END 99	63,594	69,172	76,742	68,033	70,898	68,056	56,250	53,875	49,853	48,302	51,155	53,404	\$ 729,335
FISCAL YEAR END 00	54,101	57,330	59,985	61,421	62,853	63,734	60,457	57,707	60,516	55,801	45,929	63,700	\$ 703,533
FISCAL YEAR END 01	64,587	62,172	41,926	55,507	47,531	49,090	63,806	41,016	37,965	41,761	33,940	37,611	\$ 576,913
FISCAL YEAR END 02	40,258	36,955	53,249	43,894	38,342	43,817	53,479	43,679	45,399	59,086	38,074	42,269	\$ 538,500
FISCAL YEAR END 03	38,283	37,652	38,129	38,238	36,638	36,301	34,892	36,509	37,536	34,487	39,793	39,487	\$ 447,946
FISCAL YEAR END 04	38,253	37,622	42,696	43,796	37,137	36,370	36,684	33,805	37,253	32,273	33,385	35,220	\$ 444,495
FISCAL YEAR END 05	33,692	34,200	35,772	30,325	29,817	30,052	30,336	31,059	32,363	29,136	33,727	31,072	\$ 381,550
FISCAL YEAR END 06	31,717	33,320	30,088	35,447	31,564	35,898	30,664	31,186	31,718	32,922	28,069	31,985	\$ 384,579
FISCAL YEAR END 07	32,508	31,906	31,596	26,947	30,688	27,036	32,366	31,725	34,750	27,102	31,997	29,825	\$ 368,446
FISCAL YEAR END 08	29,725	30,841	27,769	27,645	31,174	29,075	27,346	26,378	29,561	25,853	26,923	33,555	\$ 345,846
FISCAL YEAR END 09	26,725	27,723	27,720	26,157	23,921	25,712	19,429	25,508	24,683	21,437	17,509	29,440	\$ 295,963
FISCAL YEAR END 10	22,770	23,856	25,522										\$ 72,147
LOCAL USE TAX	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 96	11,749	12,040	14,040	12,101	16,751	17,863	15,298	11,659	20,914	14,330	15,833	19,167	\$ 181,744
FISCAL YEAR END 97	16,390	17,803	20,917	18,178	13,242	18,250	19,166	15,529	28,699	12,896	14,533	7,942	\$ 203,545
FISCAL YEAR END 98	25,839	17,416	24,845	18,431	16,557	19,317	19,303	17,366	27,304	17,179	17,716	0	\$ 221,274
FISCAL YEAR END 99	37,384	17,062	22,025	17,332	19,705	24,230	19,475	23,767	32,263	17,561	19,151	3,144	\$ 253,099
FISCAL YEAR END 00	45,886	21,960	26,406	20,980	21,290	24,446	22,032	25,078	33,835	22,539	11,952	0	\$ 276,403
FISCAL YEAR END 01	63,122	25,962	27,210	21,208	24,453	28,621	26,248	21,550	34,529	22,759	20,814	9,190	\$ 325,665
FISCAL YEAR END 02	37,740	17,219	19,127	19,998	16,516	17,544	21,106	17,769	27,237	16,526	13,919	17,556	\$ 242,258
FISCAL YEAR END 03	16,228	15,723	17,923	15,994	16,065	19,235	17,569	16,327	24,718	15,680	13,130	17,755	\$ 206,346
FISCAL YEAR END 04	16,776	15,408	19,576	19,096	17,357	15,391	16,092	18,921	26,201	22,358	20,789	20,235	\$ 228,199
FISCAL YEAR END 05	18,216	18,894	22,457	19,627	18,830	20,404	18,433	16,849	29,208	17,418	19,592	22,392	\$ 242,321
FISCAL YEAR END 06	26,869	20,983	24,684	20,081	21,636	23,186	21,501	20,734	35,604	22,977	23,044	21,778	\$ 283,078
FISCAL YEAR END 07	26,498	23,623	27,221	22,814	27,838	27,213	25,698	23,018	35,119	20,589	19,858	24,206	\$ 303,694
FISCAL YEAR END 08	24,691	26,863	31,526	23,154	24,358	26,479	27,082	27,290	38,904	25,387	23,342	29,886	\$ 328,962
FISCAL YEAR END 09	27,559	25,342	31,146	26,071	32,833	29,827	28,550	25,545	36,747	23,391	20,915	25,094	\$ 333,019
FISCAL YEAR END 10	25,622	21,671	28,815										\$ 76,108
SALES & USE TAX COMBINED	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 96	104,558	98,576	115,453	120,524	107,279	109,075	106,058	81,566	102,670	85,928	85,414	108,405	\$ 1,225,507
FISCAL YEAR END 97	91,453	97,220	113,053	91,410	98,177	90,076	91,947	80,560	109,906	82,580	83,104	88,585	\$ 1,118,070
FISCAL YEAR END 98	89,721	88,594	94,834	90,993	96,590	74,340	88,911	84,405	87,548	77,535	83,369	65,518	\$ 1,022,357
FISCAL YEAR END 99	105,176	90,699	102,665	89,514	95,829	96,429	80,111	81,426	85,031	69,933	74,453	60,347	\$ 1,031,614
FISCAL YEAR END 00	104,933	83,829	90,768	86,799	88,598	92,609	87,368	87,438	98,246	82,596	62,061	65,182	\$ 1,030,428
FISCAL YEAR END 01	135,801	92,727	73,598	81,153	76,258	82,093	94,753	67,310	76,390	68,715	58,966	48,929	\$ 956,692
FISCAL YEAR END 02	84,542	58,289	76,585	67,846	58,903	65,560	79,013	65,982	76,057	79,250	55,772	63,917	\$ 831,716
FISCAL YEAR END 03	61,306	53,375	56,052	54,231	52,703	55,536	52,461	52,836	62,254	50,167	52,923	57,242	\$ 661,086
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	-	-	-	-	-	-	-	-	-	\$ 148,256

INCOME COMPARISON

(Cash)

INCOME TAX	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 96	130,302	83,966	91,449	136,643	89,218	86,987	116,622	150,785	95,907	121,898	167,650	139,618	\$ 1,411,045
FISCAL YEAR END 97	136,615	92,435	92,297	146,411	94,968	83,133	136,995	153,562	100,696	138,470	184,309	150,840	\$ 1,510,732
FISCAL YEAR END 98	156,677	104,265	95,571	162,685	99,904	91,215	155,169	160,019	109,172	148,998	214,425	170,210	\$ 1,668,311
FISCAL YEAR END 99	169,973	100,806	105,971	165,109	108,184	95,888	161,394	177,360	107,172	154,321	217,634	187,850	\$ 1,751,663
FISCAL YEAR END 00	169,945	104,464	113,036	154,650	117,821	113,880	139,661	201,335	115,490	197,729	207,054	230,471	\$ 1,865,535
FISCAL YEAR END 01	176,423	106,849	115,374	187,623	112,285	118,191	149,435	205,845	114,341	168,606	266,123	178,402	\$ 1,899,497
FISCAL YEAR END 02	154,954	96,092	103,198	147,914	107,817	105,176	133,460	164,953	103,775	134,936	201,832	120,491	\$ 1,574,598
FISCAL YEAR END 03	143,628	98,088	99,161	143,680	100,292	94,738	143,841	153,261	107,815	126,180	194,965	124,089	\$ 1,529,739
FISCAL YEAR END 04	128,117	84,165	84,530	121,059	80,997	104,907	131,515	144,333	95,055	124,216	192,349	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										\$ 387,188
TELECOMMUNICATIONS TAX	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 03	--	--	--	--	--	--	--	--	--	27,230	85,366	100,554	\$ 213,150
FISCAL YEAR END 04	52,538	86,018	68,001	58,685	93,414	54,089	75,172	78,557	65,156	73,143	72,031	71,996	\$ 848,800
FISCAL YEAR END 05	74,437	71,427	80,385	62,999	85,593	68,885	78,916	60,819	84,630	74,652	78,068	72,227	\$ 893,039
FISCAL YEAR END 06	84,006	74,329	74,392	82,452	71,419	69,077	84,667	74,047	71,472	64,837	81,887	74,142	\$ 906,726
FISCAL YEAR END 07	66,003	74,803	70,437	78,211	68,558	73,303	58,917	68,802	70,597	80,190	63,953	73,846	\$ 847,620
FISCAL YEAR END 08	79,125	75,953	67,416	74,138	56,002	80,877	58,030	73,391	106,970	64,928	77,945	77,110	\$ 891,886
FISCAL YEAR END 09	68,559	76,467	72,729	74,197	71,475	71,546	65,691	79,128	67,539	77,341	70,612	63,924	\$ 859,209
FISCAL YEAR END 10	78,288	61,642	64,237										\$ 204,166
Edited May 09 receipt													

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

2003/2004, 2005, 2006, 2007, 2008, 2009 (to quarter received)

		<u>TOTAL TAX RECEIPTS</u>	<u>General Merchandise</u>	<u>Food</u>	<u>Drinking & Eating Places</u>	<u>Apparel</u>	<u>Furniture H.H. & Radio</u>	<u>Lumber, Bldg. Hardware</u>	<u>Automotive & Fill. Stations</u>	<u>Drugs and Misc. Retail</u>	<u>Agriculture & all others</u>	<u>Manufacturers</u>	<u>Computed Total</u>
1st Q U A R T E R	2004	Cook 98,458.89	4,681.10	22,802.33	10,260.97	-	-	5,354.52	25,791.03	27,060.54	1,795.14	420.43	98,166.06
		Will 2,419.18	-	-	-	-	-	-	-	317.66	1,160.56	-	1,478.22
		TOTAL: 100,878.07	-	-	-	-	-	-	-	27,378.20	2,955.70	-	99,644.28
2005		Cook 91,355.05	-	21,978.16	10,900.57	740.27	36.52	-	20,099.74	29,293.08	1,676.69	578.59	85,303.62
		Will 2,579.75	-	-	-	-	-	-	-	380.18	724.77	-	1,104.95
		TOTAL: 93,934.80	-	-	-	-	-	-	-	29,673.26	2,401.46	-	86,408.57
2006		Cook 92,189.22	-	20,789.20	8,893.08	902.49	44.00	-	19,932.49	34,501.38	2,196.67	525.42	87,784.73
		Will 787.14	-	-	-	-	-	-	-	179.67	424.55	-	604.22
		TOTAL: 92,976.36	-	-	-	-	-	-	-	34,681.05	2,621.22	-	88,388.95
2007		Cook 87,926.85	-	19,821.19	8,550.97	154.86	147.83	-	17,623.48	34,989.11	1,554.78	234.09	83,076.31
		Will 997.63	-	-	-	-	-	-	-	101.65	504.49	-	606.14
		TOTAL: 88,924.48	-	-	-	-	-	-	-	35,090.76	2,059.27	-	83,682.45
2008		Cook 84,406.98	-	5,522.54	12,251.56	196.94	-	-	24,163.17	33,333.89	2,765.47	376.95	78,610.52
		Will 1,924.34	-	-	-	-	-	-	-	112.39	270.43	-	382.82
		TOTAL: 86,331.32	-	-	-	-	-	-	-	33,446.28	3,035.90	-	78,993.34
2009		Cook 68,380.37	-	5,215.48	6,055.76	-	-	-	17,955.45	32,771.19	2,307.15	213.87	64,518.90
		Will 6.24	-	-	-	-	-	-	-	262.95	(351.85)	-	(88.90)
		TOTAL: 68,386.61	-	-	-	-	-	-	-	33,034.14	1,955.30	-	64,430.00
	Difference	(17,944.71)	-	(307.06)	(6,195.80)	(196.94)	-	-	(6,207.72)	(412.14)	(1,080.60)	(163.08)	(14,563.34)
	from prior year												
2nd Q U A R T E R	2004	Cook 100,178.93	4,878.18	24,725.68	11,575.95	-	-	1,263.08	26,862.65	28,412.57	1,515.06	384.54	99,617.71
		Will 3,484.27	-	-	-	-	-	-	-	411.83	1,280.95	-	1,692.78
		TOTAL: 103,663.20	-	-	-	-	-	-	-	28,824.40	2,796.01	-	101,310.49
2005		Cook 93,249.85	-	23,014.11	11,194.03	1,083.00	68.57	-	21,176.08	28,649.65	1,557.11	244.31	86,986.86
		Will 1,875.30	-	-	-	-	-	-	-	533.07	719.81	-	1,252.88
		TOTAL: 95,125.15	-	-	-	-	-	-	-	29,182.72	2,276.92	-	88,239.74
2006		Cook 94,782.40	-	23,221.52	9,735.41	991.04	51.28	-	18,081.74	35,562.94	1,480.69	810.26	89,934.88
		Will 1,226.96	-	-	-	-	-	-	-	350.12	714.16	-	1,064.28
		TOTAL: 96,009.36	-	-	-	-	-	-	-	35,913.06	2,194.85	-	90,999.16
2007		Cook 87,246.61	-	16,426.10	7,007.77	106.03	57.56	-	21,447.97	32,583.20	1,460.88	568.87	79,658.38
		Will 1,088.74	-	-	-	-	-	-	-	317.44	598.55	-	915.99
		TOTAL: 88,335.35	-	-	-	-	-	-	-	32,900.64	2,059.43	-	80,574.37
2008		Cook 81,128.07	-	7,039.21	6,691.97	214.71	-	-	22,798.75	33,284.36	3,419.70	961.95	74,410.65
		Will 1,039.50	-	-	-	-	-	-	-	140.02	280.03	-	420.05
		TOTAL: 82,167.57	-	-	-	-	-	-	-	33,424.38	3,699.73	-	74,830.70
2009		Cook 70,932.57	-	6,690.85	6,259.98	-	-	-	16,975.70	33,318.86	2,498.50	633.46	66,377.35
		Will 1,214.81	-	-	-	-	-	-	-	375.77	-	33.98	409.75
		TOTAL: 72,147.38	-	-	-	-	-	-	-	33,694.63	-	667.44	66,787.10
	Difference	(10,020.19)	-	(348.36)	(431.99)	(214.71)	-	-	(5,823.05)	270.25	(1,201.23)	(294.51)	(8,043.60)
	from prior year												

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

2003/2004, 2005, 2006, 2007, 2008, 2009 (to quarter received)

