

Strategic Planning
Saturday, February 20, 2010
8:00 a.m. Village Hall

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Agenda

- 1. Six Month Financial Results**
- 2. Current Year Trends, Other Financial Issues & Budget Guidelines**
- 3. Budget Amendments for 2009/2010**
- 4. Public Works Update**
- 5. Economic Development Update**
- 6. Housing Issues**
- 7. Capital Plan**
 - Overview**
 - Health**
 - Public Works (MFT, Vehicle Services, Water, Sewer & Municipal Parking)**
 - Recreation & Parks (Vehicle Services, Aqua & Tennis)**
 - Buildings & Grounds**
 - Police (Vehicle Services)**
 - Fire (Vehicle Services)**
 - DownTown**
 - Other – Capital Projects**
- 8. Updated Implementation Strategies for 2009/2010 Strategic Planning Goals**
- 9. Implementation Strategies for 2010/2011 Board Goals**

MEMORANDUM

DATE: February 9, 2010
TO: Mayor John Ostenburg
Board of Trustees
FROM: Mary G. Dankowski, Deputy Village Manager/Finance Director
RE: Six Month Financial Results

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

GENERAL FUND REVENUE

Overall for the six-month period, 43% of all General Fund revenues have been received. A number of major revenue categories are affected by seasonality or a lag time in collections.

- Property Tax collections for the first half of the year are 53%.
- Sales Tax is received on a three-month lag. Actual cash receipts are tracking at 40.6% of budget for the first six months.
- Utility Taxes are tracking lower than budget at 40.5% in cash collections.
- State Income Tax receipts are now being received on a four month lag. The August liability was not received until December. The State is vouchering and then holding payments.
- Sales Tax, Utility Tax and Income Tax are tracking low enough to suggest a budget amendment. Results are as follows:

	<u>Actual</u>		<u>Budget</u>	<u>Estimate</u>	<u>Shortfall</u>
	<u>07/08</u>	<u>08/09</u>	<u>09/10</u>	<u>09/10</u>	
Sales Tax	670,036	615,553	660,000	550,000	(110,000)
Utility Tax	1,780,647	1,642,644	1,720,000	1,500,000	(220,000)
Income Tax	2,223,207	1,982,466	2,150,000	1,800,000	<u>(350,000)</u>

Recommended Budget Amendment: (680,000)

- Real Estate Transfer Taxes were budgeted much lower than the prior year based on current home sales. A major sale of Central Park Apartments produced \$34,125 in Real Estate Transfer Taxes in the first half of the year.
- Grants are at 51% of budget with the largest share \$50,250 representing the PACE agreement.
- Licenses include vehicle sticker sales which occur in the second half of the year.

- Permits include cable franchise fees of which only one quarter is reflected.
- Charges for Services include Health Department revenues which reflect a lag in Medicare receipts. Hospital transport charges are running above budget and are anticipated to end the year \$30,000 above projections. Other Charges include La Rabida, antenna leases, Home Helpers rents and Merchandising and jobbing. Merchandising and Jobbing includes billing for damage to Village property and Village initiated grounds maintenance.
- Interest Earnings reflect the dramatic decline in rates from 5% in 2007, 2% in 2008, .455% in 2009 to the current rate of .097%. In order to secure a better rate for the Village money, a laddered CD portfolio was established. Having Village funds safe is the highest priority. All the CD's in the portfolio are FDIC insured. At the current return of the Illinois Funds Treasurers pool, the \$4,097,000 portfolio would yield \$3,974. The laddered CD will produce an annual income of \$65,001.

GENERAL FUND EXPENDITURES

Total General Fund expenditures represent 50% of the total budget at the six months operations point. Transfers to other funds have been made when needed. Expenditures associated with all transfers for Fiscal Year 2010 have been committed. Worth noting is:

- Administration – Illinois Risk Management Association (IRMA) expenditures are made in the second half of the fiscal year. IRMA premiums for the Village, paid January 2010 were \$1,314,766 compared to \$1,235,484 paid in 2009. This represents a \$38,979 increase in costs for the General Fund. It is anticipated that legal fees will exceed budget and encumbrances by \$30,000. This is a result of Thorncreek litigation and the cost of lien foreclosures. The lien foreclosures and demolition orders reflect the Village's aggressive stance related to housing stock maintenance.
- Police expenditures reflect the negotiated salary increases.
- Recreation and Parks reflects the seasonality of operations.
- The Economic Development & Planning Department performance reflects timing of marketing efforts.

REVENUES ALL FUNDS

All funds revenue represents 42% of budget.

- The Housing Choice Voucher Program – Revenues and expenditures represent four month's activity.
- CDBG – Cook – The budget reflects demolition dollars for the Marshall Fields building.
- Police and Fire Pension – reflect a slight recovery in value related to market improvement.
- TIF – Revenues reflect property tax increment prior to distribution related to

the redevelopment agreement with Victory Center and Bigelow. In January, \$216,924.70 was rebated to Bigelow Homes per the redevelopment agreement. Victory Center has not submitted a rebate request as yet.

EXPENDITURES ALL FUNDS

All fund expenditures equal 44% of budget.

- MFT projects are scheduled for the spring. Funds continue to be accumulated for major capital projects.
- The Sewer Fund includes expenditures for sanitary sewer reconstruction, manhole rehabilitation and updating the overflow facility.
- Refuse payments to Star Disposal shown, equal only four month's payments.
- The Capital Projects Fund budget includes dollars for the new Route 30 sign, land banking and \$500,000 match for the Marshall Fields demolition. Included in budget amendments will be a transfer back to the General Fund of the \$500,000. There is sufficient dollars in the TIF Fund to cover demolition costs coupled with the CDBG Funds.

DOWNTOWN SUMMARY

Revenues represent 46% of Budget.

- DownTown Rent revenues are currently tracking at 53% of Budget. The economy has impacted collections with some tenants paying slower.
- Common Area Revenue includes Aunt Martha's property and the Theater Building. The By-us Building is now owned by the Village. Prior CAM liens will be removed.
- Hall Rental for Dining on the Green has already surpassed budget.

Expenses represent 34% of Budget.

- IRMA payments occurred in January.
- Capital Outlays include funds available for tenant build out. The economy has slowed leasing progress.

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

**Village of Park Forest
2009/2010 Budget Review
as of December 31, 2009**

GENERAL FUND REVENUES

	FY 09/10 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Property Taxes - General	4,046,747	7,678,557	53%
- Pension Funds	758,057	1,383,838	55%
Road and Bridge	42,155	77,000	55%
Sales Tax	190,398	700,000	27%
Sales Tax Rebate	0	(40,000)	0%
Utility Tax	496,053	1,720,000	29%
State Income Tax	221,061	2,150,000	10%
PPRT - General and Pension	35,504	190,000	19%
R.E. Transfer Tax	87,280	135,000	65%
Grants	27,684	54,250	51%
Transfers from Other Funds	511,715	926,593	55%
Licenses	134,570	595,825	23%
Permits	129,593	345,760	37%
Charges for Services			
Water/Sewer Payment in lieu of taxes	177,780	355,561	50%
Recreation	104,082	279,298	37%
Health	165,843	433,200	38%
Hospital Transport	199,411	344,100	58%
Inspection Fees	32,815	85,000	39%
Garden House	20,945	74,711	28%
Other Charges	203,587	227,748	89%
Co-op Contributions	0	0	0%
Asset Sales	290	7,500	4%
Fines	167,942	327,050	51%
Interest Earnings	<u>4,756</u>	<u>70,000</u>	7%
Sub-Total	7,758,269	18,120,991	43%
CN Settlement	4,805,000	0	100%
IRMA Insurance Settlement	<u>33,063</u>	<u>0</u>	100%
Total Revenues	<u>12,596,332</u>	<u>18,120,991</u>	70%

* Sales Tax is collected on a 3 month lag. Cash collections for Sales Tax for the first 6 months of FY 09/10 is \$284,317 (40.6% of Budget).

** Utility Tax is collected on a 3 month lag. Cash collections for Utility Tax for the first 6 months of FY 09/10 is \$697,324 (40.5% of Budget).

*** Income Tax is collected on a 3-4 month lag. Cash collections for Income Tax for the first 6 months of FY 09/10 is \$539,768 (25.1% of Budget) representing 4 months of revenue.

**Village of Park Forest
2009/2010 Budget Review
as of December 31, 2009**

GENERAL FUND EXPENDITURES

	FY 09/10 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Administrative	1,298,241	3,303,917	39%
Police Department	3,394,370	6,572,568	52%
Fire Department	1,722,993	3,455,380	50%
Health Department	440,478	846,455	52%
Recreation and Parks	1,247,448	2,183,651	57%
Public Works Department	529,089	1,058,091	50%
Economic Development & Planning	218,229	504,139	43%
Community Development	<u>259,528</u>	<u>564,111</u>	46%
Subtotal	9,110,379	18,488,312	49%
Transfer to Pension Funds	16,342	22,000	74%
Transfer to Capital Projects	105,000	105,000	100%
Transfer to DownTown	112,264	324,527	35%
Transfer To Aqua Center	140,000	140,000	100%
Transfer to Tennis & Health	30,000	75,000	40%
Transfer to Library	<u>10,000</u>	<u>10,000</u>	100%
Total General Fund	<u>9,523,984</u>	<u>19,164,839</u>	50%

**Village of Park Forest
2009/2010 Budget Review
as of December 31, 2009**

REVENUE (All Funds)

	FY 09/10 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund			
Operating	7,000,212	16,737,153	42%
Pension	758,057	1,383,838	55%
Housing Choice Voucher Program	1,222,673	3,527,496	35%
CDBG - Cook	0	930,062	0%
Police Pension	636,424	1,808,319	35%
Fire Pension	463,005	1,110,419	42%
MFT	282,473	1,742,700	16%
Water	2,455,305	5,321,000	46%
Sewer	604,835	1,336,560	45%
Municipal Parking	70,912	170,900	41%
Refuse	594,939	1,219,100	49%
Aqua Center	204,191	349,722	58%
Tennis and Health	171,654	376,250	46%
Downtown	465,033	1,004,449	46%
TIF - Downtown	900,067	1,146,626	78%
TIF - Norwood	9	0	0%
Vehicle Services	440,357	835,759	53%
Bond Retirement	160,345	323,740	50%
Capital Projects	105,000	105,000	100%
Foreign Fire Insurance	<u>17,239</u>	<u>9,000</u>	192%
Subtotal	16,552,728	39,438,093	42%
Library	<u>946,445</u>	<u>1,899,600</u>	50%
TOTAL FUNDS	<u>17,499,172</u>	<u>41,337,693</u>	42%

**Village of Park Forest
2009/2010 Budget Review
as of December 31, 2009**

EXPENDITURES (All Funds)

	FY 09/10 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund	9,110,379	18,488,312	49%
Housing Choice Voucher Program	1,230,085	3,606,756	34%
CDBG - Cook	0	930,062	0%
Police Pension	674,158	1,390,910	48%
Fire Pension	389,067	801,000	49%
MFT	199,507	1,979,130	10%
Water	2,837,523	5,655,812	50%
Sewer	387,799	1,302,492	30%
Municipal Parking	81,027	226,588	36%
Refuse	432,005	1,292,212	33%
Aqua Center	616,818	340,008	181%
Tennis and Health	170,959	387,384	44%
DownTown	348,299	1,010,378	34%
TIF - Downtown	862,861	1,792,853	48%
TIF - Norwood	0	0	0%
Vehicle Services*	533,818	832,367	64%
Bond Retirement	188,392	317,051	59%
Capital Projects	90,168	695,000	13%
Foreign Fire Insurance	3,438	9,000	38%
<u>Transfers from General Fund:</u>			
To Pension Funds	16,342	22,000	74%
To Capital Projects	105,000	105,000	100%
To Downtown	112,264	324,527	35%
To Aqua Center	140,000	140,000	100%
To Tennis & Health	30,000	75,000	40%
To Library	<u>10,000</u>	<u>10,000</u>	100%
Subtotal	18,569,908	41,733,842	44%
Library	<u>946,328</u>	<u>1,898,164</u>	50%
TOTAL FUNDS**	<u>19,516,238</u>	<u>43,632,006</u>	45%

* 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
2009/2010 Budget Review
as of December 31, 2009**

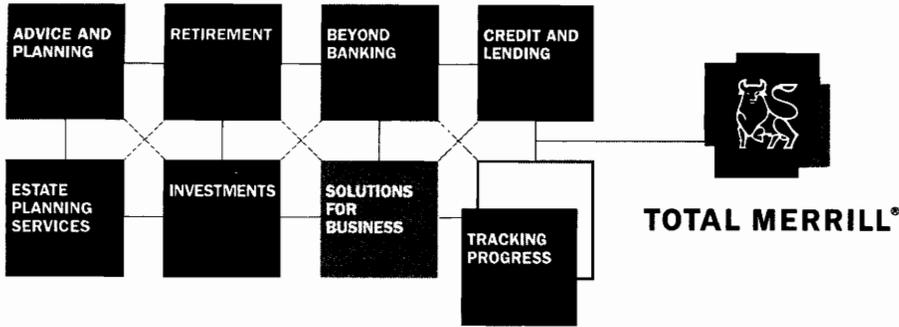
**DOWNTOWN PARK FOREST
REVENUES**

	FY 09/10 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
REVENUES			
DownTown Rent	302,910	574,387	53%
Farmers Market	220	4,500	5%
Common Area Revenue	38,368	78,035	49%
Hall Rental	8,538	8,000	107%
Transfer from General Fund (CAM)	112,264	224,527	50%
Transfer from General Fund (Support)	0	100,000	0%
Miscellaneous	1,893	0	100%
Interest	841	15,000	6%
TOTAL REVENUE	<u>465,033</u>	<u>1,004,449</u>	46%
<u>Net Income (Loss)</u>	<u>116,734</u>	<u>(5,929)</u>	
Major Capital Outlays	0	0	
Depreciation	<u>64,800</u>	<u>129,601</u>	
Cash Flow	181,534	123,672	
<u>Beginning Net Cash</u>	1,092,279	1,092,279	
<u>Ending Net Cash</u>	1,273,813	1,215,951	

**Village of Park Forest
2009/2010 Budget Review
as of December 31, 2009**

**DOWNTOWN PARK FOREST
EXPENSES**

	FY 09/10 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
EXPENSES			
<u>Personnel Services</u>			
Regular Salaries	39,355	83,687	47%
Overtime Salaries	647	2,533	26%
Temporary/Part time Salaries	<u>31,636</u>	<u>71,794</u>	44%
Total Personnel Services	71,638	158,014	45%
<u>Employee Support/Insurance</u>			
	22,091	46,363	48%
<u>IRMA</u>			
	0	30,000	0%
<u>Professional Services</u>			
	475	19,500	2%
<u>Operating Supplies</u>			
	11,166	20,300	55%
<u>Maintenance</u>			
	112,110	238,000	47%
<u>Capital Outlays</u>			
	4,000	147,000	3%
<u>Depreciation</u>			
	64,800	129,601	50%
<u>Miscellaneous</u>			
	2,475	11,000	23%
<u>Rentals</u>			
	4,500	9,000	50%
<u>Utilities</u>			
	55,044	201,600	27%
TOTAL EXPENSES	<u>348,299</u>	<u>1,010,378</u>	34%



Portfolio & Bond Review for the Village of Park Forest

Prepared exclusively for:

Mary Dankowski

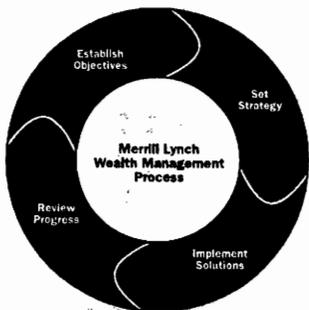
February 03, 2010

Carol Bunch, CFM

First Vice President-Investments

Wealth Management Advisor

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The Merrill Lynch Wealth Management Process

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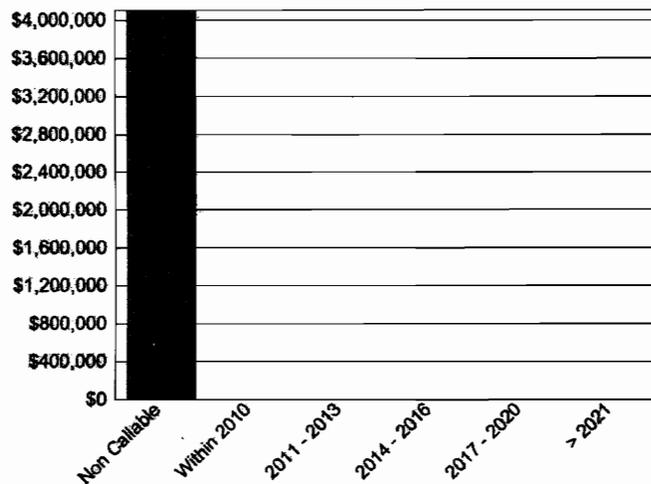
Bond Summary



