

**Financial Update**  
**Saturday, October 23, 2010**  
**8:00 a.m. Village Hall**

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# **Agenda**

- 1. Preliminary Year-end Results**
- 2. Current Year Trends**
- 3. Tax Levy Projections**
- 4. Economic Development Update**
- 5. Public Works Projects**
- 6. Recreation and Parks Issues**
- 7. 2010/2011 Board Goals – Fall Update**

## MEMORANDUM

**DATE:** October 15, 2010

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

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

**RE:** Preliminary Year-end Results

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Attached are the preliminary pre-audited results for the Fiscal Year ended June 30, 2010. Following are key points related to the information contained in the attached charts.

### **GENERAL FUND REVENUES**

Overall actual revenues represented 105% of budget. Budgeted revenues were reduced at the six month point.

**Property Taxes** collected represent 105% of budget. The Budget included an estimated 97% collection rate.

**Sales & Use Tax** revenues represent 98% of budget. The Sales Tax Rebate budgeted related to a grocery store.

**Utility Tax** revenues met budget projections but reflect a \$122,401 reduction from prior year.

**State Income Tax** represented 99% of budget and also reflected a \$194,231 decline from prior year.

**Personal Property Replacement Tax** is a form of income tax and declined \$43,140 from prior year.

**Real Estate Transfer Tax** revenues reflect the decline in the housing market and represented 98% of budget. This revenue declined \$97,093 from prior year.

**Grants** revenue ended the year at 141% of budget reflecting an increase in the PACE grant and other police related grants.

**Transfers from Other Funds** include \$89,935 transferred for the DEA officer from the confiscated drug seizure fund.

**Licenses** resulted in 101% of budget and included Crime Free Housing licenses which were \$57,450 over budget and vehicle sticker licenses which were \$51,005 below budget.

**Permits** were 142% of budget and increased \$119,506 over prior year. Permits include new security alarm permits and vacant building permits.

**Charges for Services** reflected budgeted amounts with the exception of **Recreation** revenue at 126% of budget reflecting several new programs and **Inspection Fees** at 88% of budget as a result of the declining housing market. **Property Lease Revenue** has been added as a category and includes cell tower rental of \$159,924. **Other Charges** include reimbursement from Legacy Square and School House Manor for the final lift on roadways as well as a \$33,063 insurance settlement and overtime salary reimbursement for the DEA officer.

**Fines** reflected an increase in vehicle seizure fees, 20% of which is dedicated to youth programs.

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

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Interest Earning	5.066%	2.067%	.153%	.193%
	\$151,980	\$62,010	\$4,590	\$5,790

The laddered CD portfolio will improve earnings somewhat, but investments are still short-term and short-term rates are low.

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

#### **KEY REVENUE COMPARISON**

	<u>Fiscal 2008</u>	<u>Fiscal 2009</u>	<u>Fiscal 2010</u>	<u>2009-2010</u> <u>Change</u>
Sales Tax	\$ 670,036	\$ 615,553	\$ 576,938	\$ (38,615)
Utility Tax	1,780,647	1,642,644	1,520,243	(122,401)
State Income Tax	2,223,207	1,982,466	1,788,235	(194,231)
Personal Property Replacement Tax	183,208	168,986	147,846	(21,140)
Real Estate Transfer Tax	247,194	229,373	132,280	(97,093)
Building Permit Fees	102,045	77,260	118,729	41,469
Interest Income	251,034	98,928	29,885	(69,043)
IRMA Surplus Distribution	<u>75,172</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>\$5,532,543</b>	<b>\$4,815,211</b>	<b>\$4,314,156</b>	<b>\$(501,055)</b>

#### **GENERAL FUND EXPENDITURES**

Actual General Fund Expenditures represented 95% of budget before encumbrances. Encumbrances are reserved dollars relating to approved projects (see attached chart). The chart is entitled Assignments so that these dollars can be set aside from fund balance reserves. Also attached is an information memorandum indicating all of the assignments. The attached list shows \$323,380 in encumbrances. This amount added to expenditures produces a 97% of budget result.

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

**Fund Summary**

An analysis of this General Fund information indicates the following:

Estimated Unassigned General Fund Balance 6/30/10		\$ 5,971,000
<u>Budgeted Carryover (2010/2011) for Transfers</u>		
Fund balance use for operations	(264,233)	
DownTown Support & CAM	(224,527)	
Transfer to Aqua Center	(120,000)	
Transfer to Tennis Club	( 95,000)	
Total Carryover needs for 2010/2011		(\$ 703,760)
Additional support for Aqua Center and Tennis and Health Club		(\$ 87,663)
Ending Unreserved Fund Balance representing 3.2 months reserve:		\$ 5,179,577

(The Board’s Fiscal Policies require a reserve of 3 - 4 months of operations. One month’s operating expenditures are \$1,625,708.)

**DOWNTOWN RESULTS**

**REVENUES:**

**Rent Revenues** were 104% of budget.

**Common Area** revenue has been designated separately and reflects charges for the Theatre Building and Aunt Martha’s Building. The Village acquired the ByUs Building #3 in 2010 and, therefore, reduced Common Area Revenue.

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

**Miscellaneous** reflects sale and rental of Route 30 LED sign space.

**EXPENSES:**

Overall expenses represented 80% of budget. This lower than anticipated expense related to a lower demand for tenant build out and the deferral of the second mural.

DownTown Park Forest ended with a positive cash balance allowing for a further reduction in support from the Village for 2010/2011. Budgeted operating support dropped from \$200,000 in 2003/2004 to \$100,000 for the last six years and can now go to -0-.

**ALL FUNDS:**

Revenues, excluding the library, represent 101% of budget. Expenditures represent 86% of budget. The following circumstances are worth noting:

**Housing Choice Voucher Program** revenue exceeded expenditures by \$116,075.

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

**Water** expenditures exceeded revenue by \$264,421 reflecting a decline in water use.

	<b><u>Water Gallons Pumped</u></b>	<b><u>Water Gallons Billed</u></b>	<b><u>% Sold</u></b>
2005	703,491,000	544,022,880	77.3%
2006	708,761,000	527,563,520	74.4%
2007	677,237,333	529,189,315	78.1%
2008	612,998,200	506,469,386	82.6%
2009	553,365,000	486,731,850	88.0%
2010	510,212,000	455,346,031	89.2%

Water rates are in place through 2013. A review of rates at the six month point of 2011 may be necessary.

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

**RECREATION AND PARKS  
ENTERPRISE FUNDS**

	<b><u>BUDGET</u></b>	<b><u>ACTUAL</u></b>
<b>Aqua Center (53)</b>		
Operating Revenue	209,722	176,409
Expense	<u>(340,008)</u>	<u>(377,376)</u>
<b>Net Loss</b>	<b>(130,286)</b>	<b>(200,967)</b>
General Fund Transfer *	<u>140,000</u>	<u>140,000</u>
<b>Net After General Fund Transfer</b>	<b>9,714</b>	<b>(60,967)</b>
<b>Tennis and Health (54)</b>		
Revenue	301,250	263,119
Expense	<u>(387,384)</u>	<u>(364,815)</u>
<b>Net Loss</b>	<b>(86,134)</b>	<b>(101,696)</b>
General Fund Transfer *	<u>75,000</u>	<u>75,000</u>
<b>Net After General Fund Transfer</b>	<b>(11,134)</b>	<b>(26,696)</b>

\* For Fiscal 2011, a total of \$120,000 is budgeted for transfers to the Aqua Center and \$95,000 to the Tennis and Health Club for a total of \$215,000.

The negative operating results will require a budget amendment to offset negative cash.

**TIF** expenses were 48% of Budget reflecting the \$1.1 million budget amount for demolition of Marshall Fields. Revenues exceeded budget by \$226,160. A lower than anticipated cost for demolition and incremental revenues will allow the Village to abate \$650,000 in TIF debt related property taxes. An increase of \$150,000 in the bond abatement.

### **SUMMARY**

The Board has, in the past few years, adapted quickly to declining revenues by delaying hiring and reducing capital spending. In 2010 the CN settlement allowed the Village to enhance economic development and fire safety initiatives, add “green” components to the Aqua Center/wetlands discovery classroom construction, support a budget shortfall and set aside funds for:

Orchard LED signage	\$ 40,000
Rail Park development	100,000
Parking lot capacity signage	40,000
Sound Mitigation	1,500,000
Orchard Drive reconstruction	<u>2,450,000</u>
Remaining CN funds	\$4,130,000

In addition, the Village also received value from the CN settlement in the improvements to the municipal parking lot and transfer of bridge ownership.

Year-end results show a further decline in revenues. The budget reflected these anticipated declines and expenses were adjusted accordingly. Current year trends are discussed in the following section.

**Village of Park Forest  
2009/2010 Budget Review  
as of June 30, 2010  
PRELIMINARY RESULTS  
GENERAL FUND REVENUES**

	FY 09/10 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Property Taxes - General	9,478,525	9,062,395	105%
Road and Bridge	83,725	77,000	109%
Sales Tax	576,938	590,000	98%
Sales Tax Rebate	0	(40,000)	0%
Utility Tax	1,520,243	1,500,000	101%
State Income Tax	1,788,235	1,800,000	99%
PPRT - General and Pension	147,846	190,000	78%
R.E. Transfer Tax	132,280	135,000	98%
Grants	78,119	55,250	141%
Transfers from Other Funds	1,506,528	1,426,593	106%
Licenses	604,698	595,825	101%
Permits	490,016	345,760	142%
Charges for Services			
Water/Sewer Payment in lieu of taxes	355,561	355,561	100%
Recreation	351,754	279,298	126%
Health	425,397	433,200	98%
Hospital Transport	375,326	344,100	109%
Inspection Fees	74,474	85,000	88%
Property Lease Revenue	195,612	149,000	131%
Garden House	83,781	74,711	112%
Other Charges	348,830	106,298	328%
Asset Sales	892	7,500	12%
Fines	358,235	327,050	110%
Interest Earnings	<u>29,885</u>	<u>70,000</u>	43%
<b>Sub-Total</b>	<b>19,006,900</b>	<b>17,969,541</b>	<b>106%</b>
CN Settlement	<u>4,805,000</u>	<u>4,805,000</u>	100%
<b>Total Revenues</b>	<b><u>23,811,900</u></b>	<b><u>22,774,541</u></b>	<b>105%</b>

**Village of Park Forest  
2009/2010 Budget Review  
as of June 30, 2010  
PRELIMINARY RESULTS  
GENERAL FUND EXPENDITURES**

	FY 09/10 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Administrative	3,190,844	3,495,151	91%
Police Department	6,609,262	6,736,852	98%
Fire Department	3,365,004	3,469,693	97%
Health Department	793,855	848,055	94%
Recreation and Parks	2,155,024	2,279,751	95%
Public Works Department	1,022,219	1,083,091	94%
Economic Development & Planning	455,692	508,139	90%
Community Development	<u>498,020</u>	<u>593,161</u>	84%
<b>Subtotal</b>	<b>18,089,921</b>	<b>19,013,893</b>	<b>95%</b>
Transfer to Pension Funds	22,000	22,000	100%
Transfer to Capital Projects	345,000	345,000	100%
Transfer to DownTown	224,527	224,527	100%
Transfer To Vehicle Services	49,000	49,000	100%
Transfer To Aqua Center	760,000	760,000	100%
Transfer to Tennis & Health	75,000	75,000	100%
Transfer to Library	<u>10,000</u>	<u>10,000</u>	100%
<b>Total General Fund</b>	<b><u>19,575,448</u></b>	<b><u>20,499,420</u></b>	<b>95%</b>

**Village of Park Forest  
2009/2010 Budget Review  
as of June 30, 2010  
PRELIMINARY RESULTS  
DOWNTOWN PARK FOREST  
REVENUES**

	FY 09/10 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
<b>REVENUES</b>			
DownTown Rent	597,740	574,387	104%
Farmers Market	4,103	4,500	91%
Common Area Revenue	65,461	78,035	84%
Hall Rental	17,720	8,000	222%
Transfer from General Fund (CAM)	224,527	224,527	100%
Transfer from Capital Projects	100,000	100,000	100%
Miscellaneous	14,917	0	100%
Interest	1,633	15,000	11%
<b>TOTAL REVENUE</b>	<b><u>1,026,101</u></b>	<b><u>1,004,449</u></b>	<b>102%</b>
<b><u>Net Income (Loss)</u></b>	<b><u>219,622</u></b>	<b><u>(5,929)</u></b>	
Major Capital Outlays	(130,948)	0	
Depreciation	<u>138,987</u>	<u>129,601</u>	
Cash Flow	227,661	123,672	
<b><u>Beginning Net Cash</u></b>	<b>1,092,279</b>	<b>1,092,279</b>	
<b><u>Ending Net Cash</u></b>	<b>1,319,940</b>	<b>1,215,951</b>	

**Village of Park Forest  
2009/2010 Budget Review  
as of June 30, 2010  
PRELIMINARY RESULTS  
DOWNTOWN PARK FOREST  
EXPENSES**