		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
3rd	2003	Cook	114,256.85	-	32,871.56	10,354.90	-	-	25,660.76	26,880.63	1,936.23	290.08	97,994.16
		Will	3,046.36	-	-	-	-	-	-	523.08	1,447.84	-	1,970.92
		TOTAL:	117,303.21	-	-	-	-	-	-	-	27,403.71	3,384.07	290.08
Q U A	2004	Cook	87,963.21	-	23,657.66	9,258.73	301.35	-	18,718.29	27,872.50	1,815.12	375.08	81,998.73
		Will	2,230.40	-	-	-	-	-	-	283.60	833.81	324.80	1,442.21
		TOTAL:	90,193.61	-	-	-	-	-	-	-	28,156.10	2,648.93	699.88
R T E	2005	Cook	100,796.25	-	22,959.76	10,736.46	832.59	78.27	28,432.19	27,251.59	2,079.76	1,853.50	94,224.12
		Will	2,113.11	-	-	-	-	-	-	448.31	979.78	-	1,428.09
		TOTAL:	102,909.36	-	-	-	-	-	-	-	27,699.90	3,059.54	-
C A L	2006	Cook	82,852.05	-	17,879.64	8,533.60	668.76	86.30	20,524.18	28,083.77	1,911.99	584.95	78,273.19
		Will	1,818.75	-	-	-	-	-	-	202.34	507.02	-	709.36
		TOTAL:	84,670.80	-	-	-	-	-	-	-	28,286.11	2,419.01	-
N D A	2007	Cook	86,757.14	-	6,624.91	8,016.63	202.55	5.76	23,484.92	38,785.53	2,251.80	400.69	79,772.79
		Will	1,136.65	-	-	-	-	109.66	-	260.49	269.22	-	639.37
		TOTAL:	87,893.79	-	-	-	-	115.42	-	-	39,046.02	2,521.02	-
	2008	Cook	74,946.63	-	6,422.84	7,357.27	-	-	20,353.19	31,950.33	2,870.80	471.32	69,425.75
		Will	842.94	-	-	-	-	-	-	286.69	82.64	13.06	382.39
		TOTAL:	75,789.57	-	-	-	-	-	-	-	32,237.02	2,953.44	484.38
		Difference	(12,104.22)	-	(202.07)	(659.36)	(202.55)	(115.42)	-	(3,131.73)	432.42	83.69	(10,604.02)
		from prior year											
4th	2003	Cook	104,646.68	5,591.51	24,823.56	11,016.53	840.67	-	26,219.14	29,061.70	2,268.49	873.04	100,694.64
		Will	3,095.89	-	-	-	-	-	-	244.11	1,341.04	351.42	1,936.57
		TOTAL:	107,742.57	-	-	-	-	-	-	-	29,305.81	3,609.53	1,224.46
Q U A	2004	Cook	91,780.82	-	23,889.57	11,079.16	1,041.54	-	17,325.21	28,759.50	2,338.51	304.08	84,737.57
		Will	1,977.20	-	-	-	-	-	-	452.63	826.32	308.62	1,587.57
		TOTAL:	93,758.02	-	-	-	-	-	-	-	29,212.13	3,164.83	612.70
R T E	2005	Cook	92,269.82	-	23,626.69	9,152.78	744.66	52.64	19,289.50	30,555.13	2,057.03	425.36	85,903.79
		Will	1,298.03	-	-	-	-	-	-	391.60	683.17	4.60	1,079.37
		TOTAL:	93,567.85	-	-	-	-	-	-	-	30,946.73	2,740.20	429.96
C A L	2006	Cook	97,058.53	-	26,664.02	7,353.18	1,400.56	146.06	18,024.57	35,364.47	2,399.43	521.82	91,874.11
		Will	1,783.02	-	-	-	-	-	-	434.12	774.07	32.65	1,240.84
		TOTAL:	98,841.55	-	-	-	-	-	-	-	35,798.59	3,173.50	554.47
N D A	2007	Cook	81,604.31	-	6,154.99	8,254.83	278.96	-	21,711.02	33,712.28	3,695.51	391.05	74,198.64
		Will	1,680.97	-	-	-	-	91.80	-	179.37	696.70	-	967.87
		TOTAL:	83,285.28	-	-	-	-	-	-	-	33,891.65	4,392.21	-
	2008	Cook	68,632.16	-	5,687.24	5,774.10	150.79	-	15,018.92	34,732.68	2,894.24	317.14	64,575.11
		Will	987.04	-	-	-	-	-	-	270.49	139.17	-	409.66
		TOTAL:	69,619.20	-	-	-	-	-	-	-	35,003.17	3,033.41	-
		Difference	(13,666.08)	-	(467.75)	(2,480.73)	(128.17)	(91.80)	-	(6,692.10)	1,111.52	(73.91)	(10,181.74)
		from prior year											

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

2003/2004, 2005, 2006, 2007, 2008, 2009 (to quarter received)

		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
2003	Cook	443,967.03	20,505.89	127,379.52	43,906.20	1,710.05	-	-	101,106.66	109,644.01	8,980.24	1,858.92	415,091.49
	Will	13,416.85	-	-	-	-	-	-	-	1,163.84	6,808.10	1,401.52	9,373.46
	TOTAL:	457,383.88	-	-	-	-	-	-	-	110,807.85	15,788.34	3,260.44	424,464.95
2004	Cook	378,381.85	20,081.95	95,075.24	42,174.81	2,133.40	162.76	9,003.44	88,697.18	112,105.11	7,463.83	1,484.13	378,381.85
	Will	10,111.05	-	-	-	-	-	-	-	1,465.82	4,101.64	1,393.01	6,960.47
	TOTAL:	388,492.90	-	-	-	-	-	-	-	113,570.93	11,565.47	2,877.14	385,342.32
2005	Cook	377,670.97	-	91,578.72	41,983.84	3,400.52	-	5,248.34	88,997.51	115,749.45	7,370.59	3,101.76	357,430.73
	Will	7,866.19	-	-	-	-	-	-	-	1,753.16	3,107.53	1,024.26	5,884.95
	TOTAL:	385,537.16	-	-	-	-	-	-	-	117,502.61	10,478.12	4,126.02	363,315.68
2006	Cook	366,882.20	-	88,554.38	34,515.27	3,962.85	-	8,851.68	76,562.98	133,512.56	7,988.78	2,442.45	356,390.95
	Will	5,615.87	-	-	-	-	-	-	-	1,166.25	2,419.80	51.46	3,637.51
	TOTAL:	372,498.07	-	-	-	-	-	-	-	134,678.81	10,408.58	2,493.91	360,028.46
2007	Cook	343,534.91	-	49,027.19	31,830.20	742.40	219.53	-	84,267.39	140,070.12	8,962.97	1,594.70	316,714.50
	Will	4,903.99	-	-	-	-	220.00	-	-	853.95	2,068.96	34.87	3,177.78
	TOTAL:	348,438.90	-	-	-	-	439.53	-	-	140,924.07	11,031.93	1,629.57	319,892.28
2008	Cook	309,113.84	-	24,671.83	32,074.90	743.89	-	-	82,334.03	133,301.26	11,950.21	2,127.36	287,203.48
	Will	4,793.82	-	-	-	-	-	-	-	809.59	772.27	116.81	1,698.67
	TOTAL:	313,907.66	-	-	-	-	-	-	-	134,110.85	12,722.48	2,244.17	288,902.15
	Difference	(34,531.24)	-	(24,355.36)	244.70	1.49	(439.53)	-	(1,933.36)	(6,813.22)	1,690.55	614.60	(30,990.13)
from prior year													
2004	Cook	417,541.35	19,932.05	105,223.13	43,208.35	1,910.08	304.89	21,530.82	104,533.58	111,415.44	7,514.92	1,968.09	417,541.35
	Will	12,045.70	-	-	-	-	-	-	-	1,496.78	5,230.42	1,330.36	8,057.56
	TOTAL:	429,587.05	-	-	-	-	-	-	-	112,912.22	12,745.34	3,298.45	425,598.91
2005	Cook	364,348.93	20,874.39	92,539.50	42,432.49	3,166.16	204.31	4,348.54	77,319.32	114,574.73	7,387.43	1,502.06	364,348.93
	Will	8,662.65	-	-	-	-	-	-	-	1,649.48	3,104.71	1,368.18	6,122.37
	TOTAL:	373,011.58	-	-	-	-	-	-	-	116,224.21	10,492.14	2,870.24	370,471.30
2006	Cook	380,037.69	-	90,597.17	38,517.73	3,470.78	-	7,716.48	85,735.92	127,871.04	7,814.15	3,614.54	365,337.81
	Will	5,425.24	-	-	-	-	-	-	-	1,369.70	2,801.66	301.35	4,472.71
	TOTAL:	385,462.93	-	-	-	-	-	-	-	129,240.74	10,615.81	3,915.89	369,810.52
2007	Cook	355,084.04	-	80,790.95	31,445.52	2,330.21	437.75	-	77,620.20	131,020.55	7,327.08	1,909.73	332,881.99
	Will	5,688.14	-	-	-	-	21.25	-	-	1,055.55	2,384.13	59.86	3,520.79
	TOTAL:	360,772.18	-	-	-	-	459.00	-	-	132,076.10	9,711.21	1,969.59	336,402.78
2008	Cook	333,896.50	-	25,341.65	35,214.99	893.16	42.35	-	92,157.86	139,116.06	12,132.48	2,130.64	307,029.19
	Will	5,781.46	-	-	-	-	201.78	-	-	692.27	1,516.38	27.37	2,437.80
	TOTAL:	339,677.96	-	-	-	-	244.13	-	-	139,808.33	13,648.86	2,158.01	309,466.99
2009	Cook	282,891.73	-	24,016.41	25,447.11	150.79	-	-	70,303.26	132,773.06	10,570.69	1,635.79	264,897.11
	Will	3,051.03	-	-	-	-	-	-	-	1,195.90	(130.04)	47.04	1,112.90
	TOTAL:	285,942.76	-	-	-	-	-	-	-	133,968.96	10,440.65	1,682.83	266,010.01
	Difference	(53,735.20)	-	(1,325.24)	(9,767.88)	(742.37)	(244.13)	-	(21,854.60)	(5,839.37)	(3,078.17)	(447.81)	(43,456.98)
from prior year													



Illinois Department of Revenue

Local Tax Allocation Division
101 W. Jefferson St. MC 3-500
Springfield, Illinois 62702

AUG 14 2009

August 19, 2009

Mary G. Dankowski, CPA
Deputy Village Manager/Treasurer/Finance Director
Village of Park Forest
350 Victory Dr.
Park Forest, IL 60466

Dear Ms. Dankowski:

In response to your request dated August 10, 2009, listed below are the top ten sales tax contributors for the Village of Park Forest. The businesses are listed in Illinois Business Tax number order.

This determination was made on the basis of the 1% local government's share of sales tax collected for the benefit of Park Forest in the months of February 2008 through January 2009 for the liability period of January 2008 through December 2008. The businesses remitted a total of \$234,011.45 which was disbursed to the Village of Park Forest during the months of April 2008 through March 2009.

<u>IBT #</u>	<u>Business Name</u>
0586-2061	Walgreens
2159-2330	Natron Corporation
2264-5438	U-Haul
2873-4785	Speedway Superamerica, LLC
2889-3751	Family Dollar, Inc.
3017-9165	Popeye's Chicken & Biscuits
3153-4511	Gerber Group, Inc.
3381-7006	Highland Park CVS, LLC
5519-2718	7-Eleven Store 23364B
5524-3029	Nileema, LLC

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

Sincerely,

Gloria Crook, Revenue Tax Specialist III

LOCAL TAX ALLOCATION DIVISION 3-500
ILLINOIS DEPARTMENT OF REVENUE
101 WEST JEFFERSON STREET
SPRINGFIELD IL 62702

217 785-5970
217 524-0526 fax

090819gc-parkforest

Village of Park Forest
Municipal Utility Tax
FY10
GL Acct 010000-400400

COM ED	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
1998	46,161	50,812	39,558	32,680	31,848	35,732	39,710	33,443	33,108	32,151	26,064	37,237	\$ 438,504
1999	50,063	50,812	39,558	32,680	31,848	35,732	39,710	33,443	33,108	32,151	26,064	37,237	\$ 442,406
2000	46,161	50,812	43,422	33,828	29,074	35,178	38,302	38,198	32,427	31,143	30,683	34,521	\$ 443,749
2001	42,951	47,795	48,556	34,955	29,375	37,957	46,356	38,625	35,298	33,072	30,221	31,457	\$ 456,618
2002	45,861	59,053	44,778	33,404	33,704	35,163	43,780	38,312	34,689	35,525	32,660	34,812	\$ 471,742
2003	56,642	52,365	55,630	39,504	31,101	39,711	44,741	42,691	38,185	32,925	28,134	31,888	\$ 493,515
2004	45,627	42,209	52,253	36,629	31,912	37,548	44,742	42,713	35,858	34,420	31,225	37,040	\$ 472,175
2005	42,491	45,483	40,388	34,823	30,525	38,974	45,254	40,750	37,808	32,967	31,232	35,323	\$ 456,020
2006	54,577	60,070	48,421	41,843	32,330	41,133	46,223	37,748	37,309	34,082	30,641	37,863	\$ 502,239
2007	43,093	59,754	44,096	32,379	32,535	38,407	44,499	42,176	38,647	36,439	30,432	36,413	\$ 478,871
2008	47,776	46,681	50,582	37,169	32,466	38,547	48,345	44,790	36,144	31,585	30,361	32,613	\$ 477,058
2009	42,212	51,472	41,955	30,158	28,698	37,061	46,868	42,909	34,343	32,800	28,896	29,029	\$ 446,402
2010	41,410												\$ 41,410
NI COR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
1998	8,422	7,270	7,647	9,605	16,268	25,285	32,950	34,036	28,058	23,360	15,566	9,234	\$ 217,700
1999	8,509	7,615	6,587	9,156	12,303	17,256	27,763	32,117	27,874	22,838	15,604	9,764	\$ 197,384
2000	8,774	8,473	7,367	10,691	15,726	21,960	32,776	39,471	32,751	25,117	19,288	12,361	\$ 234,756
2001	11,222	10,979	10,562	15,505	21,223	40,238	78,091	91,230	79,004	58,067	27,777	12,910	\$ 456,808
2002	10,759	8,308	6,434	8,132	11,228	13,836	24,202	29,821	27,538	25,257	20,087	12,990	\$ 198,592
2003	10,222	9,121	7,888	11,076	18,882	30,856	47,651	58,310	65,989	52,291	27,736	17,338	\$ 357,362
2004	12,564	11,672	9,955	13,844	19,922	29,451	49,364	64,902	56,795	37,923	22,955	13,230	\$ 342,577
2005	11,084	10,589	9,731	12,489	17,767	30,705	57,160	67,078	58,276	44,993	29,846	17,827	\$ 367,546
2006	10,408	9,891	9,819	14,618	26,993	54,026	83,571	81,730	65,316	48,982	27,287	14,016	\$ 446,658
2007	10,486	9,795	9,819	14,429	19,680	30,012	41,945	56,935	66,661	42,341	32,821	15,276	\$ 350,200
2008	13,160	11,247	8,677	13,254	16,236	32,334	52,274	64,884	74,674	67,380	40,867	26,769	\$ 421,756
2009	18,422	14,570	13,384	10,931	17,726	37,544	56,888	59,357	47,606	33,389	20,530	11,783	\$ 342,130
2010	10,163												\$ 10,163
TELECOMM	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
2003								27,230	85,366	100,554	52,538	86,018	\$ 351,706
2004	68,001	58,685	93,414	54,089	75,172	78,557	65,156	73,143	72,031	71,996	74,437	71,665	\$ 856,345
2005	80,385	62,999	85,593	68,885	78,916	60,819	84,630	74,652	78,068	72,227	84,006	74,329	\$ 905,511
2006	74,392	82,452	71,419	69,077	84,667	74,047	71,472	64,837	81,887	74,142	66,003	74,803	\$ 889,197
2007	70,437	78,211	68,558	73,303	58,917	68,802	70,597	80,190	63,953	73,846	79,125	75,953	\$ 861,893
2008	67,416	74,138	56,002	80,877	58,030	73,391	106,970	64,928	77,945	77,110	68,559	76,467	\$ 881,833
2009	72,729	74,197	71,475	71,546	65,691	79,128	67,539	77,341	70,612	63,924	78,288	61,642	\$ 854,113
2010	64,237												\$ 64,237
MUNICIPAL TAX TOTAL	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
2003								128,231	189,540	185,770	108,408	135,244	\$ 1,671,097
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	\$ 1,729,076
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	\$ 1,838,093
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	\$ 1,690,964
2007	124,016	147,760	122,473	120,111	111,132	137,221	157,041	179,302	169,261	152,626	142,378	127,642	\$ 1,780,647
2008	128,352	132,065	115,261	131,300	106,731	144,273	207,589	174,602	188,764	176,075	139,786	135,849	\$ 1,642,644
2009	133,363	140,239	126,815	112,635	112,115	153,733	171,294	179,607	152,562	130,113	127,714	102,453	\$ 1,642,644
2010	115,810												\$ 115,810