As of Close of Business: 02/02/2010

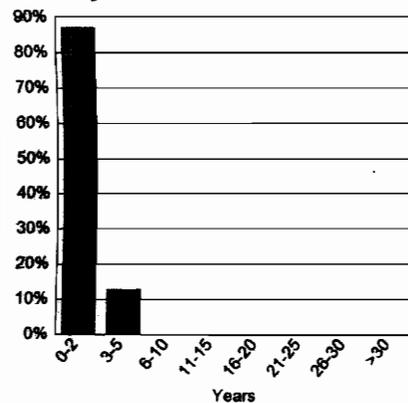
TOTAL MERRILL

Call Schedule



Call Date	Issues	Par/Amortized Value*		Total(\$)	% of Bond Total
		Tax-Exempt(\$)	Taxable(\$)		
Non Callable	21	0	4,097,000	4,097,000	100.0
Within 2010	0	0	0	0	0
2011 - 2013	0	0	0	0	0
2014 - 2016	0	0	0	0	0
2017 - 2020	0	0	0	0	0
>2021	0	0	0	0	0
Total	21	0	4,097,000	4,097,000	100.0

Maturity Structure



Year	% of Bond Total
0-2	87.1
3-5	12.9
6-10	0
11-15	0
16-20	0
21-25	0
26-30	0
>30	0
Total	100.0

Short	Intermediate	Long
100.0%	0%	0%
Less than 5 yrs	6 to 15 yrs	16 yrs Plus

Principal Due Schedule

Year	Par/Amortized Value*		% of Bond Total	Year	Par/Amortized Value*		% of Bond Total
	Tax-Exempt(\$)	Taxable(\$)			Tax-Exempt(\$)	Taxable(\$)	
2010	0	1,240,000	30.3	2022	0	0	0
2011	0	891,000	21.7	2023	0	0	0
2012	0	1,437,000	35.1	2024	0	0	0
2013	0	150,000	3.7	2025	0	0	0
2014	0	379,000	9.2	2026	0	0	0
2015	0	0	0	2027	0	0	0
2016	0	0	0	2028	0	0	0
2017	0	0	0	2029	0	0	0
2018	0	0	0	2030	0	0	0
2019	0	0	0	2031	0	0	0
2020	0	0	0	2032	0	0	0
2021	0	0	0	2033+	0	0	0
Total	0	4,097,000	100.0				

Mortgage Backed Securities are not included in the Principal due Schedule.

Bond Detail

As of Close of Business: 02/02/2010



Security	Security Description	Rating Moody's / S&P	Special Features	Coupon Rate (%)	Maturity / Pre Refund	Call Date / Price (\$)	Yield To Maturity (%)	Yield To Call (%)	Accrued Interest (\$)	Est. Annual Income (\$)	Par/Amort Value (\$)	Market Value (\$)
Taxable Holdings												
CDs/Deposit Notes												
06051VKE5 HAT76	CD BANK OF AMERICA NA CHARLOTTE, NC 01.490% APR 28 2010			1.490	04/28/2010	N/C	1.236	--	982	1,843	248,000	248,143
31563ABR1 HC164	CD FIA CARD SERVICES, NA WILMINGTON, DE 01.490% APR 28 2010			1.490	04/28/2010	N/C	1.236	--	982	1,843	248,000	248,143
606857BP4 HATL7	CD MIZRAHI TEFAHOT BK LOS ANGELES, CA 00.700% OCT 28 2010			0.700	10/28/2010	N/C	1.296	--	461	1,736	248,000	246,921
139808CU1 HC889	CD CAPITAL BANK RALEIGH, NC 00.800% OCT 28 2010			0.800	10/28/2010	N/C	1.296	--	527	1,984	248,000	247,100
591557CS0 HC9D8	CD METLIFE BANK NA BRIDGEWATER, NJ 00.800% OCT 28 2010			0.800	10/28/2010	N/C	1.296	--	527	1,984	248,000	247,100
02004MHM8 HLBR7	CD ALLY BK (GMAC BK) MIDVALE, UT 01.150% APR 29 2011			1.150	04/29/2011	N/C	1.847	--	742	2,848	248,000	245,894
02580VYG4 HML04	CD AMER EXPRESS BK FSB SALT LAKE CITY, UT 01.050% MAY 12 2011			1.050	05/12/2011	N/C	1.797	--	585	2,593	248,000	245,679
02586TZ56 HML30	CD AMER EXPRESS CENT BK SALT LAKE CITY, UT 01.050% MAY 12 2011			1.050	05/12/2011	N/C	1.797	--	349	1,548	148,000	146,615
063787BL8 HMP31	CD BANK OF NASHVILLE NASHVILLE, TN 01.700% NOV 25 2011			1.700	11/25/2011	N/C	2.199	--	805	4,182	247,000	244,819
254670PP1 HLN54	CD DISCOVER BANK GREENWOOD, DE 02.000% MAY 04 2012			2.000	05/04/2012	N/C	2.698	--	735	2,968	149,000	146,735
72741PBF3 HUXL8	CD PLANTERS BANK HOPKINSVILLE, KY 01.800% SEP 12 2012			1.800	09/12/2012	N/C	2.849	--	633	4,446	247,000	240,520
337624EM8 HC2C6	CD FIRSTBANK OF PR SANTURCE, PR 02.300% OCT 23 2012			2.300	10/23/2012	N/C	2.899	--	1,588	5,673	247,000	243,142
36159DJT2 HC6D8	CD GE MONEY BANK DRAPER, UT 02.200% OCT 23 2012			2.200	10/23/2012	N/C	2.899	--	922	3,295	150,000	147,268
856284SY1 HC230	CD STATE BANK OF INDIA NEW YORK, NY 02.250% OCT 29 2012			2.250	10/29/2012	N/C	2.899	--	897	3,370	150,000	147,448

Accounts included in this report: 628-07451(IIA)

Report created February 3, 2010 for Mary Dankowski

Bond Detail



TOTAL MERRILL

As of Close of Business: 02/02/2010

Security	Security Description	Rating Moody's / S&P	Special Features	Coupon Rate (%)	Maturity / Pre Refund	Call Date / Price (\$)	Yield To Maturity (%)	Yield To Call (%)	Accrued Interest (\$)	Est. Annual Income (\$)	Par/Amort Value (\$)	Market Value (\$)
Taxable Holdings												
CDs/Deposit Notes												
059637N46 HC9A3	CD BANCO POP PUERTO RICO HATO REY, PR 02.350% OCT 29 2012			2.350	10/29/2012	N/C	2.899	--	1,543	5,797	247,000	243,442
634518GV0 HMLC1	CD NATL BK SO CAROLINA SUMTER, SC 02.100% NOV 19 2012			2.100	11/19/2012	N/C	2.898	--	1,080	5,166	247,000	241,727
05568PTM9 HL4F1	CD BMW BK OF NORTH AMER SALT LAKE CITY, UT 02.700% NOV 06 2013			2.700	11/06/2013	N/C	3.179	--	976	4,033	150,000	147,461
59740JKK4 HCGC7	CD MIDFIRST BANK OKLAHOMA CITY, OK 02.500% JAN 06 2014			2.500	01/06/2014	N/C	2.969	--	181	2,440	98,000	96,303
211163DG2 H1KM0	CD CONTINENTAL BANK SALT LAKE CITY, UT 02.500% OCT 23 2014			2.500	10/23/2014	N/C	2.949	--	275	2,447	98,000	96,067
68232YCN0 H1MG4	CD ONE BANK & TRUST NA LITTLE ROCK, AR 02.500% OCT 23 2014			2.500	10/23/2014	N/C	2.949	--	239	2,122	85,000	83,324
15118RHB6 HUX84	CD CELTIC BANK SALT LAKE CITY, UT 02.750% NOV 10 2014			2.750	11/10/2014	N/C	3.349	--	620	2,684	98,000	95,423
Subtotal CDs/Deposit Notes									15,651	65,001	4,097,000	4,049,275
Total Bond Holdings									15,651	65,001	4,097,000	4,049,275

Other calls, special redemptions, or sinking fund provisions may exist. N/C - Non Callable N/A - Not Available

Special Features: AMT = Securities are subject to Alternative Minimum Tax
 CCB = Continuously Callable Bond
 CLW = Securities are Callable in Whole
 CMW = Securities are Callable at Make Whole
 CSF = Securities are Callable via Sinking Fund
 ERP = Early redemption provision
 ETM = Securities are escrowed to maturity/prior calls may exist
 OTH = Securities have Other call features (i.e. accreted call, percentage accreted call)
 PRF = Securities are pre-refunded to call date
 PUT = Securities have a put feature prior to maturity
 UNK = Securities where call information is not available at this time

Insurance: MBIA, AMBAC, FGIC, CIGC, FSA, BIGI, CONLE

**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-Jan-10	0.100%	0.000002745300
02-Jan-10	0.100%	0.000002745300
03-Jan-10	0.100%	0.000002745300
04-Jan-10	0.130%	0.000003564600
05-Jan-10	0.126%	0.000003447900
06-Jan-10	0.110%	0.000003012300
07-Jan-10	0.108%	0.000002963800
08-Jan-10	0.099%	0.000002708400
09-Jan-10	0.099%	0.000002708400
10-Jan-10	0.099%	0.000002708400
11-Jan-10	0.090%	0.000002460400
12-Jan-10	0.094%	0.000002585400
13-Jan-10	0.094%	0.000002569600
14-Jan-10	0.094%	0.000002573600
15-Jan-10	0.098%	0.000002694500
16-Jan-10	0.098%	0.000002694500
17-Jan-10	0.098%	0.000002694500
18-Jan-10	0.098%	0.000002694500
19-Jan-10	0.111%	0.000003039200
20-Jan-10	0.098%	0.000002686800
21-Jan-10	0.098%	0.000002698100
22-Jan-10	0.088%	0.000002407300
23-Jan-10	0.088%	0.000002407300
24-Jan-10	0.088%	0.000002407300
25-Jan-10	0.094%	0.000002581000
26-Jan-10	0.083%	0.000002270800
27-Jan-10	0.086%	0.000002369400
28-Jan-10	0.086%	0.000002369400
29-Jan-10	0.082%	0.000002249900
30-Jan-10	0.082%	0.000002249900
31-Jan-10	0.082%	0.000002249900

Average 0.097 %

MEMORANDUM

DATE: February 10, 2010

TO: Mayor John Ostenburg
Board of Trustees

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

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

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

As mentioned previously Sales Tax, Utility Tax and Income Tax are anticipated to fall below budget:

	<u>Actual</u>		<u>Budget</u>	<u>Estimate</u>	<u>Shortfall</u>
	<u>07/08</u>	<u>08/09</u>	<u>09/10</u>	<u>09/10</u>	
Sales Tax	670,036	615,553	660,000	550,000	(110,000)
Utility Tax	1,780,647	1,642,644	1,720,000	1,500,000	(220,000)
Income Tax	2,223,207	1,982,466	2,150,000	1,800,000	<u>(350,000)</u>
				Recommended Budget Amendment	(680,000)

REVENUE TRENDS

Sales Tax

The attached schedule shows the fifteen year trends in sales, use and photo taxes. This revenue has been fairly stagnant for seven years and is anticipated to hit a fifteen year low for fiscal 2010.

The Village receives sales taxes on a three to four month lag. December collections related to August sales. Detailed information on types of businesses is received several months later. The Village does not receive information on individual businesses. It does receive quarterly summary information four months after the fact based on categories of businesses. You can see the attached schedule for a six year comparison by type of business. The **Food** category and the **Drinking & Eating Places** category declined with the loss of a grocery store and Bixby’s. The largest Sales Tax category, **Drugs** reflects CVS and Walgreens sales.

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 2010 census will produce a new revenue allocation. **It is also important to note that income tax receipts are impacted by unemployment numbers as well as increases in Federal exemptions and deductions reducing adjusted gross income.** As indicated in the statistical schedules for the audit, Illinois unemployment is at 12%. The Illinois Municipal League projects the following per capita revenues:

	<u>FISCAL YEAR</u>					
	Population		Population		Population	
	2008	23,462	2009	23,462	2010	23,462
	<u>Per Capita</u>	<u>Total</u>	<u>Per Capita</u>	<u>Total</u>	<u>Per Capita</u>	<u>Total</u>
	<u>Distribution</u>	<u>Dist.</u>	<u>Distribution</u>	<u>Dist.</u>	<u>Distribution</u>	<u>Dist.</u>
Income Tax	\$92.02	\$2,158,973	\$91.08	\$2,136,919	\$77.00	\$1,806,574
Motor Fuel Tax	28.07	658,578	26.33	617,754	25.60	600,627
State Use Tax	13.57	318,379	14.44	338,791	12.70	297,967
Photo Processing Tax	0.00	0	0.00	0	0.00	0
	\$133.66		\$131.85		\$115.30	

Beginning in July 2003, the State retained the Photo Processing tax. This action cost the Village \$50,000. Income Tax declined in fiscal 2009 and is expected to decline 15.5% in 2010. Attached is a graphic presentation prepared by the Illinois Municipal League. Because Income Tax receipts are directly tied to employment numbers, it is difficult to project a recovery in this revenue without an improvement in employment.

Utility Tax

Utility taxes include municipal taxes on electric, gas and telecommunications. The attached schedule shows a multi-year comparison of revenues. Loss of businesses have a direct

impact on Utility Tax receipts. The vacancies in the 80/90 North Building, Norwood, Orchard Plaza and Central Park Plaza (off Sauk Trail) has caused Utility Tax receipts to decline. Utility taxes continue to be a major revenue source for the Village representing 10% of total General Fund revenue.

IRMA (Intergovernmental Risk Management Association)

The Village’s IRMA costs increased 28% from \$962,341 in 2008 to \$1,235,484 in 2009. For 2010 costs increased 6% to \$1,314,766. For the General Fund this increase was \$30,000 and was reflected in budgeted projections.

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 last February that IRMA expenses increased \$273,143 or 28%. IMRF was also projecting major increases in October. In January 2010, IMRF rates increased from 8.69% to 9.56% of salaries or approximately \$50,000.

Health Insurance

Over the last five years the Village cost has increased \$431,576.79 or 42.8%. Included in this amount 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. Total Village health insurance 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

The Village has received preliminary notification that health insurance rates are expected to increase 9-12%. A 12% increase will cost \$172,746 more.

Legal Fees and Demolition Costs

As the Village moves aggressively to enforce the crime free housing ordinance and foreclosures and liens associated with property maintenance costs for legal fees and demolition will increase. These areas will be discussed with the “Housing” agenda item.

Multi-family Water Line Maintenance

The water fund experienced a \$278,716 loss for fiscal 2009. This is after water rate increases. The Water Fund is also experiencing an increase in costs associated with the new water plant. The major reason for increased costs at the water plant is the size of the plant to maintain and the IEPA mandated lime press operations.

Another increasing cost in the water fund is the maintenance of water lines within the multi-family areas. This long standing practice has no formal documentation and the privately owned water lines are not listed as Village assets. With the aging infrastructure of the entire Village, continuing this practice will have an impact on water rates.

Pension Funds

IMRF (Illinois Municipal Retirement Fund)

The Illinois Municipal Retirement Fund provides retirement benefits for all Village employees not covered by Police or Fire Pensions. The Village received notification that IMRF experienced a 25.9% investment loss for 2008. This means that the IMRF funding level went from 98% as of 2007 to 76.25% as of year end 2008. In 2009 rates were 8.69% of eligible payroll. For 2010, rates increased 10% to 9.56%. This increase was anticipated last year and the 2010 Budget reflects the added expense.

Police and Fire Pension

The Village has been very consistent with levying the actuarial recommendations for the Police and Fire Pensions. Unfortunately, because of market declines in 2008, the Pension Funds lost money. Both Pension Boards are extremely diligent with their review of investments. Through a conservative philosophy the losses in both funds were minimized.

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

	Police		Fire	
	<u>Levy</u>	<u>Funded Ratio</u>	<u>Levy</u>	<u>Funded Ratio</u>
2007	759,455	66.93%	585,135	59.98%
2008	856,887	63.33%	619,892	58.76%
2009	970,566	58.44%	698,452	51.85%

Included in the actuarial assumption which determine the levy request are investment rate returns. The current investment rate assumption is 7.5%. Unfortunately, neither pension fund has met this return for several years (see attached schedule). It is anticipated that one or both of the Pension Boards will wish to reduce this rate assumption for 2010. This reduction will have an offsetting increase in levy needs. Should the stock market continue to improve, a slight reduction in assumption may be offset by investment returns.