	FY 09/10 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
<b>EXPENSES</b>			
<b><u>Personnel Services</u></b>			
Regular Salaries	70,741	83,687	85%
Overtime Salaries	1,742	2,533	69%
Temporary/Part time Salaries	<u>61,478</u>	<u>71,794</u>	86%
<b>Total Personnel Services</b>	<b>133,960</b>	<b>158,014</b>	<b>85%</b>
<b><u>Employee Support/Insurance</u></b>	41,608	46,363	90%
<b><u>IRMA</u></b>	30,000	30,000	100%
<b><u>Professional Services</u></b>	3,337	19,500	17%
<b><u>Operating Supplies</u></b>	30,010	20,300	148%
<b><u>Maintenance</u></b>	237,427	238,000	100%
<b><u>Capital Outlays</u></b>	9,233	147,000	6%
<b><u>Depreciation</u></b>	138,987	129,601	107%
<b><u>Miscellaneous</u></b>	6,464	11,000	59%
<b><u>Rentals</u></b>	9,000	9,000	100%
<b><u>Utilities</u></b>	166,453	201,600	83%
<b>TOTAL EXPENSES</b>	<b><u>806,479</u></b>	<b><u>1,010,378</u></b>	<b>80%</b>

**Village of Park Forest  
2009/2010 Budget Review  
as of June 30, 2010  
PRELIMINARY RESULTS  
REVENUE (All Funds)**

	FY 09/10 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund			
Operating	19,006,900	17,969,541	106%
CN Settlement	4,805,000	4,805,000	100%
Housing Choice Voucher Program	3,857,664	3,527,496	109%
CDBG - Cook	0	930,062	0%
Police Pension	2,288,979	1,808,319	127%
Fire Pension	1,411,412	1,110,419	127%
MFT	1,041,002	1,742,700	60%
Water	4,944,456	5,321,000	93%
Sewer	1,232,568	1,336,560	92%
Municipal Parking	140,116	170,900	82%
Refuse	1,211,296	1,219,100	99%
Aqua Center	1,352,849	1,369,722	99%
Tennis and Health	338,119	376,250	90%
Downtown	1,026,101	1,004,449	102%
TIF - Downtown	1,372,786	1,146,626	120%
TIF - Norwood	(12,898)	0	0%
Vehicle Services	990,587	884,759	112%
Bond Retirement	325,700	323,740	101%
Capital Projects	345,000	345,000	100%
Foreign Fire Insurance	<u>17,239</u>	<u>17,239</u>	100%
<b>Subtotal</b>	<b>45,694,875</b>	<b>45,408,882</b>	<b>101%</b>
Library	<u>1,884,761</u>	<u>1,899,600</u>	99%
<b>TOTAL FUNDS</b>	<b><u>47,579,636</u></b>	<b><u>47,308,482</u></b>	<b>101%</b>

**Village of Park Forest  
2009/2010 Budget Review  
as of June 30, 2010  
PRELIMINARY RESULTS  
EXPENDITURES (All Funds)**

	FY 09/10 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund	18,089,921	19,013,893	95%
Housing Choice Voucher Program	3,741,589	3,606,756	104%
CDBG - Cook	0	930,062	0%
Police Pension	1,359,451	1,390,910	98%
Fire Pension	787,806	801,000	98%
MFT	963,179	1,979,130	49%
Water	5,208,877	5,694,015	91%
Sewer	703,238	1,302,492	54%
Municipal Parking	166,008	226,588	73%
Refuse	1,267,444	1,292,212	98%
Aqua Center	394,248	1,360,008	29%
Tennis and Health	364,815	387,384	94%
DownTown	806,479	1,010,378	80%
TIF - Downtown	1,110,231	2,292,853	48%
Vehicle Services*	813,513	832,367	98%
Bond Retirement	299,400	317,051	94%
Capital Projects	675,572	751,313	90%
Foreign Fire Insurance	13,163	17,239	76%
<b><u>Transfers from General Fund:</u></b>			
To Pension Funds	22,000	22,000	100%
To Capital Projects	345,000	345,000	100%
To Downtown	224,527	224,527	100%
To Vehicle Services	49,000	49,000	100%
To Aqua Center	760,000	760,000	100%
To Tennis & Health	75,000	75,000	100%
To Library	<u>10,000</u>	<u>10,000</u>	100%
<b>Subtotal</b>	<b>38,250,460</b>	<b>44,691,178</b>	<b>86%</b>
Library	<u>2,754,712</u>	<u>3,329,233</u>	83%
<b>TOTAL FUNDS**</b>	<b><u>41,005,174</u></b>	<b><u>48,020,411</u></b>	<b>85%</b>

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

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

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

<b>Fiscal Year End June 30<sup>th</sup></b>	<b>Nextel/ <u>Tower</u></b>	<b><u>AT&amp;T</u></b>	<b><u>Sprint</u></b>	<b><u>T Mobile</u></b>	<b><u>T Mobile Firestation</u></b>	<b><u>U.S. Cellular</u></b>	<b><u>Cricket</u></b>	<b><u>Total</u></b>
<b>2005</b>	\$24,904	\$8,580	\$20,562	\$1,952				\$55,998
<b>2006</b>	28,240	8,580	21,179	19,718		4,527		\$82,244
<b>2007</b>	31,900	10,153	23,655	22,003		23,541		\$111,252
<b>2008</b>	30,544	9,438	22,469	20,877	14,800	22,352		\$120,480
<b>2009</b>	31,582	9,438	23,143	21,503	18,472	23,022		\$127,161
<b>2010</b>	32,846	9,438	31,219	22,148	19,211	23,713	21,350	\$159,924

**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 %

**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 %

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

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

Average 0.153 %

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

Date	Annualized Rate	Daily Factor
01-Aug-10	0.191%	0.000005245200
02-Aug-10	0.229%	0.000006267100
03-Aug-10	0.229%	0.000006267100
04-Aug-10	0.194%	0.000005323200
05-Aug-10	0.199%	0.000005448800
06-Aug-10	0.199%	0.000005458900
07-Aug-10	0.199%	0.000005458900
08-Aug-10	0.199%	0.000005458900
09-Aug-10	0.189%	0.000005176600
10-Aug-10	0.176%	0.000004834000
11-Aug-10	0.168%	0.000004592300
12-Aug-10	0.178%	0.000004875100
13-Aug-10	0.194%	0.000005309700
14-Aug-10	0.194%	0.000005309700
15-Aug-10	0.194%	0.000005309700
16-Aug-10	0.233%	0.000006380300
17-Aug-10	0.210%	0.000005765100
18-Aug-10	0.186%	0.000005093900
19-Aug-10	0.180%	0.000004935500
20-Aug-10	0.188%	0.000005141200
21-Aug-10	0.188%	0.000005141200
22-Aug-10	0.188%	0.000005141200
23-Aug-10	0.183%	0.000005001700
24-Aug-10	0.181%	0.000004953500
25-Aug-10	0.178%	0.000004888000
26-Aug-10	0.196%	0.000005378700
27-Aug-10	0.186%	0.000005109100
28-Aug-10	0.186%	0.000005109100
29-Aug-10	0.186%	0.000005109100
30-Aug-10	0.178%	0.000004889200
31-Aug-10	0.214%	0.000005859400

Average 0.193 %



www.villageofparkforest.com

**Mayor**  
John A. Ostenburg

October 15, 2010

**Village Trustees**  
Mae Brandon  
Bonita Dillard  
Gary Kopycinski  
Kenneth W. Kramer  
Robert McCray  
Georgia O'Neill

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

**Village Clerk**  
Sheila McGann

Attention: Kay Nees

**Village Manager**  
Thomas Mick

Dear Ms. Nees:

In preparation for the financial statements for the fiscal year ended June 30, 2010, I've assigned the following fund balances:

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

**General Fund**

Assign for:

Administrative Purposes	\$ 40,000
Public Safety Purposes	80,380
Public Works Purposes	55,000
Recreation and Parks Purposes	60,500
Economic Development Purposes	12,500
Community Development Purposes	<u>75,000</u>
Sub Total	\$ 323,380

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

**Additional Assignments**

Employee Computer Purchases	\$ 229.65
Contribution Funds	49,482.44
Orchard Drive Reconstruction	2,450,000.00
Sound Mitigation	1,500,000.00

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

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

**Total General Fund Assigned Fund Balances:** \$4,323,092.09

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

**Library**

Assigned for Endowment \$ 67,834.60

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

**Debt Service**

Assigned for Future Projects \$ 41,883.44

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

**Capital Projects**

Assigned for Capital Projects \$ 659,080.70



www.villageofparkforest.com

**Mayor**  
John A. Ostenburg

**Village Trustees**  
Mae Brandon  
Bonita Dillard  
Gary Kopycinski  
Kenneth W. Kramer  
Robert McCray  
Georgia O'Neill

**Village Clerk**  
Sheila McGann

**Village Manager**  
Thomas Mick

These assignments are made with Village Board notification and authority given in the Fiscal Policies adopted March 22, 2010.

Sincerely,

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

MGD:cs

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

cc: Village Board  
Tom Mick, Village Manager

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

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

**Freedom Hall**  
410 Lakewood Blvd.  
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**Health Department**  
350 Victory Drive  
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**Police Department**  
200 Lakewood Blvd.  
(708) 748-4700

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

VILLAGE OF PARK FOREST  
 ASSIGNMENTS  
 June 30, 2010

Prepared by: *Sparks*  
 Reviewed by: *M. J. Donahue*

<u>FUND</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>ACCT. #</u>
1			
<b><u>ADMINISTRATIVE PURPOSES</u></b>			
	20,000.00	Training -- CMAP, Computer, Leadership Development	010100-520300
	<u>20,000.00</u>	I/T -- New Storage Area Network -- Virtualization	010104-560000
	<b>40,000.00</b>		
<b><u>PUBLIC SAFETY PURPOSES</u></b>			
<b><u>POLICE</u></b>			
	25,260.00	Youth Programs (20% of FY10 Vehicle Seizure Revenue)	010700-500210*
	21,590.00	North & East Window Replacement	010700-560000
	<u>19,000.00</u>	Space Planning for Renovation (was Portable Radios)	010700-560000
	<b>65,850.00</b>		
<b><u>FIRE</u></b>			
	5,000.00	Train-the-Trainer activity for "Blue Card"	010800-520300
	3,000.00	EOC/Training Room Improvement	010800-540000
	1,000.00	Enbridge Training Site Improvements	010800-540000
	1,000.00	Department 10-year Photo	010800-540000
	1,500.00	EOC/Training Room Improvement	010800-541400
	<u>3,030.00</u>	EOC/Training Room Improvement	010800-560000
	<b>14,530.00</b>		
	<b>80,380.00</b>		
<b><u>PUBLIC WORKS PURPOSES</u></b>			
	25,000.00	Drainage Study	011700-530200
	<u>30,000.00</u>	Light Poles	011700-560000
	<b>55,000.00</b>		
<b><u>RECREATION &amp; PARKS PURPOSES</u></b>			
	7,500.00	Rec Center Equipment/School District Coop Projects	011125-560000
	9,000.00	Walkways	011122-560000
	25,000.00	Urban Forestry/Tree Trimming/Emerald Ash Borer	011122-550500
	<u>19,000.00</u>	Emergency Repairs	011107-560000
	<b>60,500.00</b>		
<b><u>ECONOMIC DEVELOPMENT PURPOSES</u></b>			
	3,500.00	"For Sale" signs on Village-owned Property	011900-590800
	5,000.00	Web Site Development for Outside Art Gallery/New Resident	011900-590900
	1,500.00	Design of New Business Packet	011900-530000
	<u>2,500.00</u>	Printing of New Business Guide	011900-590800
	<b>12,500.00</b>		
<b><u>COMMUNITY DEVELOPMENT PURPOSES</u></b>			
	75,000.00	Pen System	012000-560000
<b>TOTAL</b>	<b><u>323,380.00</u></b>		

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

# MEMORANDUM

**DATE:** October 14, 2010

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

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

**RE:** Current Year Trends

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The current year trends indicate a stabilization in several revenue categories.

## **Sales & Use Tax**

The attached schedule shows the sixteen year trend in sales and use taxes. Sales tax has declined from a Fiscal 1996 high of \$1.2 million to \$572,014 received in Fiscal 2010. Sales tax revenue has been relatively flat for eight years. The loss of the grocery store caused sales taxes to decline further in 2010.

The Village receives sales taxes on a three to four month lag. Detailed information is received even later. The Village does not receive information on individual businesses. It does receive quarterly information four months after the fact on type of businesses. The attached schedule for the second quarter of the year shows revenue by type of business. Also attached are the top ten sales tax payers. The revenue from the top ten sales tax generators were down \$3,381 from the prior year. Natron is Taco Bell, Maharishi Petroleum is Marathon and Nileema is Subway.