Village of Park Forest
Health Insurance Analysis

	June 2006 Total Village Share	Nov 2006 # Enrolled	Nov 2006 Total Village Share	Nov 2007 # Enrolled	Nov 2007 Total Village Share	May 2009 # Enrolled	May 2009 Total Village Share	Sept 2009 # Enrolled	Sep 2009 Total Village Share
Blue Advantage (BA)									
Single - Employee	11,739.75	46	13,794.20	40	12,259.52	32	11,035.65	27	9,596.88
Single - Disabled Fire	319.00	1	374.83	1	383.11	1	431.08	2	888.60
Single - Disabled Police	-	0	-	1	383.11	1	431.08	1	444.30
Single - Retiree	-	2	-	1	-	1	-	1	-
Single - Retiree	-	0	-	0	-	1	-	1	-
Single - Retiree w/ Stipend	-	0	-	1	83.33	1	66.67	0	-
Single - Retiree w/ Stipend	113.48	2	133.34	1	66.67	1	83.33	1	83.33
Single - Retiree w/ Stipend	85.11	1	100.00	1	100.00	1	100.00	1	100.00
Single - Part-time Employee	-	1	-	1	-	-	-	-	-
EE + Spouse	-	0	-	14	9,699.31	13	10,134.20	13	10,444.82
EE + Spouse - Retiree w/ Stipend	-	0	-	1	100.00	1	66.67	1	66.67
EE + Spouse - Retiree w/ Stipend	-	0	-	2	133.34	1	166.67	1	166.67
EE + Spouse - Retiree w/ Stipend	-	0	-	0	-	1	66.67	1	66.67
EE + Children	-	0	-	6	3,989.15	8	5,984.70	8	6,168.26
EE + Children - Retiree w/ Stipend	-	0	-	0	-	1	83.33	1	83.33
Family - Employee	39,556.66	55	46,479.07	22	22,630.26	24	27,778.37	22	26,244.64
Family - Retiree w/ Stipend	113.48	2	133.34	0	-	0	-	0	-
		110		92		88		81	
HMO Illinois (HMOI)									
Single - Employee	1,209.22	4	1,420.83	9	3,267.50	7	2,859.65	8	3,368.32
EE + Spouse	-	0	-	9	6,534.45	8	6,535.55	6	5,052.00
EE + Spouse - Cobra	-	0	-	1	-	1	-	1	-
EE + Children	-	0	-	2	1,393.48	1	783.98	2	1,616.02
Family - Employee	18,963.92	24	22,282.61	22	23,715.78	19	23,045.94	19	23,752.74
Family - Retiree w/ Stipend	56.74	1	66.67	1	66.67	1	66.67	1	66.67
Family - Cobra	-	1	-	0	-	0	-	0	-
Family - Disabled Police	-	0	-	0	-	1	1,516.18	1	1,562.68
		30		44		38		38	
PPO									
Single - Employee	1,511.49	5	1,776.00	12	4,985.16	16	7,478.92	17	8,190.01
Single - Retiree	-	1	-	1	-	1	-	1	-
Single - COBRA	-	0	-	0	-	1	-	1	-
Single - Retiree w/ Stipend	56.74	1	66.67	1	66.67	0	-	1	-
EE + Spouse	-	0	-	5	4,181.05	8	7,527.20	10	9,697.53
EE + Spouse - Retiree	-	0	-	1	-	1	-	1	-
EE + Spouse - Retiree w/ Stipend	-	0	-	1	66.67	0	-	1	-
EE + Spouse - Disabled Police	-	0	-	1	1,114.93	1	1,254.52	1	1,292.99
EE + Children	-	0	-	1	802.46	0	-	1	930.63
EE + Children - COBRA	-	0	-	0	-	0	-	1	-
Family - Employee	10,272.10	13	12,069.72	6	7,449.24	6	8,381.84	7	10,078.69
Family - Retiree	-	1	-	0	-	0	-	0	-
		21		29		34		42	
Medicare									
BA Single - Retiree	-	3	-	4	-	4	-	4	-
BA EE + 1 - Retiree	-	0	-	3	-	3	-	4	-
BA Family - Retiree	-	3	-	0	-	0	-	0	-
HMO Single - Retiree	-	1	-	2	-	2	-	2	-
PPO Single - Retiree	-	1	-	1	-	1	-	1	-
		8		10		10		11	
	83,997.69	169	98,697.28	175	103,471.86	170	115,878.87	172	119,962.42
Annualized Village Cost	1,007,972.26		1,184,367.41		1,241,662.32		1,390,546.40		1,439,549.05
	Increase over Prior Year		17.50%		4.84%		11.99%		3.52%

Village of Park Forest
Utility Billing Receivables Analysis

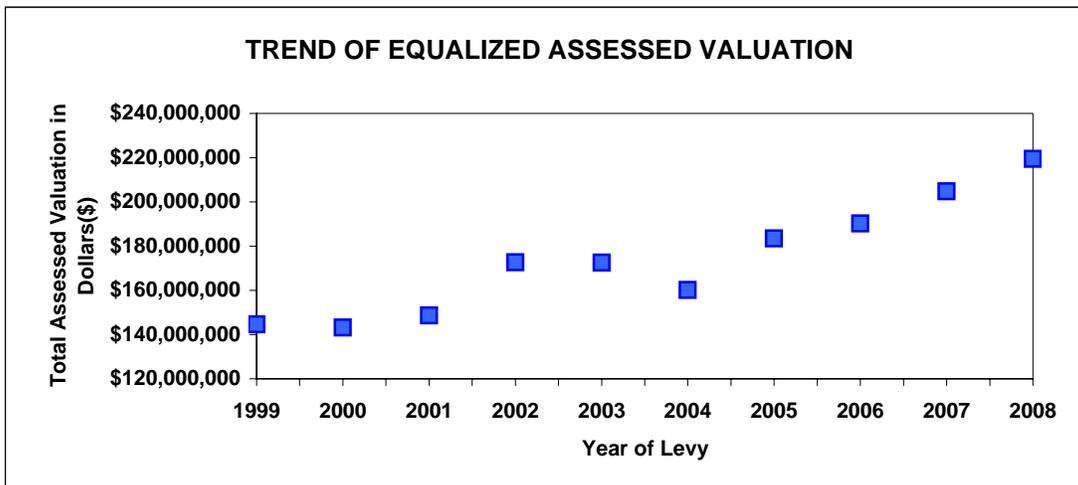
		Open Accounts Receivable by Service						Open Accounts Receivable (Aging)					
		Water	Sewer	Garbage	TCBS	PADS	Other	Total	0-30	31-60	61-90	91-120	120+
July	2008	645,880.55 60.1%	156,475.38 14.6%	185,776.71 17.3%	104,909.46 9.8%	578.85 0.1%	(19,155.47) -1.8%	1,074,465.48	791,637.53 73.7%	134,396.04 12.5%	19,453.60 1.8%	40,949.11 3.8%	88,029.20 8.2%
August	2008	485,348.83 66.2%	119,668.64 16.3%	67,441.82 9.2%	81,600.96 11.1%	295.02 0.0%	(21,527.18) -2.9%	732,828.09	485,882.45 66.3%	36,430.93 5.0%	79,641.76 10.9%	14,323.32 2.0%	116,549.63 15.9%
September	2008	731,195.66 60.6%	183,711.51 15.2%	185,931.78 15.4%	121,665.80 10.1%	529.93 0.0%	(15,824.61) -1.3%	1,207,210.07	878,995.89 72.8%	116,532.28 9.7%	26,985.17 2.2%	66,635.33 5.5%	118,061.40 9.8%
October	2008	524,731.01 65.0%	135,828.97 16.8%	74,508.13 9.2%	88,805.39 11.0%	284.82 0.0%	(16,742.05) -2.1%	807,416.27	498,538.51 61.7%	52,000.20 6.4%	70,927.04 8.8%	15,819.91 2.0%	170,130.61 21.1%
November	2008	841,310.40 60.1%	214,978.13 15.4%	222,788.92 15.9%	139,788.71 10.0%	741.10 0.1%	(19,195.09) -1.4%	1,400,412.17	949,687.19 67.8%	184,653.45 13.2%	49,965.80 3.6%	44,661.04 3.2%	171,444.69 12.2%
December	2008	639,201.85 64.6%	162,383.08 16.4%	99,432.83 10.0%	108,535.54 11.0%	360.65 0.0%	(19,703.86) -2.0%	990,210.09	562,270.55 56.8%	67,699.99 6.8%	142,940.74 14.4%	22,579.55 2.3%	194,719.26 19.7%
January	2009	766,525.99 59.8%	193,183.14 15.1%	210,056.63 16.4%	129,557.66 10.1%	662.66 0.1%	(17,599.30) -1.4%	1,282,386.78	832,093.90 64.9%	146,937.76 11.5%	32,784.37 2.6%	75,533.01 5.9%	195,037.74 15.2%
February	2009	607,287.06 64.1%	155,682.97 16.4%	94,856.94 10.0%	105,478.05 11.1%	388.01 0.0%	(16,711.33) -1.8%	946,981.70	508,437.26 53.7%	62,666.47 6.6%	112,258.71 11.9%	24,344.78 2.6%	239,274.48 25.3%
March	2009	793,375.53 60.7%	203,619.69 15.6%	193,365.94 14.8%	135,197.29 10.3%	610.00 0.0%	(19,367.38) -1.5%	1,306,801.07	825,289.58 63.2%	121,241.21 9.3%	55,247.68 4.2%	72,453.62 5.5%	232,568.98 17.8%
April	2009	635,046.58 65.4%	163,280.48 16.8%	85,401.35 8.8%	108,447.66 11.2%	344.20 0.0%	(20,849.41) -2.1%	971,670.86	539,839.64 55.6%	63,883.50 6.6%	81,436.70 8.4%	50,007.02 5.1%	236,504.00 24.3%
May	2009	876,495.65 60.7%	222,217.78 15.4%	215,549.64 14.9%	146,626.99 10.2%	739.20 0.1%	(18,569.86) -1.3%	1,443,059.40	857,269.35 59.4%	183,591.38 12.7%	63,618.66 4.4%	68,152.19 4.7%	270,427.82 18.7%
June	2009	675,061.66 65.4%	171,094.00 16.6%	93,326.20 9.0%	114,008.23 11.0%	376.34 0.0%	(21,213.62) -2.1%	1,032,652.81	499,960.81 48.4%	43,507.66 4.2%	149,950.29 14.5%	50,013.28 4.8%	289,220.77 28.0%
July	2009	841,926.01 61.1%	212,007.24 15.4%	203,434.91 14.8%	140,637.90 10.2%	653.41 0.0%	(20,579.81) -1.5%	1,378,079.66	776,330.70 56.3%	138,235.57 10.0%	43,839.52 3.2%	123,598.92 9.0%	296,074.95 21.5%
August	2009	593,056.80 64.7%	149,000.14 16.2%	92,075.96 10.0%	103,721.68 11.3%	369.79 0.0%	(20,895.73) -2.3%	917,328.64	479,277.68 52.2%	26,434.73 2.9%	78,570.40 8.6%	15,545.41 1.7%	317,500.42 34.6%

CN Package Deal Finances

	<u>Cash</u>	<u>Non-Cash</u>	<u>Cash Utilization</u>
Fencing & Sound Mitigation Quiet Zone	\$ 1,500,000		\$1,000,000 to be used for sound wall and \$500,000 to be distributed to residents along tracks.
Opticom/Traffic	\$ 2,450,000	\$ 25,000	
Public Safety Equipment	\$ 100,000		The Fire Department is developing a plan to utilize these funds for railroad related emergency response.
Public Safety Training		\$ 25,000	
SouthCom Rail Spotting Technology		\$ 25,000	
Parking Lot Repavement		\$ 1,110,000	
Parking Lot Fare Box/Other Improvements	\$ 60,000		These combined funds of \$575,000 less \$220,000 to replace capital projects funds for a Village Green facility leaves \$355,000, S. B. Friedman, fare box replacement, platform construction, access to the railroad park feature, etc..
Platform & Access	\$ 40,000		
Land Sale	\$ 475,000		
Parking Lot Capacity Electronic Sign	\$ 40,000		
Electronic Loops for Capacity Sign		\$ 10,000	\$40,000 to install parking lot capacity signs. Location to be determined.
Economic Development/Marketing	\$ 100,000		The Economic Development Department is developing a plan to utilize these funds to enhance economic development efforts.
Reader Board Signs on Over Pass	\$ 40,000		Currently the Orchard overpass is used for temporary signage. The \$40,000 will provide a permanent reader board.
Caboose, Concrete Pillars & Rail Track		\$ 30,000	
Deed Back Unused Wooded Acreage		\$ 80,000	
Clear Trees/Shrubs/etc.		\$ 60,000	
Real Estate for 211th Street Easement		\$ 60,000	
Bridge Repaint		\$ 225,000	
Bridge Ownership		\$ 900,000	
	\$ 4,805,000	\$ 2,550,000	
	Total:	\$ 7,355,000	

**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>
1999	144,655,446	12.02%	433,966,338	33.33%
2000	143,192,056	-1.01%	429,576,168	33.33%
2001	148,598,080	3.78%	445,794,240	33.33%
2002	172,636,509	16.18%	517,909,527	33.33%
2003	172,466,140	-0.10%	517,398,420	33.33%
2004	160,167,360	-7.13%	480,502,080	33.33%
2005	183,464,965	14.55%	550,394,895	33.33%
2006	190,262,287	3.70%	570,786,861	33.33%
2007	204,687,009	7.58%	614,061,027	33.33%
2008	219,491,270	7.23%	658,473,810	33.33%



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

1989	\$57,780
1990	\$63,980
1991	\$65,480
1992	\$68,310
1993	\$71,750
1994	\$75,270
1995	\$77,480
1996	\$76,420
1997	\$83,450
1998	\$83,890
1999	\$84,290
2000	\$88,510
2001	\$91,880
2002	\$92,853
2003	\$94,114
2004	\$102,138
2005	\$112,605
2006	\$120,740
2007	\$122,650
2008	\$100,070
2009	\$68,440 **

* Figures from Real Estate Transfer Tax Records.

** 2009 through August 2009.

MEMORANDUM

DATE: September 18, 2009

TO: Mayor John Ostenburg
Board of Trustees

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

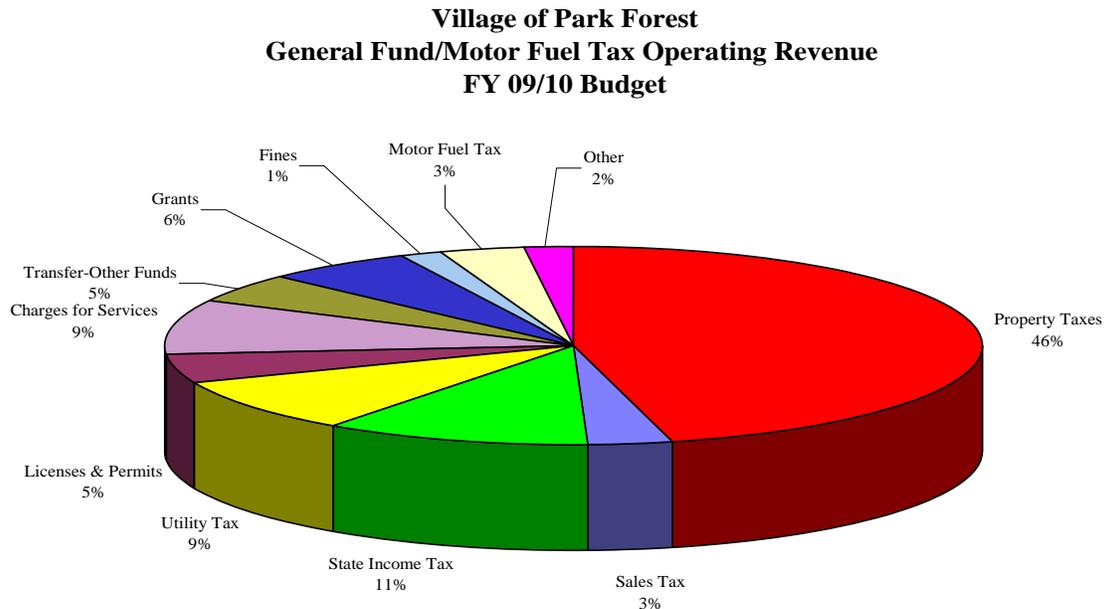
RE: Tax Levy Projections

First reading of the 2009 Tax Levy is scheduled for November 23. A public hearing is required for the first Monday in December with the final levy adopted at the first regular meeting on December 14. The Board has historically chosen to begin discussion of the tax levy at this time before strategic planning in order to have a full picture of the financial position of the Village.