Delinquent Accounts

There are currently three areas that are of concern as individuals and businesses feel the pinch of current economic conditions.

Water Bill Delinquencies – Additional manpower has been needed to distribute added late and shut-off notices as well as do necessary shut-offs. As usual, the Village attempts to work with residents who have previous good payment histories in order to set up payment plans. This requires an added time commitment for staff. (See attached schedule of Utility Billing Receivables over 120 days).

DownTown Tenants – A few businesses in the DownTown have also been impacted by the economy. Again, staff is working with the businesses to secure rent payments and maintain the businesses. There is one tenant that is being evicted.

Property Tax Delinquencies – The most major tax delinquent property is the 80/90 North Orchard or former Blue Ridge Farms buildings. Unfortunately, similar to the former Norwood situation all taxing bodies are losing taxes.

Initiatives Taken and Budget Guidelines

In order to offset declining revenues, the Village has instituted a delay in hiring policy. In addition, all vacancies are evaluated for possible restructuring opportunities. These initiatives are anticipated to save the Village \$100,000 in the current year. In addition, the reduced salary increases for management staff for the current fiscal year will save \$90,000. For the 2010/2011 Budget, the following guidelines are recommended:

- 0% increase in department expenditures not specifically identified
- 3% increase in salaries for all personnel
- 12% increase in health insurance
- 10% increase in IRMA
- Reduce General Fund support for land banking and additional signage by \$105,000
- Reduce General Fund support to the DownTown by \$100,000
- Capital spending held at or below prior year

An initiative undertaken last year will continue to benefit the Village. While other local, state and national governmental entities increased borrowing, last year the Village lowered its debt reducing future debt service payments.

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

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	22,642	22,113	25,886	34,899						\$ 177,686
LOCAL USE TAX	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 96	11,749	12,040	14,040	12,101	16,751	17,863	15,298	11,659	20,914	14,330	15,833	19,167	\$ 181,744
FISCAL YEAR END 97	16,390	17,803	20,917	18,178	13,242	18,250	19,166	15,529	28,699	12,896	14,533	7,942	\$ 203,545
FISCAL YEAR END 98	25,839	17,416	24,845	18,431	16,557	19,317	19,303	17,366	27,304	17,179	17,716	0	\$ 221,274
FISCAL YEAR END 99	37,384	17,062	22,025	17,332	19,705	24,230	19,475	23,767	32,263	17,561	19,151	3,144	\$ 253,099
FISCAL YEAR END 00	45,886	21,960	26,406	20,980	21,290	24,446	22,032	25,078	33,835	22,539	11,952	0	\$ 276,403
FISCAL YEAR END 01	63,122	25,962	27,210	21,208	24,453	28,621	26,248	21,550	34,529	22,759	20,814	9,190	\$ 325,665
FISCAL YEAR END 02	37,740	17,219	19,127	19,998	16,516	17,544	21,106	17,769	27,237	16,526	13,919	17,556	\$ 242,258
FISCAL YEAR END 03	16,228	15,723	17,923	15,994	16,065	19,235	17,569	16,327	24,718	15,680	13,130	17,755	\$ 206,346
FISCAL YEAR END 04	16,776	15,408	19,576	19,096	17,357	15,391	16,092	18,921	26,201	22,358	20,789	20,235	\$ 228,199
FISCAL YEAR END 05	18,216	18,894	22,457	19,627	18,830	20,404	18,433	16,849	29,208	17,418	19,592	22,392	\$ 242,321
FISCAL YEAR END 06	26,869	20,983	24,684	20,081	21,636	23,186	21,501	20,734	35,604	22,977	23,044	21,778	\$ 283,078
FISCAL YEAR END 07	26,498	23,623	27,221	22,814	27,838	27,213	25,698	23,018	35,119	20,589	19,858	24,206	\$ 303,694
FISCAL YEAR END 08	24,691	26,863	31,526	23,154	24,358	26,479	27,082	27,290	38,904	25,387	23,342	29,886	\$ 328,962
FISCAL YEAR END 09	27,559	25,342	31,146	26,071	32,833	29,827	28,550	25,545	36,747	23,391	20,915	25,094	\$ 333,019
FISCAL YEAR END 10	25,622	21,671	28,815	22,895	20,451	22,074	21,397						\$ 162,926
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	45,537	42,564	47,960	56,296	-	-	-	-	-	\$ 340,613

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	166,389	125,364	98,544	173,219						\$ 950,705
TELECOMMUNICATIONS TAX	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 03	--	--	--	--	--	--	--	--	--	27,230	85,366	100,554	\$ 213,150
FISCAL YEAR END 04	52,538	86,018	68,001	58,685	93,414	54,089	75,172	78,557	65,156	73,143	72,031	71,996	\$ 848,800
FISCAL YEAR END 05	74,437	71,427	80,385	62,999	85,593	68,885	78,916	60,819	84,630	74,652	78,068	72,227	\$ 893,039
FISCAL YEAR END 06	84,006	74,329	74,392	82,452	71,419	69,077	84,667	74,047	71,472	64,837	81,887	74,142	\$ 906,726
FISCAL YEAR END 07	66,003	74,803	70,437	78,211	68,558	73,303	58,917	68,802	70,597	80,190	63,953	73,846	\$ 847,620
FISCAL YEAR END 08	79,125	75,953	67,416	74,138	56,002	80,877	58,030	73,391	106,970	64,928	77,945	77,110	\$ 891,886
FISCAL YEAR END 09	68,559	76,467	72,729	74,197	71,475	71,546	65,691	79,128	67,539	77,341	70,612	63,924	\$ 859,209
FISCAL YEAR END 10	78,288	61,642	64,237	75,530	67,766	57,914	64,240						\$ 469,616
Edited May 09 receipt													

**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
1st	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
Q U A	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
R E	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
C A	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
D A	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	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
Q U A	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
R E	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
C A	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
D A	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	2,498.50	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	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	
QUARTER		TOTAL:	90,193.61	-	-	-	-	-	-	28,156.10	2,648.93	699.88	83,440.94	
A	2005	Cook	100,796.25	-	22,959.76	10,736.46	832.59	78.27	-	28,432.19	2,079.76	1,853.50	94,224.12	
		Will	2,113.11	-	-	-	-	-	-	448.31	979.78	-	1,428.09	
QUARTER		TOTAL:	102,909.36	-	-	-	-	-	-	27,699.90	3,059.54	-	95,652.21	
R	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	
QUARTER		TOTAL:	84,670.80	-	-	-	-	-	-	28,286.11	2,419.01	-	78,982.55	
L	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
QUARTER		TOTAL:	87,893.79	-	-	-	-	115.42	-	39,046.02	2,521.02	-	80,412.16	
A	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	
QUARTER		TOTAL:	75,789.57	-	-	-	-	-	-	32,237.02	2,953.44	484.38	69,808.14	
	2009	Cook	69,736.53	-	7,296.66	6,054.73	-	-	-	16,563.50	32,635.91	2,348.16	495.24	65,394.20
		Will	903.97	-	-	-	-	-	-	-	322.85	11.85	334.70	
		TOTAL:	70,640.50	-	-	-	-	-	-	32,958.76	2,360.01	507.09	65,728.90	
		Difference	(5,149.07)	-	873.82	(1,302.54)	-	-	-	721.74	(605.28)	22.71	(4,079.24)	
		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	
QUARTER		TOTAL:	107,742.57	-	-	-	-	-	-	29,305.81	3,609.53	1,224.46	102,631.21	
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	
QUARTER		TOTAL:	93,758.02	-	-	-	-	-	-	29,212.13	3,164.83	612.70	86,325.14	
R	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	
QUARTER		TOTAL:	93,567.85	-	-	-	-	-	-	30,946.73	2,740.20	429.96	86,983.16	
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	
QUARTER		TOTAL:	98,841.55	-	-	-	-	-	-	35,798.59	3,173.50	554.47	93,114.95	
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
QUARTER		TOTAL:	83,285.28	-	-	-	-	-	-	33,891.65	4,392.21	-	75,166.51	
	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	-	64,984.77	
		Difference	(13,666.08)	-	(467.75)	(2,480.73)	(128.17)	(91.80)	-	(6,692.10)	1,111.52	(1,358.80)	(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
ANNUN	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
UNION	2004	Cook	378,381.85	20,081.95	95,075.24	42,174.81	2,133.40	162.76	9,003.44	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	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	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	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	-	-	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												
FISCAL	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	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
ALY	2005	Cook	364,348.93	20,874.39	92,539.50	42,432.49	3,166.16	204.31	4,348.54	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
EAR	2006	Cook	380,037.69	-	90,597.17	38,517.73	3,470.78	-	7,716.48	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	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	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	508.24 *	-	44.02 *	132,773.06	10,570.69	1,635.79	265,298.58
		Will	3,051.03	-	-	-	-	-	-	1,195.90	(115.93) *	145.88 *	1,225.85
		TOTAL:	285,942.76	-	-	-	-	-	-	133,968.96	10,454.76	1,781.67	266,524.43
	Difference	(53,735.20)	-	(1,325.24)	(9,767.88)	(384.92)	(200.11)	-	(21,854.60)	(5,839.37)	(3,078.17)	(348.97)	(42,942.56)
	from prior year												

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	34,897	39,087	30,773	30,571	33,751							\$ 210,489
NI COR													
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	10,089	9,474	11,144	12,998	23,137							\$ 77,005
TELECOMM													
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	75,530	67,766	57,914	64,240								\$ 329,686
MUNICIPAL TAX TOTAL													
2003								128,231	189,540	185,770	108,408	135,244	
2004	126,192	112,566	155,622	104,561	127,006	145,555	159,262	180,758	164,684	144,339	128,616	121,935	\$ 1,671,097
2005	133,960	119,072	135,713	116,197	127,208	130,499	187,044	182,481	174,153	150,186	145,084	127,480	\$ 1,729,076
2006	139,378	152,413	129,659	125,538	143,991	169,205	201,266	184,314	184,512	157,205	123,931	126,682	\$ 1,838,093
2007	124,016	147,760	122,473	120,111	111,132	137,221	157,041	179,302	169,261	152,626	142,378	127,642	\$ 1,690,964
2008	128,352	132,065	115,261	131,300	106,731	144,273	207,589	174,602	188,764	176,075	139,786	135,849	\$ 1,780,647
2009	133,363	140,239	126,815	112,635	112,115	153,733	171,294	179,607	152,562	130,113	127,714	102,453	\$ 1,642,644
2010	115,810	120,516	116,327	99,831	107,809	56,888	-	-	-	-	-	-	\$ 617,181

ESTIMATED STATE SHARED MUNICIPAL REVENUE - AUGUST 2009

BY LARRY FRANG, EXECUTIVE DIRECTOR & JOE MCCOY, SENIOR LEGISLATIVE ADVOCATE

Actual receipts in the first four months of FY 2010 have dropped dramatically and our April estimates must be reduced significantly.

MUNICIPAL FISCAL YEAR

The fiscal year of most municipalities begins on May 1 and ends on April 30. All fiscal year information in this article refers to a May 1 to April 30 year. Total state population in August 2009 was 12,983,500.

INCOME TAX ESTIMATE

Actual Income Tax receipts distributed to municipalities in FY 2009 were \$91.08 per person, or 1% lower than in FY 2008.

Actual receipts in the first four months of FY 2010 have declined by 18.8%. Our previous estimate of \$88.30 assumed only a 3.1% decline. We have reduced that estimate to \$77.00, or 15.5% lower than in FY 2009.

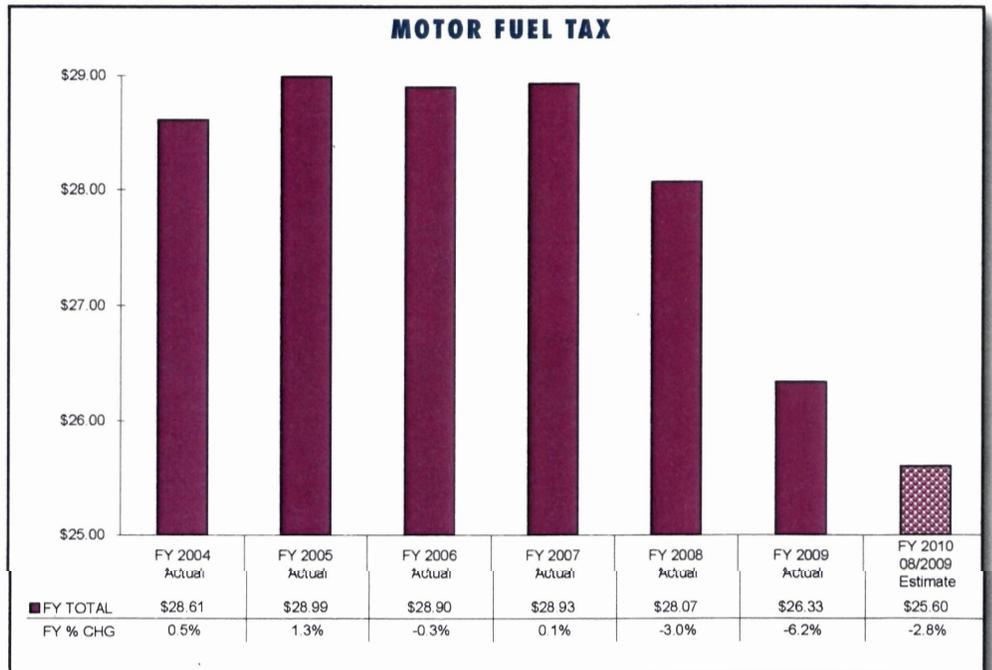
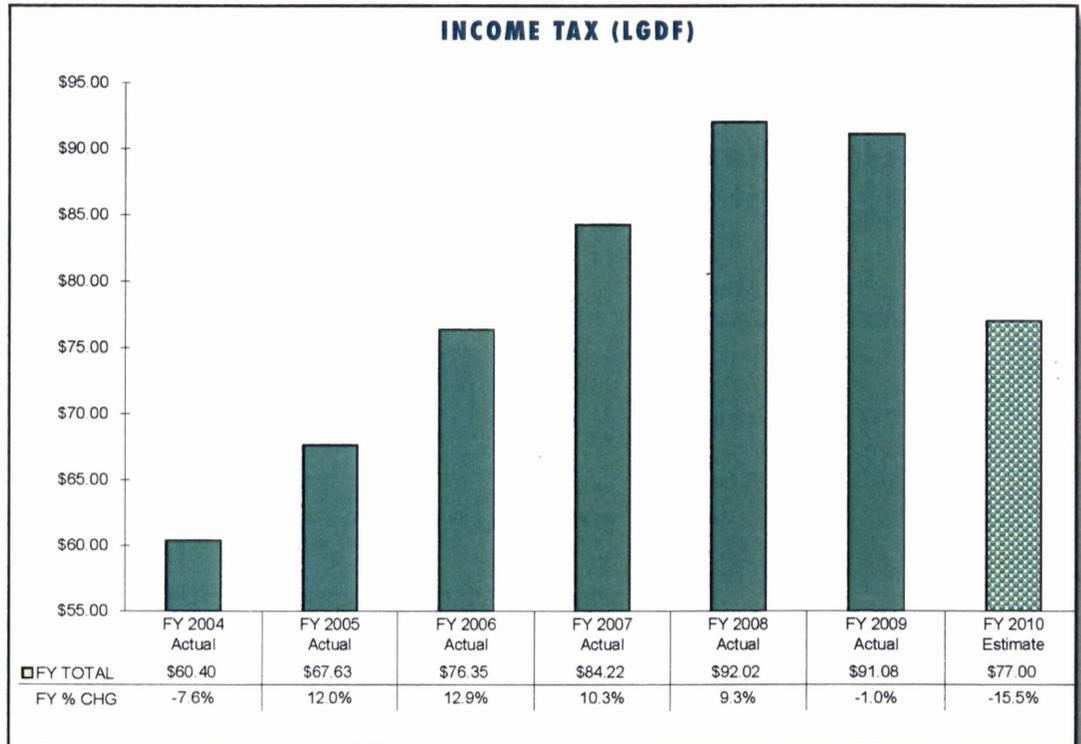
MOTOR FUEL TAX ESTIMATE

Actual Motor Fuel Tax receipts in FY 2009 were \$26.33 per capita or 6.2% lower than in FY 2008.

Receipts in the first four months of FY 2010 have declined by 4.8%. Our previous estimate of \$26.80 assumed 1.8% growth for the year. We have reduced our FY 2010 estimate to \$25.60, or 2.8% lower than in FY 2009.

STATE USE TAX ESTIMATE

Actual State Use Tax receipts in FY 2009 were \$14.44, or 6.4% higher than FY 2008.