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

The Village receives Income Tax, Motor Fuel Tax and State Use Tax based on a per capita distribution from the State. The Village's population declined from 24,656 in 1990 to 23,462 in 2000. The overall state population increased. The decline in income tax revenue is apparent in fiscal 2002. After increasing back to 2001 levels, income tax declined in 2010 reflecting high unemployment. The new census numbers will impact this revenue. In addition, the Village is now receiving income tax on a five month lag. Motor Fuel Tax is scheduled to increase 17% bringing the estimated revenue of \$690,000 back to pre-recession levels (see new schedule attached).

## **Utility Tax**

Utility taxes are a fairly stable revenue source reflecting 7% of total General Fund revenues. Even this stable revenue declined \$122,401 last year. It does not appear to be declining further.

## Property Taxes

As of September 16, the Cook County Treasurers Office could not project the exact date property taxes for the second installment would be due. The Treasurer's office indicated bills will not be due earlier than December 1. Second installment tax receipts can occur as early as September 4. A three month delay in receipts is exactly why the Village maintains reserves.

## Expenditure Trends

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

The Village has received notice that **IRMA** costs will decline from \$1,314,766 to \$1,035,933. For the General Fund which pays 63% of this cost, the savings is \$140,000. This is reflected in the tax levy calculation.

**Health Insurance** costs are in a state of flux. The health insurance industry has indicated that the cost for insuring additional people now covered under the health reform act will amount to larger premiums for existing customers. The potential long-term savings in hospital and other medical costs by having more people insured is currently unknown. Village staff is investigating self-insurance options and will share results with the Board.

The attached schedule shows the Village share of health insurance. Over the last six years the Village cost has increased \$511,935 or 50.79%. Included in the table are the costs for the five disabled public safety individuals who legislatively are allowed 100% insurance coverage. The costs currently for these individuals are \$56,295 per year. Village costs are as follows:

Fiscal 2005/2006	\$1,007,972
Fiscal 2006/2007	1,184,367
Fiscal 2007/2008	1,241,662
Fiscal 2008/2009	1,390,546
Fiscal 2009/2010	1,439,549
Fiscal 2010/2011	1,519,907
Fiscal 2011/2012 Projected	1,819,907

Even though **IMRF** rates are scheduled to increase from 9.56% to 10.52% in 2011, the Village has saved money delaying replacement hiring and has built enough of a fund balance to maintain the same tax levy. New legislation adopted April 2010 and effective with hires after January 2011 creates a second tier of IMRF pension. Some of the changes include:

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

It is anticipated that this will cause some municipal savings.

## **Other Issues**

Another negative trend related to the economy is the increasing delinquency rate in utility billing. The attached schedule shows the increase in accounts 120 days old. After reaching an August 2009 level of \$317,500 the current 120+ day receivable balance is \$191,125, a positive trend.

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

### **Housing Information Summary**

	<b><u>June</u></b> <b><u>2007</u></b>	<b><u>June</u></b> <b><u>2008</u></b>	<b><u>June</u></b> <b><u>2009</u></b>	<b><u>June</u></b> <b><u>2010</u></b>
# of houses vacant*	174	215	235	192
# of houses in foreclosure	131	205	310	368
# in foreclosure/occupied	24	80	187	259
# of houses reoccupied	14	14	47	46
# of new listings	22	58	56	66

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

## **Good News**

### **TIF and Demolition of Marshall Fields**

Incremental property taxes in the DownTown TIF, net of tax rebates to Victory Center and Bigelow, increased from \$735,234 to \$856,105. This increase coupled with the lower than anticipated demolition bids will allow the Village to increase the property tax abatement for debt service to \$650,000.

### **EAV (Equalized Assessed Value)**

Also, attached is a chart of the Village's 10-year history of equalized assessed value. The Village was reassessed in 2005 increasing value by 14.55%. In 2007 value increased further 7.58% to \$204,687,009. The Village was reassessed in 2008 increasing value 7.23% to \$219,491,270. For 2009, the equalized assessed value increased 2.78% to \$225,587,683. The Equalized Assessed value of Park Forest impacts property tax rates. A higher value translates to lower tax rates and improves the Village's ability to attract commercial development.

Housing values are indicated on the attached chart. The average selling price for a house in Park Forest declined after several years of increases to a August 2010 value of \$54,550. The volume of sales also declined.

<u>Year</u>	<u>Home Sales</u>	<u>Coop Sales</u>
2007	419	n/a
2008	285	n/a
2009	259	91
2010 (9 months)	213	70

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

### **Conclusion**

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

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

<b>SALES TAX (1%, disb.)</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
FISCAL YEAR END 96	89,082	82,906	97,748	104,863	86,773	87,630	87,032	65,866	78,632	68,235	66,044	85,497	\$ 1,000,309
FISCAL YEAR END 97	71,444	75,797	88,658	69,763	80,805	68,158	68,530	60,883	78,043	66,281	64,776	76,862	\$ 870,000
FISCAL YEAR END 98	59,880	66,956	66,118	68,656	75,978	51,492	65,017	62,887	56,931	56,725	61,926	61,553	\$ 754,118
FISCAL YEAR END 99	63,594	69,172	76,742	68,033	70,898	68,056	56,250	53,875	49,853	48,302	51,155	53,404	\$ 729,335
FISCAL YEAR END 00	54,101	57,330	59,985	61,421	62,853	63,734	60,457	57,707	60,516	55,801	45,929	63,700	\$ 703,533
FISCAL YEAR END 01	64,587	62,172	41,926	55,507	47,531	49,090	63,806	41,016	37,965	41,761	33,940	37,611	\$ 576,913
FISCAL YEAR END 02	40,258	36,955	53,249	43,894	38,342	43,817	53,479	43,679	45,399	59,086	38,074	42,269	\$ 538,500
FISCAL YEAR END 03	38,283	37,652	38,129	38,238	36,638	36,301	34,892	36,509	37,536	34,487	39,793	39,487	\$ 447,946
FISCAL YEAR END 04	38,253	37,622	42,696	43,796	37,137	36,370	36,684	33,805	37,253	32,273	33,385	35,220	\$ 444,495
FISCAL YEAR END 05	33,692	34,200	35,772	30,325	29,817	30,052	30,336	31,059	32,363	29,136	33,727	31,072	\$ 381,550
FISCAL YEAR END 06	31,717	33,320	30,088	35,447	31,564	35,898	30,664	31,186	31,718	32,922	28,069	31,985	\$ 384,579
FISCAL YEAR END 07	32,508	31,906	31,596	26,947	30,688	27,036	32,366	31,725	34,750	27,102	31,997	29,825	\$ 368,446
FISCAL YEAR END 08	29,725	30,841	27,769	27,645	31,174	29,075	27,346	26,378	29,561	25,853	26,923	33,555	\$ 345,846
FISCAL YEAR END 09	26,725	27,723	27,720	26,157	23,921	25,712	19,429	25,508	24,683	21,437	17,509	29,440	\$ 295,963
FISCAL YEAR END 10	22,770	23,856	25,522	22,642	22,113	25,886	34,899	22,568	25,186	17,817	27,810	19,927	\$ 290,993
FISCAL YEAR END 11	29,267	23,576	27,123	25,153	-	-	-	-	-	-	-	-	\$ 105,119
<b>LOCAL USE TAX</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
FISCAL YEAR END 96	11,749	12,040	14,040	12,101	16,751	17,863	15,298	11,659	20,914	14,330	15,833	19,167	\$ 181,744
FISCAL YEAR END 97	16,390	17,803	20,917	18,178	13,242	18,250	19,166	15,529	28,699	12,896	14,533	7,942	\$ 203,545
FISCAL YEAR END 98	25,839	17,416	24,845	18,431	16,557	19,317	19,303	17,366	27,304	17,179	17,716	0	\$ 221,274
FISCAL YEAR END 99	37,384	17,062	22,025	17,332	19,705	24,230	19,475	23,767	32,263	17,561	19,151	3,144	\$ 253,099
FISCAL YEAR END 00	45,886	21,960	26,406	20,980	21,290	24,446	22,032	25,078	33,835	22,539	11,952	0	\$ 276,403
FISCAL YEAR END 01	63,122	25,962	27,210	21,208	24,453	28,621	26,248	21,550	34,529	22,759	20,814	9,190	\$ 325,665
FISCAL YEAR END 02	37,740	17,219	19,127	19,998	16,516	17,544	21,106	17,769	27,237	16,526	13,919	17,556	\$ 242,258
FISCAL YEAR END 03	16,228	15,723	17,923	15,994	16,065	19,235	17,569	16,327	24,718	15,680	13,130	17,755	\$ 206,346
FISCAL YEAR END 04	16,776	15,408	19,576	19,096	17,357	15,391	16,092	18,921	26,201	22,358	20,789	20,235	\$ 228,199
FISCAL YEAR END 05	18,216	18,894	22,457	19,627	18,830	20,404	18,433	16,849	29,208	17,418	19,592	22,392	\$ 242,321
FISCAL YEAR END 06	26,869	20,983	24,684	20,081	21,636	23,186	21,501	20,734	35,604	22,977	23,044	21,778	\$ 283,078
FISCAL YEAR END 07	26,498	23,623	27,221	22,814	27,838	27,213	25,698	23,018	35,119	20,589	19,858	24,206	\$ 303,694
FISCAL YEAR END 08	24,691	26,863	31,526	23,154	24,358	26,479	27,082	27,290	38,904	25,387	23,342	29,886	\$ 328,962
FISCAL YEAR END 09	27,559	25,342	31,146	26,071	32,833	29,827	28,550	25,545	36,747	23,391	20,915	25,094	\$ 333,019
FISCAL YEAR END 10	25,622	21,671	28,815	22,895	20,451	22,074	21,397	19,112	32,853	19,550	15,549	31,030	\$ 281,020
FISCAL YEAR END 11	23,615	22,385	28,882	-	-	-	-	-	-	-	-	-	\$ 74,881
<b>SALES &amp; USE TAX COMBINED</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
FISCAL YEAR END 96	104,558	98,576	115,453	120,524	107,279	109,075	106,058	81,566	102,670	85,928	85,414	108,405	\$ 1,225,507
FISCAL YEAR END 97	91,453	97,220	113,053	91,410	98,177	90,076	91,947	80,560	109,906	82,580	83,104	88,585	\$ 1,118,070
FISCAL YEAR END 98	89,721	88,594	94,834	90,993	96,590	74,340	88,911	84,405	87,548	77,535	83,369	65,518	\$ 1,022,357
FISCAL YEAR END 99	105,176	90,699	102,665	89,514	95,829	96,429	80,111	81,426	85,031	69,933	74,453	60,347	\$ 1,031,614
FISCAL YEAR END 00	104,933	83,829	90,768	86,799	88,598	92,609	87,368	87,438	98,246	82,596	62,061	65,182	\$ 1,030,428
FISCAL YEAR END 01	135,801	92,727	73,598	81,153	76,258	82,093	94,753	67,310	76,390	68,715	58,966	48,929	\$ 956,692
FISCAL YEAR END 02	84,542	58,289	76,585	67,846	58,903	65,560	79,013	65,982	76,057	79,250	55,772	63,917	\$ 831,716
FISCAL YEAR END 03	61,306	53,375	56,052	54,231	52,703	55,536	52,461	52,836	62,254	50,167	52,923	57,242	\$ 661,086
FISCAL YEAR END 04	55,029	53,029	62,272	62,892	54,494	51,761	52,776	52,726	63,455	54,631	54,173	55,455	\$ 672,693
FISCAL YEAR END 05	51,908	53,094	58,229	49,952	48,647	50,456	48,769	47,908	61,571	46,554	53,319	53,464	\$ 623,870
FISCAL YEAR END 06	58,586	54,304	54,772	55,528	53,201	59,084	52,165	51,919	67,323	55,899	51,113	53,763	\$ 667,657
FISCAL YEAR END 07	59,005	55,529	58,817	49,761	58,526	54,249	58,065	54,743	69,869	47,692	51,855	54,031	\$ 672,140
FISCAL YEAR END 08	54,416	57,704	59,295	50,799	55,532	55,554	54,428	53,668	68,465	51,240	50,265	63,441	\$ 674,808
FISCAL YEAR END 09	54,284	53,064	58,866	52,229	56,754	55,539	47,979	51,052	61,429	44,828	38,424	54,534	\$ 628,982
FISCAL YEAR END 10	48,391	45,527	54,337	45,537	42,564	47,960	56,296	41,680	58,039	37,367	43,358	50,957	\$ 572,014
FISCAL YEAR END 11	52,882	45,961	56,004	25,153	-	-	-	-	-	-	-	-	\$ 180,001



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

(2004/2005), 2006, 2007, 2008, 2009, 2010 (to quarter received)