The 2010/2011 Budget will be funded by the 2009 levy. The tax levy consists of six separate categories. Each category is evaluated separately to determine levy needs. The categories are as follows:

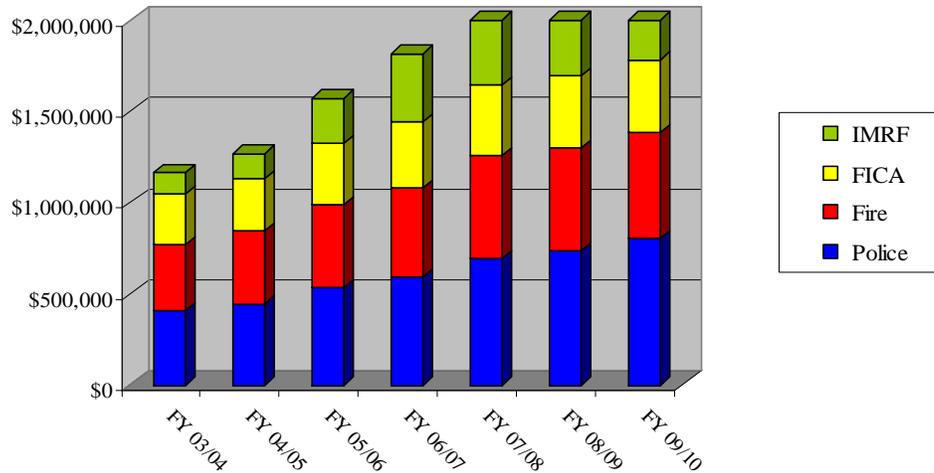
GENERAL CORPORATE

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 2008 levy supported 46% 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



As was indicated in the memo in the agenda package entitled “Preliminary Year-end Results for 2008/2009 and in the memo on “Current Year Trends,” revenues have not always kept pace with expenditures. Expenditure increases are factored in the property tax levy needs. When developing the levy, other revenue sources are also evaluated. Use of fund balance has previously allowed the Village to maintain a low property tax increase for nine of the last eleven 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 \$50,000)
- Added funding for roadway maintenance (annual allocation \$150,000)
- Added marketing dollars – \$50,000

In evaluating levy needs, increases in operating costs are assessed. Salaries are the largest expense for the Village. In the General Fund salaries represent \$9,612,928 or 50% of the total \$19,164,839 operating budget. Police and Fire personnel represent 63% of total salaries. The current union contracts allowed for a 4% salary increase July 1, 2009. For Fiscal 2010 supervisory staff received a 2% increase while department heads received a 1% increase and the Village Manager received no salary increase. The dollar increase presented assumes a 3% annual salary increase for all Village personnel, consistent with the Police contract, and a 2%

increase in other operating expenditures. **Last year the overall allowable 3% increase in other operating expenses was used to fund a 28% increase in IRMA costs cutting the allowable increases in other department expenses to 0%.**

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

2009 Tax Levy

GENERAL CORPORATE

Ongoing Operating Costs

Salaries 3%	\$ 300,000
Other Expenditures 2%*	200,000
Revenue Shortfall	<u>22,973</u>

Proposed Tax Levy Increase for General Operations: \$522,973

* Other expenditures include health insurance, IRMA costs, capital outlays, utilities, postage, legal, etc.

BONDS & INTEREST

The proposed levy for bonds and interest reflects a **decrease of \$73,835. The Village is able to abate \$500,000 in TIF Debt.**

The recommended bond abatement and levy are as follows:

	<u>Actual Debt Debt Service</u>	<u>Funded From Other Sources (Abated)</u>	<u>Bond Levy</u>
General Fund (includes golf)	\$ 322,374	\$ 6,871	\$ 315,503
Aqua Center	34,336	-	34,336
TIF	1,009,087	500,000	509,087
Water Fund	75,014	75,014	-
Sewer Fund	<u>49,026</u>	<u>49,026</u>	<u>-</u>
	\$1,489,837	\$ 630,911	\$ 858,926

The Village is able to abate a total of \$630,911 in the bond and interest levy.

This debt service does not include the \$1,000,000 annual payment required for the IEPA loan for the water plant. This payment will be covered by the water rate increase in place.

IMRF

The Village pays a designated percentage of salary for retirement benefits. The Illinois Municipal Retirement Fund determines this percentage. Because of prior favorable investment results, the Village contribution decreased from a high of 8.99% of affected salaries in 1999 to 3.22% of salaries in 2003. In 2004, rates began to increase. Rates jumped from 3.22% of eligible salaries to 6.79%. This doubled costs. In 2005 rates increased to 8.06%. In 2006 rates increased to 9.21%. For 2007 rates began to decrease slightly to 8.79% followed by 8.54% in 2008 and 8.69% in 2009. Because of serious market losses, the Village has received notification that rates will increase to 9.56% of payroll for 2010. The Village currently maintains an IMRF fund balance of \$286,200. Utilizing the fund balance allows the Village to maintain the same levy as 2008.

2008 IMRF levy	\$486,951
2009 IMRF levy needs	<u>486,951</u>
Increase in Levy	- 0 -

FICA

The fund balance associated with the FICA levy as of 6/30/09 was \$122,002. Utilizing the fund balance allows the Village to maintain the same levy as 2008.

2008 FICA levy	\$425,345
2009 FICA levy needs	<u>425,345</u>
Increase in Levy	- 0 -

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. Three police disability pensions added to pension costs in the prior year. As was mentioned at the February Financial Update, market conditions precipitated losses in pension fund. The Police Pension Fund lost 2.46%

2008 Police Pension levy	\$856,887
Increase	<u>113,679</u>
2009 Police Pension levy	\$970,566

FIRE PENSION

The fire pension levy is also affected by legislative changes and market factors. The Fire Pension Fund lost 4.68% last year. The actuarial funding recommendation is as follows:

2008 Fire Pension levy	\$619,892
Increase	<u>78,560</u>
2009 Fire Pension levy	\$698,452

Below is summary information for the pension funds as follows:

	<u>Police</u>	<u>Fire</u>
Total Assets	\$16,026,510	\$ 8,435,776
Levy Requirement	970,566	698,452
Percent Funded	58.4%	51.8%
Annual Rate of Return	-2.46%	-4.68%

Both pension funds are adequately funded provided the Village levies accordingly.

Levy Summary

	2008	Proposed
	<u>Levy</u>	<u>Levy</u>
General Corporate	\$7,281,347	\$7,804,320
Bonds & Interest	932,761	858,926
IMRF	486,951	486,951
FICA	425,345	425,345
Police Pension	856,887	970,566
Fire Pension	<u>619,892</u>	<u>698,452</u>
Village Levy	\$10,603,183	\$11,244,560
Increase:		6.0%

The increases in the property tax levy over the last sixteen years have been as follows:

	Tax Levy Increases
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%
Proposed 2009	6.0%

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

* * An additional 3% loss factor was added to the 2003 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 \$1,300 to \$2,000. Therefore, a 6% increase in taxes will produce a \$78 to \$120 increase in a tax bill related to Village services.

The levy recommendation does not include any increase in staff or increase in programs or services offered by the Village.

In general, a 1% tax levy increase equates to \$106,032.

OTHER REVENUES

Additional funds may be needed if economic conditions do not improve. Currently, from the \$475,000 sale of the parking lot to CN, \$255,000 has been unallocated. Also, \$100,000 in the Matteson parking lot fund balance will no longer be needed for resurfacing. It is staff’s recommendation that this combined \$355,000 be available for budget amendments, if necessary. Budget amendment discussion will occur in February 2010.



FACSIMILE #: (708) 503-8560

Number of pages (including this page): 7

To: Ms. Stephanie Rodas

Comments:

Re: Police & Firefighter Pension Funds

Steph:

Attached are the 7/1/09 preliminary actuarial results, investment performance summary, and the salary history for the Police and Firefighter Pension Funds. This year, the investment returns were much less than expected and salaries increased as expected. Police has 3 more active members this year and Fire had a new incident of disability. Thus, the Tax Levy has increased and the Percent Funded has decreased.

Highlights:

1. Investment returns: Police -2.46%, Fire -4.68%.
2. Annual payroll increases: Police 9.6%, Fire 4.8%
Average increase: Police 3.6%, Fire 6.3%.
3. New members: Police 4, Fire 1; Terminations: Police 1, Fire 0;
Retirements: Police 0, Fire 0 Incidents of Disability: Police 0, Fire 1.
4. Percent Funded: Police decreased from 63.3% to 58.4%;
Fire decreased from 58.8% to 51.8%.
5. Tax Levy: Police increased from \$827,752 to \$970,566 (17.3%);
Fire increased from \$598,886 to \$698,452 (16.6%).

As Always,

T. Sharpe

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

September 16, 2009

**VILLAGE OF PARK FOREST
Police Pension Fund**

Investment Performance 2000-2009

	FYE 00	FYE 01	FYE 02	FYE 03	FYE 04	FYE 05	FYE 06	FYE 07	FYE 08	FYE 09
BOY Assets	12,337,808	12,758,219	13,371,061	13,517,593	14,375,984	14,391,171	15,298,086	15,361,167	16,498,790	16,676,827
Village Contribution	316,742	377,996	403,906	401,896	422,037	462,024	551,737	593,482	663,828	739,740
Officer Contribution	166,980	157,632	176,553	259,719	226,194	308,527	249,621	262,014	274,924	381,224
Pension Payments	735,414	804,912	813,825	860,731	846,127	827,910	886,202	999,775	1,162,500	1,331,082
Expenses	40,293	33,147	14,123	22,257	19,037	27,637	30,320	41,597	59,420	33,484
Income	730,154	915,273	481,061	1,079,771	230,224	995,224	180,315	1,305,983	426,390	(406,715)
EOY Assets	12,775,977	13,371,061	13,604,632	14,375,991	14,389,274	15,301,399	15,363,237	16,481,273	16,642,011	16,026,510
Annual Yield	5.99%	7.26%	3.63%	8.05%	1.61%	6.94%	1.18%	8.55%	2.61%	-2.46%
5-Year Yield (2005-09)	3.36%									
10-Year Yield (2000-09)	4.34%									

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

**VILLAGE OF PARK FOREST
Firefighters Pension Fund**

Investment Performance 2000-2009

	FYE 00	FYE 01	FYE 02	FYE 03	FYE 04	FYE 05	FYE 06	FYE 07	FYE 08	FYE 09
BOY Assets	6,549,881	6,969,729	6,969,380	6,999,801	7,329,435	7,650,062	7,911,561	8,107,811	8,809,592	8,864,108
Village Contribution	300,693	328,492	337,287	337,861	368,731	408,536	465,832	470,489	567,059	585,453
Firefighter Contribution	94,924	91,759	95,790	111,154	104,729	118,277	129,706	186,461	163,434	166,783
Pension Payments	501,741	497,101	520,623	500,896	508,048	630,889	660,723	697,272	679,231	686,471
Expenses	30,588	36,014	33,686	33,077	37,451	54,956	40,071	64,212	51,859	79,829
Income	674,851	110,927	24,655	414,597	391,079	423,529	304,640	778,899	67,456	(414,270)
EOY Assets	7,088,021	6,967,792	6,872,803	7,329,441	7,648,475	7,914,560	8,110,944	8,782,175	8,876,451	8,435,776
Annual Yield	10.41%	1.60%	0.36%	5.96%	5.36%	5.59%	3.88%	9.67%	0.77%	-4.68%
5-Year Yield (2005-09)	3.05%									
10-Year Yield (2000-09)	3.89%									

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

Short Description: PEN CD-ART 3 & 4-FINANCING

Senate Sponsors

Sen. [Pamela J. Althoff](#) - [Susan Garrett](#)

House Sponsors

(Rep. [Angelo Saviano](#) - [Kathleen A. Ryg](#) - [Elaine Nekritz](#))

Last Action

Date	Chamber	Action
5/31/2009	House	Rule 19(a) / Re-referred to Rules Committee

Statutes Amended In Order of Appearance

40 ILCS 5/3-127 from Ch. 108 1/2, par. 3-127
 40 ILCS 5/4-118 from Ch. 108 1/2, par. 4-118

Synopsis As Introduced

Amends the Downstate Police Article of the Illinois Pension Code. Provides that if a pension fund has a reserve of less than the accrued liabilities of the fund, the board of the pension fund, in making its annual report to the city council or board of trustees of the municipality, shall designate the amount, calculated as a level percentage of payroll, needed annually to insure the accumulation of the reserve to the level of the fund's accrued liabilities over a period of 40 years from July 1, 2009 (was, from July 1, 1993). Amends the Downstate Fire Article of the Illinois Pension Code. In provisions concerning financing of funds through taxes, provides that the annual actuarial requirements of the pension fund are equal to (1) the normal cost of the pension fund, or 17.5% of the salaries and wages to be paid to firefighters for the year involved, whichever is greater, plus (2) the annual amount necessary to amortize the fund's unfunded accrued liabilities over a period of 40 years from July 1, 2009 (was, from July 1, 1993). Effective immediately.

Actions

Date	Chamber	Action
2/20/2009	Senate	Filed with Secretary by Sen. Pamela J. Althoff
2/20/2009	Senate	First Reading
2/20/2009	Senate	Referred to Assignments
3/4/2009	Senate	Assigned to Pensions and Investments
3/11/2009	Senate	Added as Chief Co-Sponsor Sen. Susan Garrett
3/12/2009	Senate	Do Pass Pensions and Investments ; 007-000-002
3/12/2009	Senate	Placed on Calendar Order of 2nd Reading March 17, 2009
3/24/2009	Senate	Second Reading
3/24/2009	Senate	Placed on Calendar Order of 3rd Reading March 25, 2009
4/1/2009	Senate	Third Reading - Passed; 048-008-001
4/1/2009	House	Arrived in House
4/1/2009	House	Placed on Calendar Order of First Reading
4/1/2009	House	Chief House Sponsor Rep. Angelo Saviano
4/1/2009	House	First Reading
4/1/2009	House	Referred to Rules Committee
4/2/2009	House	Added Alternate Chief Co-Sponsor Rep. Kathleen A. Ryg
4/20/2009	House	Assigned to Executive Committee
5/8/2009	House	Committee/Final Action Deadline Extended-9(b) May 22, 2009
5/13/2009	House	Added Alternate Chief Co-Sponsor Rep. Elaine Nekritz
5/22/2009	House	Final Action Deadline Extended-9(b) May 29, 2009
5/29/2009	House	Final Action Deadline Extended-9(b) May 31, 2009
5/31/2009	House	Rule 19(a) / Re-referred to Rules Committee

MEMORANDUM

DATE: September 16, 2009

TO: Mayor Ostenburg
Board of Trustees

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

RE: October 2009 Six-Month Review Meeting
ECONOMIC DEVELOPMENT UPDATE

Following is an update on the economic development and planning projects that are currently underway. I will be happy to discuss the memo and these economic development activities in more detail and answer any questions at the Financial Update on October 3, 2009.

Business Development

Unfortunately, **Orchard Fresh Market** closed its doors on August 21, after being open for less than six months. Matanky Realty, owners of Orchard Park Plaza, is working to find a new grocery operator to occupy the fully built-out space. The Village's Development and Economic Incentive Agreement with Orchard Park Plaza, LLC, states that "in the event the retail full-service grocery store is relocated or closed during the first five (5) years of this Agreement and an equivalent grocery store is not located and open for business to the general public at the Subject Property within one (1) year, all obligations of the Village hereunder shall immediately terminate and the Village shall be without further liability to the Developer."

In October 2008, the Village entered into a Representation Agreement with Marcus & Millichap, Inc. regarding the sale of **202 Forest Boulevard (commonly known as "the Chase Bank building")**. The brokers marketed the property heavily and by early December the Village had received 11 letters of intent from interested buyers. Based on the letters of intent and interviews with three of the interested buyers, Village Staff recommended that the property be sold to Skender Development, LLC, a construction and development company based in Palos Heights, Illinois, and with Board approval the Village entered into a sales contract with this prospective buyer. During their due diligence period, the buyer chose not to close on the deal for lack of available financing. The representation agreement with Marcus & Millichap expired in July 2009. Marcus & Millichap representatives believe that they can successfully reintroduce the property to market and that a new offering will be well received by buyers. Therefore, Village Staff has recommended that a new Representation Agreement be approved in order to seek a new buyer for the property. The property will be marketed for sale under the same terms as the previous offer. Basically, this includes a sale price of \$495,000 with the requirement that the buyer must also construct a parking lot on the property for use by the tenants of the building and the general public. The marketability of the property is enhanced at this time because the Village now has a signed lease with Chase Bank that runs through January 31, 2012, with a five year option to January 31, 2017.

Land Development/Redevelopment

The Village has finalized review of site plans for a proposed new entertainment center at **23450 S. Western Avenue**. The building currently on this property is the former Rickett's medical building. The current owner, Mark Allen, purchased the property in the fall of 2008 and moved the last remaining tenant out of the building. Initially, Mr. Allen proposed to demolish the existing building and rebuild on the existing foundation. Due to the costs of that proposal, the approved site plan provides for a renovation of the existing building, with some new construction to create a fully enclosed courtyard in the middle of the building. The new entertainment center will be 17,350 square feet (net) in size, and will provide musical entertainment with food service.