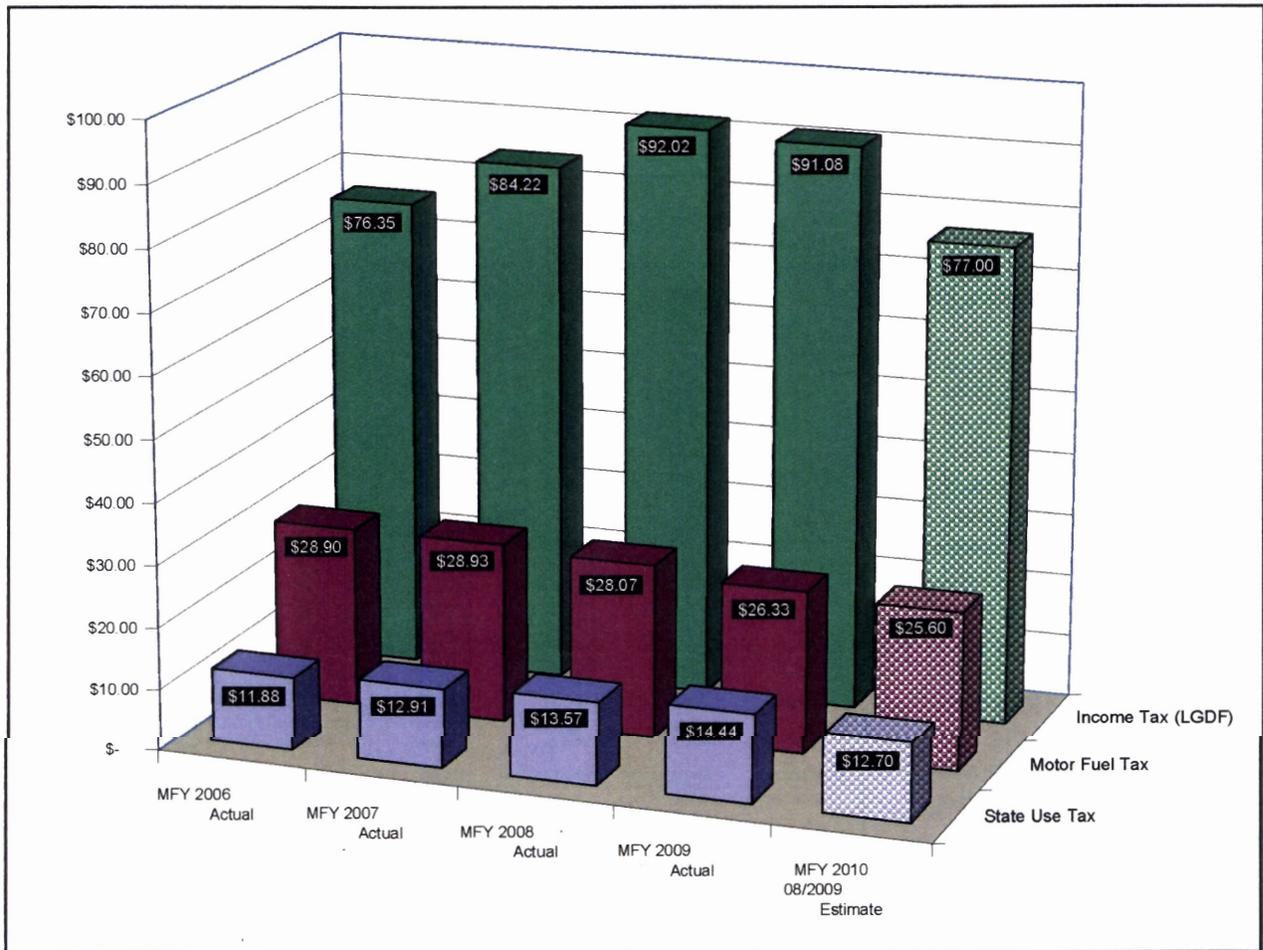
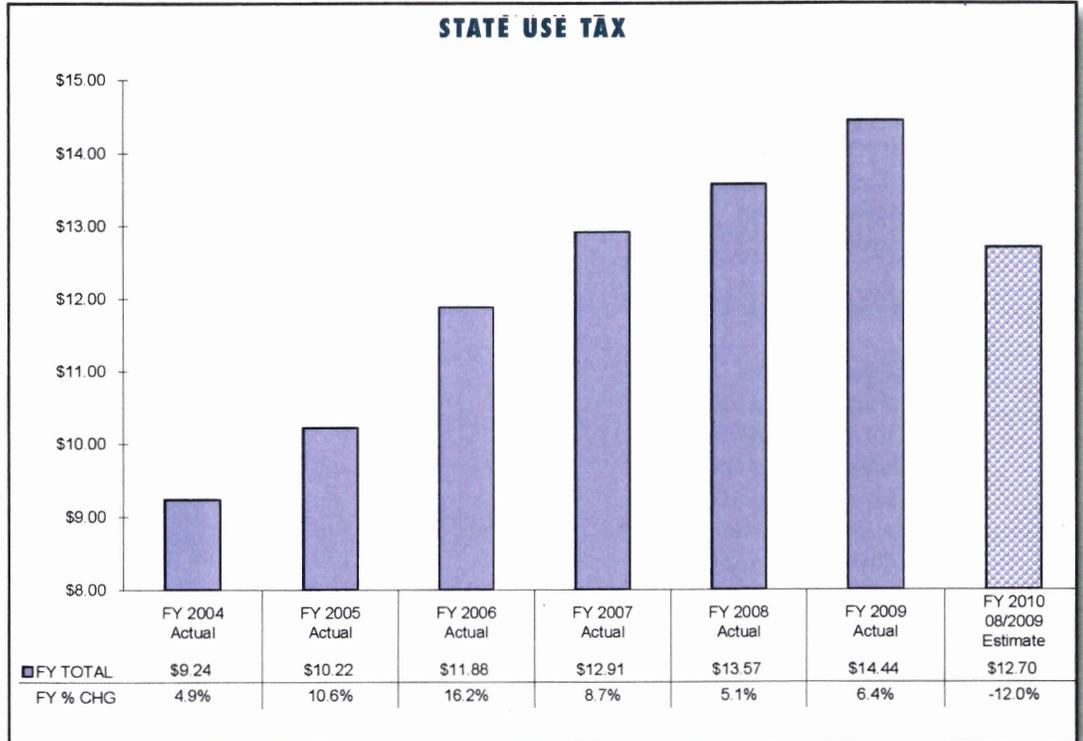
ESTIMATED STATE SHARED MUNICIPAL REVENUE CONTINUES ON PAGE 8

Actual receipts in the first four months of FY 2010 have declined by 12.2%. Our previous estimate of \$14.50 assumed 0.4% growth. We have reduced that estimate to \$12.70, or 12.0% lower than in FY 2009.

CORPORATE PERSONAL PROPERTY REPLACEMENT TAX ESTIMATES

Actual receipts in FY 2009 were \$1.397 billion or 8.4% lower than in FY 2008.

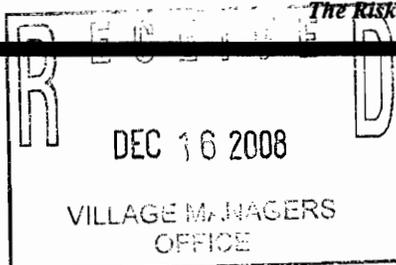
Our April 2010 estimate of \$1.1 billion, or 21.3% lower than in FY 2009, has not changed.





December 11, 2008

Denyse Carreras
Village of Park Forest
350 Victory Drive
Park Forest, IL 60466



STATEMENT OF 2009 ANNUAL CONTRIBUTION

Contribution computed at a rate of \$3.124 per \$100 of five-year average Revenue Base	681,556
Plus or Minus the Experience Modifier (Debit/Credit)	553,928
Optional Deductible Credit	0
2009 ANNUAL CONTRIBUTION	1,235,484
Members Reserve	0
2009 CONTRIBUTION DUE	1,235,484
EXCESS SURPLUS CREDIT AVAILABLE*	0

*Members can choose to receive a combination of a credit/check from the Excess Surplus Fund up to a maximum of the annual contribution. Any remaining funds will be carried over for future years and will earn investment income.

Please make checks payable to INTERGOVERNMENTAL RISK MANAGEMENT AGENCY and enclose the completed Statement of Payment. If you prefer to make payment by wire transfer, wire to Fifth Third Bank, ABA #042000314, IRMA Account #7233190755.

Please mail to:

IRMA
Four Westbrook Corporate Center
Suite 940
Westchester, IL 60154

Payment is due on or before January 31, 2009. According to By-Law Article IV Section 4.01, any payments which are more than fifteen days late shall incur an interest penalty fee equal to 1% per month or portion thereof.

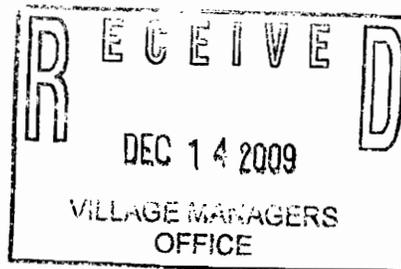


December 9, 2009

Denyse Carreras
Village of Park Forest
350 Victory Drive
Park Forest, IL 60466

STATEMENT OF 2010 ANNUAL CONTRIBUTION

Contribution computed at a rate of \$3.051 per \$100 of five-year average Revenue Base	\$707,220
Plus or Minus the Experience Modifier (Debit/Credit)	\$607,546
Optional Deductible Credit	\$0
2010 ANNUAL CONTRIBUTION	\$1,314,766
Members Reserve	\$0
2010 CONTRIBUTION DUE	\$1,314,766
EXCESS SURPLUS CREDIT AVAILABLE*	\$0



*Members can choose to receive a combination of a credit/check from the Excess Surplus Fund up to a maximum of the annual contribution. Any remaining funds will be carried over for future years and will earn investment income.

Please make checks payable to INTERGOVERNMENTAL RISK MANAGEMENT AGENCY and enclose the completed Statement of Payment. If you prefer to make payment by wire transfer, wire to Fifth Third Bank, ABA #042000314, IRMA Account #7236229527 and fax the completed Statement of Payment to Laura Vesecky at (708) 236-6336.

Please mail to:

IRMA
Four Westbrook Corporate Center
Suite 940
Westchester, IL 60154

Payment is due on or before January 31, 2010. According to By-Law Article IV Section 4.01, any payments which are more than fifteen days late shall incur an interest penalty fee equal to 1% per month or portion thereof. If you would like to arrange an installment payment agreement, please contact Larry Bush at larryb@irmarisk.org or (708) 236-6333 before January 15, 2010.

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

September 16, 2009

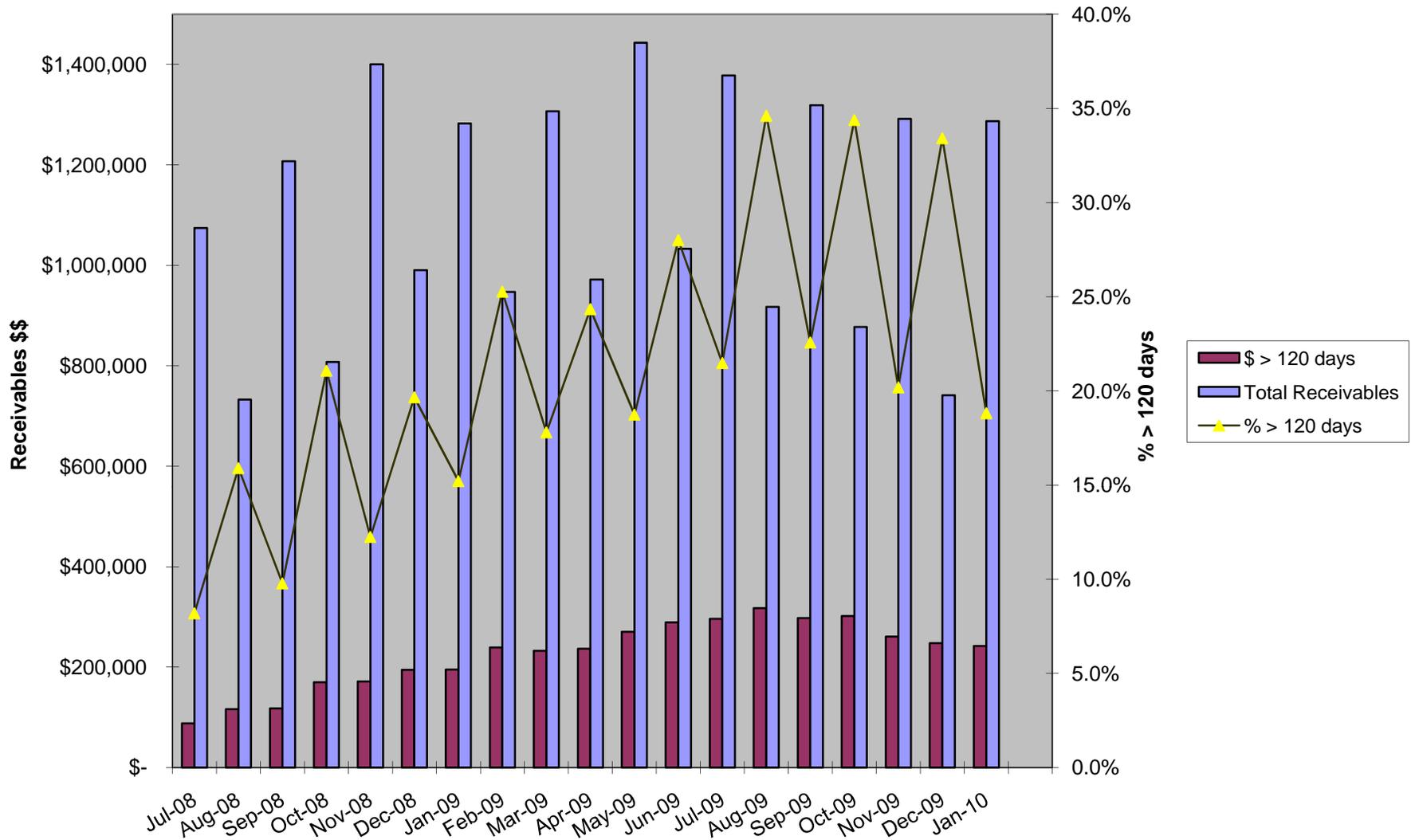
**VILLAGE OF PARK FOREST
Firefighters Pension Fund**

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

Utility Billing Receivables Analysis



* data not available for August 2007, September 2007 and December 2007

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

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

*** Figures from Real Estate Transfer Tax Records.**

MEMORANDUM

DATE: February 10, 2010
TO: Mayor John Ostenburg
Board of Trustees
FROM: Mary G. Dankowski, Deputy Village Manager/Finance Director
RE: Budget Amendments for 2009/2010

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

Encumbrances

At the end of a fiscal year, departments are asked to identify those projects or funds that were approved by the Board, but not expended. In order to ensure that the funds are available in the next budget, they are encumbered. As encumbrances, the funds have been reserved and are noted as a reserved fund balance on page 22 of the Village audit. The process recommended by the Village auditors is for the Board to approve the current year expenditure of these funds by Budget amendment.

The following list details those expenditures that were encumbered at June 30, 2009 in the General Fund. These items will be (or were) spent in Fiscal 2010.

Transfers:

\$400,000 Aqua Center Project Grant Match

Administration:

\$ 12,000 Computer Training

20,000 Legal

\$ 32,000

Police:
 \$ 20,580 Youth Programs (20% of FY09 Vehicle Seizure Revenue)
 30,000 Window Replacement
 80,000 Contract Bargaining Unit Salary Backpay
15,000 Contract Bargaining Unit O/T Backpay
 145,580

Fire:
 \$ 763 Fire/Police Memorial Project

Health
 \$ 1,600 Medicare Training

Public Works:
 \$ 25,000 Todd & Thomas Drainage Study

Recreation & Parks:
 \$ 25,000 Urban Forestry – Emerald Ash Borer
71,100 Freedom Hall Seats
 \$ 96,100

Economic Development & Planning:
 \$ 1,500 Design of New Business Packet
2,500 Printing of New Business Guide
 \$ 4,000

Community Development:
 \$20,000 Pen System
9,050 House Demolition
 \$ 29,050

TOTAL **\$ 734,093**

Similar to encumbrances, DUI fines are reserved for DUI enforcement. In the prior year \$3,704 was identified as a fund balance reserve.

Police

\$3,704 – DUI Enforcement

Prior Year Carryovers and Adjustments

Fire

The Fire Department received an insurance reimbursement for equipment stolen from the Norwood backup storage facility. A \$1,000 grant from Embridge Pipeline was also received.

Insurance Reimbursement	\$ 12,550	
Embridge Pipeline Grant	1,000	
Other Operating Supplies		\$ 13,550

Water Fund Well Maintenance

Well Maintenance and repairs for Well #6 along with capping and sealing Well #7 were included and approved in the 2008/2009 Budget. Costs were not expended until September 2009.