	# TP		TOTAL TAX RECEIPTS	General Merchandise	Food	Drinking & Eating Places	Apparel	Furniture H.H. & Radio	Lumber, Bldg. Hardware	Automotive & Fill. Stations	Drugs and Misc. Retail	Agriculture & all others	Manufacturers	Computed Total	
1st	2005	137 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	
		23 Will	2,579.75	-	-	-	-	-	-	-	380.18	724.77	-	-	1,104.95
		TOTAL:	93,934.80	-	-	-	-	-	-	-	29,673.26	2,401.46	-	-	86,408.57
Q U A R	2006	138 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	
		21 Will	787.14	-	-	-	-	-	-	-	179.67	424.55	-	-	604.22
		TOTAL:	92,976.36	-	-	-	-	-	-	-	34,681.05	2,621.22	-	-	88,388.95
T E R	2007	145 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	
		28 Will	997.63	-	-	-	-	-	-	-	101.65	504.49	-	-	606.14
		TOTAL:	88,924.48	-	-	-	-	-	-	-	35,090.76	2,059.27	-	-	83,682.45
C A L E	2008	121 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	
		20 Will	1,924.34	-	-	-	-	-	-	-	112.39	270.43	-	-	382.82
		TOTAL:	86,331.32	-	-	-	-	-	-	-	33,446.28	3,035.90	-	-	78,993.34
N D A R	2009	113 Cook	68,380.37	-	5,215.48	6,055.76	-	-	-	17,955.45	32,771.19	2,307.15	213.87	64,518.90	
		22 Will	6.24	-	-	-	-	-	-	-	262.95	(351.85)	-	-	(88.90)
		TOTAL:	68,386.61	-	-	-	-	-	-	-	33,034.14	1,955.30	-	-	64,430.00
	2010	112 Cook	64,910.95	-	10,706.86	3,576.48	43.51	-	-	17,805.13	25,901.77	2,644.39	363.92	61,042.06	
		20 Will	642.76	-	-	-	-	-	-	-	272.52	-	8.43	-	280.95
		TOTAL:	65,553.71	-	-	-	-	-	-	-	26,174.29	-	372.35	-	61,323.01
		Difference from prior year	(2,832.90)	-	5,491.38	(2,479.28)	43.51	-	-	(150.32)	(6,859.85)	689.09	158.48	(3,106.99)	
2nd	2005	128 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	
		23 Will	1,875.30	-	-	-	-	-	-	-	533.07	719.81	-	-	1,252.88
		TOTAL:	95,125.15	-	-	-	-	-	-	-	29,182.72	2,276.92	-	-	88,239.74
Q U A R T E R	2006	128 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	
		27 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 L E	2007	134 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	
		27 Will	1,088.74	-	-	-	-	-	-	-	317.44	598.55	-	-	915.99
		TOTAL:	88,335.35	-	-	-	-	-	-	-	32,900.64	2,059.43	-	-	80,574.37
N D A R	2008	110 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	
		16 Will	1,039.50	-	-	-	-	-	-	-	140.02	280.03	-	-	420.05
		TOTAL:	82,167.57	-	-	-	-	-	-	-	33,424.38	3,699.73	-	-	74,830.70
A R	2009	107 Cook	70,932.57	-	6,690.85	6,259.98	-	-	-	16,975.70	33,318.86	2,498.50	633.46	66,377.35	
		21 Will	1,214.81	-	-	-	-	-	-	-	375.77	-	33.98	-	409.75
		TOTAL:	72,147.38	-	-	-	-	-	-	-	33,694.63	-	667.44	-	66,787.10
	2010	93 Cook	79,358.29	-	11,285.20	5,094.41	186.93	-	464.82	18,693.85	16,385.23	23,033.17	345.58	75,489.19	
		18 Will	607.68	-	-	-	-	-	-	-	227.06	22.03	-	-	249.09
		TOTAL:	79,965.97	-	-	-	-	-	-	-	16,612.29	23,055.20	-	-	75,738.28
		Difference from prior year	7,818.59	-	4,594.35	(1,165.57)	186.93	-	464.82	1,718.15	(17,082.34)	20,556.70	(321.86)	8,951.18	

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

(2004/2005), 2006, 2007, 2008, 2009, 2010 (to quarter received)

	# TP		TOTAL TAX RECEIPTS	General Merchandise	Food	Drinking & Eating Places	Apparel	Furniture H.H. & Radio	Lumber, Bldg. Hardware	Automotive & Fill. Stations	Drugs and Misc. Retail	Agriculture & all others	Manufacturers	Computed Total	
3rd	2004	124	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	
		20	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	134	Cook	100,796.25	-	22,959.76	10,736.46	832.59	78.27	-	28,432.19	27,251.59	2,079.76	1,853.50	94,224.12
		22	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	131	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
		23	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	156	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
		23	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	120	Cook	74,946.63	-	6,422.84	7,357.27	-	-	-	20,353.19	31,950.33	2,870.80	471.32	69,425.75
		23	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	97	Cook	69,736.53	-	7,296.66	6,054.73	-	-	-	16,563.50	32,635.91	2,348.16	495.24	65,394.20
		22	Will	903.97	-	-	-	-	-	-	-	322.85	-	11.85	334.70
QUARTER			TOTAL:	70,640.50	-	-	-	-	-	-	32,958.76	-	507.09	65,728.90	
			Difference	(5,149.07)	-	873.82	(1,302.54)	-	-	-	(3,789.69)	721.74	(605.28)	22.71	(4,079.24)
			from prior year												
4th	2004	172	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
		32	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	
Q	2005	183	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
		33	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	
T	2006	180	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
		33	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	
C	2007	152	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
		30	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	
N	2008	136	Cook	68,632.16	-	5,687.24	5,774.10	150.79	-	-	15,018.92	34,732.68	2,894.24	317.14	64,575.11
		31	Will	987.04	-	-	-	-	-	-	-	270.49	139.17	-	409.66
QUARTER			TOTAL:	69,619.20	-	-	-	-	-	-	35,003.17	3,033.41	-	64,984.77	
A	2009	133	Cook	82,302.54	-	18,832.50	5,996.57	-	-	-	16,797.82	33,656.92	2,134.73	415.53	77,834.07
		27	Will	349.10	-	-	-	-	-	-	-	161.17	28.78	9.09	199.04
QUARTER			TOTAL:	82,651.64	-	-	-	-	-	-	33,818.09	-	424.62	78,033.11	
			Difference	13,032.44	-	13,145.26	222.47	(150.79)	-	-	1,778.90	(1,185.08)	(898.68)	107.48	13,048.34
			from prior year												

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

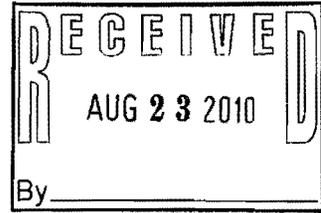
(2004/2005), 2006, 2007, 2008, 2009, 2010 (to quarter received)

# TP	TOTAL TAX RECEIPTS	General Merchandise	Food	Drinking & Eating Places	Apparel	Furniture H.H. & Radio	Lumber, Bldg. Hardware	Automotive & Fill. Stations	Drugs and Misc. Retail	Agriculture & all others	Manufacturers	Computed Total		
2004	235	Cook 378,381.85	20,081.95	95,075.24	42,174.81	2,133.40	162.76	9,003.44	88,697.18	112,105.11	7,463.83	1,484.13	378,381.85	
	47	Will 10,111.05	-	-	-	-	-	-	1,465.82	4,101.64	1,393.01	6,960.47		
		<b>TOTAL:</b> 388,492.90	-	-	-	-	-	-	113,570.93	11,565.47	2,877.14	385,342.32		
2005	252	Cook 377,670.97	-	91,578.72	41,983.84	3,400.52	-	5,248.34	88,997.51	115,749.45	7,370.59	3,101.76	357,430.73	
	42	Will 7,866.19	-	-	-	-	-	-	1,753.16	3,107.53	1,024.26	5,884.95		
		<b>TOTAL:</b> 385,537.16	-	-	-	-	-	-	117,502.61	10,478.12	4,126.02	363,315.68		
A	2006	251	Cook 366,882.20	-	88,554.38	34,515.27	3,962.85	-	8,851.68	76,562.98	133,512.56	7,988.78	2,442.45	356,390.95
N		46	Will 5,615.87	-	-	-	-	-	-	1,166.25	2,419.80	51.46	3,637.51	
N			<b>TOTAL:</b> 372,498.07	-	-	-	-	-	-	134,678.81	10,408.58	2,493.91	360,028.46	
U														
A	2007	259	Cook 343,534.91	-	49,027.19	31,830.20	742.40	219.53	-	84,267.39	140,070.12	8,962.97	1,594.70	316,714.50
L		53	Will 4,903.99	-	-	-	-	220.00	-	-	853.95	2,068.96	34.87	3,177.78
			<b>TOTAL:</b> 348,438.90	-	-	-	-	439.53	-	-	140,924.07	11,031.93	1,629.57	319,892.28
	2008	200	Cook 309,113.84	-	24,671.83	32,074.90	743.89	-	-	82,334.03	133,301.26	11,950.21	2,127.36	287,203.48
		41	Will 4,793.82	-	-	-	-	-	-	-	809.59	772.27	116.81	1,698.67
			<b>TOTAL:</b> 313,907.66	-	-	-	-	-	-	-	134,110.85	12,722.48	2,244.17	288,902.15
	2009	187	Cook 291,352.01	-	38,035.49	24,367.04	-	-	-	68,292.47	132,382.88	9,288.54	1,758.10	274,124.52
		44	Will 2,474.12	-	-	-	-	-	-	-	1,122.74	(307.99)	62.76	877.51
			<b>TOTAL:</b> 293,826.13	-	-	-	-	-	-	-	133,505.62	8,980.55	1,820.86	275,002.03
			Difference (20,081.53)	-	13,363.66	(7,707.86)	(743.89)	-	-	(14,041.56)	(605.23)	(3,741.93)	(423.31)	(13,900.12)
			from prior year											
	2004	*	Cook 417,541.35	19,932.05	105,223.13	43,208.35	1,910.08	304.89	21,530.82	104,533.58	111,415.44	7,514.92	1,968.09	417,541.35
		*	Will 12,045.70	-	-	-	-	-	-	1,496.78	5,230.42	1,330.36	8,057.56	
			<b>TOTAL:</b> 429,587.05	-	-	-	-	-	-	112,912.22	12,745.34	3,298.45	425,598.91	
F	2005	*	Cook 364,348.93	20,874.39	92,539.50	42,432.49	3,166.16	204.31	4,348.54	77,319.32	114,574.73	7,387.43	1,502.06	364,348.93
I		*	Will 8,662.65	-	-	-	-	-	-	-	1,649.48	3,104.71	1,368.18	6,122.37
S			<b>TOTAL:</b> 373,011.58	-	-	-	-	-	-	-	116,224.21	10,492.14	2,870.24	370,471.30
C														
A	2006	*	Cook 380,037.69	-	90,597.17	38,517.73	3,470.78	-	7,716.48	85,735.92	127,871.04	7,814.15	3,614.54	365,337.81
L		*	Will 5,425.24	-	-	-	-	-	-	-	1,369.70	2,801.66	301.35	4,472.71
			<b>TOTAL:</b> 385,462.93	-	-	-	-	-	-	-	129,240.74	10,615.81	3,915.89	369,810.52
Y														
E	2007	*	Cook 355,084.04	-	80,790.95	31,445.52	2,330.21	437.75	-	77,620.20	131,020.55	7,327.08	1,909.73	332,881.99
A		*	Will 5,688.14	-	-	-	-	21.25	-	-	1,055.55	2,384.13	59.86	3,520.79
R			<b>TOTAL:</b> 360,772.18	-	-	-	-	459.00	-	-	132,076.10	9,711.21	1,969.59	336,402.78
	2008	*	Cook 333,896.50	-	25,341.65	35,214.99	893.16	42.35	-	92,157.86	139,116.06	12,132.48	2,130.64	307,029.19
		*	Will 5,781.46	-	-	-	-	201.78	-	-	692.27	1,516.38	27.37	2,437.80
			<b>TOTAL:</b> 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	-	70,303.26	132,773.06	10,570.69	1,635.79	265,298.58
		*	Will 3,051.03	-	-	-	-	-	-	-	1,195.90	(115.93)	145.88	1,225.85
			<b>TOTAL:</b> 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											

\* Fiscal Year MT Tax reports are requested from State of IL as a special report and # of taxpayers for municipality are not reported on the hard copy of report.



**Illinois Department of Revenue**



August 19, 2010

Mary G Dankowski, CPA  
Village of Park Forest  
350 Victory Dr  
Park Forest, IL 60466

Dear Ms. Dankowski:

In response to your request, below are the top ten sales tax contributors for the Village of Park Forest. This determination was made on the basis of the 1% local government's share of sales tax collected for the benefit of Park Forest in the months of February 2009 through January 2010. The following businesses remitted a total of **\$230,630.86**, which was disbursed to the Village of Park Forest during the period of April 2009 through March 2010.

<u>IBT NBR</u>	<u>BUSINESS NAME</u>
0586-2061	Walgreens
2159-2330	Natron Corp
2264-5438	Uhaul
2561-8997	Stop & Shop
2873-4785	Speedway Superamerica LLC
2889-3751	Family Dollar Inc
3381-7006	Highland Park CVS LLC
3635-7766	Maharishi Petroleum Inc
5519-2718	7-Eleven Store #233648
5524-3029	Nileema LLC

If you need additional information please contact us. Our address and phone number are listed below.