The **Hidden Meadows** development project is currently on hold pending a change in the housing market. Earlier in 2009, the developer, Lake Shore Investors, proposed a reduction in the sale price of the land in order to proceed with development at this time. Village Staff recommended that, instead, the project be put on hold. This will allow the Village to command the full sale price on the property, and allow the developer to initiate the project during a more stable and promising housing market.

Oliver Nassimi, of Nassimi Realty owner of the **Norwood Square Shopping Center**, informed the Village Staff several months ago that he was going to seek a local operating partner in order to enable them to be more "hands on" with construction and leasing activities. In early August, Nassimi informed Staff that they had identified Mr. Khalil Khalil as a possible local owner/operator. Mr. Khalil is currently conducting a 45 day study period to examine the opportunity. Staff met with Mr. Khalil in late August to learn more about him and to provide him with information about the Village and the shopping center. Nassimi Realty has also been successful in its efforts to maintain the private benefit traffic signal on Western Avenue. The Illinois Department of Transportation has approved the continued use of the traffic signal based on a warrant study that documented that redevelopment of the shopping center will generate the traffic demand for it. Nassimi Realty is required to upgrade the signal and to update IDOT as to the progress of redevelopment.

Homewood/Star Disposal's plans to redevelop the property at **30 South Street** for a vehicle maintenance facility are on hold until next year. At this time their plans include demolition of the east one-half of the building and reconstruction of the building for the vehicle maintenance facility. Homewood/ Star Disposal purchased the property at 30 South Street from the Village in June 2008, after the Village acquired the property through the No Cash Bid process.

The Village was finally able to obtain the tax deed to the **former Wildwood School** on March 20, 2009. At this time the Village has full possession of the property. In the future, an assessment of the condition of the building will be undertaken while we evaluate possible future uses of the building and/or the property.

"For Sale" signs will be installed on the following properties in order to enhance the Village's marketing efforts:

- 3.5 acres on Main Street in DownTown Park Forest
- 2330 S. Western Avenue (former location of Plaza Florists)
- Vacant property in Park Forest Business Park on North Street and Holly Street

- 3200 Lincoln Highway

Implementation of the Strategic Plan for Land Use and Economic Development

In November 2008 the Board of Trustees approved the Strategic Plan for Land Use and Economic Development. The Plan explicitly incorporates the DownTown Master Plan and the 211th Street Metra Station Transit Oriented Development Plan. The priorities for implementation established by the adopted Plan are as follows, in order of priority:

- First Priority
 - The 211th Street Metra Station Transit Oriented Development area (“the TOD Area”)
- Second Priority
 - DownTown Park Forest, including the DownTown Gateway as defined in the Strategic Plan
 - The South Western Avenue Annexation Area
 - The Eastgate Neighborhood
- Third Priority
 - Scattered Residential Infill and Redevelopment Opportunities
- Fourth Priority
 - Norwood Square Shopping Center
 - The Park Forest Business Park
 - Sauk Trail, including the West Gateway, the East Gateway, and the Corridor between the Gateways

Now that the Plan is fully adopted and final priorities have been established, the Plan Commission and Staff are focused on a plan of implementation for the top priorities. Implementation measures for these priorities are described below.

One key component to implementing the recommendations of the **211th Street Metra Station Transit Oriented Development Plan (“the TOD Plan”)** was put into place in early January 2008 when the Village obtained title to the property at 3200 Lincoln Highway. The concept plan for the station area redevelopment is designed in such a way that this parcel can be redeveloped without the involvement of the property owner at 3250 Lincoln Highway. At this time, the Village Staff is working to identify a developer for 3200 Lincoln Highway. The building at 3250 Lincoln Highway is completely vacant and the property owner continues to seek new users for the building.

Consistent with one of the recommendations of the TOD Plan, we have approached the Villages of Matteson and Olympia Fields to create an intergovernmental agreement in order to work cooperatively on the implementation of the TOD Plan. One of the first steps we hope to accomplish is a joint meeting with the Boards and Plan Commissions of the three communities. At this point, we do not know how the TOD Plan has been received in the other communities and what, if any, implementation measures are underway in the other communities. We also recommended that we submit an application to the State of Illinois for technical assistance grant funds that will allow us to pursue the next phase of planning work. Some of the short term planning activities still to be undertaken include a tax increment financing feasibility study, a

financial analysis and development pro forma based on the Plan, design guidelines for the commercial, residential, and public open space components of the Plan, design of a zoning district that accommodates a mixed use/transit oriented development. We hope that if the three communities work together on the grant application for these planning activities it may allow for an increase in the grant request in order to more fully accomplish the goals of the request.

In addition, the South Suburban Mayors and Managers Association (SSMMA) has received a Regional Transportation Authority (RTA) grant to hire a consultant who will assist all the communities along the Metra lines (including the proposed South East Service Line) in the Southland with identifying a master TOD developer. The Village will be an active participant in this program. Further, the RTA is using grant funds to work with three selected communities to identify developers for their TOD projects. They have invited Park Forest, Mokena and Berwyn to be part of this effort. This project is expected to get underway in the next few months.

DownTown Park Forest, including the DownTown Gateway, is the second priority for implementation of the Strategic Plan. In the past several years, significant progress has been made in marketing and leasing in the DownTown. In February 2008, occupancy in the Village-owned buildings was at 75 percent (excluding the Marshall Fields building). This was an increase from a 71 percent occupancy rate in February 2007. In February 2009, occupancy in Village-owned buildings reached a high of 82 percent. At this time, occupancy is at 80 percent. Leasing activity has been slow during the first part of the year, due to the downturn in the national economy. However, in the past month there has been more activity and interest in second floor office space, as well as ground floor rentals.

Village Staff has taken over the marketing of the **3.5 acres of vacant land** on Main Street, just east of Forest Boulevard. This property is being marketed for a range of potential uses, including single user projects that may take only a portion or all of the property, a small commercial center for retail and/or office uses, and a mixed use project that may include retail, office, and/or residential uses. During the time we worked with Baum Realty/NAI Hiffman, they had a number of interested parties, but no one pursued the property. At this time, there remains one interested buyer who has notified Staff that he is conducting due diligence on the market. We know very little about this buyer at this time, but will investigate him further if he chooses to pursue the property. The sale of this property will become a focus of Staff's marketing efforts in the coming year.

The demolition of the former **Marshall Fields building** continues to be an outstanding project in DownTown Park Forest. The Department of Public Works has prepared specifications for the demolition and restoration of the site. Staff is currently working with Cook County to seek approval of a CDBG grant for a portion of the demolition costs. Once the County has approved the grant funding, County Staff will have to review the bid specifications to ensure that they conform to County requirements. The project can then be put out to bid (approximately four weeks), the bids evaluated and brought to the Board for consideration (approximately four weeks), and then the start of demolition can be authorized. It is expected that the demolition and reconstruction project will take approximately four to six months to complete. The Economic Development and Planning Staff will market the property, including the building footprint and the parking lot, for residential and/or commercial development. The DownTown Master Plan

and the Urban Land Institute's Technical Assistant Panel final report both call for additional housing in the downtown, and for development that eliminates the "sea of parking" that surrounds the downtown. Development on the Marshall Fields footprint and parking lot will accomplish these major goals of both plans.

The Village is pursuing a deed in lieu of foreclosure for **Building #3 in Downtown Park Forest**. This is the vacant commercial building on Main Street and Cunningham Drive. The property is in very bad condition and it is not likely that any commercial buyer will be interested in purchasing it.

Annexation and development of the land along **South Western Avenue** from the Village's southern limits to Exchange Street is also a high priority of the Strategic Plan. There are a number of actions that could be taken to promote this annexation. These include, for example, examining the feasibility of extending water and wastewater service along South Western Avenue to Exchange Street, updating the Village's Zoning Ordinance to make provisions for large industrial parks, and undertaking a 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. However, Staff recommends that before funds are spent on these studies, there should be a discussion with the neighboring communities of University Park, Crete, and Steger to establish boundary agreements. These agreements would clearly set out the expectations of each community regarding the land that would annex to each. With such agreements in place, it would be appropriate to begin the work previously mentioned in order to make the opportunities for annexation more attractive for property owners in the area. The Village Manager has contacted his counterparts in the three adjacent communities to attempt to initiate these discussions. The Plan Commission intends to continue to examine what can be done to move this concept plan to implementation.

Redevelopment of the **Eastgate Neighborhood** and **Residential Infill and Redevelopment** are also priorities of the Strategic Plan for Land Use and Economic Development. The Village has been an active participant of the South Suburban Housing Collaborative's efforts to obtain Neighborhood Stabilization Program (NSP) grant funds to begin to address these goals of the Strategic Plan. The Collaborative is a coalition of communities within the South Suburban Mayors and Managers Association region which has filed joint applications to both the State of Illinois and Cook County for NSP grant funds. The Village's application consists of two requests. The first is for \$1,560,000 to purchase up to 30 foreclosed and blighted homes in the Eastgate Neighborhood for demolition and land banking. This purchase will enable the Village to begin to obtain the critical mass of properties necessary to implement the concept plan for redevelopment of this neighborhood. The Village's second request is for \$1,280,000 to purchase up to 10 vacant, foreclosed homes for rehabilitation and re-sale to qualified home buyers. The Village proposes to work with Habitat for Humanity Chicago South Suburbs on this project because they have the capacity to own the homes while they are undergoing rehabilitation, to undertake the rehabilitation, to identify qualified homebuyers, to provide a mortgage to the homebuyers, and to provide housing counseling and other support to the new homeowners.

Unfortunately, the Collaborative's application to the State was not funded. The Collaborative has been working with the Governor's office to seek alternative sources of funds. We expect Cook County to announce its grant awards in early October.

The Village continues to use the **Cook County No-Cash Bid Program** to obtain tax delinquent properties that will help us fulfill redevelopment goals. This year, the Department submitted two application packets to participate in the 2009 Program. Package One is comprised of four PINS on the 200 block of Indianwood Boulevard. The lots are vacant residential land lots. Package Two includes the four PINS in the Business Park that comprise 60 North Street (legally referred to as 2500 North Street). The land was formerly used by Zee One Honda for overflow car storage. The land identified for acquisition in both applications meshes with the priorities of the Strategic Plan for Land Use and Economic Development. The County is expected to conduct the tax scavenger sale that includes these parcels by the end of 2009.

Marketing

The Economic Development and Planning Department and the DownTown Management Office are working together to implement the second phase of the **way-finding signage program**. This second phase will result in the installation of signs along US30 and Western Avenue to direct people to the DownTown. The Illinois Department of Transportation (IDOT) originally denied the Village's request to install these signs along US30 and Western Avenue. However, the Village subsequently received notification from IDOT that the Manual on Uniform Traffic Control Devices will be amended in 2009 to allow for way-finding signs provided they are designed to meet their specifications. IDOT has indicated that they would be willing to work with the Village to obtain approval for these signs on an experimental basis even before the new Manual is adopted. We have worked with our sign contractor to re-design the way-finding signs to conform to the proposed new guidelines, and we have submitted this new design to IDOT for approval. The new design differs only in size and font type. It is Staff's hope that we will be able to complete this second phase of the way-finding signage program during the current fiscal year.

The Village has engaged new artists to begin design of the second **DownTown mural project**. This mural will be installed on the second floor, north façade of Building #1, facing the Chase Bank building. The theme for this wall, as agreed to by the Mural Project Committee (Park Forest residents, artists, and business owners) will be DownTown events, including Farmers Market, the Art Fair, Main Street Nights, Scenic 5 and More, and the Kiwanis Pancake Breakfast. The artists are twin brothers and south suburban residents, Alan and Aaron Hicks. Examples of their artwork can be found on their web site at www.twinhicks.com. It is expected that the Mural Project Committee will work with the artists on the mural design over the next couple of months so the mural can be painted in the spring. Because of the subject matter of this mural, and the likely inclusion of many people, we are considering incorporating a fund raiser so Park Forest residents can purchase the opportunity to model for the mural.

Staff is also working on a plan to replace the major **sign at US30 and Orchard Drive** with a new, modern sign to promote all Park Forest businesses, as well as DownTown Park Forest and Park Forest facilities. The new sign will have an LED sign component that can be used to promote community events and public safety announcements. An inter-departmental committee

is working on a policy for use of the sign by local businesses on a fee basis. The sign will also include four static panels that will be marketed for sale to Park Forest businesses. As of this writing, the final sign design and cost is not known. Once the design and cost have been established, Staff will be able to determine an appropriate pricing strategy for the LED sign and the static panels and we will begin to market their availability to Park Forest businesses.

The Village's settlement with CN includes a payment of \$40,000 to the Village to construct an electronic message sign(s) on the **Orchard Drive/EJ&E overpass**. Staff will start planning for this sign in conjunction with the installation of the Orchard Drive/US30 sign. It is envisioned, however, that the Orchard Drive overpass sign will be used to promote community events and public service announcements, rather than commercial messages.

Staff is working on a Village marketing campaign in conjunction with **Lakeshore Public Television**. This public television station reaches the third largest broadcast market in the nation. The Chicago DMA is 3.4 million households within seven counties in northwest Indiana and the seven collar counties in Illinois. Everyone can watch this station whether or not they have cable, satellite, HD or analog. PBS continually ranks #1 in public trust according to Roper Public Affairs and Media Studies (polls). Viewers perceive that the underwriters of PBS programming are committed to quality and excellence. Being affiliated through underwriting will enhance the public image of our Park Forest brand. Because we are a public agency, Lakeshore PBS is able to offer discount rates, assistance with design of our campaign, and good positioning. While the specific message has not been defined, the overall message will mesh nicely with the "We are Park Forest" campaign and will reinforce the high quality of life brand and our rich offering of diverse amenities and entertainment that can be enjoyed by residents and visitors. At this time, we have not committed to a topic to promote or when it will appear.

Other

The Community Relations Coordinator has initiated the **Park Forest Ambassadors program**. Eleven Ambassadors were selected to begin the program from an application pool of 20 applicants. The Ambassadors are a diverse group of Park Forest residents, even including a Crete-Monee High School student. To date, they have already assisted the Community Relations coordinator at the New Resident Reception, the Community Block Party, and the Chocolate and Wine Tasting Reception.

The Community Relations Division has initiated several **new community activities** designed to bring current Park Forest residents together and to attract non-residents to the community either as visitors or as prospective residents. The activities held to date include the Mother and Daughter brunch (180 in attendance), the Father and Son Outing to a White Sox Game (100 in attendance), and the Wine and Chocolate Tasting (115 in attendance). Additional ideas for the remainder of the calendar year include either a masquerade ball or a murder mystery.

The Economic Development and Planning Department and the Recreation and Parks Department partnered with Calvary United Protestant Church to hold the second annual **Community Block Party** in conjunction with Good Neighbor Day. This event, which was held on September 12, had 130 attendees. The Church is committed to participating in one more event next year and has expressed an interest in continuing the event beyond 2010.

The **New Resident Reception**, which is held every year to welcome all new residents from the previous 12 months, was held this year at the Park Forest Aqua Center. About 160 people attended the event and had a very enjoyable introduction to the Aqua Center and the Village. In order to minimize the time that new residents have to wait for this event, the Community Relations Coordinator plans to begin holding it every six months instead of annually. We hope to be able to hold the next event at a different community venue, such as the Tennis and Health Club or Freedom Hall, in order to continue to familiarize new residents with all the Village has to offer.

MEMO

Date: September 11, 2009
To: Mayor Ostenburg and the Board of Trustees
From: Kenneth Eyer
RE: The Department of Public Works Financial Update

The following is a financial update to various projects currently being handled by the Department of Public Works. The current status and finances for the current projects are presented here. The funds for the following projects are Motor Fuel Tax Fund, Water Fund, and Sewer Fund.

MOTOR FUEL TAX FUND

Motor Fuel Tax Maintenance Projects and Materials

DPW continues with its annual maintenance projects with monies from the Motor Fuel Tax Fund. These projects include pavement rehab, sidewalk replacement, pavement striping, 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, electricity costs, and vehicle usage costs. DPW has not been able to build a large enough reserve to fund a major patching project. At times, these monies are unexpectedly required to fund work related to other capital projects such as the Design Engineering for the American Recovery and Reinvestment Act (ARRA) project for resurfacing Orchard Drive from Sauk Trail to Lakewood. Money that is not used during the maintenance year gets reallocated into an un-obligated balance that can be used for expenditure. This is how DPW builds a reserve of funds.