Contractual Building/Facility Maintenance	\$ 38,203	
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Lower Level Build Out

The unspent balance for the lower level build out has been redirected to other Village improvements. These dollars are available in the Capital Projects Fund and will be designated for security cameras, the lobby build out, concrete walkway for Route 30 gazebo and Village Hall maintenance.

Capital Spending	\$ 56,313	
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Aqua Center

The Village received notification of an award for a Open Space Lands Acquisition & Development (OSLAD) Grant in May 2009. The grant was for \$400,000 toward an \$800,000 project. The Village reserved the \$400,000 match at year end. When Bids came in and green initiatives were added, the total project increased to \$1,020,000. The additional \$220,000 came from the sale of property to CN

Transfer to Aqua Center	\$ 620,000	
Aqua Center OSLAD Grant	400,000	
Capital Projects – Aqua Center		\$1,020,000

Route 30 Sign

The Route 30 sign was budgeted in Capital Projects. The sign will be maintained by the DownTown operations, therefore the cost and budget is being transferred.

Transfer to DownTown	\$ 100,000	
Capital Projects		\$ 100,000

Demolition of Marshall Fields

The demolition of Marshall Fields was budgeted in the Capital Projects Fund for \$500,000 and in the TIF Fund for \$600,000 for a total of \$1,100,000. These funds coupled with the CDBG Funds of \$930,062 provided \$2,030,062 for the demolition project. Based on fiscal 2009 year-end results, the TIF Fund has adequate reserves to cover the entire \$1,100,000 of matching demolition funds, should the Village wish to proceed with demolition. Therefore, the \$500,000 previously transferred from the General Fund can be transferred back.

Transfer from Capital Projects	\$ 500,000	
Transfer to General Fund		\$ 500,000
TIF Capital Outlay	500,000	

Police Department

The Police Department is currently receiving additional salary reimbursement for the overtime for the DEA officer.

Overtime	\$ 15,000	
Salary Reimbursement		\$ 15,000

Major Revenue Adjustments

Based on the six month review, budget amendments are needed to reflect reduced revenue or added expenses. Following are the amendment categories.

<u>Reduce Revenue Projections</u>		
Sales Tax		(\$ 110,000)
Utility Tax		(220,000)
Income Tax		(350,000)
		(\$ 680,000)
 <u>Increase Expenditure Projections</u>		
Legal Costs		(\$ 30,000)
 Total Budget Impact		 (\$ 710,000)

These funds will be provided by the transfer back of \$500,000 of General Fund support for the Marshall Fields demolition, \$125,766 of remaining unallocated CN money and the cost savings initiatives undertaken this year

Demolition Money	\$ 500,000	
Unallocated CN Distribution	125,766	
Cost savings initiatives	<u>84,234</u>	
	\$ 710,000	

Canadian National Property Sale and Mitigation Proceeds

The Village received \$4,805,000 from the Canadian National negotiations. These funds have been allocated as follows:

Orchard Drive Reconstruction *	\$ 2,450,000
Sound Barrier in Eastgate *	1,000,000
Sound Mitigation distribution to residents *	500,000
Fire Safety Purposes ***	100,000
Economic Development Purposes ***	100,000
Reader Board Orchard Overpass **	40,000
Parking Lot Capacity Signage **	40,000
Platform and Rail Park **	75,000
Parking Lot Gate Improvement **	25,000
Arts Matching Grant **	20,000
SB Friedman Charges **	92,600
Legal Fees **	16,634
Aqua Center added Build Out **	<u>220,000</u>
CN funds designated	\$ 4,679,234
Balance in Undesignated CN Funds:	\$ 125,766

* Assigned Fund Balance

** Budget Amendments

*** Budget Guidelines and Amendments

The Fire Department is requesting use of \$29,000 of the fire safety allocation in this year to purchase an ATV for emergency response to limited access areas.

Vehicle Services ATV	\$29,000
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The following items from the CN proceeds will be transferred to a separate capital projects account pending disbursement.

Reader Board Orchard Overpass	\$ 40,000
Parking Lot Capacity signage	40,000
Platform and Rail Park	75,000
Parking lot gate improvement	<u>25,000</u>
Transfer to Capital Projects	\$180,000

The following items have been expended from the CN proceeds requiring budget amendments in the Administrative Department:

Other Professional Services (SB Friedman)	\$ 92,600
Legal Fees	16,634
Advertising Sponsorships	20,000
(Tall Grass, ITC Matching Grant)	

Library & Fund Balance Reserves

In order to discuss the Library's request to borrow \$300,000 to \$400,000 from the Village, we should first discuss available fund balance. The Village currently maintains an unassigned fund balance equal to 3 months expenditures. This is the minimum reserve established by fiscal policies. Starting in fiscal 2010, the Village financial statements will show assigned fund balances. These items will include encumbrances, amounts used to fund the following budget and CN funds reserved for Orchard Drive construction and sound mitigation.

Orchard Drive Reconstruction	\$2,450,000
Sound Mitigation	1,500,000

Village construction costs for Orchard reconstruction will not begin until 2011 and will extend through 2012. Therefore, these reserve funds can serve as a back-up for emergency needs if necessary until needed for construction. The Library would increase their levy in 2010 by \$50,000 and commit to repay the Village as expeditiously as possible, with a potential six to eight year timeline payback.

The library levied additional dollars in 2009 for building maintenance and has also initiated cost savings practices. Therefore, potentially the funds borrowed could be paid back sooner.

Summary

This year has been particularly challenging with economic conditions prompting reduced revenues and enhanced service needs, specifically in the housing area. The one truly bright spot for the Village this current year has been the CN settlement. These funds will be used in a variety of beneficial ways, most notably as a major offset for the Village's \$3,529,200 share of Orchard Drive reconstruction. Another positive trend has been the Village's ability to secure stimulus funding for a portion of Orchard and a \$500,000 Federal Earmark for sewer reconstruction, as well as the \$400,000 OSLAD grant.

Library Renovation Update
February 8, 2010

Accomplishments

Simplified the layout of public service spaces

Patrons entering the library will be able to turn one way for adult services and the other for children's services. Both departments will be visible from the front lobby.

Rearranged internal spaces without expanding the footprint of the building

Space is provided for children's crafts and programs.

The library's out-of-the-way spaces will be used for staff workspaces, not for public services.

The library's very inadequate public restrooms will be replaced by well-arranged restrooms that meet the Illinois Plumbing Code and have up-to-date equipment.

Family Technology Rooms moved will be arranged as a transition between service points (Adult/Youth)

Improved our capacity to offer relevant services due to new technology and the new role technology allows libraries to play in the life of a community.

- Improved technology spaces
- Children's Technology Center featuring 4 new computer stations
- Three (3) Family Technology Rooms located near the main entrance
- Revamped Adult Services Technology Area with 20 computer stations
- More public access computers in both the adult and children's departments
- Improvements were made to permit easier expansion of the library's technology

Efficiencies

The management of all facets of library service will become more centrally coordinated now that departmental lines can merge, allowing a fluidity engineered by the new workspace.

Interdepartmental interaction will be enhanced by the more open layout.

The building has a far more open floor plan and improved sight lines for the ease of monitoring patron activity.

Improved sight lines for staff will allow for a reduction of assigned staff at service points.

Merge of Patron & Adult Services public service desks.

More open floor plan translates to better efficiency and environmental responsibility.

We will ensure that we make responsible decisions and have a plan for recycling all materials when they are no longer of use to the library.

Renovation Analysis

Available Fund Balance \$1,336,112 (as of 6/30/08)

\$1,354,325 (as of 6/30/09)

Projected Renovation Budget \$1,371,808 (as of 7/27/09)

Amended Renovation Budget \$1,431,069 (as of February 2010)

Primary

Phase 1 Change Orders	\$38,049	Additional Fire Department related work
	\$21,576	Additional power/data devices
	\$13,215	Fire & Burglar alarm system & devices

Construction Contingency \$98,172

Remaining Contingency \$25,332
(After Phase 1)

Projected Overage for Renovation Budget \$300,000 - \$400,000

Debt Repayment Plan:

The Library will levy an additional 3% in 2010 and continuing for a period of 6 – 8 years. This equates to approximately \$50,000 in revenue per year.

MEMO

Date: February 8, 2010
To: Mayor Ostenburg and the Board of Trustees
From: Kenneth Eyer, Director of Public Works
RE: The Department of Public Works Capital Improvements update

The following is a current update to various projects being handled by the Department of Public Works. The 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 road salt. Last year the Village paid \$103.47 per ton for 470 tons from Morton Salt and 1,330 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 1,500 tons 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. At the time of this writing the Village has purchased 100% of the Morton contract. This leaves only 300 tons left to purchase a total of 120%.

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 tons of road salt. 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 Lakewood

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 has completed Phase I – Preliminary Design and is approved for phase II, Design. Currently, Baxter & Woodman has submitted a draft of the Engineering Services agreement to IDOT with a copy to the Village for review. When IDOT approves the draft, it will be presented to the Board for acceptance.

With Phase I completed, 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 Engineering Service Agreements are approved and executed, Phase II design from Lakewood 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.

\$2,450,000 has been set aside from the Canadian National Railroad settlement for the construction of the Orchard Drive project. Additional funding is being sought through grants.

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	<u>\$405,000</u>	<u>\$283,500</u>	<u>\$121,500</u>
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. The intersection improvements will be designed and constructed to allow for the traffic signal at a later date. Currently the signal will not meet warrants. The Village anticipates the traffic patterns will change with the increase in CN rail traffic. Funding for this project will come from the CN agreement.

Orchard Drive ARRA Resurfacing Project.

This project will resurface the existing Orchard Drive 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. This project was on IDOT's January 15, letting. Iroquois Paving Corporation is the low bidder at \$304,503.50 with construction to begin in the spring of 2010. The Village will be responsible for the cost of Construction Engineering Services.

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 with a 20% local funding match. 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. This cost will be updated as Phase 1 nears completion.

Indianwood Street Lighting Project

Phase I of this project replaced street lights along Indianwood Boulevard 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 was Elmund and Nelson at a cost of \$84,191.50. Work for this last phase was completed this past fall. The additional costs above the grant amount are to be paid out of MFT. Staff is currently closing out this project.

Illinois Transportation Enhancement Program (ITEP)

The Village received notice on December 18, 2009 that Governor Pat Quinn approved ITEP (IDOT Transportation Enhancement Program) funding for the Park Forest – IL 30, Lincoln Highway Corridor Streetscape. This project includes a 20% local funding match with the Federal share not to exceed \$117,840.00. This project will be designed by Village staff. Currently, Village staff is developing a typical section in preparation for a meeting with State and Federal Agencies to demonstrate the merits of the project.

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 applied a portion to the FY 09 spending short fall with the remaining balance to be applied to the 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.

The Village was notified that it has “been designated, through a Congressional appropriation, to receive a grant from the United States Environmental Protection Agency (USEPA) for water-related infrastructure improvements.” This grant is in the amount of \$500,000.00 for sanitary sewer lining and manhole repair. A workshop to explain the grant application process is being held on February 11.

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 replaced the Orchard Dr. water main from Sauk Trail to Indianwood, finishing in the late fall. The cost of this project, as bid ,was \$469,859.00. This project is in preparation for the Orchard Dr. Resurfacing Project which will start next Spring.

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 practice 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 consisted 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. Work was completed in late fall. The design and construction engineering were done in house.

\$355,100.00 was budgeted for this project. Final cost for the completed project was \$344,104.26. Bigelow Homes has reimbursed the Village as per agreement \$76,998.89 for the surface course and parking area. The School House Manor Home Owners Association has reimbursed the Village \$18,976.99 for their share of the work as per agreement.

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 Boulevard 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 soon. Once the notice is received the Village will be able to go out to bid. A spring start date is expected.

MEMORANDUM

DATE: February 1, 2010

TO: Mayor Ostenburg
Board of Trustees

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

RE: February 2010 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 your Six-Month Review Meeting on February 20, 2010.

Business Development

In September 2009, the Village renewed its Representation Agreement with Marcus & Millichap, Inc. regarding the sale of **202 Forest Boulevard (commonly known as “the Chase Bank building”)**. As you recall, based on the broker’s marketing of the property during late 2008 and early 2009, Village Staff had 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. Therefore, in order to continue marketing the property through Marcus & Millichap, a new Representation Agreement was necessary. The property has been 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. We believe that 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. Since mid-October, we have received five letters of intent to purchase the property. At this time, Staff is seriously examining one of these offers, and is preparing a draft sales agreement for the purchaser’s consideration. At the same time, the prospective buyer is undertaking their due diligence on the property.

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. At this time, staff is reviewing the final engineering plans for the project.

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. The developer has asked that the Village complete the review and approval of the planned unit development and preliminary plat for the property. From their perspective, they have expended a significant amount of money to prepare these applications and they would like to obtain final approvals. It should be noted that the Village and Lake Shore Investors have no formal agreements at this time.

In 2009, Oliver Nassimi, of Nassimi Realty owner of the **Norwood Square Shopping Center**, informed the Village Staff 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. At this time, Nassimi Realty has retained First Western Properties, Inc. to market and lease the property. First Western Properties is a commercial real estate firm based in Chicago. One of their areas of expertise is tenant and landlord representation. The Cook County Assessor’s Office has fully assessed the property at a value that creates a significant tax burden. Nassimi Realty is in the process of appealing this assessment to get the reduced value for the Class 8 property tax incentive that the Village approved for the property. They hope to get additional reductions in the assessed value as well. In addition, in December we were informed by the owner of the Norwood Currency Exchange that he has been given until the end of February to find a new location for his business. He has been on a month-to-month lease and Nassimi Realty and the Village have had an ongoing problem with a significant water leak that appears to originate in this space. Staff has provided Norwood Currency Exchange with information about alternate locations within his service area. In 2009, the Illinois Department of Transportation 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. If redevelopment does not proceed as projected in the warrant study, IDOT may require the signal to be removed entirely.

Homewood/Star Disposal staff has informed the Village that they plan to begin their project to redevelop the property at **30 South Street** for a vehicle maintenance facility and office this spring. 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 and office. 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

Village Staff continues to closely monitor the status and condition of properties in the Business Park, and continues to market the Village-owned properties for development. During the past year, Staff’s main focus in Business Park has been on **80/90 North Street** (the former Blue Ridge Farms building). This property has changed ownership twice since it was sold by the owners of Blue Ridge Farms. In the course of the last two years, the most recent property owner filed bankruptcy, stopped paying property taxes, and stopped paying utilities. All remaining tenants in the office building (90 North Street) had to relocate during December 2008 when the Village closed the building because the gas had been turned off and there was no heat. Over the course of 2009, as well, the Police Department was called to the property on several occasions because there were unauthorized people using the building, and at one point vandals were caught removing wiring and piping from the building. As a result of all of these problems, Village Staff has taken action. First, the Community Development Department cited the property owner and required that the building be repaired, enclosed, or demolished. There was no response from the property owner on that citation. The Community Development Department then filed a petition with Cook County to declare the building abandoned because it is an open and vacant building that presents an immediate and continuous danger to the community. The building was officially declared abandoned at a Court hearing on December 22, 2009, and on February 2, 2010, the Village was granted ownership of the property through a judicial deed. The second action taken by the Staff was to barricade the driveways to the property. This was done after the Police Department apprehended vandals who were stripping the building of copper and other valuables. It is our hope that these barricades will slow down the vandalism of the building. All these proactive steps have been taken because of the significance of this building, and because the Economic Development Staff has been working with a manufacturer who is very interested in acquiring the building in order to move and expand his operations. We did not want to risk further deterioration and/or vandalism to the building that would make the manufacturer’s acquisition and renovation of the building cost prohibitive. We will keep the Board informed of the progress of these actions.

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. The Village Staff continues to market the property at 3200 Lincoln Highway to potential TOD developers. The building at 3250 Lincoln Highway is completely vacant and the property owner has listed the property for sale and continues to seek tenants.

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, and 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 one or more master TOD developers. The Village has been 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 got underway in early January and we expect to have a meeting with potential developers by the end of February.

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 limited number of interested parties, but no one pursued the property. The sale of this property will become a focus of Staff's marketing efforts in the coming year, with particular emphasis at the annual ICSC ReCon in Las Vegas.

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. Cook County has approved all potential CDBG grant funds that will pay for a portion of the demolition costs. At this time, County Staff has 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 Village has obtained 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. Staff expects that we will have to demolish the building and market the vacant property for sale and development.