Sincerely,

Becky Brown, Supervisor  
Local Tax Allocation Division 3-500  
Illinois Department of Revenue  
101 West Jefferson St  
Springfield IL 62702

217 785-6518  
217 524-0526 fax

**Village of Park Forest  
Motor Fuel Tax Allotment**

<b>MOTOR FUEL TAX</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
FISCAL YEAR END 99	53,648	51,905	51,354	48,459	53,355	48,393	47,474	31,113	57,314	44,877	48,751	57,287	\$ 593,929
FISCAL YEAR END 00	51,133	53,181	45,284	55,563	54,677	64,592	64,531	49,991	73,078	52,023	60,573	56,064	\$ 680,690
FISCAL YEAR END 01	69,108	60,775	61,877	61,900	61,900	63,006	59,333	67,365	54,364	48,740	55,367	61,587	\$ 725,321
FISCAL YEAR END 02	58,263	56,575	54,657	55,370	53,414	54,770	54,220	53,645	47,786	53,970	55,306	59,465	\$ 657,439
FISCAL YEAR END 03	59,657	52,202	61,493	54,604	58,754	56,377	55,389	53,830	47,451	54,202	59,185	51,142	\$ 664,286
FISCAL YEAR END 04	57,905	60,451	57,567	57,855	56,883	54,007	54,728	58,358	49,002	50,292	66,641	50,463	\$ 674,151
FISCAL YEAR END 05	57,564	58,564	61,042	48,380	56,781	57,789	64,121	51,885	57,021	55,703	56,410	52,840	\$ 678,101
FISCAL YEAR END 06	62,005	55,439	50,398	59,767	61,362	56,472	58,052	56,600	53,329	53,762	51,500	60,839	\$ 679,526
FISCAL YEAR END 07	57,732	61,111	52,643	53,344	59,364	57,062	55,728	59,609	56,078	55,749	49,680	61,156	\$ 679,256
FISCAL YEAR END 08	58,869	58,611	50,924	58,016	51,234	54,553	58,347	50,466	50,629	52,521	61,145	46,423	\$ 651,738
FISCAL YEAR END 09	51,424	46,914	42,991	58,449	39,878	56,985	56,173	54,718	50,299	46,852	63,990	34,042	\$ 602,712
FISCAL YEAR END 10	56,482	47,455	38,900	39,530	64,164	48,263	56,097	44,176	48,120	50,893	49,240	46,538	\$ 589,858
FISCAL YEAR END 11	50,443	49,064	56,483	-	-	-	-	-	-	-	-	-	\$ 155,990

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	45,551	38,352	34,819	30,205	27,818	35,930	\$ 423,163
2011	46,906	55,324											\$ 102,230
<b>NI COR</b>													
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	33,444	56,888	59,357	47,606	33,389	20,530	11,783	\$ 342,130
2010	10,163	10,089	9,474	11,144	12,998	23,137	45,934	58,454	51,140	34,494	20,558	13,131	\$ 300,716
2011	10,972	10,935											\$ 21,907
<b>TELECOMM</b>													
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	51,770	72,454	80,904	61,799	68,938	65,292	65,519	\$ 796,363
2011	64,063												\$ 64,063
<b>MUNICIPAL TAX TOTAL</b>													
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	108,658	163,939	177,710	147,758	133,637	113,668	114,580	\$ 1,520,243
2011	121,941	66,259	-	-	-	-	-	-	-	-	-	-	\$ 188,200

Village of Park Forest  
Health Insurance Analysis

	June 2006	Nov 2006	Nov 2006	Nov 2007	Nov 2007	May 2009	May 2009	Sept 2009	Sept 2009	Sept 2010	Sept 2010
	Total	#	Total	#	Total	#	Total	#	Total	#	Total
Village Share	Village Share	Enrolled	Village Share	Enrolled	Village Share	Enrolled	Village Share	Enrolled	Village Share	Enrolled	Village Share
<b>Blue Advantage (BA)</b>											
Single - Employee	11,739.75	46	13,794.20	40	12,259.52	32	11,035.65	27	9,596.88	24	9,058.03
Single - Disabled Fire	319.00	1	374.83	1	383.11	1	431.08	2	888.60	2	943.52
Single - Disabled Police	-	0	-	1	383.11	1	431.08	1	444.30	1	471.76
Single - Retiree	-	0	-	0	-	1	-	1	-	4	-
Single - Retiree w/ Stipend	-	0	-	1	83.33	1	66.67	0	-	1	208.34
Single - Retiree w/ Stipend	113.48	2	133.34	1	66.67	1	83.33	1	83.33	1	83.33
Single - Retiree w/ Stipend	85.11	1	100.00	1	100.00	1	100.00	1	100.00	1	100.00
Single - Part-time Employee	-	1	-	1	-	-	-	-	-	-	-
EE + Spouse	-	0	-	14	9,699.31	13	10,134.20	13	10,444.82	10	8,531.04
EE + Spouse - Retiree w/ Stipend	-	0	-	1	100.00	1	66.67	1	66.67	0	-
EE + Spouse - Retiree w/ Stipend	-	0	-	2	133.34	1	166.67	1	166.67	1	166.67
EE + Spouse - Retiree w/ Stipend	-	0	-	0	-	1	66.67	1	66.67	0	-
EE + Children	-	0	-	6	3,989.15	8	5,984.70	8	6,168.26	6	4,912.14
EE + Children - Retiree w/ Stipend	-	0	-	0	-	1	83.33	1	83.33	1	83.33
Family - Employee	39,556.66	55	46,479.07	22	22,630.26	24	27,778.37	22	26,244.64	21	26,599.61
Family - Retiree w/ Stipend	113.48	2	133.34	0	-	0	-	0	-	0	-
		<b>108</b>		<b>91</b>		<b>87</b>		<b>80</b>		<b>73</b>	
<b>HMO Illinois (HMOI)</b>											
Single - Employee	1,209.22	4	1,420.83	9	3,267.50	7	2,859.65	8	3,368.32	9	4,023.67
Single - Retiree w/ Stipend	-	-	-	-	-	-	-	-	-	1	208.34
Single - Cobra	-	-	-	-	-	-	-	-	-	1	-
Single - Retiree	-	-	-	-	-	-	-	-	-	2	-
EE + Spouse	-	0	-	9	6,534.45	8	6,535.55	6	5,052.00	7	6,258.29
EE + Spouse - Cobra	-	0	-	1	-	1	-	1	-	1	-
EE + Children	-	0	-	2	1,393.48	1	783.98	2	1,616.02	2	1,715.91
Family - Employee	18,963.92	24	22,282.61	22	23,715.78	19	23,045.94	19	23,752.74	20	26,548.20
Family - Retiree w/ Stipend	56.74	1	66.67	1	66.67	1	66.67	1	66.67	0	-
Family - Cobra	-	1	-	0	-	0	-	0	-	0	-
Family - Retiree	-	-	-	-	-	-	-	-	-	1	-
Family - Disabled Police	-	0	-	0	-	1	1,516.18	1	1,562.68	1	1,659.25
		<b>30</b>		<b>44</b>		<b>38</b>		<b>38</b>		<b>45</b>	
<b>PPO</b>											
Single - Employee	1,511.49	5	1,776.00	12	4,985.16	16	7,478.92	17	8,190.01	20	10,230.80
Single - Retiree	-	1	-	1	-	1	-	1	-	2	-
Single - COBRA	-	0	-	0	-	1	-	1	-	0	-
Single - Retiree w/ Stipend	56.74	1	66.67	1	66.67	0	-	1	-	0	-
EE + Spouse	-	0	-	5	4,181.05	8	7,527.20	10	9,697.53	7	7,207.73
EE + Spouse - Retiree	-	0	-	1	-	1	-	1	-	0	-
EE + Spouse - Retiree w/ Stipend	-	0	-	1	66.67	0	-	1	-	0	-
EE + Spouse - Disabled Police	-	0	-	1	1,114.93	1	1,254.52	1	1,292.99	1	1,372.90
EE + Children	-	0	-	1	802.46	0	-	1	930.63	1	988.12
EE + Children - COBRA	-	0	-	0	-	0	-	1	-	0	-
Family - Employee	10,272.10	13	12,069.72	6	7,449.24	6	8,381.84	7	10,078.69	10	15,287.93
Family - Retiree	-	1	-	0	-	0	-	0	-	0	-
		<b>21</b>		<b>29</b>		<b>34</b>		<b>42</b>		<b>41</b>	
<b>Medicare</b>											
BA Single - Retiree	-	3	-	4	-	4	-	4	-	4	-
BA EE + 1 - Retiree	-	0	-	3	-	3	-	4	-	3	-
BA Family - Retiree	-	3	-	0	-	0	-	0	-	1	-
HMO Single - Retiree	-	1	-	2	-	2	-	2	-	0	-
PPO Single - Retiree	-	1	-	1	-	1	-	1	-	1	-
		<b>8</b>		<b>10</b>		<b>10</b>		<b>11</b>		<b>9</b>	
	<b>83,997.69</b>	<b>167</b>	<b>98,697.28</b>	<b>174</b>	<b>103,471.86</b>	<b>169</b>	<b>115,878.87</b>	<b>171</b>	<b>119,962.42</b>	<b>168</b>	<b>126,658.89</b>
<b>Annualized Village Cost</b>	<b>1,007,972.26</b>		<b>1,184,367.41</b>		<b>1,241,662.32</b>		<b>1,390,546.40</b>		<b>1,439,549.05</b>		<b>1,519,906.72</b>
	Increase over Prior Year		17.50%		4.84%		11.99%		3.52%		5.58%