This year the cost of materials has been very volatile. This is the case with Salt. Last year the Village paid \$103.47 per ton for 470 ton from Morton Salt and 1330 tons were purchased at \$155.58 per ton from North American Salt., utilizing the State of Illinois joint purchase agreement. For the 2009/2010 snow season the Village has a contract with Morton Salt to furnish 1500 ton at a cost of \$72.54 per ton. This contract requires that the Village purchase a minimum of 80% of the contract amount and a maximum of 120%. While this snow season contract is considerably less than the costs last year it still is almost double the cost of the previous season. For the 2007/2008 snow season the Village paid \$39.84 per ton.

CMS advises, "You are strongly encouraged to order early and to store as much salt as possible in order to help prevent potential salt shortages this winter." The Village has storage

capacity for about 400 ton. The Village should strongly consider increasing its salt storage capacity by either adding to the existing facility or replacing it. Last year and the previous year the Village experienced a salt shortage from its supplier and could not get deliveries, even though the contract obligation was not fulfilled. The Village had to borrow salt to continue operations and reduce salting to curves, hills and intersections until salt supplies were available again.

Orchard Drive Reconstruction: Lincoln Highway (Route 30) to Sauk Trail

This project is part of the South Suburban Mayors and Managers' Surface Transportation Program, (STP program). There are 3 phases for construction projects that are part of the STP program, Phase I – Preliminary Design, Phase II – Design, and Phase III – Construction. Currently, this project is in Phase I – Preliminary Design. Baxter & Woodman has resubmitted the drainage report to IDOT District 1 with all necessary comments addressed. Once approved the whole report will be submitted to Springfield for final design approval. Baxter & Woodman believes that authorization to begin phase II will be given in early 2010.

With Phase I near completion a more accurate project estimate was developed (See attached Estimate of Cost, Orchard Drive Improvements). The total overall cost for phases II and III and stage I and II is estimated to be \$10,764,000. Village share for this project is estimated to be \$3,229,200

The total cost for the first phase of the project is approximately \$486,000, with a 70/30 split. \$340,000 will be Federal share and \$146,000 will be Village share. Once the State and Federal Government approve the Phase I design, Phase II design from Westwood Dr to Rt. 30 can begin. The estimated cost for Stage I construction of the Westwood to Rt. 30, section is \$5,299,000. The table below shows the latest available cost estimates and best guess time line.

Construction of this project will require the Village to find alternate funding; one possibility is the South Suburban Mayors and Managers bond pool.

Schedule:

Phase II Engineering Start – May 2010

Construction Stage I (US 30 to Westwood)

 Bid Letting – May 2011

 Construction – Summer/Fall 2011

Construction Stage II (Westwood to Lakewood and intersection improvements south of Lakewood Blvd)

 Bid Letting – May 2012

 Construction – Summer 2012

Costs:

	FY	Total Cost	Federal Cost (70%)	Village Cost (30%)
Phase II Design Engineering	2010	\$476,000	\$333,200	\$142,800
Construction Stage I (US 30 to Westwood Dr)	2011	\$5,299,000*	\$3,709,300	\$1,589,700
Construction Stage II (Westwood Dr to Lakewood Blvd incl intersection improvements south of Lakewood Blvd)	2012	\$4,054,000	\$2,837,800	\$1,216,200
Construction Engineering Stage I	2011	\$530,000	\$371,000	\$159,000
Construction Engineering Stage II	2012	\$405,000	\$283,500	\$121,500
GRAND TOTAL **		\$10,764,000	\$7,534,800	\$3,229,200

* note: These costs have risen slightly because IDOT has required the replacement of the box culvert under Route 30.

** Does not include traffic signal at Westwood & Orchard for a potential \$300,000 cost.

Orchard Dr ARRA Resurfacing Project.

This project will resurface the existing Orchard Dr. from Sauk Trail to Lakewood. Through South Suburban Mayors and Managers Association the Village was awarded \$409,000 for this project. The Village spent \$20,000 of MFT funds to prepare the plans and specifications for this project. These plans are currently under IDOT review. This project is expected to be on IDOT's January letting and construction to begin in the spring of 2010.

Western Avenue Widening and Reconstruction: Illinois Street to Steger Road

This project was let on September 21, 2007 and completed May, 2009. The Village share for this project was estimated to be \$423,670. This cost will cover traffic signal and emergency vehicle preemption work, street lighting, multi-use trail, new sidewalk, and preliminary and construction engineering. The Village has also added the cost of water main relocation to this project. The cost of \$423,670 will be adjusted based on the unit bid prices and final quantities. The Village has made two payments of \$171,177.45 each and is waiting on final billing from IDOT. The exact amount is unknown at this time but will be due no earlier than 3/12/10.

Thorn Creek Bridge rehabilitation or replacement

IDOT requires the Village to have the Bridge inspected for structural and functional integrity yearly because of structural condition. This is above the normal requirement of every 2 years. DPW uses Baxter and Woodman for inspection services. In the past, DPW has had to replace a rotted wood pile used to support this bridge. Other wood piles are sure to follow at some point in time. The Village has requested, through Baxter & Woodman, Federal funds in the 80/20 format. This funding has been approved. IDOT has approved the Engineering Services

agreement for Phase I at a cost of \$80,000, Early Estimates for the remaining work are: \$65,000 Phase 2 final design, \$60,000 construction engineering. The bridge construction is estimated to cost \$620,000.00. Total cost will be \$825,000.00. The Village share will be \$165,000.00. These estimates can change depending on Phase I findings.

Indianwood Street Lighting Project

Phase I of this project replace street lights along Indianwood Blvd. from Orchard Drive to Blackhawk. H & H Electric Company was the contractor for this project at a low bid of \$158,248.40. As bidding for this project was very competitive, there was additional money left over from the grant that allowed the Village to add a phase II from Blackhawk to Monee Rd. This completed the lighting for Indianwood. The low bidder for this section is Elmund and Nelson at a cost of \$84,191.50. Work for this last phase is expected to start this fall. The additional costs above the grant amount will be paid out of MFT.

SEWER FUND

Reduction of Inflow and Infiltration

DPW is continuing on with its efforts to reduce inflow and infiltration (I&I) as required by the Thorn Creek Basin Sanitary District Ordinance. The District requires the Village to spend \$30 per capita per year to eliminate I & I. This amounts to a minimum of \$703,860 dollars per Fiscal Year, that is required to be spent on I & I alone, in addition to the normal operating costs associated with the Village Sewer Fund. The Village is also required to submit bi-annual progress reports of work completed and monies spent to date.

For Fiscal Year 2010, DPW will continue to implement various testing and construction projects to seek and reduce/eliminate inflow and infiltration to meet this required minimum expenditure. DPW has budgeted the following projects and estimated dollar amounts for projects that will be administered towards eliminating I & I and that will be used for documentation of funds spent for the bi-annual progress reporting.

\$45,000 for Cleaning and Televising of Sanitary Sewers
\$40,000 for Contractual Sewer Maintenance (Emergency Point Repairs)
\$100,000 for Flow Testing, Smoke Testing, and Flood Testing
\$450,000 for Sewer Point Repairs and Lining
\$25,000 for Correcting Cross Connections, (where Storm Sewer connects to Sanitary System)
\$675,000 for Rehabilitation of Excess Flow Facility
\$375,000 for a Manhole Rehabilitation Project

For a total current Fiscal Year I & I compliance plan of \$1,710,000 dollars, which well exceeds, the minimum required by Thorn Creek Basin Sanitary District.

Due to the call for Stimulus Funding Projects, DPW collaborated with the Village Consultant, Baxter and Woodman, and submitted an \$880,000 dollar Request for Funding application to fund the \$450,000 Point Repair/Lining and \$375,000 Manhole Rehab projects, as well as a \$657,000 application to fund the Rehabilitation of the Excess Flow Facility. At this time, it is

uncertain when allocation of stimulus dollars will be awarded. Therefore, DPW will not proceed to implement these three higher budgeted items until notice of award or denial of stimulus funds. As a potential consequence, if notice of award or denial of funds is late in this Fiscal Year, then the time needed to implement these three projects thru the Sewer Fund and/or other funding sources may cause the project to over run into the 2011 Fiscal Year and depending on monies spent by the end of 2010 Fiscal Year, the Village may be under the minimum expenditure required by Thorn Creek and thus the Village may be subject to penalties.

On a positive note, due to the recent economy, the Sanitary District Board granted a 50% spending credit to all Villages under its I & I Ordinance which is intended to be applied over a 12 month period which the Village can apply to make up shortfalls in annual spending. At this time, DPW is planning to apply a certain percentage to the FY 09 spending short fall with the remaining balance to apply to any short fall in this current fiscal year.

Under a different matter, another potential issue that may require funds in the future will be for anything relating to National Pollutant Discharge Elimination System, (NPDES) and the Metropolitan Water Reclamation District, (MWRD). There is a potential tax that is being discussed which would charge municipalities for the MWRD to oversee storm water flows which would include creeks. There are no further details at this time.

WATER FUND

Water Main Replacement and Improvements

The Village Board enacted a water main replacement fee on the water bill. The purpose of this fee is to provide a mechanism to pay back \$3,000,000 bond issue or IEPA loan to replace approximately 2 miles of water main. Initial Engineering work has been completed on the project and stimulus funding has been applied for through the IEPA. To date the Village has not received any correspondence from the IEPA as to the status of this application.

The Village is currently replacing the Orchard Dr. water main from Sauk Trail to Indianwood. The cost of this project is \$469,859.00. This project is in preparation for the Orchard Dr. Resurfacing Project which will start next Spring. The Water Main Project will be completed by December 8.

Water Mains in Multi-Family Areas

When the Village was first built, potable water was supplied to residents by a 2 inch water main that was installed through the foundation walls of the basements. It has been the Village's responsibility to maintain this type of water main. The galvanized steel pieces that extend through the concrete basement walls have broken in the past, flooding these basements and will have to be dealt with in the future. There are approximately 100 courts and this will not be an easy project. Estimated costs for this type of work have not been considered since ideas for a solution have not been brainstormed and researched.

Additional Projects

Legacy Square/ School House Manor Final Surface lift

This project will consist of pavement patching, drainage structure adjustments and/or reconstruction, curb and sidewalk work, minimal storm sewer installation, and ultimately place the final surface pavement for Legacy Square and School House Manor subdivisions.

Funding for this project is as follows, \$198,000 dollars is budgeted in the TIF Fund for road base restoration for Legacy Square. \$103,000 dollars is budgeted in the Public Works Fund for final surfacing pavement, but the final cost for this final pavement lift will be reimbursed to the Village through the Legacy Square Redevelopment Agreement. \$54,100 dollars is budgeted in the Public Works Fund for final surfacing pavement for School House Manor, but 50% of the final cost for this final pavement lift will be reimbursed to the Village through an agreement with the property owners.

Budget

In Public Works General Fund	
For Legacy Square	\$103,000
For School House	54,100
In TIF Fund	
For Legacy Square	<u>\$198,000</u>
Total Budget	\$355,100

Reimbursement

From School House 50%	\$ 16,658
From Bigelow Homes	<u>57,477</u>
Total Reimbursement	\$ 74,135

Lakewood Resurfacing

This project stems from the State Mini Capital Bill. The estimated cost of this project is \$515,854.00. This project would resurface Lakewood Blvd, from Forest to Westwood and resurface Cunningham from Lakewood to Liberty Drive. If a smaller amount is awarded to the Village the scope of the project will be reduced.

Marshall Fields Demolition

This project is to remove the existing Marshall Fields building, stabilize the adjoining structure (Village Hall) and restore the area to buildable condition. The Estimated cost for this project is \$2,100,000. The Village expects to receive notice from Cook County CDBG to begin at the end of 2009. Once the notice is received the Village will be able to go out to bid. A spring start date is expected.

DATE: September 2, 2009

TO: Mayor John A Ostenburg
Board of Trustees

FROM: Lawrence G. Kerestes, Director of Community Development

RE: 2009 Grants Update

Twenty-six grant applications totaling in excess of \$22.5 million have been applied for over the past two fiscal years. The bulk of the grants sought are related to infrastructure improvements. Applications and/or project awards include following:

Multiple applications have been submitted to the federal funding agencies and for the IEPA related to water and sewer improvement needs across the community. In particular, the Village is pursuing a grant or low-interest funding for \$3,300,000 in water main replacements, \$1,880,000 in sewer line replacement and repairs and another \$657,000 in repairs to an existing sanitary overflow facility at the Village Public Works yard.

A grant application totaling \$6,720,000 has been tentatively approved for the Orchard Drive Widening & Resurfacing project from Lincoln Highway to Lakewood Boulevard. The funds will come from the Federal Transportation Bill. As part of this overall project, Orchard Drive from Lakewood to Sauk Trail is being resurfaced with MFT money. Additionally, as part of federal stimulus funding made available to member communities of SSMMA, Park Forest is projected to receive a grant to fund the resurfacing of Orchard Drive from Sauk Trail north to Lakewood Boulevard. Funding support is expected to be \$409,000. Other infrastructure grants projects are \$850,000 for the Thorncreek Bridge Replacement; and \$515,854 for Resurfacing of Lakewood Boulevard from Westwood Drive to Forest Boulevard.

The Fire Department has applied for \$1,600,000 in Federal Stimulus/Fire Fighter Grants for a building addition, plus improvements to the Fire Station and to the Fire Training site.

Grant funds of \$60,000 and resident donations were secured to offset construction improvements to the administrative wing of the Park Forest Police Station.

Funding related to the Neighborhood Stabilization Program which would allow for Village acquisition of residential parcels that are vacant due to foreclosure and/or the demolition of substandard homes. Two separate applications made to the State and Cook County for \$2,250,000 in each application.

The Village had secured \$630,000 in Community Development Block Grant (CDBG) funding to aid with the demolition of the former Marshall Fields building. An additional CDBG grant application has been applied for in hopes of securing an additional \$300,000.

An Open Space and Lands Acquisition and Development (OSLAD) grant application was awarded for \$400,000 from the State of Illinois seeking building improvements at the Park

Forest Aqua Center. Another \$100,000 has been applied for from the Cook County Energy Efficiency and Conservation Block Grant Program (EECBG)

Recreation & Parks \$235,000 is being sought for Freedom Hall Seat Replacement and Operations & Marketing.

Below is a breakdown of the Federal Stimulus money grant initiatives pursued by Village Staff.

- \$6,720,000 - North Orchard Street Widening & Resurfacing
- \$3,300,000 - Water Main Replacement
- \$409,000 - South Orchard Asphalt Resurfacing
- \$657,000 - Sanitary Sewer System Overflow Facility
- \$1,000,000 - Sewer Rehabilitation Projects – federal application
- \$880,000 - Sewer Rehabilitation Projects – state application
- \$1,500,000 - Building addition/improvements to the Fire Station
- \$100,000 - Fire Training Site improvement
- \$2,250,000 - Neighborhood Stabilization Program – State of Illinois
- \$2,250,000 - Neighborhood Stabilization Program – Cook County

DEPT.	GRANT APPLIED FOR	DOLLARS	AWARDED?
DPW	Phase I planning for North Orchard Dr. from Route 30 to Westwood Dr.	\$243,000 *	Yes
R & P	Aqua Center Improvements	\$150,000	Pending
DPW	Thorncreek Bridge Replacement	\$825,000 **	Pending
DPW	Demolition of former Field's Building	\$300,000	Pending
R & P	Freedom Hall operations, marketing and programming.	\$159,920	Pending
ED&P/ Comm. Dev.	HUD Homebuyers Program – 1) Purchase 40 houses in Eastgate for demolition toward Neighborhood Redevelopment. 2) Purchase 10 houses in Village for owner occupancy tied to Architectural Home Improvement Program. ***	Proj. 1 -\$2M Proj. 2 - \$250,000	Pending
R & P	Freedom Hall Seat Replacement or Village Facilities Re-Roofs	\$75,000	Yes
DPW	Re-surfacing of Lakewood Blvd. from Westwood to Forest and Cunningham to Liberty.	\$515,854	Yes
DPW	Water & Sewer Replacement	\$158,000	Pending
DPW	General Infrastructure	\$50,000	Pending
Police	Police Department Renovations	\$35,000	Pending
DPW	Sanitary Sewer Rehabilitation Project	\$500,000	Yes
DPW	North Orchard Drive Widening & Re-	\$6,720,000 *****	Pending

	Surfacing.		
DPW	Water Main Replacement Project	\$3,300,000	Pending
DPW	Sanitary Sewer System Overflow Facility	\$657,000	Pending
DPW	Sewer System Repairs	\$880,000	Pending
DPW	Demolition of former Field's Building	\$100,000	Pending
Fire	Building addition /improvements to the Fire Station	\$1,500,000	Pending
Fire	Training site physical improvements	\$100,000	Pending
DPW	The demolition of the former Field's building	\$330,062	Yes
DPW	S. Orchard Drive "LLPA style" Asphalt resurfacing.	\$409,000	Yes
R & P	Agua Center Revitalization – Bldgs. & Grounds Improvements	\$400,000 *****	Yes
DPW	Sidewalk repair/replacement downtown business district	\$30,000	Yes
Police	Interior Renovation building Improvements for Police Department	\$25,000	
Police	Hiring of two new police officers.	\$600,000	No
DPW	Sauk Trail Street Lighting (Central Park Avenue to Western Avenue)	\$972,000	No

* Of which \$73,000 is a Village match.