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 has made it a priority for 2010 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 Chicago Southland Housing and Community Development 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 is working to address the housing foreclosure issues in our region. In 2009, the Collaborative filed joint applications to both the State of Illinois and Cook County for NSP grant funds. The Village's application consisted of two requests. The first was for \$1,560,000 to purchase up to 30 foreclosed and blighted homes in the Eastgate Neighborhood for demolition and land banking. This purchase would have enabled 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 was for \$1,280,000 to purchase up to 10 vacant, foreclosed homes for rehabilitation and re-sale to qualified home buyers. The Collaborative's request for State NSP funds was not successful, although there is still a possibility that other State funds may be granted to address the same projects. Cook County did award the Collaborative \$8.9 million in NSP funds, of which \$500,000 was awarded to the Village of Park Forest for housing rehabilitation. 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. With the funds granted to the Village, we expect to be able to purchase and rehabilitate three or four homes. The final amount will be dependent on the cost to purchase the homes and the amount of rehabilitation that is required. This project must get underway this year because federal guidelines for use of NSP funds require that the funds are obligated to a specific address no later than October 2010.

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 applications to participate in the 2009 Program. The first application includes four PINS on the 200 block of Indianwood Boulevard. The lots are vacant residential land lots. The second application 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. Acquisition of both sets of properties is consistent with the priorities of the Strategic Plan for Land Use and Economic Development. The County conducted the tax scavenger sale that includes these parcels in early January 2010 and was successful in its bids on the Village's parcels. As soon as the Village receives the tax certificates for these parcels, Staff will begin

working with the Village Attorney on the public notice requirements of the process. The entire process is expected to take up to 18 months until we have received tax deeds on the properties.

Village Staff has inventoried all the vacant residential properties on which the Village has recorded liens for property maintenance and/or demolition and filed petitions to **foreclose on these liens** in order to obtain ownership of the properties. Fifteen (15) residential properties were included in this process (which also included 350 Main Street as noted above). Eleven (11) of the residential properties are located in the Eastgate neighborhood, so the Village's acquisition of the deed to these properties will contribute to our ability to implement the redevelopment plans outlined in the Strategic Plan for Land Use and Economic Development. To date we have been successful in obtaining the deed to two (2) of the residential properties because those property owners chose to turn over the deed to the Village rather than go through the foreclosure process. We will continue to seek the ownership of vacant residential parcels on which the Village has placed liens as long as those parcels are located in areas that are priorities for redevelopment as outlined in the Strategic Plan for Land Use and Economic Development. Village Staff will seek to sell the scattered residential properties (primarily those not located in the Eastgate neighborhood) for the construction of new homes. The parcels in the Eastgate neighborhood will be land banked until a sufficient number of properties are in the Village's control that we can begin to seek a developer to implement the redevelopment plans described in the Strategic Plan for Land Use and Economic Development.

Another component of the Strategic Plan for Land Use and Economic Development is to maintain and increase the value of the existing housing stock. The Economic Development and Planning Department is currently working on a contest to acknowledge and award new home renovations. We are hoping that this contest will persuade residents to work with licensed and bonded professionals as needed, acquire the proper licensing, and increase the number and variety of future renovations. This program will be promoted in the Spring issue of the Discover Magazine.

Marketing

Staff is still waiting for a determination from the Illinois Department of Transportation (IDOT) regarding our request for **way-finding signage** along US30 and Western Avenue. IDOT originally denied the Village's request to install these signs along these State-owned arterials. However, the Village subsequently received notification from IDOT that the Manual on Uniform Traffic Control Devices would be amended in 2009 to allow for way-finding signs provided they are designed to meet their specifications. We re-designed the way-finding signs to conform to the proposed new guidelines, and we submitted the new design to IDOT for approval. The new design differs only in size and font type. Because funds are included in the 2009/2010 DownTown budget for these signs, Staff proposes to install the signs on the Village-owned streets north of the DownTown this year regardless of the State's approval.

The second **DownTown mural project** is well underway. This mural will be installed on the second floor, north façade of Building #1, facing the Chase Bank building. The *Discover The Spirit!* mural will feature 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. Because of the subject matter of this mural, and the large number of figures in the mural, we are conducting a silent auction so members of the public can purchase the opportunity to model for the mural. This silent auction is currently underway and will culminate in a Mural Auction Reception on February 20 (after the Board's workshop). The funds raised will be used to partially fund this mural and to create a public art fund that will help to fund future murals. More information about the silent auction, and other ways to participate in the mural, can be found on the Village's web site.

The new freestanding **sign at US30 and Orchard Drive** has been ordered and is expected to be installed in February. Matanky Realty has already committed to purchase two of the static sign panels, and the Village's easement agreement with Calvary United Protestant Church gives the Church one of the static panels. The Village will keep one static panel for its own use until such time as a restaurant or another major destination is identified for the DownTown. Staff is promoting the opportunity for the two remaining static panels to the major DownTown businesses. Staff is also promoting the opportunity for businesses and civic organizations to buy time on the LED portion of the sign. At this time, 10 businesses have expressed interest in buying time on the LED to promote their businesses or organization's activities. One business has committed to a full year of advertising.

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. The sign will be installed after CN has completed their required painting of the overpass, which will happen within three years of the approved Voluntary Mitigation Agreement (by August 2012). It is envisioned that the Orchard Drive overpass sign will be used to promote community events and public service announcements, rather than commercial messages.

Staff has completed the marketing campaign in conjunction with **Lakeshore Public Television**, and the commercial can be viewed on the Village's web site (on the home page). 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 offered discount rates, assistance with design of our campaign, and good positioning.

The Village, in conjunction with 11 Park Forest businesses, prepared a **coupon mailer** that was sent to all Park Forest addresses in mid-December. The businesses each paid their share of the design and printing for the piece, and the Village paid for the postage. Most of the businesses that participated in this mailer reported that they gained new customers as a result. Several of the businesses are now working together to do a new combined coupon that will be delivered as a door hanger. The Village will not have any financial involvement in this door hanger coupon, but we do intend to work with Park Forest businesses on another coupon mailer before the end of the fiscal year.

As necessary, Staff continues to provide broadcast e-mail alerts for new business grand openings, new services offered by existing businesses, and special business anniversaries or other announcements.

An end of the year marketing campaign was completed. Park Forest shopping bags were sent to a variety of retailers that have, at one time or another, visited Park Forest, or completed an appointment at any of a number of ICSC events.

Staff is becoming more adept at using the software package STDB Online which provides demographic detail, mapping, psychographic data, market analysis, projections, etc. and has used the data to obtain appointments with retailers and their brokers.

Other

The Community Relations Coordinator is currently working with 12 dedicated **Park Forest Ambassadors**. Since the Ambassadors program was re-started in mid-2009, this group of dedicated Park Forest residents has assisted with two New Resident Receptions, the Community Block Party, two Wine and Chocolate Tasting Receptions, and the Park Forest Idols. The Ambassadors are a diverse group of Park Forest residents, who help to show the community's enthusiasm and dedication to the residents and visitors who attend these events.

Throughout 2009, the Community Relations Division 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), the Wine and Chocolate Tasting (115 in attendance in 2009), the Park Forest Idols (over 300 in attendance), and two reformatted New Resident Events. In 2010, the Division has already scheduled another Wine and Chocolate Tasting event (February 12) and another Mother and Daughter Day (May 8). Staff is also working with the Commission on Human Relations to plan the Black History Month event, which is scheduled for February 27 and will feature a Michael Jackson impersonator. We are also working in collaboration with the Park Forest Library and the Recreation and Parks Department to offer a Murder Mystery (March 13th).

The **New Resident Reception**, which is now held twice yearly to welcome all new residents from the previous six months, was held during the past year at the Park Forest Aqua Center (2009) and a Comedy Show at the Illinois Theatre Center (January 2010). About 160 people attended the event and had a very enjoyable introduction to the Aqua Center and the Village. About 60 people attended the Comedy night. 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.

In mid-January, Haiti suffered several disastrous earthquakes and by the request of the Mayor the Community Relations Coordinator will spearhead a Haiti Relief Fund at Freedom Hall (March 5-6th). The committee consists of several Trustee members, a Celebrity Comedian, a Representative from E-Time Entertainment, a Park Forest Ambassador and the Director of

Public Relations. The fundraiser will be a two day event consisting of comedy, singing, band performances and much more. The proceeds will be dedicated to the American Red Cross.

On December 8, 2009, the Community Relations Coordinator worked with BP Staffing to assist with a Job Fair held in the Boardroom. About 90 people attended the job fair.

The EDAG was assisted by Staff in the review of development and retention incentives. Imageworks and Superior Cabinet and Window applications were reviewed. Imageworks' application for Cook County Class 6b was forwarded to the Board of Trustees and renewed. The Superior Cabinet application is still under review.

The EDAG, assisted by staff, also awarded the first Business Person of the Year award to Janet Fiorenzo. They intend to make this award annually.

VILLAGE OF PARK FOREST

MEMORANDUM

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

FROM: Thomas K. Mick,
Village Manager

DATE: February 10, 2010

RE: Update on Housing Issues

Several years ago, the Village began to deliberate on how it could become more proactive with housing issues being seen in the community. These issues included an increase in property maintenance infractions as well as problematic properties as relates to criminal activity. The Village's efforts emanating out of these deliberations have included the following:

- Continuation of the Community Development Department's annual street canvas and follow up on property maintenance issues identified by Village Staff and/or reported by residents.
- Development of a Troubled Building and Property Task Force that would meet from time to time to identify quality of life issues and comprehensively discuss how to go about addressing a particular issue (vacancy, crime, etc.) and/or problem properties, owners and occupants.
- A stepped up legal approach using civil court proceedings to gain code compliance on longstanding property maintenance code violations.
- Research and implementation of the Crime Free Housing Ordinance with an effective date of March 1, 2008
- Research and implementation of the Vacant Building Registry Ordinance with an effective date of January 1, 2010.

Attached to this memo you will find details related to various housing issues from the Community Development Department/Park Forest Housing Authority and Park Forest Police Department. Some highlights from the attached are as follows:

- From a Crime Free Housing administration perspective, the Village has identified 615 landlords. 304 landlords hold current crime free program licenses, while 136 have expired licenses and another 175 have never been licensed.

- Since the inception of the CFH Ordinance, 17 properties have been pursued for eviction related to criminal activity. 12 evictions have taken place while 5 others are currently in the process.
- There are 343 housing choice voucher properties in the Village, representing approximately 3.5% of all addresses across the community.
- The Village has 211 vacant homes, or about 3.66% of all single-family homes. This figure is down from the high point of 235 in mid-2009. Additionally, there are another 322 properties which are either in foreclosure or have been foreclosed upon. Of these 322, two-thirds (208) are currently occupied.
- Property maintenance code enforcement activities might be an all time high.
- The Village is seeing an alarming increase in water bill delinquency and the resulting number of water shut-offs taking place each month.

While the general belief amongst Village Staff is that the above-noted actions have collectively resulted in a strong approach toward housing concerns in the community, the efforts are at a substantial cost to the Village. In civil court proceedings seeking code compliance or a demolition order, 43 properties were pursued over the course of 2006 and 2007; five properties were ultimately demolished. Nine more properties were pursued in 2008 with 3 being demolished. Another 23 properties were pursued in civil court in 2009 with 2 being demolished and another 3 slated for demolition in 2010.

Legal costs are \$2,000, on average, to pursue a property in civil court. The average cost to demolish a single-family home is \$10,000. A cursory look at the civil court activity since 2006 reveals that the Village has expended more than \$150,000 on legal costs. Including the properties slated for removal in 2010, an additional \$130,000 has been expended for demolition costs. Taking deed to parcels also comes with it the ongoing maintenance costs of grass cutting, debris removal, etc.

The administrative efforts (allocated staff, meetings, etc.) and legal costs can be sobering. This is especially true in the current economic climate where the Village will likely have to make some tough decisions in curtailing the civil court proceedings which have proven to be very productive to this point in time. The upside to these costs is that the Village believes the collective efforts noted above have directly attributed to a steady decline in calls for police service. These calls are down by more than 15% in comparing 2009 (16,440 calls) to 2008 (19,413 calls) and over 18.5% in comparing 2009 to 2007 (20,191 calls). It would seem reasonable to assume that a decline in calls for police service equates to an increase in quality of life for the community as a whole. It also warrants noting that this decline impacts Park Forest's overall general fund subsidy/contribution to SouthCom thus saving the Village actual dollars over the long term. Along these lines, the Village's contribution to SouthCom for the upcoming fiscal year would be \$36,468 higher had calls for service remained at the 2008 level and \$45,751 higher if the call volume had remained at the 2007 level.

DATE: January 28, 2010
TO: Mayor John A Ostenburg
Board of Trustees
FROM: Lawrence G. Kerestes, Director of Community Development
RE: Housing Matters

The December 2009 Foreclosure/Vacant House Report identified that there were 211 vacant single family houses. This is down 24 from the June 2009 Report at 235. In addition, the December 2009 Report showed that there were 322 foreclosed properties. The number of foreclosures is up twelve compared to the June Report at 310. Finally, 208 of those 322 foreclosed properties are occupied with 28 properties listed in bankruptcy.

A comparison of the December 2009 figures from two years ago (December 2007) shows that the number of vacant houses is up 19% at 178. Foreclosures are up 111% from 153 and foreclosed properties that are occupied are up 300% from 52.

The positive note here is that residents are choosing to stay in their homes. However, the down side is that annual inspection records from property maintenance code violation enforcement, warning notice and citations issued are on the increase for not only vacant property and investment property, but for owner-occupied property owners.

The Troubled Building and Property Task Force, which is a multi-department operation, continued to make concerted efforts to identify and comprehensively address problem properties, owners and occupants. As a result of these efforts, a Crime Free Housing Ordinance has been implemented. Additionally, as of January 2010, the Vacant Building Registry Ordinance is now in effect. This program is roughly 29% in compliance. Citation enforcement is well under way for non-compliance.

The Community Development Department continued to aggressively pursue deteriorated properties in civil court. In calendar years 2006 and 2007, 43 properties were pursued in civil court with five properties ultimately demolished. In 2008, nine more properties were brought into civil court with demolition orders being granted for three. In 2009, two more demolitions took place. Currently there are four properties with court-ordered demolitions. The cost to demolish a house averages about \$10,000. In addition, legal fees run from about \$1,500 to \$2,500 for initial notices through to filing of liens and foreclosure of the property. Incidentally, these aggressive efforts have had an increased impact of the Village's overall attorney's fees by about 20%. None of these costs include regular ongoing maintenance and upkeep with grass cutting and debris removal once the Village has control of the property.

Finally, the difficult financial times have resulted in a significant increase in the number of dwellings in which the water services are shut off for non-payment. Dwellings that have had

the water service shut off for 30 or more days have increased to 57 total addresses. The Village does not know how many addresses are occupied. This has resulted in an escalating concern that an increased number of dwellings are being occupied without water service. This poses a sensitive problem: how to best enforce ordinances that require occupied dwelling to have water service. The problem becomes more difficult when considering potential legal options, which could range from the issuance of citations each day that a dwelling is occupied to obtaining court orders requiring the dwelling to be vacated. Any option increases the Village's legal cost.

MEMORANDUM

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

**FROM: Ernestine Y. Watson,
Housing Authority Executive Director**

DATE: January 29, 2010

RE: Housing Authority Finances

The Housing Choice Voucher Program began FYE 6/2010 with the Operating Reserve showing a \$69,553 deficit. The Net Restricted Account (Undesignated Fund Balance) began with a \$515,445.68 balance on July 1, 2008 and ended with a \$495,825.06 balance on June 30, 2009. The funds in this account can only be used for housing assistance payments.

For the first quarter of this fiscal year (July thru September) a total of \$66,158 (\$35,996 from portability) was received from Administrative Fees for administrative expenses. However, the administrative expenses for the quarter were \$71,017 resulting in the deficit increasing to \$74,412 for the first quarter.

In the second quarter of this fiscal year (October thru December) \$73,115 was received from Administrative Fees and administrative expenses for this period were \$90,596. The deficit for this period was \$17,481.