Village of Park Forest  
Utility Billing Receivables Analysis

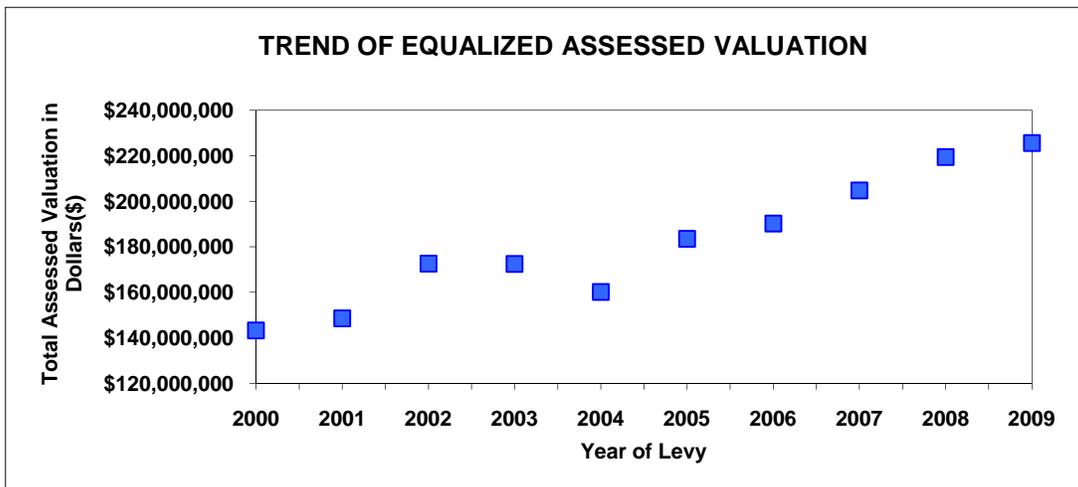
		Open Accounts Receivable by Service						Total	Open Accounts Receivable (Aging)				
		Water	Sewer	Garbage	TCBS	PADS	Other		0-30	31-60	61-90	91-120	120+
January	2008	463,821.89 65.9%	112,221.80 15.9%	73,375.96 10.4%	77,651.56 11.0%	349.14 0.0%	(23,478.65) -3.3%	<b>703,941.70</b>	548,479.57 77.9%	40,109.78 5.7%	18,869.41 2.7%	21,884.04 3.1%	74,598.90 10.6%
February	2008	385,897.37 66.9%	93,619.67 16.2%	57,144.46 9.9%	65,010.78 11.3%	263.14 0.0%	(25,030.07) -4.3%	<b>576,905.35</b>	389,328.91 67.5%	48,206.22 8.4%	34,400.05 6.0%	14,054.17 2.4%	90,916.00 15.8%
March	2008	560,931.06 60.0%	137,037.15 14.7%	168,391.82 18.0%	93,152.60 10.0%	466.00 0.0%	(24,579.16) -2.6%	<b>935,399.47</b>	737,517.53 78.8%	79,211.93 8.5%	12,151.67 1.3%	24,657.44 2.6%	81,860.90 8.8%
April	2008	414,190.20 65.8%	100,446.21 16.0%	66,254.92 10.5%	69,565.14 11.1%	258.58 0.0%	(21,554.15) -3.4%	<b>629,160.90</b>	486,292.09 77.3%	31,469.30 5.0%	32,395.36 5.1%	10,037.05 1.6%	68,967.10 11.0%
May	2008	566,494.68 59.6%	138,515.08 14.6%	171,435.16 18.0%	93,729.36 9.9%	442.00 0.0%	(20,498.96) -2.2%	<b>950,117.32</b>	687,748.01 72.4%	144,331.71 15.2%	(2,443.02) -0.3%	35,571.09 3.7%	84,909.53 8.9%
June	2008	466,959.73 65.7%	113,469.77 16.0%	72,697.19 10.2%	77,688.61 10.9%	279.71 0.0%	(20,312.88) -2.9%	<b>710,782.13</b>	529,761.93 74.5%	30,426.86 4.3%	52,123.99 7.3%	8,342.28 1.2%	90,127.07 12.7%
July	2008	645,880.55 60.1%	156,475.38 14.6%	185,776.71 17.3%	104,909.46 9.8%	578.85 0.1%	(19,155.47) -1.8%	<b>1,074,465.48</b>	791,637.53 73.7%	134,396.04 12.5%	19,453.60 1.8%	40,949.11 3.8%	88,029.20 8.2%
August	2008	485,348.83 66.2%	119,668.64 16.3%	67,441.82 9.2%	81,600.96 11.1%	295.02 0.0%	(21,527.18) -2.9%	<b>732,828.09</b>	485,882.45 66.3%	36,430.93 5.0%	79,641.76 10.9%	14,323.32 2.0%	116,549.63 15.9%
September	2008	731,195.66 60.6%	183,711.51 15.2%	185,931.78 15.4%	121,665.80 10.1%	529.93 0.0%	(15,824.61) -1.3%	<b>1,207,210.07</b>	878,995.89 72.8%	116,532.28 9.7%	26,985.17 2.2%	66,635.33 5.5%	118,061.40 9.8%
October	2008	524,731.01 65.0%	135,828.97 16.8%	74,508.13 9.2%	88,805.39 11.0%	284.82 0.0%	(16,742.05) -2.1%	<b>807,416.27</b>	498,538.51 61.7%	52,000.20 6.4%	70,927.04 8.8%	15,819.91 2.0%	170,130.61 21.1%
November	2008	841,310.40 60.1%	214,978.13 15.4%	222,788.92 15.9%	139,788.71 10.0%	741.10 0.1%	(19,195.09) -1.4%	<b>1,400,412.17</b>	949,687.19 67.8%	184,653.45 13.2%	49,965.80 3.6%	44,661.04 3.2%	171,444.69 12.2%
December	2008	639,201.85 64.6%	162,383.08 16.4%	99,432.83 10.0%	108,535.54 11.0%	360.65 0.0%	(19,703.86) -2.0%	<b>990,210.09</b>	562,270.55 56.8%	67,699.99 6.8%	142,940.74 14.4%	22,579.55 2.3%	194,719.26 19.7%
January	2009	766,525.99 59.8%	193,183.14 15.1%	210,056.63 16.4%	129,557.66 10.1%	662.66 0.1%	(17,599.30) -1.4%	<b>1,282,386.78</b>	832,093.90 64.9%	146,937.76 11.5%	32,784.37 2.6%	75,533.01 5.9%	195,037.74 15.2%
February	2009	607,287.06 64.1%	155,682.97 16.4%	94,856.94 10.0%	105,478.05 11.1%	388.01 0.0%	(16,711.33) -1.8%	<b>946,981.70</b>	508,437.26 53.7%	62,666.47 6.6%	112,258.71 11.9%	24,344.78 2.6%	239,274.48 25.3%
March	2009	793,375.53 60.7%	203,619.69 15.6%	193,365.94 14.8%	135,197.29 10.3%	610.00 0.0%	(19,367.38) -1.5%	<b>1,306,801.07</b>	825,289.58 63.2%	121,241.21 9.3%	55,247.68 4.2%	72,453.62 5.5%	232,568.98 17.8%
April	2009	635,046.58 65.4%	163,280.48 16.8%	85,401.35 8.8%	108,447.66 11.2%	344.20 0.0%	(20,849.41) -2.1%	<b>971,670.86</b>	539,839.64 55.6%	63,883.50 6.6%	81,436.70 8.4%	50,007.02 5.1%	236,504.00 24.3%

Village of Park Forest  
Utility Billing Receivables Analysis

		Open Accounts Receivable by Service						Open Accounts Receivable (Aging)					
		Water	Sewer	Garbage	TCBS	PADS	Other	Total	0-30	31-60	61-90	91-120	120+
<b>May</b>	<b>2009</b>	876,495.65 60.7%	222,217.78 15.4%	215,549.64 14.9%	146,626.99 10.2%	739.20 0.1%	(18,569.86) -1.3%	<b>1,443,059.40</b>	857,269.35 59.4%	183,591.38 12.7%	63,618.66 4.4%	68,152.19 4.7%	270,427.82 18.7%
<b>June</b>	<b>2009</b>	675,061.66 65.4%	171,094.00 16.6%	93,326.20 9.0%	114,008.23 11.0%	376.34 0.0%	(21,213.62) -2.1%	<b>1,032,652.81</b>	499,960.81 48.4%	43,507.66 4.2%	149,950.29 14.5%	50,013.28 4.8%	289,220.77 28.0%
<b>July</b>	<b>2009</b>	841,926.01 61.1%	212,007.24 15.4%	203,434.91 14.8%	140,637.90 10.2%	653.41 0.0%	(20,579.81) -1.5%	<b>1,378,079.66</b>	776,330.70 56.3%	138,235.57 10.0%	43,839.52 3.2%	123,598.92 9.0%	296,074.95 21.5%
<b>August</b>	<b>2009</b>	593,056.80 64.7%	149,000.14 16.2%	92,075.96 10.0%	103,721.68 11.3%	369.79 0.0%	(20,895.73) -2.3%	<b>917,328.64</b>	479,277.68 52.2%	26,434.73 2.9%	78,570.40 8.6%	15,545.41 1.7%	317,500.42 34.6%
<b>September</b>	<b>2009</b>	789,825.71 59.9%	207,171.62 15.7%	202,469.55 15.4%	137,735.73 10.4%	634.42 0.0%	(18,956.54) -1.4%	<b>1,318,880.49</b>	890,426.92 67.5%	73,476.44 5.6%	13,048.83 1.0%	44,260.82 3.4%	297,667.48 22.6%
<b>October</b>	<b>2009</b>	565,033.03 64.4%	150,481.64 17.2%	80,190.53 9.1%	102,839.60 11.7%	341.43 0.0%	(21,590.20) -2.5%	<b>877,296.03</b>	476,183.08 54.3%	49,209.30 5.6%	40,361.13 4.6%	9,885.43 1.1%	301,657.09 34.4%
<b>November</b>	<b>2009</b>	768,267.94 59.5%	203,441.10 15.8%	203,391.04 15.7%	135,747.16 10.5%	627.89 0.0%	(19,787.51) -1.5%	<b>1,291,687.62</b>	838,961.59 65.0%	119,024.18 9.2%	43,313.66 3.4%	29,615.51 2.3%	260,772.68 20.2%
<b>December</b>	<b>2009</b>	467,879.43 63.1%	128,376.79 17.3%	82,677.83 11.2%	85,276.30 11.5%	281.40 0.0%	(23,069.87) -3.1%	<b>741,421.88</b>	420,905.09 56.8%	(6,528.27) -0.9%	27,999.71 3.8%	51,300.24 6.9%	247,745.11 33.4%
<b>January</b>	<b>2010</b>	757,530.37 58.9%	205,967.91 16.0%	212,259.71 16.5%	134,425.71 10.4%	640.51 0.0%	(23,659.95) -1.8%	<b>1,287,164.26</b>	865,551.13 67.2%	130,076.10 10.1%	22,467.74 1.7%	26,861.22 2.1%	242,208.07 18.8%
<b>February</b>	<b>2010</b>	590,461.31 63.2%	162,598.00 17.4%	100,219.73 10.7%	106,621.88 11.4%	392.61 0.0%	(25,496.19) -2.7%	<b>934,797.34</b>	551,686.90 59.0%	33,476.62 3.6%	92,776.69 9.9%	9,918.51 1.1%	246,938.62 26.4%
<b>March</b>	<b>2010</b>	682,487.31 59.3%	186,478.48 16.2%	188,159.42 16.4%	121,573.73 10.6%	560.29 0.0%	(28,568.54) -2.5%	<b>1,150,690.69</b>	758,554.76 65.9%	85,022.99 7.4%	32,306.03 2.8%	45,169.32 3.9%	229,637.59 20.0%
<b>April</b>	<b>2010</b>	540,381.42 64.2%	149,396.93 17.7%	83,687.56 9.9%	97,972.12 11.6%	362.70 0.0%	(29,565.11) -3.5%	<b>842,235.62</b>	514,483.66 61.1%	35,062.77 4.2%	56,448.97 6.7%	17,478.83 2.1%	218,761.39 26.0%
<b>May</b>	<b>2010</b>	740,697.11 59.2%	202,264.70 16.2%	203,122.17 16.2%	131,468.85 10.5%	638.01 0.1%	(26,949.47) -2.2%	<b>1,251,241.37</b>	843,287.82 67.4%	99,442.12 7.9%	40,817.18 3.3%	45,092.01 3.6%	222,602.24 17.8%
<b>June</b>	<b>2010</b>	536,476.26 64.1%	146,637.86 17.5%	84,693.57 10.1%	96,782.38 11.6%	342.93 0.0%	(27,735.85) -3.3%	<b>837,197.15</b>	520,203.26 62.1%	34,068.08 4.1%	72,611.83 8.7%	4,347.63 0.5%	205,966.35 24.6%
<b>July</b>	<b>2010</b>	733,402.60 59.8%	199,634.75 16.3%	189,481.12 15.4%	129,267.49 10.5%	590.27 0.0%	(25,956.87) -2.1%	<b>1,226,419.36</b>	855,591.30 69.8%	78,199.57 6.4%	36,155.95 2.9%	58,075.01 4.7%	198,397.53 16.2%
<b>August</b>	<b>2010</b>	513,980.69 64.7%	139,801.55 17.6%	74,782.86 9.4%	94,921.42 11.9%	380.99 0.0%	(28,868.85) -3.6%	<b>794,998.66</b>	506,880.48 63.8%	44,866.99 5.6%	35,357.84 4.4%	3,899.89 0.5%	203,993.46 25.7%
<b>September</b>	<b>2010</b>	694,881.97 58.7%	192,731.45 16.3%	186,869.27 15.8%	135,962.37 11.5%	580.75 0.0%	(26,399.52) -2.2%	<b>1,184,626.29</b>	887,126.15 74.9%	71,498.81 6.0%	16,027.13 1.4%	18,849.20 1.6%	191,125.00 16.1%

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

<u>Levy Year</u>	<u>Equalized Assessed Value</u>	<u>Percentage Increase(Decrease)</u>	<u>Estimated Actual Value</u>	<u>Ratio of Equalized Assessed Value to Estimated Actual Value</u>
2000	143,192,056	-1.01%	429,576,168	33.33%
2001	148,598,080	3.78%	445,794,240	33.33%
2002	172,636,509	16.18%	517,909,527	33.33%
2003	172,466,140	-0.10%	517,398,420	33.33%
2004	160,167,360	-7.13%	480,502,080	33.33%
2005	183,464,965	14.55%	550,394,895	33.33%
2006	190,262,287	3.70%	570,786,861	33.33%
2007	204,687,009	7.58%	614,061,027	33.33%
2008	219,491,270	7.23%	658,473,810	33.33%
2009	225,587,683	2.78%	676,763,049	33.33%



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

1989	\$57,780
1990	\$63,980
1991	\$65,480
1992	\$68,310
1993	\$71,750
1994	\$75,270
1995	\$77,480
1996	\$76,420
1997	\$83,450
1998	\$83,890
1999	\$84,290
2000	\$88,510
2001	\$91,880
2002	\$92,853
2003	\$94,114
2004	\$102,138
2005	\$112,605
2006	\$120,740
2007	\$122,650
2008	\$100,070
2009	\$65,900 **
2010	\$54,550 ***

\* Figures from Real Estate Transfer Tax Records.

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

\*\*\* 2010 through August 2010.