** 80/20 split. Village portion is \$165,000.

*** Applications submitted to both the State Of Illinois & Cook County

**** 80/20 split. \$800,000 increase in funding support from \$5.9M to \$6.7M

***** \$400,000 is a Village match

VILLAGE OF PARK FOREST

MEMORANDUM

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

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

DATE: September 22, 2009

RE: Green Initiatives

The Village Board convened a Special Rules Meeting on June 4 for the purpose of conducting a workshop with the Park Forest Environment Commission to brainstorm the issue of developing a Sustainability Plan for the community. As part of the session, a list of environmentally-conscious initiatives that the Village has embarked upon was shared with the group. This list has been added to and is attached for Board review as it prepares to establish goals for the 2010-2011 Budget.

Village of Park Forest “Green” Initiatives

Lighting at Freedom Hall, Park Forest Library and Park Forest Police Administrative Wing

High energy consuming Tungsten Halogen light fixtures in the Johnson and King Rooms, the upper and lower lobby areas and the reception area have been replaced with energy efficient T-8 Florescent fixtures. The Village received a grant of over \$8,000 from Illinois Clean Energy for this project. In this program the amount awarded is tied directly to the annual savings in KW as a result of the program. Many older low efficiency lamps at the Park Forest Library building have also been replaced with the T-8 for energy savings.

Central Park Ballfield Lighting Audit

The consulting firm Glenview Utility Billing Auditors conducted an audit of the ballfield lights at the park several years ago. They were able to appeal to Com Ed to get a more favorable rate structure and also give the staff operational procedures that kept lights turned off during high billing rate periods.

Modified HVAC Unit Controls

While every year, HVAC units seem to get more energy efficient, the frequency of replacing these units can run as long as 15 to 20 years. Parks Maintenance staff has been in the process of modifying controls to these units to result in more efficient operations by regulating the introduction of outside air and other factors.

Rain Garden Development Projects

In conjunction with the Environment Commission a demonstration rain garden was developed off the southeast corner of the Park Forest Tennis & Health Club. The rain garden takes the runoff from approximately ¼ of the 41,000 sq ft roof at the tennis building. The garden is situated between the buildings gutters and an existing storm sewer catch basin. Water overflowing the rain garden and entering that storm sewer, has seldom if ever been observed this summer. In 2004 a grant for urban tree planting was received and many (damp loving) species were grouped in several low park areas and combined with mulch and or the discontinuation of regular mowing.

Subsequent to the rain garden being installed at the Tennis & Health Club, another such garden has been installed at the very south end of Winnebago Park. Another rain garden project is in the planning stages as part of the Aqua Center demolition and renovation project.

Central Park Wetlands Restoration Project

Central Park Wetlands has received press far and wide for the habitat improvement, recreation and the extensive educational use that has taken place at the site. One of the key benefits of Central Park wetlands, however, has been in the area of stormwater management and reduction of downstream flooding. Prior to taking the drain tile system out of service, everything that drained in to Central Park drained out of the park via the field tile and went immediately downstream ending up in Thorn Creek and eventually the Little Calumet. Now nearly 100% of the water coming into the wetlands is absorbed and retained by the wetlands and this is considerable. A 1" rainfall on the 45 acre restoration site amounts to 45 million gallons of water.

Demonstration Green Roof at Aqua Center

With the re-roofing of the Bathhouse at Park Forest Aqua Center two years ago, a 144 SF demonstration green roof was installed. While this is only a very small section of this very large flat roof, stairs leading to this roof make for easy public access to the site to inspect the application. The green roof sections clearly absorb water that would otherwise run immediately from the roof membrane, keep the area under it cooler and protect the membrane it sits on from the damaging ultra violet rays of the sun.

Park Forest Aqua Center Renovations Project

A project is imminent what will include renovations and demolition work as part of an \$800,000 IDNR/OSLAD grant. Comprehensive work will include plumbing, electrical and HVAC improvements and several green initiatives as follows: 1) a new environmental classroom will be constructed on the northwest corner of the existing bathhouse; 2) 10 skylights will be installed throughout the facility; 3) a solar water heating system for pool facilities will be installed; and 4) a demonstration rain garden will be planted in the vicinity of the old concession stand.

Low Emission Vehicles

Almost all Parks Department vehicles purchased in the last several years have been of the low emission variety. Regulations now require that one-half of our fleet be LEV.

Reduce Mowing Operations

Grass mowing throughout the Village has been reduced over the years using a number of means. Obviously, in Central Park Wetlands alone, 45 acres of regular bi-weekly grass mowing has been discontinued. Mowing has been reduced in frequency or eliminated altogether at several other locations throughout the Village. This saves fuel, reduces exhaust pollution and makes park areas more water absorbing.

Village-Wide Native Landscaping

For the last ten years the Village has adopted a more native landscape theme, emphasizing native plant material, perennials and minimum maintenance and water needs. Native Landscape themes reduce the energy associated with mowing, labor to care for the more manicured look and greatly reduce, if not eliminate the use of chemicals in the landscape. Special soil mixes have been used in planters and potted containers to absorb water and reduce the need for hand watering.

Urban Forestry Program

Park Forest for many years has prided itself on the extensive urban forest made possible by our fore-fathers. From public parkways to parks and other public property to residential lots, visitors frequently comment on the abundance of beautiful trees in Park Forest. The urban forest has a cooling effect, reduces evaporation thus making more productive use of rain water and balances the carbon impact of mans activities.

E-Waste Drop Off Day

In partnership with the Environment Commission, an environmentally conscious drop off day for outdated technology equipment was facilitated in downtown Park Forest in October 2008. Village Staff is working on a DCEO grant application with the Environment Commission in building an e-waste recycling awareness campaign in the community and/or a permanent e-waste drop off site/transfer station.

Rain Barrel Project

In partnership with the Environment Commission, more than 115 new rail barrels have been distributed throughout the Village so far. The rain barrels are intended bring water conservation and smart use to the residential level. As part of this project, composting units have been offered. These units, ideal for composting kitchen scraps, yard waste etc., are barrels similar to the rain barrels but are on a stand so that they can be rotated end over end. They also have vent tubes to allow air to circulate through the interior. Compostable material is put in and rotated periodically - in a few weeks one has some good garden compost. Two such units have been sold and will be part of the environmental offering at the Farmers Market next season.

Canvas Bag Pilot Project

In an effort to reduce the number of plastic bags being generated by the shopping habits of Park Foresters, Village Hall has begun distributing canvas bags free of charge. Bags are available, while supplies last, in the Manager's Office. All the Village seeks in return is a name, address and email address so that future environmental tips can be shared. To date, in excess of 100 bags have been picked up by members of the community.

Commuter Lot Lighting Project

As part of the settlement agreement with Canadian National (CN), the rail company will reconstruct the lot and a new kiss and ride lane. New lighting to be installed with this project is expected to be LED (light emitting diode). LED lighting uses approximately 25% of the power necessary to generate the same light with fluorescent bulbs.

Orchard Drive Widening & Resurfacing Project

The design of the Orchard Drive project is scheduled to be 3 vehicle lanes and two bicycle lanes along this thoroughfare from Lakewood Boulevard north to Seward Street. This new configuration should foster enhanced access for bicyclists seeking to access Downtown Park Forest from either the Old Plank Road Trail or other points on the north side of the Village.

Building Code Updates

The Department of Community Development is currently in the process for updating the entire building code to the 2009 ICC International Codes. These codes address “green” initiatives. Included will be the new ICC International Energy Conservation Code. Once completed by the ICC, the newly created International Green Construction Code will be brought before the Board for consideration. It is anticipated that the 2009 Update will be in place by January 1, 2010.

VILLAGE OF PARK FOREST

MEMORANDUM

TO: John A. Ostenburg, Mayor
Board of Trustees

FROM: Thomas K. Mick,
Village Manager

DATE: September 22, 2009

SUBJECT: 2009/2010 Board Goals – Fall Update

1. Maintain excellence in governing and create a more participatory government.

Continuance of the customer satisfaction survey instrument designed to measure satisfaction with Fire Department emergent and non-emergent responses to our customers. *Responses received to-date continue to support our customers are very satisfied with the service provided to them by the department. The Fire Department is currently meeting this benchmark.*

Enhance customer satisfaction survey by allowing citizen feedback via the departments Web site and other avenues. *Freedom Hall staff distributed surveys to participants in the Tuesday morning Senior Series last season to solicit feedback on performers and suggest artists to be considered for the 2009/10 Series*

Continue to maintain a strong fire prevention presence in commercial properties Village-wide to safeguard current businesses from the threat of fire. *The Fire Prevention Bureau continues to inspect each property at least once each year. High hazard and “Assembly” Occupancies continue to be inspected twice each year. To date, the inspection frequency is on-target to meet this performance benchmark.*

Provide professional development opportunities to all Village personnel so they have the requisite training to better serve the community. *The Village will be moving to a Windows 2007 operating system. Training in the upgraded system for Word, Excel, Publisher, Power Point and Outlook will be offered to all employees in October. Recreation & Parks staff includes one Licensed Plumber, a Licensed Electrician, two Certified Playground Inspectors and several certified Pesticide Applicators. All certifications require professional development and periodic testing through the State of Illinois. Ongoing professional development for staff has included training through IGFOA, GFOA, IPELRA, ICMA, ILCMA, APA, SSMMA and National Fire Chief’s Association.*

Four Plan Commissioners attended the Planning Leadership workshop sponsored by the

Chicago Metropolitan Agency for Planning. One Plan Commissioner attended a workshop on Building Sustainable Communities sponsored by the Sustainable Watershed Action Team of McHenry County.

Continue to develop an audit and budget document that qualifies for the Certificate of Excellence in Financial Reporting and the Distinguished Budget Award.
Submitted the 2009/2010 Budget for the Distinguished Budget Award. Currently preparing for the audit for fiscal 2009.

Establish written procedures in all departments to enhance internal controls.

Continue the development of an action plan to reinstate or improve the Fire Department's ISO rating to a class four. *As part of the planning process Deputy Chief Ziegler recently attended a two-day class outlining what fire departments need to know and what tools are available to assist them in modifying their community's ISO rating.*

Continue to seek out applicants to create a work force with as much diversity as possible. *For all recruitments, the personnel department utilizes various recruitment sources to obtain a diverse pool of candidates.*

Proposals are being reviewed for updated training for the Mediation Task Force, the Community Relations Coordinator, and the Commission on Human Relations.

2. Become a change agent for amending the state school funding mechanism.

Work toward making this the key objective on the legislative agenda for the entire South Suburban Mayors and Managers Association (SSMMA) and that it is a primary focus of the association's legislative trips to Springfield.

Work with legislators to bring about awareness of the Village's needs by including this topic as part of the annual legislative agenda and by reiterating it in formal meetings with legislators as well as in any informal conversations that take place throughout the year.

Develop and promote residential campaigns such as continuing the postcard campaign to legislators.

Create public information pieces to explain school funding dilemma to Park Forest and educate the public. *A comprehensive article was produced for Discover Magazine that dissected the average property tax bill in Park Forest and itemized those services rendered for the Village's portion of the bill.*

Assist the Board in any other programs or policies developed to meet this objective.

3. Develop methods for improving Board and Staff relations with School District 163.

Strive to schedule more and/or frequent joint Board meetings with District 163. *The Village Board and School Board met jointly on the evening of August 24. The Village presented a brief overview of its annual strategic planning process. School District 163 has been invited to attend a strategic planning lecture presented by Paul Craig (October 6 at Freedom Hall). Representatives from other local taxing bodies were also invited including the Park Forest Library Board, School Districts 162, 227, 194, 201-U, Rich Township, Monee Township, Bloom Township, Crete Township, Prairie State College, volunteer Boards and Commissions, Governors State University and Park Forest-area state legislators.*

Strive to keep the School District apprised of what up-to-date happenings with the Village Board and Village operations.

Continue to engage School District 163 officials with regard to fire prevention programs that would benefit the lives of students under their charge. *The Fire Department continues to engage District #163 however to-date Blackhawk and 21st Century School are the only schools that have indicated an interest in implementing the fire safety school education program.*

Work with School District 163 on their required inspections and to support their life safety initiatives. *The Fire Department continues to provide the required State of Illinois (Office of the State Fire Marshal's) school inspection program at all District #163 schools.*

Seek the input and assistance of School District 163 on significant economic development projects, especially when those projects require economic incentives.

Continue to work with District 163 staff at the operations level to jointly fund improvement projects at the Forest Trail Recreation Center with the goal to push this working relationship up to the Administration and Board levels. *Follow up to the August 24 meeting may include designating a number of Village representatives who can participate in a committee aimed at developing a joint facilities usage initiative which is in the spirit of intergovernmental collaboration. At the operations level with maintenance staff from SD #163 and R&P programming, staff-supervised relocation to the south Middle School building was largely without incident. The R & P staff is grateful to the District #163 staff for making the Village programs this summer very successful.*

4. Increase commercial, business and residential development in the Village.

Assist Community Development activities by providing timely technical support and plan review of prospective businesses. Engage new businesses by providing them a clear understanding of code concerns and issues regarding their prospective development. *The Fire Department is actively involved in this area and is currently meeting the turn-*

around benchmarks established by the development team last year. We have also provided technical support in terms of code clarification to several prospective developers.

Continue to participate in staff committees and groups related to economic development and development issues. *The Fire Department continues to attend all meetings and support efforts by economic development associated with development issues. The department is currently reviewing the Fire Prevention Code in preparation of adopting the 2009 edition at the same time the Building Department updates the Building Code.*

Finalize the Plan review Process for Building Permit Applications of new and existing businesses through the Re-Engineering Committee.

Sponsor a contest to acknowledge and award homeowners who have undertaken renovations to their homes, landscaping improvements, and/or room additions. This contest will be designed to encourage residents to acquire the proper licensing and to increase future renovations. It will also reward green building ideas. In order to take the next step in implementing the 211th Street Metra Station Transit Oriented Development Plan (the TOD Plan), seek a grant from the Illinois Department of Commerce and Economic Opportunity for technical assistance funds to conduct a tax increment financing feasibility study, to undertake a financial analysis and development pro forma based on the Plan, to create design guidelines for the commercial, residential, and public open space components of the Plan, and to design a zoning district that accommodates mixed use/transit oriented development. The goal is to work in an intergovernmental manner with the Villages of Olympia Fields and Matteson on this study.

Staff will work closely with the Chicago Southland Economic Development Corporation on their TOD study which is intended to seek developers for multiple TOD developments along the Metra lines in the southland. Staff will also work with the Regional Transportation Authority on their grant funded efforts to find identify developers for three targeted TOD areas. *Park Forest was selected to participate in this program.*

Initiate discussions with the Villages of University Park, Crete, and Steger in order to negotiate boundary agreements related to annexation along South Western Avenue.

Facilitate Nassimi Realty's efforts to undertake the initial improvements at Norwood Square Shopping Center and to market the property for retail occupancy.

Completed the acquisition of the former Wildwood School property. The next step will be to undertake a structural analysis of the building to determine if it can be renovated for future public use or if it should be demolished for redevelopment. Facilitate the redevelopment of 30 South Street by Star Investments LLC.

Install for-sale signs on four vacant, Village-owned properties in order to generate interest.