The following is the Six Month Financial Review (July thru December 2009)

**1st and 2nd QUARTER FINANCIAL REVIEW
(July thru December)**

HUD HOUSING ASSISTANCE PAYMENTS

<i>MONTH</i>	<i>REVENUE</i>	<i>EXPENSES</i>	<i>VARIANCE</i>
JULY	\$120,536	\$114,264	\$6,272
AUGUST	\$120,536	\$114,354	\$6,182
SEPTEMBER	\$120,536	\$114,600	\$5,936
OCTOBER	\$120,537	\$108,322	\$12,215
NOVEMBER	\$120,537	\$114,313	\$6,224
DECEMBER	\$120,537	\$106,780	\$13,757
GRAND TOTALS	\$ 723,219	\$672,633	\$50,586

ADMINISTRATIVE FEES REVENUE

<i>MONTH</i>	<i>HUD ADMIN FEES</i>	<i>PORTABILITY ADMIN FEES</i>	<i>AP/AR ADJ</i>	<i>MONTHLY TOTAL</i>
JULY	\$11,308	\$10,157	\$4,586	\$26,051
AUGUST	\$10,987	\$10,226	\$402	\$21,615
SEPTEMBER	\$7,867	\$9,961	\$664	\$18,492
OCTOBER	\$10,691	\$ 12,231	\$11,639	\$34,561
NOVEMBER	\$8,881	\$9,612	N/A	\$18,493
DECEMBER	\$8,686	\$11,375	N/A	\$20,061
GRAND TOTALS	\$58,420	\$63,562	\$17,291	\$139,273

ADMINISTRATIVE EXPENSES

<i>MONTH</i>	
JULY	\$27,686
AUGUST	\$21,137
SEPTEMBER	\$22,194
OCTOBER	\$24,026
NOVEMBER	\$20,915
DECEMBER	\$45,655
TOTAL	\$161,613*

*Includes \$17,085 Legal Fees

In summary, the housing authority received sufficient funding for the current housing assistance payments but show a shortage of \$91,893 for the Operating Reserve account. The deficiency in the Operating Reserve account is cumulative amount and dates back to the beginning of the housing authority.

As of December 31, 2009, the housing authority was administering the Housing Choice Voucher program to 343 families in Park Forest, 211 families are Port-Ins. We also have twelve families with Park Forest vouchers living in other communities. We have 263 landlords participating in the program.

**CRIME FREE HOUSING STATISTICS
AS OF 2/1/10
FISCAL YEAR BEGINNING 7/1/09
All Totals Are Approximate**

Data on Housing Units / Properties:

- 1230 rental properties are currently on file with the Crime Free Housing Unit / 9470 total housing units in Village
- Approximately 343 are Voucher Program properties
- 215 of our property owners participate in the Housing Voucher Program. 20 of the 215 have failed to secure a CFH licenses.

Property Owners:

- 615 landlords currently on file from Building Department records.
- 304 hold current complete 2009/2010 licenses
- 175 are non compliant (no seminar & no pay)
- 136 of the 615 landlords on file, have failed to renew their licenses that expired 6/30/09.

**Summary of enforcement actions taken for the eviction/removal
of tenants whose actions have violated the CFH ordinance.
(March 2008 thru February 9, 2010. Duration: 23 months)**

Number of cases involving tenants who have violated CFH lease agreements where the landlords were notified and asked to proceed with eviction 17 cases

Number of rental properties in violation that concluded with a negotiated moving out of tenant. (either voluntary move out or the landlord refused to renew lease after contractual period expired) 12 cases, with five cases pending landlord / tenant action.

Number of rental properties that were taken to civil court for evictions by landlords at the order of the CFH unit. 1 Case involving a narcotic search warrant being executed in reference to the adult child of the tenant selling drugs out of the house.

The following is a list of rental property locations and the criminal actions / incidents taking place that caused the CFH Unit to seek eviction of tenants:

Address of rental property	Event(s) violating lease
210 Grant Street	Search Warrant: Narcotics
15 W. Rocket	Aggravated Battery
23437 Western	Search Warrant: Narcotics/ Weapons
272 Arcadia	Search Warrant: Narcotics
239 Arcadia	Search Warrant: Narcotics
228 Allegheny	Neighborhood Nuisance / 35 Calls for Service/Narcotics,
270 Minocqua	Narcotics
227 Somonauk	Search Warrant Narcotics/ Weapons
40 Apache	Burglary
13 Dogwood	Child Pornography (Federal Investigation)
3240 Western	Search Warrant: Narcotics
23453 Western	Narcotics/ Drug Paraphernalia/ Endangering the Life/Health of a Child

Pending Evictions:

441 Talala	Robbery & Burglary
196 Washington	3 Residential Burglaries
139 Hemlock	Unlawful Use of Weapons
137 Sauk Trail	Narcotic sales, by multiple residents, guests/ 34 calls for service
225 Early	Hit Run, Fleeing Alluding, and 2 Residential Burglaries

CALLS FOR SERVICE HISTORY

South Com Police Calls for Service Reduction

2005	2006	2007	2008	2009
23,552	19,674	20,191	19,413	16,440

Park Forest joined SouthCom Joint Dispatching in September of 2005. The calls for that year are a combination of the two systems. The 2006-2008 calls are all from the streamlined SouthCom system. There was little fluctuation between those years with the average calls for service being 19,759. With the Crime Free Housing incorporation the calls dropped by 17% to 16,440. Most area towns saw a reduction in calls but none as dramatic as the 17%.

Revenue:

- Since the start of the fiscal year (7/1/09-current), approximately \$38,500, has been collected in Crime Free Housing License Fees.
- After issuing a \$250 ticket to each non-compliant owner and also having them register their properties at a minimum of \$75 each, non compliant landlords would need to pay a minimum of \$325 to bring their status current.
- This sum multiplied by the 311 non-compliant owners is equaled to \$101,075 that the village stands to collect if these fines & fees are paid by end of fiscal year 6/30/10

The Crime Free Housing Unit has mailed one hundred citation notices to the first set of three groups of non compliant landlords. Some of those cited will be landlords who may be in foreclosure and are walking away from the property.

MEMORANDUM

DATE: February 2, 2010

TO: Mayor John Ostenburg
Board of Trustees

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

RE: Capital Plan Overview

In order to assist the Board in evaluating the 2010/2011 Capital Plan, an explanation of the process involved in selecting capital items included in the budget might be helpful. Departments included in the Capital Plan selected capital items that would be desirable to replace or acquire based on departmental operations.

When budget guidelines are distributed in March, restrictions on spending are established. These restrictions are based on revenue projections for the coming budget. The restrictions will allow the departments significantly lower levels of capital spending than was presented in the Capital Plan. The comparison of the 2009/2010 Capital Plan to the 2009/2010 Budget is as follows:

<u>General Fund</u>	<u>2009/2010 Capital Plan</u>	<u>2009/2010 Budget</u>	<u>Difference</u>
Administration	58,100	76,100	18,000
Recreation & Parks	185,400	44,400	(141,000)
Building & Grounds	208,500	50,000	(158,500)
Police	1,115,521	30,700	(1,084,821)
Fire	62,850	50,280	(12,570)
Public Works	326,800	228,900	(97,900)
Community Development	6,300	59,400	53,100
Economic Development & Planning	2,500	2,500	0
Health	31,700	5,000	(26,700)
Total General Fund	1,997,671	547,280	(1,450,391)
Water Fund	895,800	3,895,800	3,000,000
Sewer Fund	1,127,000	1,507,000	380,000
Municipal Parking	20,000	20,000	0
Capital Projects	1,101,000	625,000	(476,000)
Tennis & Health Club	12,500	7,500	(5,000)
Aqua	815,000	15,000	(800,000)
Downtown	219,500	147,000	(72,500)
TIF Downtown	0	798,000	798,000
Community Development Block Grant	0	930,062	930,062
MFT	1,103,000	1,389,250	286,250
Housing	0	1,900	1,900
<u>Vehicle Service</u>	<u>357,600</u>	<u>235,600</u>	<u>(122,000)</u>
Total Capital	7,649,071	10,119,392	2,470,321

Every department is subject to a potential reduction in capital spending. In Fiscal 2010, \$1,450,391 of capital items were removed from the General Fund request for the proposed 2009/2010 Budget.

Sometimes grant funds become available that impact the budget but are not reflected in the capital plan. For instance, the approval of the \$930,062 in CDBG funds triggered a \$600,000 budget item in the TIF fund and a \$500,000 item in Capital Projects. The grant applications for the Water and Sewer Fund projects also impacted the Budget.

IEPA Grant/Loan Applications

Water Main Replacement	\$3,300,000
Sanitary Sewer Reconstruction	880,000
Update Sanitary Overflow Facility	<u>657,000</u>
	\$4,837,000

The Village maintains the list of desirable capital items, should the Village have an opportunity to receive grant funds for capital needs

VILLAGE OF PARK FOREST

MEMORANDUM

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

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

DATE: February 5, 2010

SUBJECT: 2009/2010 Board Goals Spring 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 customers. *Responses received to-date continue to support that 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 department 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*

Participants at all events sponsored by Community Relations were asked to complete a survey at each event. A web based survey is also posted on-line on the Community Relations tab. The same survey was distributed in Discover Magazine. The survey guides the Department of Economic Development and Planning in its decisions about new and/or continuing programs, and allows Staff to build its address data base for notification of future events.

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. Additionally, the department has identified and worked in collaboration with the Ludeman Center and the Police Department on eliminating dangerous fire lane parking violations at this property. As a result of these efforts all access roads in Ludeman Center are now posted as designated fire lanes and enforcement is being carried out by both departments.*

Provide professional development opportunities to all Village personnel so they have the requisite training to better serve the community. *The Village is currently in the process of moving to a Windows 2007 operating system. In November 2009 computer training for the village staff was offered. The training consisted of 5 days of Microsoft 2007 Level I and II classes for Word, Excel, and Outlook. This is a continuing once a year initiative for the Village.*

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.

Members of the Village Board and Management Staff attended training sessions offered as part of the annual conference for the Illinois Municipal League in October 2009.

At the end of the second quarter the Fire Department has sent all of the Shift Lieutenants to the National Fire Academy for instruction in strategic and tactical considerations at large scale events. A number of members attended advanced NIM's training or other classes designed to either maintain their current skill sets but in most cases the instruction is suited to enhance their professional standing. The department continues to provide in-service training for Paramedics, EMT's and Fire Investigators in order to maintain their certifications. On-going training is also provided in other disciplines to equip fire personnel with the requisite knowledge to perform the department's mission safely and efficiently.

During the early part of this year, Police Commander Christopher Mannino graduated from the FBI National Academy in the Quantico, Virginia. All eight, Police Department senior command staff members have graduated from the FBI NA or Northwestern University's Staff and Command School.

DPW annually sends license water operators for their continuing education requirements through the American Water Works Association. Those that wish to obtain the various water licenses are sponsored by the Village. Engineering Staff attend various training events throughout the year utilizing the Illinois Technology Transfer Center Training Program. As part of the purchase of new equipment training is provided the manufacturer representative. DPW also participates in APWA sponsored training events. Finally, DPW Staff attended a USEPA-sponsored training session associated with a \$500,000 federal appropriations grant to Park Forest for sewer rehabilitation work.

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. Sent the audit for fiscal 2009 to the GFOA for consideration for the Certificate of Excellence in Financial Reporting.*

Established written procedures in all departments to enhance internal controls. *This work continued to evolve in 2009-2010 and an update was provided to the Board with its audit revision session in February 2010.*

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 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. While these efforts will continue, the current economic climate has brought about a modified hiring freeze. To date, the Village has delayed filling two vacated positions (Police Officer, Director of Public Health) while delaying the filling of another (Payroll Technician) before finally replacing the former full-time position with one of modified part-time duties.*

The Center for Conflict Resolution provided mediation training for the Mediation Task Force, the Commission on Human Relations, the Ambassadors, and interested Staff persons. The training served as a refresher for the existing mediators.

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. *This item continues to carry a top priority in the region. It is included as part of the 2010 SSMMA Legislative Agenda.*

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. *School funding reform has been included on the Village of Park Forest 2010 Legislative Agenda. The full agenda and a cover letter have been distributed to Park Forest's five state 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. This article continues to be distributed with the Village-sponsored Neighborhood Meetings program.

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 Board members were 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.*

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) school inspection program at all District #163 schools. In the last quarter the department also identified a significant problem with the Districts telephone system and worked with them to remedy the issue. The quarterly newsletter "Firestopper" was delivered to all District #163 Schools.*

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.*

The Commission on Human Relations makes a concerted effort to include School District 163 teachers and students in the planning and implementation of an annual Black History Month celebration.

The Police Department has adopted a Village-wide, yearly school evacuation/emergency preparedness drill program. This program involves both public safety departments and

local school administrators. This has brought about better personal relationships between all parties involved.

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. Staff has 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 after reviewing the 2009 Edition of Fire Prevention Code presented a recommendation to the Board to adopt with revisions the new Code. The recommendation was approved by the Board and the Code is now officially adopted effective January 1, 2010.*

Village Staff from several departments addressed security issues at 80/90 North Street in an attempt to maintain the future viability of the property.

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. *In early 2010, Village Staff continues efforts to coordinate a TOD workshop for the Boards and Plan Commissions of Park Forest, Matteson and Olympia Fields.*

Staff will work closely with the Chicago Southland Economic Development Corporation (CSEDC) on their TOD study which is intended to seek developers for multiple TOD developments along the Metra lines in the southland. *The CSEDC is expected to be a participant and/or presenter at the above-noted multi-jurisdictional TOD workshop.*

Staff will also work with the Regional Transportation Authority on their grant funded efforts to identify developers for three targeted TOD areas. *Park Forest is one of three municipalities selected to participate in this program because the Village owns property within the TOD area.*

The Village submitted a request through the SouthCom lobbyist for \$1.2 million to support the streetscape improvements that are part of the 211th Street TOD Plan. This request was made jointly with the Villages of Matteson and Olympia Fields.

Village Staff continues its work with the Villages of Olympia Fields, Matteson, and Richton Park on a federally funded study designed to increase economic development in the four communities.

Initiate discussions with the Villages of University Park, Crete, and Steger in order to negotiate boundary agreements related to annexation along South Western Avenue. Initial attempts at boundary agreement discussions have been met with limited success.

Village Staff will work with the new retail broker hired by Nassimi Realty to market Norwood Square Shopping Center for retail occupancy.

Completed the acquisition of the former Wildwood School property. The next step will be to undertake an 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, which is expected to be initiated in the spring of 2010. This work is expected to begin in March/April 2010.

Install for-sale signs on four vacant, Village-owned properties in order to generate interest. These sites will include the 3.5 acres on Main Street, the former Plaza Flowers facility on Western Avenue, 3200 Lincoln Highway (Zee One Honda) and the corner of North Street and Holly Street in Business Park.

Utilizing the lien foreclosure process, the Village initiated the process to obtain a deed in lieu of foreclosure on 15 residential properties and two commercial properties. To date the Village has successfully obtained deeds for two of the residential properties and one commercial property (350 Main Street). The vacant residential properties are located in redevelopment areas identified in the Strategic Plan for Land Use and Economic Development.

The Village submitted a petition for Cook County to bid on eight tax delinquent parcels through the No Cash Bid process. The County was successful in obtaining a tax certificate on all eight parcels. Village Staff will work with the Attorney to complete the public notice process required to obtain a tax deed on these strategically located parcels.

Staff continues to be an active member of the South Suburban Housing Collaborative. The Village was successful in obtaining \$500,000 in Neighborhood Stabilization Program funds through Cook County. The Village will partner with Habitat for Humanity Chicago South Suburbs to acquire and rehabilitate as many homes as these funds will allow. These homes will be sold to income qualified homeowners. The

Housing Collaborative will continue to seek 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. In the past several months, assistance has been provided to Shrimp Max and Last Minute Copy Shop to get them open for business. In addition, two economic incentive applications have been reviewed and submitted to the EDAG and Board for consideration. These applications were from Imageworks and the owner of the Superior Cabinets property.

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 Development to maximize the grant funds available to help defray the cost of demolishing the former Marshall Fields building. To date, the Village has secured in excess of \$930,000 in CDBG funding for this demolition project.

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

Renewed the representation agreement with the broker and re-listed the property at 202 Forest Boulevard (the Chase Bank building) to identify an appropriate buyer for the property. Staff is currently working on a draft sales agreement with one of the interested buyers..

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).

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 and 21 DownTown businesses acting as co-host locations.

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 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 has been designed and is expected to be installed in the spring of 2010. A silent auction will be held to offer the public the opportunity to acquire the right to pose for 28 figures in the mural. Proceeds will be placed in a fund for future public art.

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. In partnership with Economic Development the Police Department now conducts background checks on all business licenses as requested.

Free advertising opportunities in the Discover Magazine and the Business Resource Guide were used as attendance incentives at all Quarterly Business Breakfasts. Park Forest businesses are given first and top priority to promote themselves during Village events when venues make it possible.

Economic Development and Planning Staff coordinated a direct mail postcard featuring 11 Park Forest businesses that was mailed to all Park Forest households during the holiday season. The postcard was effective for the retailers and service providers, so businesses have asked that another mailer be developed in the spring. The cost of this mailer was shared with the participating businesses.

Direct e-mails announcing new businesses, business specials, and Village events are sent to approximately 600 e-mail addresses, including Park Forest residents and people familiar with Park Forest. This information is also produced in a paper format that can be distributed at Village events.

The EDAG established an annual Park Forest Business Person of the Year award. In 2009, the recipient was Janet Fiorenzo, owner of Tower Cleaners. EDAG hosted a ceremony in conjunction with a Village Board meeting.