# MEMORANDUM

**DATE:** October 14, 2010

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

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

**RE:** Tax Levy Projections

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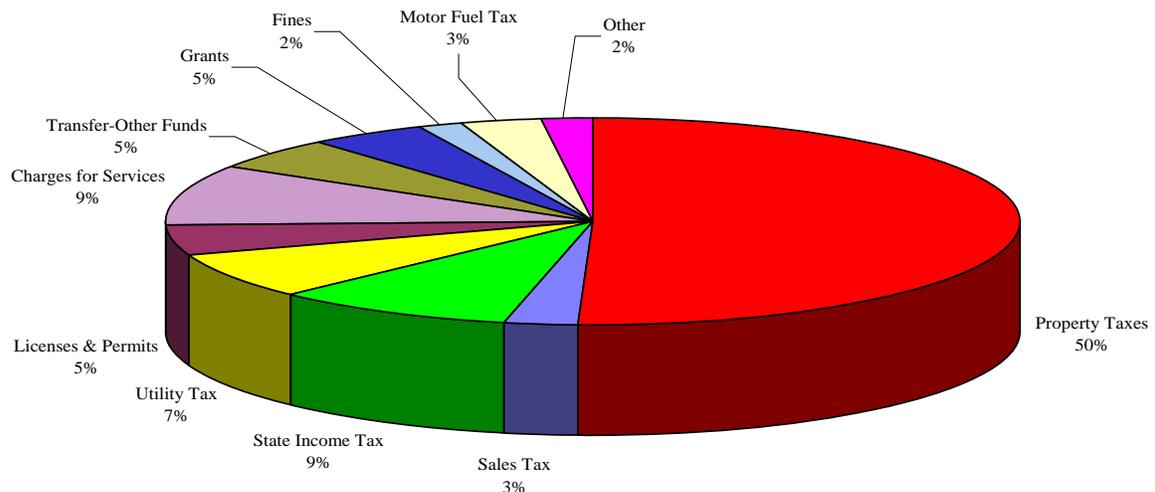
First reading of the 2010 Tax Levy is scheduled for November 22. A public hearing is required for the first Monday in December with the final levy adopted at the first regular meeting on December 13. The Board has historically chosen to begin discussion of the tax levy at this time before strategic planning in order to have a full picture of the financial position of the Village.

The 2011/2012 Budget will be funded by the 2010 levy. The tax levy consists of six separate categories. Each category is evaluated separately to determine levy needs. The categories are as follows:

## GENERAL CORPORATE

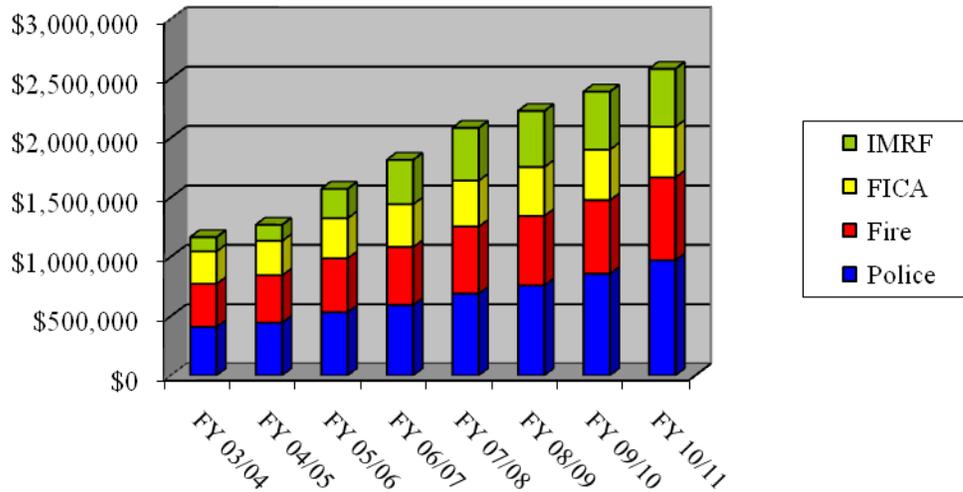
The property tax levy for general corporate purposes funds the general operations of the Village – Police, Fire, Administration, Public Works, Recreation and Parks, Health, Community Development and Economic Development – which are not funded by other sources. As can be seen in the pie chart below, the 2009 levy supported 50% of the total operating budget, up from 46%.

**Village of Park Forest  
General Fund/Motor Fuel Tax Operating Revenue  
FY 10/11 Budget**



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

### Property Tax Levy History - Pensions



As was indicated in the memo in the agenda package entitled “Preliminary Year-end Results for 2009/2010 and in the memo on “Current Year Trends,” revenues have not always kept pace with expenditures. Expenditure increases are factored in the property tax levy needs. When developing the levy, other revenue sources are also evaluated. Use of fund balance has previously allowed the Village to maintain a 3% or lower property tax increase for eight of the last eleven years.

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

- Participation in SouthCom
- Establishment of an Economic Development Department
- Addition of two new police officers
- Added funding for storm sewer maintenance (annual allocation \$50,000)
- Added funding for roadway maintenance (annual allocation \$150,000)
- Added marketing dollars – \$50,000

In evaluating levy needs, increases in operating costs are assessed. Salaries are the largest expense for the Village. In the General Fund salaries represent \$9,783,816 or 51% of the total \$19,276,260 operating budget. Police and Fire personnel represent 64% of total salaries. For Fiscal 2011 rank and file personnel received a 2% salary increase, excluding police, while Department Heads received a 1.5% increase. The current union contracts allows for a 2% salary increase July 1, 2011. The dollar increase presented assumes a 2% annual salary

increase for all Village personnel, consistent with the Fire contract, and a 2% increase in other operating expenditures. **Last year the overall allowable 2% increase in other operating expenses was used to fund a 6.4% increase in IRMA costs, and a 6.8% increase in health insurance cutting the allowable increases in other department expenses to 0%. This makes three out of the last four years where departments were held to a 0% increase in expenditures.**

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

## 2010 Tax Levy

### GENERAL CORPORATE

#### Ongoing Operating Costs

Salaries 2%		\$200,000
Other Expenditures		
Health Insurance 20%	\$ 300,000	
IRMA (21%)	(140,000)	
Other Expenditures 2%	<u>100,000</u>	
		<u>260,000</u>
<b>Proposed Tax Levy Increase for General Operations:</b>		<b>\$460,000</b>

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

### BONDS & INTEREST

The proposed levy for bonds and interest reflects a **decrease of \$127,178. The Village is able to abate \$650,000 in TIF Debt.**

The recommended bond abatement and levy are as follows:

	<u>Actual Debt</u> <u>Debt Service</u>	Funded From Other Sources (Abated)	Bond <u>Levy</u>
General Fund (includes golf)	\$ 326,052	\$ 6,590	\$ 319,462
Aqua Center	33,582	-	33,582
TIF	1,028,704	650,000	378,704
Water Fund	73,368	73,368	-
Sewer Fund	<u>47,020</u>	<u>47,020</u>	-
	<u>\$1,508,726</u>	<u>\$ 776,978</u>	<u>\$ 731,748</u>

The Village is able to abate a total of \$776,978 in the bond and interest levy.

This debt service does not include the \$999,926 annual payment required for the IEPA loan for the water plant. This payment will be covered by the water rates.

**IMRF**

The Village pays a designated percentage of salary for retirement benefits. The Illinois Municipal Retirement Fund determines this percentage. Because of prior favorable investment results, the Village contribution decreased from a high of 8.99% of affected salaries in 1999 to 3.22% of salaries in 2003. In 2004, rates began to increase. Rates jumped from 3.22% of eligible salaries to 6.79%. This doubled costs. In 2005 rates increased to 8.06%. In 2006 rates increased to 9.21%. For 2007 rates began to decrease slightly to 8.79% followed by 8.54% in 2008 and 8.69% in 2009. Because of serious market losses, rates increased to 9.56% in 2010 and are projected to increase to 10.52% in 2011. The Village currently maintains an IMRF fund balance of \$411,112. Utilizing the fund balance allows the Village to maintain the same levy as 2009.

2009 IMRF levy	\$485,656
2010 IMRF levy needs	<u>485,656</u>
Increase in Levy	- 0 -

**FICA**

The fund balance associated with the FICA levy as of 6/30/10 was \$162,035. Utilizing the fund balance allows the Village to maintain the same levy as 2009.

2009 FICA levy	\$424,190
2010 FICA levy needs	<u>424,190</u>
Increase in Levy	- 0 -

**POLICE PENSION**

The levy amount for the police and fire pensions are actuarially determined. (See attached correspondence.) Police and Fire Pension benefit legislation adopted by the State legislature adds to municipal pension costs. Police disability pensions also add to pension costs. The Police Pension Fund earned 6.73% investment return for Fiscal 2010. This positive return reduces municipal funding needs.

2009 Police Pension levy	\$ 970,566
Increase	<u>34,385</u>
2010 Police Pension levy	\$1,004,951

**FIRE PENSION**

The fire pension levy is also affected by legislative changes and market factors. The Fire Pension Fund also had gains last year of 7.2%. The actuarial funding recommendation is as follows:

2009 Fire Pension levy	\$698,452
Increase	<u>33,621</u>
2010 Fire Pension levy	\$732,073

Below is summary information for the pension funds as follows:

	<u>Police</u>	<u>Fire</u>
Total Assets	\$16,995,516	\$ 9,071,844
Levy Requirement	1,004,951	732,073
Percent Funded	60.1%	53.2%
Annual Rate of Return	6.73%	7.20%

The Village has historically fully funded the actuarial recommendations.

	<b>Levy Summary</b>	
	<b>2009</b>	<b>Proposed</b>
	<b><u>Levy</u></b>	<b><u>Levy</u></b>
<b>General Corporate</b>	<b>\$ 7,790,064</b>	<b>\$ 8,250,064</b>
<b>Bonds &amp; Interest</b>	<b>869,931</b>	<b>731,748</b>
<b>IMRF</b>	<b>485,656</b>	<b>485,656</b>
<b>FICA</b>	<b>424,190</b>	<b>424,190</b>
<b>Police Pension</b>	<b>969,518</b>	<b>1,004,951</b>
<b>Fire Pension</b>	<b><u>697,672</u></b>	<b><u>732,073</u></b>
<b>Village Levy</b>	<b>\$11,237,031</b>	<b>\$11,628,682</b>
<b>Increase:</b>		<b>3.5%</b>

The Village Board has discussed two initiatives that could be added to the tax levy. They are:

**Hiring an additional firefighter**

Salary Range	\$ 50,294 - \$ 72,809
Pension Range (40.42%)	20,329 - 29,429
Health Insurance	16,033
Dental & Life	1,290
Medicare (1.45%)	<u>729 - 1,056</u>
	\$ 88,675 - \$120,617

**Levy average: \$104,646**

**Adjusted Levy Increase 4.42%**

**Environmental Initiatives \$100,000**

**Total Adjusted Levy Increase 5.3%**

**Levy increase adding only the environmental initiatives 4.38%**

The environmental initiatives could be tied to grant applications currently pending to create a “Sustainability Master Plan.” The total cost of this project would be \$360,000. The grant requests \$300,000 leaving a \$60,000 match requirement. The additional \$40,000 could be set aside to begin to fund “green projects.”

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

	<b><u>Tax Levy Increases</u></b>
<b>1993</b>	<b>15.1%</b>
<b>1994</b>	<b>11.4%</b>
<b>1995</b>	<b>11.7%</b>
<b>1996</b>	<b>9.8%</b>
<b>1997</b>	<b>6.7%</b>
<b>1998</b>	<b>4.8%</b>
<b>1999</b>	<b>2.9%</b>
<b>2000*</b>	<b>2.9%</b>
<b>2001</b>	<b>2.9%</b>
<b>2002</b>	<b>2.9%</b>
<b>2003**</b>	<b>2.9%</b>
<b>2004</b>	<b>8.1%</b>
<b>2005</b>	<b>9.3%</b>

	<b>2006*</b>	<b>2.6%</b>
	<b>2007</b>	<b>3.3%</b>
	<b>2008</b>	<b>3.0%</b>
	<b>2009</b>	<b>6.0%</b>
<b>Proposed</b>	<b>2010</b>	<b>3.5% - 5.3%</b>

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

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

The actual increases experienced by taxpayers are a function of assessed value and new construction. Attached to the “Current Year Trends” memorandum is a ten-year history of equalized assessed value for the Village. On the average property tax bill the Village share of taxes range from \$1,300 to \$2,200. Therefore, a 3.5% increase in taxes will produce a \$46 to \$77 increase in a tax bill related to Village services.

In general, a 1% tax levy increase equates to \$112,370.

### **OTHER ISSUES**

As was indicated in the Current Year Trends, revenues have stabilized albeit at a lower level. Delaying replacement hiring has saved salary and pension costs for the current year. Another pending issue is the results of the 2010 census. The Village currently receives \$120 per capita in combined income, use and motor fuel tax. The 2000 census of the Village indicated a population of 23,462 people. If census numbers fluctuate by a 1,000 people, the impact to the Village would be \$120,000.



Actuary

FACSIMILE #: ( 708 ) 503-8560

Number of pages (including this page): 7

To: Ms. Stephanie Rodas

Comments:

Re: Police & Firefighter Pension Funds

Stephanie:

Attached are the 7/1/10 preliminary actuarial results, investment performance summary, and the salary history for the Police and Firefighter Pension Funds. It was a much better year for both Funds. This year, the investment returns were about as assumed and salaries also increased as assumed. Police has 1 less active member this year and Fire had no changes in active members. Thus, the Tax Levy has increased slightly and the Percent Funded has increased.