Utilize the lien foreclosure process, the tax delinquency process, or the HUD Home Buyer program, when appropriate, to acquire vacant residential properties that are located in redevelopment areas identified in the Strategic Plan for Land Use and Economic Development.

Continue to be an active member of the South Suburban Housing Collaborative and to seek Neighborhood Stabilization Program funds, or other housing funds, to address the foreclosure problem in Park Forest and other south suburban communities.

Assist new businesses to obtain needed planning approvals or economic incentives in order to open in a timely manner.

Focus on marketing for sale the 3.5 acre vacant parcel on Main Street in DownTown Park Forest.

Work has continued with the Cook County Department of Planning and Department to maximize the grant funds available to help defray the cost of demolishing the former Marshall Fields building.

Market for sale the property contained within the former Marshall Fields building footprint and parking lot.

Renew the representation agreement with the broker and re-list the property at 202 Forest Boulevard (the Chase Bank building) to identify an appropriate buyer for the property. .

Establish a web page for prospective residents to request a new resident packet by e-mail. *Staff is exploring options to create this web site.*

Work with Building Department staff to increase residents' awareness of and access to home improvement technology that improves the quality of their homes (perhaps with focus on green technology).

All Park Forest businesses were provided the opportunity to participate as a sponsor or a vendor at the Mother and Daughter Brunch, the Father and Son Outing, and the Wine and Chocolate Tasting. A total of ten Park Forest businesses participated in these events.

Home based businesses were invited to participate during this year's Business After Hours joint event with the Matteson Area Chamber of Commerce in July. This was the most successful BAH since Village's participation with over 90 attendees including Park Forest residents.

Staff attended a Job Fair at Prairie State College to promote Park Forest as a place to live. Staff collected resumes for four Park Forest businesses with available positions.

The Police Department will take part in any and all planning meetings for new business where such involvement would be necessary to keep the project moving. Involving new stakeholders is the base of community policing.

The site plan has been approved for a new entertainment/restaurant venue at 23450 S. Western Avenue.

The Village partnered with Matanky Realty to co-fund an up-to-date market analysis for a grocery store at Orchard Park Plaza.

The second mural project is being designed and is expected to be installed in the spring of 2010.

The Police Department will take part in any and all planning meeting for new business where such involvement would be necessary to keep the project moving. Involving new stakeholders is the base of community policing. In partnership with Economic Development the Police Department now conducts background checks on all business licenses as requested.

5. Improve Village services and infrastructure.

Continue departmental involvement with programs with younger members of the community (youth day, earth day, fire prevention week, silent parade, open house). *The fire department is gearing-up for fire prevention week and the dedication of the new Fire and Police Memorial. Parts of the week's activity include the silent parade and an open house. The department is currently on-target to satisfy this objective.*

Continue to seek grants to expand staffing within the career division as well as looking into other opportunities to increase the Fire Department daily minimum staffing level to six firefighters. *Fire department is currently awaiting the upcoming Grant cycle to consider another attempt at the SAFER funds.*

Pending funding availability, implement a data base system by address and PIN number in the Department of Community Development for regulatory inspections and contractor licensing. *Black Bear is no longer in business and the Village is now working with EnerGov to implement this programming. All of this is still pending funding.*

Continue to seek grants through the Grant Seeking Task Force and collaboration with the eCivis Grant Program. *In 2009 the Grants Seeking Task Force has been applied for 26 grants. In addition, Staff provided a grant lead to the Park Foresters and other local agencies. However, due to funding restrictions, the Village is no longer working in collaboration with eCivis.*

Work with the Illinois Department of Transportation to gain approval for the installation of new way-finding signs along US30 (Lincoln Highway) and Western Avenue, and install additional way-finding signs from those major arterials into the DownTown.

Complete the construction of a new pylon sign, with an LED message component, at US30 (Lincoln Highway) and Orchard Drive, leveraging the participation of private businesses.

Construct an LED message sign on the Orchard Drive/EJ&E overpass with funding obtained from CN. This sign will be used for public service messages.

Installation/operation rights and funding of \$40,000 has been secured from CN as part of the recently approved settlement package.

Continue to evaluate, make adjustments to and implement recommendations from the Park Forest Aqua Center Master Plan. *Action is underway for a slate of renovations and demolition work as part of an \$800,000 IDNR/OSLAD grant. Work to be done includes new plumbing fixtures, electrical and HVAC improvements, demolition of existing concession stand, enhanced storage capacity. Additionally, a new concession facility will be constructed in the southwest corner of the existing bathhouse, an environmental classroom in the northwest corner, 10 skylights will be installed and a solar water heating system for domestic hot water in the bathhouse pool facilities will be installed. Subsequent to demolition work, a demonstration rain garden will be planted in the vicinity of the old concession stand.*

Continue to evaluate existing park and recreation facilities and make the hard choices between renovation and re-development or downsizing and removal. *Implementation of the Park Forest Bark District has taken place. Operational refinements are now in the works as Village Staff learn the intricacies and needs of such a venue. Several pieces of play equipment were removed from six parks at the direction of IRMA, the Village risk management agency, because they were no longer approved for safety by the Consumer Product Safety Commission.*

Continue to incorporate “green initiatives” with infrastructure improvement and capital projects. *The Department of Community Development is currently in the process for updating the entire Village’s building codes to the 2009 ICC International Codes. These codes are taking a major step addressing “green initiative.” Included will be the new ICC International Energy Conservation Code. In addition and once completed by the ICC, the newly created International Green Construction Code will be brought before the Board for consideration. It is anticipated that the 2009 Update will be in place by January 1, 2010.*

Continue to develop the Crime Free Rental Housing program with the intent to strengthen relationships with rental property owners. This will lead to increased revitalization of some existing single family homes and an improvement in individual

owner rental business. This has become strongest community Policing project ever undertaken by the Village. The Police Department has licensed more than four hundred fifty landlords. Four landlord classes were conducted during the past twelve months, training over three hundred rental property owners. Calls for police service in rental properties as a whole has decreased over the last 18 months that the program has been in operation. The implementation of the newly adopted Vacant Building Registration Program is underway. It is anticipated that it will fully in operation by January 1, 2010.

Seek approval for a traffic control light at Indiana and Route 30 which would divert some vehicle traffic from Orchard and Route 30. This traffic control will increase safety at both intersections and add to the marketability of the TOD Route 30 / Illinois Central project.

Continue to improve the existing Police Station Facility by replacing old outdated windows with more energy efficient windows and frames, tuck pointing some walls and weather stripping doorways. Seek architectural preliminary conceptual plans for Police Station detention pod addition to include adult and juvenile cells, a holding area and processing and bonding area. *Both the above goals were not acted upon due the current economic situation. Both of these items will stay and will be acted upon when the economy turns around.*

Continue to implement the Inflow & Infiltration (I & I) requirements as mandated by Thorn Creek Sanitary Basin District. Public Works continues to work toward reducing I&I by using various testing techniques to find and repair I & I based on results from Flow testing. Additionally, staff will continue with the lining program as well as the cleaning and televising program. It is estimated that by rehabilitating the Sanitary Overflow Facility and putting it on line will account for 13.1% of the I&I. *A \$657,000 repair/upgrade project for the Public Works water detention facility was submitted to the State of Illinois as a project for consideration as relates to federal stimulus funding. An additional \$880,000 project related to sewer relining was also submitted. Finally, a \$1,000,000 funding request for sewer relining/replacement work was submitted to the federal government.*

With regard to roadway infrastructure improvements, Village Staff has been successful in having the Orchard Drive redesign and reconstruction project placed on the 5-year Federal Transportation Bill. The project had previous funding support of 70%. Success in placing the project on the Federal T-Bill moves funding support to 80%, or approximately another \$800,000 in grants. Pending the Village's closure of a settlement package with Canadian National, \$2.45M will be set aside to help bridge the remaining funding gap for the Orchard Drive project.

The Village has been successful in securing a federal stimulus resurfacing project (amount: \$409,000) for Orchard Drive from Sauk Trail to Lakewood Boulevard. Additionally, pending State Capitol approval, the Mini-Capital Bill would afford the Village a one-time funding allocation equivalent to 75% of the Village's annual MFT

allotment. These funds, equating to approximately \$515,000, would be used to resurface roadway along Lakewood Boulevard from Westwood Drive to Forest Boulevard.

Add additional Village roads to the Federal Aid Route so they will be eligible for federal funding to make improvements in the future. The roads under consideration are: Lakewood from Sauk Trail to Orchard, Indianwood from Sauk Trail to Western, and Blackhawk from Sauk Trail to Monee Road.

Continue with water main replacement in an effort to reduce the number of water main breaks. *A \$3.3M water main replacement project was proposed to the State of Illinois as a project for consideration as relates to federal stimulus funding. Additionally, the Village has initiated work to replace water main underneath Orchard Drive from Sauk Trail to Indianwood Boulevard.*

Investigate additional e-pay options. *IT staff has begun to gather information about programs and services that would benefit from e-pay options. Department staff will be identified to help coordinate processes to facilitate on line payments.*

Continue with diversity efforts as it pertains to the Village's recruitment, hiring and retention programs for every department. *For all recruitments, the personnel department utilizes various recruitment sources to obtain a diverse pool of candidates.*

Continue to provide a high level of service to the employees of the village, especially in the areas of training, financial planning, and village wellness programs. *The Village has offered a retirement planning program, a Healthy Miles bonus rewards program, an employee wellness expo, and will be providing Windows 2007 training.*

Publish results of satisfaction surveys from the Health Department.

The Business Registration Application is currently being developed online in time for the 2010 renewal season to streamline renewal process for businesses.

6. Increase citizen involvement in, and awareness of, life in the Village.

Police and Fire Departments will continue the Citizen's Fire and Police Academy. Increasing citizen knowledge of the Police and Fire Service operations. *The second Fire and Police Academy just concluded and the graduating class was recognized at the Board meeting of 9/14/09. The Fire and Police Departments have satisfied this benchmark. The program numbers seem small with seven graduates but the it is very well received from those in attendance. The marketing of this program will be increased to increase future class sizes.*

Continue and increase the email Neighborhood Watch notification program. *Over the past year the Police Department has increased its email notification list by 20%. There*

are now more than 150 active email addresses/citizens now involved in our Neighborhood Watch program.

Increase publicity of department's public education and other outreach programming through the Village's Director of Public Relations.

In conjunction with the South Suburban Housing Center, the Village co-sponsored a First Time Homebuyers workshop.

Explore the development of a cable show designed to alert residents to fire safety information. *No additional action has been initiated on this benchmark beyond the initial planning element.*

Continue the development and implementation of outreach programs to residents of the Village needing special services in order to meet mission objectives. (Senior citizen programs, direct intervention to sections of the Village that may be experiencing higher loss profiles.) *The Fire and Police Department have participated in the "Meals on Wheels" program by delivering meals to residents at Juniper Towers. As of the writing of this update the Fire Prevention Bureau has also initiated fire-drill training at both Juniper Tower and Victory Center. We have also sent our Bureau staff to a seminar on Alzheimer's and elderly abuse so we can have a more holistic approach in our outreach programs to seniors.*

Working with the Senior Commission, plan a collaborative project with Human Relations Commission, Youth Commission or Environment Conservation Commission.

Increase the number of Health Department volunteer hours for community health-related projects.

Continue the technical upgrades for government access channel programming in the Camera Room and Board Room. *Live video streaming through the village website has been implemented to augment the channel 4 television broadcast of board meetings. For residents who are unavailable Monday nights, a video archive on the website is also available to replay past board meetings.*

Developed new and creative ways to work with Park Forest businesses to promote public awareness of their goods and services and to promote a "Shop Park Forest" theme. *Some of the implementation measures have included a coupon for Orchard Fresh Market in the semi-annual calendar of events, and a postcard insert in the thank you to all attendees of the Wine and Chocolate Tasting that provided information on all Tall Grass Gallery and Illinois Theatre Center (the venues for the event) along with their upcoming events. Park Forest businesses are promoted at area job fairs and business expos. Staff worked with several businesses on direct e-mail campaigns for specials, discount, and announcements. The Discover Magazine included a "how well do you know Park Forest" photo contest and awarded a \$25 gift certificate to a Park Forest business as the*

prize. Staff is working on a multiple business coupon that will be paid for by the businesses, coordinated by Village staff, and mailed to all Village addresses.

The Park Forest Ambassador Program has been re-activated with 11 Ambassadors. They have already participated in the New Resident Reception, the Wine and Chocolate Tasting, and the Community Block Party.

Enlist the help of customers and service users to put information and video in front of the public about programs and services (Dog Park, Main Street Nights, Freedom Hall events, etc.) on platforms such as FaceBook, YouTube and MySpace to invite public testimonials on the about these services. *FaceBook pages have been developed for the Aqua Center, Scenic 5 and More, the Bark District, Recreation & Parks and the Village of Park Forest. Video, photos, testimonials and stories are placed on these pages and users are encouraged to contribute. Flyers explaining how to use these have been distributed at all facilities.*

The fall/winter edition of the semi-annual Community Calendar has just been released. It includes new venues, an increased mailing list, and a larger format. The calendar is advertised at job fairs, chamber functions, and business expos. It is distributed through the Illinois Lincoln Highway Coalition.

Recreation & Parks maintains 6 email blast lists containing more than 1,000 addresses that are used to publicize trips, Freedom Hall events, the Scenic 5 Events, Dog Park and many others.

Create an Information Station at the Farmers' Market, encourage all Commissions to participate in information distribution regarding active community participation.

Add to the email list of people interested in receiving event postings/activity announcements through a sign up project at the Farmers' Market. *Attendees at the Wine and Chocolate Tasting completed a survey that collected e-mail addresses and other contact information. It also asked preferences for dissemination of information on family-only events, calendar information, senior events, and much more.*

VILLAGE OF PARK FOREST

MEMORANDUM

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

**FROM: Jason Miller,
Director of Public Relations**

DATE: September 16, 2009

RE: 2009 Community Survey

Background

As has been done for many years in the Village of Park Forest, a community survey to gauge resident opinion and awareness of Village services and programs was conducted in 2009. This year's survey followed a similar process as in previous years, with random sampling being employed to identify residents to receive the mailed questionnaire. 500 residents who have moved to Park Forest within the last 5 years were selected to take part in the process.

The presentation of the survey was altered from past years, with a high-quality tri-folded design used to help elicit response (see attached). To date, 35 surveys have been returned to Village Hall by residents.

Additionally, a new, walk-up survey opportunity for residents was experimented with this year. Several Park Forest convenience stores were targeted to serve as locations for the walk-up surveys, including 7-11, CVS, Walgreens and Stop and Shop. Managers at each location agreed to allow the Village several hours at their place of business for residents to complete the surveys. This attempt to garner the feedback of those who may be less likely to return the mailed survey due to time commitments or lack of immediate reward is a new strategy.

In exchange for the completion of a survey, \$5 gift cards were purchased for distribution to each resident eligible. A process to cross-reference those who received a mail survey and those taking part in the walk-up surveys was implemented. A goal of 200 walk-up surveys was set.

Objective of Survey Questions

The questions asked in the 2009 Village survey are geared towards gaining insights on residents communication preferences. Learning how resident prefer to communicate and identifying the best ways to reach them will help us in our efforts to deliver important, timely messaging. Additionally, identifying satisfaction with Village services was also an aim of the survey.

August 18th, 2009

Dear Resident,

Every year, your elected officials in Park Forest convene at length to establish specific areas of focus for the upcoming year. These areas of focus, or Board Goals, are determined after much consideration of initiatives and input from the public.

Enclosed you will find an important mechanism for gathering feedback from Park Forest residents, the Village's annual survey. This survey takes only a minute to complete, but is very important to the coming years in Park Forest.

By making your voice heard and completing this survey, you allow the Village an opportunity to identify ways to better serve you.

We do understand your time is valuable, thus, we are pleased to inform you that those who complete this survey and mail it back **before September 4th** will be entered into a drawing* for one of more than 20 prizes (Village vehicle stickers, Aqua Center passes, Freedom Hall passes, and much more).

**Please note – you must include an e-mail address to be entered into the drawing.*

Thank you for taking the time to take part in this important process. Should you have any questions, please feel free to reach me by phone at 708.283.5624 or via email at jmiller@vopf.com.

Sincerely,

Jason Miller

Jason Miller
Director of Public Relations
Village of Park Forest