Economic Development and Planning Staff sent the green Shop Park Forest grocery bag to retailers and restaurant representatives with whom Staff had previously met at ICSC events.

A direct e-mail blast was sent to nearly 60,000 members of ICSC informing them of the Village development opportunities, including the TOD, 3.5 acres, 2330 Western Avenue, and the DownTown.

Village Staff hosted a booth at the ICSC October Deal Making show in Chicago to target Illinois and Indiana based retail representatives.

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 recently completed another successful fire prevention week program including the dedication of the new Fire and Police Memorial. Parts of the week's activity included the silent parade and an open house.*

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. *Based on the current economic environment the department will not pursue this year's grant cycle for the SAFER funds (staffing initiative).*

Assess, repair and replace Village fire hydrants as needed. *DPW is currently finalizing the bid review process which will result 24 hydrants across the community being either replaced or rehabilitated.*

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. While the concept has many positive attributes, the Village has pushed of such work due to deteriorating revenue streams.*

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. As part of its on-going intergovernmental communications, project funding 'wish lists' were provided to the offices of all Park Forest-area state and federal legislators. Grants either approved or in the process of seeking approval include the following:*

- *\$932,000 in CDBG funding for the demolition of Marshal Fields.*
- *\$400,000 OSLAD grant for demolition and renovation work at the Park Forest Aqua Center. This grant requires a local match of \$400,000 and the total project cost is estimated at \$1.02M.*
- *\$660,000 in federal funding for the reconstruction of the Thorn Creek Bridge. This project includes a \$165,000 match in local funds for a total project value of \$825,000.*
- *\$409,000 in federal stimulus funding for the resurfacing of Orchard Drive from Sauk Trail to north to Lakewood.*

- *\$500,000 in federal NSP funding to be used for housing rehab projects throughout the community.*
- *\$500,000 federal earmark for sewer improvements. This grant requires an approximate \$396,000 match in Village funds for a total project value of \$896,000.*
- *\$117,000 grant from the IDOT Transportation Enhancement Program (ITEP) for the removal of deteriorated wood fencing along the south side of Lincoln Highway/Route 30 from Indiana Street east to the Village's corporate limits. Removed wood fencing would be replaced by a natural vegetation barrier. This grant requires a \$30,000 match in local funds for a total project value of \$147,000.*
- *A trio of grant applications has been submitted to the IEPA for water main replacements (\$3.4M), sewer repairs (\$880,000) and an overhaul to the sanitary sewer system overflow facility (\$657,000).*
- *The Village has received confirmation that the Orchard Drive reconstruction project (Route 30 north to Lakewood Boulevard) is being included on the yet-to-be-approved 5-Year Federal Transportation Bill. Inclusion of Orchard Drive on this bill would result in 80% of all costs being grant funding. A currently-estimated project of \$10.76M would mean a grant of approximately \$8.6M.*

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. *Work on this project is imminent with completion expected by April.*

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 almost complete for a slate of renovations and demolition work as part of an \$800,000 IDNR/OSLAD grant. Completed work included new plumbing fixtures, electrical and HVAC improvements, demolition of existing concession stand, enhanced storage capacity. Additionally, a new concession facility was constructed in the southwest corner of the existing bathhouse, an environmental classroom in the northwest corner, 10 skylights were installed and a solar water heating for domestic hot water in the bathhouse pool facilities was 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 updated the Village’s entire building code to the 2009 ICC International Codes. These codes are a major step toward the Village’s effort to go ‘green.’ Included is 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. In October 2009 the Board of Trustees approved the updates which went into effect 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 the 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 and fully operational as of 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. *Architects have toured the Police Station and will submit a preliminary conceptual plan for a Detention POD addition. These larger renovation/addition projects will be acted upon when funding becomes available. Due to rust and structural failure the main lobby exterior north side doors were replaced. Cement work including some sidewalk and parking lot work was completed due to structural failure of the parking lot. The old evidence room was converted to a temporary detention room by*

retro fitting the door, adding a surveillance camera, detention benches and shackles. Homewood Flossmoor High School donated seven used weight lifting machines to the Police Department gym.

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 \$500,000 having been approved for this request.

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. Based on a settlement package negotiated 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 \$3.4M 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 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 offers a deferred compensation plan, a Healthy Miles bonus rewards program, an employee wellness expo, and provided Windows 2007 training.*

Publish results of satisfaction surveys from the Health Department.

The Business Registration Application was made available online for the 2010 renewal season to streamline the renewal process for businesses. New businesses are also directed to the web site to use this form.

An interactive Intranet business application spreadsheet was developed, with the assistance of the IT Department, during last year's renewal cycle to assure all departments' requirements are met and available for all to see. This has streamlined communication within Village departments as well as expedited business renewals and new business openings. The Water Department was recently added to the spreadsheet to assure they are aware of new business in the Village and also assist in collecting past due business accounts.

In an effort to support the Village's "green campaign," the option was made available to all business that had an e-mail address to receive their Business Registration renewal package via e-mail. Forty businesses, including Village owned locations, took advantage of this option, which saved all time and money.

The Police Department continues to complete Crime Free Housing inspections on the rental properties and conduct quarterly landlord class. Since the start of the fiscal year, 304 landlords have complied with registering and have paid \$38,500 in CFH license fees. There are 615 rental property owners on file.

Courtesy of a package deal including 6 agreements with Canadian National, the Village will realize \$7,355,000 in economic benefits. Cash items total \$4,805,000 and tangible economic benefits cost out at another \$2,550,000. A breakdown of the agreements is as follows:

- Voluntary Mitigation Agreement (total value: \$4,225,000)*
- Parking Lot Reconstruction Agreement (total value: \$1,320,000)*
- Bridge Overpass Ownership Transfer Agreement (total value: \$1,165,000)*
- Real Estate Sales Agreement and Option Agreement (total value: \$645,000)*

Through the sale of 5.778 acres, the negotiated settlement with CN helps mitigate Village concerns with the rail company's acquisition of the former EJ&E infrastructure and its impacts upon Park Forest. It provides funds which be used to help offset property value impacts for residents. The Village will maintain 80% of the Village's revenue stream for the Homan/Hickory parking lot, which will be revitalized and reconstructed. The settlement provides funding for economic development and public safety operations and

dollars for a public attraction vision which will include construction of a train viewing platform, rail car feature and large-scale mural which may draw latent tourism benefits to Park Forest and the Old Plank Road Trail. Finally, the deal facilitates the transfer of bridge/overpass ownership over Orchard Drive to CN and the rail company will paint the structure in the near future.

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. Increase citizen knowledge of the Police and Fire Service operations. *The second Fire and Police Academy just concluded and the graduating class was recognized at a September 2009 Board Meeting. The Fire and Police Departments have satisfied this benchmark. The program numbers seem small with seven graduates but 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 the Neighborhood Watch program.*

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. The Fire Department has also sent Fire Bureau staff to a seminar on Alzheimer's and elderly abuse so the department can have a more holistic approach in its 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.

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 included 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.

The Community Relations Coordinator, Recreation and Parks Staff, and the Commission on Human Relations facilitated an annual Good Neighbor Day event that was hosted by Calvary United Protestant Church.

Economic Development and Planning Staff coordinated a 30-second commercial that features diverse populations and a broad range of Park Forest amenities and events. The commercial was produced by Lakeshore Public Television. Community Ambassadors and Recreation and Parks Staff contributed to the commercial.

The Ambassadors and Village Staff implemented the Park Forest Idols event on January 16. There was a full house at Freedom Hall. Pre-show ticket revenue was donated to Tall Grass Arts Association and the Illinois Theatre Center. Each organization received \$640.

The winter New Resident event was a comedy show featuring talented local comedians. The event was held at the Illinois Theatre Center on January 9. In an effort to increase awareness of local restaurants, four Park Forest restaurants provided refreshments. Seven Park Forest civic organizations hosted informational tables at the event. To increase awareness and utilization of Park Forest amenities and retailers, gift certificates from local businesses were raffled.

The Police Athletic and Activity Center has partnered with Rich East High School to start a youth wrestling program called the "PAAC Shooters". The Rich East wrestling coaches and PAAC team leaders staffed an eight week, evening, wrestling club. Thirty grade school students from all over Park Forest completed this athletic / leadership activity.

Administrative Hearing Officers, Community Policing staff and Administrative staff worked to institute the "Vision" program, a four week, sixteen hour counseling curriculum as part of our juvenile court diversion, Municipal ticket program. Governors State University has approved PFPD as an advanced internship site. Currently the "Vision" counseling program utilizes graduate students from the School Counselor and Social Work programs. Narcotic seizure funds were used to purchase five laptop computers and a printer to use with a career / college web based training software. Curriculum has been developed to assist students to realize alternatives to how they deal with personal and family challenges.

MEMORANDUM

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

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

DATE: February 20, 2010

SUBJECT: Implementation Strategies for 2010 - 2011 Board Goals

Each year the Village Board of Trustees undertakes a thorough strategic planning process. The process includes citizen engagement, review of the Village's financial condition and establishment of goals for the upcoming fiscal year. Below please find the Board's Strategic Planning Goals for FY 2010 – 2011 and strategies of implementation as have been preliminarily drafted by the Village's Management Team. Village Staff welcomes Village Board suggestions on how to further implement the below-noted goals.

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

Conduct an annual strategic planning process with inclusion of the annual community survey results.

Continue to encourage citizen involvement in the governing process by promoting Board and Commission participation, highlighting their efforts, and updating residents on upcoming meetings.

Recreation & Parks Staff have established a Youth Sports Roundtable made up of youth athletic association leaders and school athletic directors to share issues and needs for this segment of the community.

Facilitate continuation of the Village's Neighborhood Meeting Program. The Police Department's Crime Free Housing Unit and Detective Division tactical officers will staff all Neighborhood Meetings. Officers will be available to present needed material and will meet privately with any interested citizens.

A committee of railroad enthusiasts has been established to assist and advise the staff in the development of the proposed Railfan Park and observation platform in conjunction with the CN Railroad development.

Maintenance of the existing customer satisfaction survey instrument designed to measure satisfaction with Fire Department emergent and non-emergent responses to residents.

Enhance the Fire Department's Web Site by providing more timely information to customers and provide an electronic version of the customer satisfaction survey allowing additional citizen feedback.

Preserve the Village's investment in the professional development of personnel through continuing education and seek out additional opportunities for enhanced training to better serve residents.

Continue the development of an action plan to reinstate or improve the Fire Department's ISO rating to a class four.

Involve the Zoning Board of Appeals in training provided to the Plan Commission.

Actively advertise the importance of volunteer Boards and Commissions in the community. Recruit applicants for all volunteer positions so as to have a supply of interested residents when vacancies arise.

2. Create relationships and program initiatives to engage families, teachers and school board members of the District 163 community to increase collective awareness of problems, challenges, and opportunities to work together to provide the best education possible for the children of Park Forest.

The Police Department will partner with area colleges and universities to utilize social work and school counseling intern to staff the restorative justice, counseling, Vision Program.

The Police Department, in cooperation with La Ribida Child Advocacy Center, will once again host a school mental health providers meeting for local school districts.

Continue to engage School District 163 officials with regard to fire prevention programs that would benefit the lives of students under their charge.

Work with School District 163 on their required inspections and to support their life safety initiatives.

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

With formal support from Districts No 162 and 163, Recreation & Parks staff has submitted an Environmental Protection Agency Environmental Education Grant application to support educational programs at the new "Wetlands Discovery Center" and Central Park Wetlands. Continue such work with the school districts to facilitate wetlands programs.

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

Work to implement various components (public safety, noise mitigation, quiet zones, economic development, etc.) of the settlement package with Canadian National rail company.

The Police Department's Crime Free Housing Program will conduct landlord training classes to assist local landlords on growing their business by utilizing CFH solutions to problem properties.

Continue to be an active participant in the South Suburban Housing Collaborative's efforts to seek grant funding for housing redevelopment and rehabilitation. Successfully expend the \$500,000 in funding from the Neighborhood Stabilization Program that was awarded for Housing Rehabilitation for residential parcels that are vacant due to foreclosure and/or substandard housing. Habitat for Humanity Chicago South Suburbs is the Village's development partner in this endeavor.

Continue the efforts of the Troubled Building and Property Task Force to identify and comprehensively address problem properties, owners and occupants. Along these lines, continue with implementation and administration of the Crime Free Housing Ordinance and Vacant Building Registry Ordinance.

Remain proactive in the enforcement of fire prevention codes to ensure the department does everything possible to prevent hostile fires from occurring thereby maintaining the viability of the Village's limited tax base.

Look into possible annexation of Continental Midland to the South and the associated possible impacts on fire department service delivery systems.

Establish boundary agreements with the Villages of Crete, University Park, and Steger related to the future annexation of land along and adjacent to South Western Avenue.

Work with the RTA, Chicago Southland Economic Development Corporation, and the Villages of Matteson and Olympia Fields to implement the 211th Street Metra Station TOD Plan.

Continue to seek the sale of properties in DownTown Park Forest, the Park Forest Business Park, and scattered residential neighborhoods for new development.

Continue conversion of business forms to online applications to expedite the renewal process as well as to assist new businesses.

Work with the IT Department to develop e-pay options for the range of business application fees.

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.

4. Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the Village.

Continue the budget process that extensively evaluates Village needs and identifies funding.

Continue the Village's grant seeking efforts. In response to the potential for a 2010 federal government stimulus initiative, ensure that project narratives are created and made available to legislators and the Village's grant lobbying firm.

Adopt annual fiscal policies.

Continue to budget conservatively projecting revenues and expenditures based on known trends.

Continue to seek out grant funding to help support fire operations from federal, state and private sources.

Seek grant funding for energy efficient projects.

Promote "Green" initiatives established by the Village.

Investigate energy efficient vehicle purchases.

Implement energy efficiencies and green initiatives within all Village facilities.

Continue to develop and implement the Village Five Year Capital Plan.

Target one-time revenues sources to address ongoing infrastructure needs.

Maintain fire prevention inspectional activities to include minimally one original inspection for all properties each year, with high hazard and assembly properties inspected a minimum of twice each year, to safeguard current businesses from the threat of fire.

5. Increase awareness of the quality of life in the Village of Park Forest.

The Management Staff will attend all Neighborhood Meetings in the community and answer questions/issues as posed by residents. The Village will continue to encourage resident awareness of current events and municipal operations.

Continue to distribute press releases to media outlets for feature stories to be developed on happenings in Park Forest.

Continue to enhance the viewing of Village Board meetings on the Village web site and on local cable access channels 4 (Comcast) and 99 (AT&T).

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.)

Continue departmental involvement with programs which positively impact the quality of life for all residents (Fourth of July Celebration, Scenic 5-mile Run, Youth Day, Earth Day, Fire Prevention Week, Silent Parade, and Open House).

Maintain and expand the school educational programs instituted in Fiscal Year 2007-2008.

In conjunction with the Police Department, conduct a third class for the Citizen's Fire and Police Academy.

Monitor and update various Village communications mediums (Village web site, Twitter and Facebook pages for the Village, Freedom Hall, the Park Forest Bark District, Aqua Center and the Scenic Five and More) so more people can be quickly informed on happenings in the Village.

Continue to implement ways of increasing the Village's ability to communicate with residents via e-mail.

Expand the use of the Ambassadors to assist with Village sponsored events.

Continue to develop new programs and activities to increase the awareness of Park Forest residents and the neighboring communities about the venues and programs available in Park Forest.

Utilize Discover Magazine Channel 4 and Village web site to promote awareness of quality of life in Park Forest.

Continue to produce community calendar.

Continue to offer new residents 'meet and greet' opportunity twice a year.

Utilize new Route 30 LED sign to promote internally and externally Village offerings.

The Police Department will move the early afternoon PAAC youth program activities from Algonquin Park to Central Park and Somonauk Park in order to bring Police Department youth services to a greater part of the Park Forest Community.

Maintain the established relationships within the community that promote health and wellness to the senior citizens of Park Forest. Relationships include 'health stop' screenings at Rich Township Senior Center, the monthly 'Health Notes' article for the Rich Township newsletter, nursing office days at the Victory Center independent/assistant living facilities.

The Health Department staff will maintain active participation in the Senior Commission as plans are made that address the concerns of local seniors. The department will also establish relationships with other South Suburban agencies that assist with a variety of health, dental, mental health or social service programs to local/regional clients. Finally, the department will strive to provide services at the most affordable rates possible.

The Health Department will continue to provide education to the community through presentations throughout the year about health care issues/concerns/or epidemics in the south suburban area.

The Health Department will network more with local educators to encourage the development of healthcare workers (especially nurses attempting to further their education) by allowing students, as opportunities arise, to train alongside Advanced Practice Nurses at the Health Department.