Highlights:

1. Investment returns: Police 6.73%, Fire 7.20%.
2. Annual payroll increases: Police 6.3%, Fire 5.7%  
Average increase: Police 8.8%, Fire 5.7%.
3. New members: Police 0, Fire 0; Terminations: Police 0, Fire 0;  
Retirements: Police 1, Fire 0; Incidents of Disability: Police 0, Fire 0.
4. Percent Funded: Police increased from 58.4% to 60.1%;  
Fire increased from 51.8% to 53.2%.
5. Tax Levy: Police increased from \$970,566 to \$1,004,951 (3.5%);  
Fire increased from \$698,452 to \$732,073 (4.8%).

As Always,

T. Sharpe

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

September 21, 2010

**VILLAGE OF PARK FOREST  
Police Pension Fund**

**Investment Performance 2001-2010**

	FYE 01	FYE 02	FYE 03	FYE 04	FYE 05	FYE 06	FYE 07	FYE 08	FYE 09	FYE 10
BOY Assets	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	16,071,968
Village Contribution	377,996	403,906	401,896	422,037	462,024	551,737	593,482	663,828	739,740	873,889
Officer Contribution	157,632	176,553	259,719	226,194	308,527	249,621	262,014	274,924	381,224	332,971
Pension Payments	804,912	813,825	860,731	846,127	827,910	886,202	999,775	1,162,500	1,331,082	1,324,312
Expenses	33,147	14,123	22,257	19,037	27,637	30,320	41,597	59,420	33,484	35,139
Income	915,273	481,061	1,079,771	230,224	995,224	180,315	1,305,983	426,390	(406,715)	1,076,140
EOY Assets	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	16,995,516
Annual Yield	7.26%	3.63%	8.05%	1.61%	6.94%	1.18%	8.55%	2.61%	-2.46%	6.73%
5-Year Yield (2006-10)	3.32%									
10-Year Yield (2001-10)	4.41%									

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

September 21, 2010

**VILLAGE OF PARK FOREST  
Firefighters Pension Fund**

**Investment Performance 2001-2010**

	FYE 01	FYE 02	FYE 03	FYE 04	FYE 05	FYE 06	FYE 07	FYE 08	FYE 09	FYE 10
BOY Assets	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	8,433,290
Village Contribution	328,492	337,287	337,861	368,731	408,536	465,832	470,489	567,059	585,453	646,941
Firefighter Contribution	91,759	95,790	111,154	104,729	118,277	129,706	186,461	163,434	166,783	170,846
Pension Payments	497,101	520,623	500,896	508,048	630,889	660,723	697,272	679,231	686,471	730,467
Expenses	36,014	33,686	33,077	37,451	54,956	40,071	64,212	51,859	79,829	57,339
Income	110,927	24,655	414,597	391,079	423,529	304,640	778,899	67,456	(414,270)	608,573
EOY Assets	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	9,071,844
Annual Yield	1.60%	0.36%	5.96%	5.36%	5.59%	3.88%	9.67%	0.77%	-4.68%	7.20%
5-Year Yield (2006-10)	3.05%									
10-Year Yield (2001-10)	5.48%									

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

## MEMORANDUM

**DATE:** October 1, 2010

**TO:** Mayor Ostenburg  
Board of Trustees

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

**RE:** October 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 Financial Update Meeting on October 23, 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”)**. In March 2010, the Board approved a contract for sale of the property with The Endeavor Companies LLC, from Chicago. Unfortunately, in September, the Village was informed that The Endeavor Companies was cancelling the contract and no longer wished to purchase the property. The Staff has since learned that this decision was largely the result of internal issues within the company. This is the second pending contract for purchase of this property that has been canceled in the past two years. We do plan to continue to seek a buyer for the property, however. The DownTown Management Office is working with an existing tenant, Angel Home Health Care, to expand their operations to the second floor of the Chase Bank Building (see DownTown Park Forest below). This will enable the Village to market a fully occupied building and the Village’s broker at Marcus & Millichap believes that it will make the building more attractive to buyers. Once again, we will have to renew the representation agreement with Marcus & Millichap. We expect to ask the Board to consider this action this fall so we can begin marketing the building again as soon as possible.

The Matteson Area Chamber of Commerce ceased operations in April 2010. As a result, their leased space at 298 Main Street in DownTown Park Forest was vacated and all the equipment (desks, tables, file cabinets, computers, etc) was left in the space. Since that time, Village Staff has been working with the continuing education staff at Prairie State College on a collaborative effort to start a **small business incubator** in this space. We propose to keep this space off the market for a period of two years in order to gauge the interest in this venture. If the venture is successful, this could become a permanent operation in DownTown Park Forest. We plan to advertise the space as “an alternative shared commercial work space for emerging entrepreneurs, start-ups, anyone considering opening a business, and individuals who simply need a space to work outside their home or dorm”. Small business entrepreneurs will be able to rent one of the five available desks full time or on a daily basis. We also have a small space available for use as

a private conference room or meeting space that can be rented on a daily or hourly basis. The Staff's goal is to open "Progressive Works" for business on November 1, 2010.

Based on the 2010 Business Registration list, at this time there are 346 **active businesses** in Park Forest, of which

- 166 have commercial locations, including Village-owned, churches, multi-family apartment and cooperatives
- 168 are home based businesses
- 12 are outside licensed commercial vendors
- 82 businesses are located in the DownTown

The 2011 business registration renewal season will start in the beginning of November with applications and payment due by December 31, 2010.

Attendance at the Village quarterly business meetings continues to grow larger with an average of more than 70 attendees. While this provides a great networking benefit to our businesses, it also exposes business professionals outside of the Village to a variety of our offerings.

#### Land Development/Redevelopment

The Village has finalized review of site plans for a proposed new entertainment center at **23450 S. Western Avenue**. The review of engineering plans is nearly complete. 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. 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. Mr. Allen has been informed that the next important step in his approval process is to submit an application for a liquor license.

The **Hidden Meadows** development project proposed by Lake Shore Investors is no longer being formally considered by the Village. Unfortunately, the principal of Lake Shore Investors passed away earlier this year. Given that, and the downturn in the housing market, Staff felt that it was in the best interests of the Village to return the developer's earnest money and cease all work on the project. Staff continues to market the property when an appropriate developer is identified. For example, the Village economic development team met with a multifamily developer at the Las Vegas ICSC Convention and presented the Hidden Meadows property as an option. At the time the housing market shows signs of rebounding, we will ask the Board of Trustees for further direction on marketing the property in a more formal manner.

On September 27, 2010, Nassimi Realty held an absolute auction to sell the **Norwood Square Shopping Center**. SkyVest Acquisitions, LLC, from Austin, Texas, had the successful bid and plans to close on their acquisition of the property on October 27, 2010. The Staff economic development team met with the President of SkyVest Acquisitions to discuss plans for the property and what potential incentives the Village can provide. Incentives discussed include a Cook County Class 8 property tax incentive, tax increment financing, and a possible transfer of the \$250,000 that the Village set aside in escrow for Nassimi Realty for future agreed-upon

improvements to the property. It appears that Nassimi Realty was successful in their property tax appeals so the future tax burden on the new owner should not be significant while they work towards redevelopment.

The Village obtained the tax deed to the **former Wildwood School** on March 20, 2009. In June of this year, the Village was approached by representatives of Progressive Housing Inc. regarding their interest in purchasing the property. This entity is a non-profit organization that owns eight group homes in Park Forest. They are interested in purchasing the property for a day training school for developmentally disabled residents. The Village Board conducted a public workshop on this request on July 8 and raised a number of questions about the Progressive Housing proposal, but generally supported the Staff's recommended terms for a sale of the property. At this time, Progressive Housing is still interested in the property, but plans to wait until early in 2011 to pursue an acquisition.

“For Sale” signs have been 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

In the first two months that the signs were in place (starting at the end of July 2010), 65 telephone calls were received from parties interested in one or more of the properties. Several of the inquiries were consistent with the Village's goals for the properties, so those callers were encouraged to provide additional information about their proposed use of the property in which they have an interest.

Village Staff has spent a considerable amount of time working with representatives of RLD Resources, a company that specializes in energy products and services, discussing their vision for a Great Lakes Center for Energy Smart Communities. Their initial proposal was to purchase Norwood Square Shopping Center and use a portion of the property for a research and development facility. They are now considering the purchase of **80/90 North Street** from the Village of Park Forest. Unfortunately, this property continues to be vandalized despite Staff's best efforts to secure the building. We will keep the Board informed as this interest in the property moves forward.

#### 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 211<sup>th</sup> 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 211<sup>th</sup> 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.

In May 2010 the Village was informed that we were awarded a \$100,000 grant from the Illinois Department of Commerce and Economic Opportunity to conduct the phase two studies related to implementation of the **211<sup>th</sup> Street Metra Station Transit Oriented Development Plan (“the TOD Plan”)**. The Village is working with the Villages of Matteson and Olympia Fields on this project that will 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. To date, the Villages of Park Forest and Matteson have both approved resolutions stating their intention to work together to accomplish the goals of the 211<sup>th</sup> Street TOD Plan. In addition, the Request for Proposals was issued on September 17. Proposals are due from interested consultants on October 29. A Steering Committee made up of representatives of each of the Villages will select the consultant and guide the consultant throughout the study.

**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 early 2010, occupancy in the Village-owned buildings was at 80 percent (excluding the Marshall Fields building). In the summer of 2010, a large tenant vacated their space, which brought the DownTown’s occupancy to 75 percent (in Village-owned buildings). Within the last few years the DownTown has fluctuated between 75 and 82 percent. Even with these fluctuations, there are a large percentage of long standing businesses in the DownTown. With leasing activity slowing down due to the downturn in the national economy, there is continued interest in the second floor office spaces which are 81 and 94 percent occupied. Partly as a result of this trend, the DownTown Management Office is working with Angel Home Health Care, a tenant of the second floor of Building One, to move a portion of their operations to the second floor of 202 Forest Boulevard (the Chase Bank Building). They will maintain a 1,119 square foot office in Building 1 for their offices, but will vacate 840 square feet. They will use the entire second floor of 202 Forest Boulevard (approximately 2,700 square feet) for a new venture to provide training on home health care and housekeeping. They expect to have two classes and a lab class each day, with one teacher and 10

students per class and one teacher and five students in the lab. Each class will run for six to eight weeks. This venture will bring more traffic to the DownTown. Based on the interest in small office space, the DownTown Management Office believes they will be able to lease the space that is vacated in Building One without significant delay.

In the spring of 2010 Gardencourt Partners/Institutional Project Management expressed an interest in purchasing and developing the **3.5 acres of vacant land** on Main Street, just east of Forest Boulevard. This development team, which is based in Chicago and Florida, has proposed a development that is consistent with the mixed use plan described in the Strategic Plan for Land Use and Economic Development. At this time, staff is reviewing their development pro forma and discussing the means by which the Village may be able to assist in addressing the financial gap in their project. The Village has contracted with Kane McKenna and Associates, financial advisors and TIF experts, to assist us in this review.

Coincident with the imminent demolition of the former **Marshall Fields building**, Village Staff is working with Millennium Development Group regarding their interest in developing a moderate density residential neighborhood on the property that currently is the parking lot and building footprint. This company is interested in using a building technology called “structural insulated panels” that significantly increases the energy efficiency of the building envelope. This project is still in the very early stages so we will keep the Board informed as the discussions with the prospective developer progress.

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. At this time, Village Staff has met with the Director of Community Development with the Village of University Park regarding the areas which overlap in each municipality’s planning area. Staff is currently working with the Plan Commission to draft a boundary agreement for presentation to the Park Forest Board of Trustees. The University Park Community Development Director has indicated that she will also present it to her Board of Trustees. This agreement will address the future Village boundary on the west side of South Western Avenue. We will still have to work with the Villages of Crete and Steger to address the boundaries on the east side of the road.

Redevelopment of the **Eastgate Neighborhood** and **Residential Infill and Redevelopment** are also priorities of the Strategic Plan for Land Use and Economic Development. In order to

address the Residential Infill and Redevelopment goal, the Village of Park Forest was successful in obtaining \$500,000 from Cook County's NSP allocation for housing acquisition and rehabilitation. The Village is working 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. Habitat for Humanity has also brought their considerable ability to leverage grant funds to our community development. They were the recipient of a \$540,000 HOME grant from Cook County to purchase additional homes for rehabilitation and resale to their partner families, which they have pledged to invest in Park Forest. At this point, they expect to be able to purchase a total of 13 currently vacant, foreclosed homes (see list below). Habitat for Humanity has also agreed to be the direct grant recipient for a \$75,000 Energy Efficiency Community Block Grant that was initially awarded to the Village. This grant will assist in making small upgrades (no more than \$5,000) that improve energy efficiency in homes. The homes targeted with this grant cannot be the NSP or HOME funded homes, but Habitat will target the same neighborhoods in order to increase the benefit to those areas.

209 Lee Street	439 Winnebago Street
110 Blackhawk Street	305 Oakwood Street
263 Blackhawk Street	229 Indianwood Boulevard
327 Marquette Street	287 Mohawk Street
347 Marquette Street	513 Wildwood Street
411 New Salem Street	300 Seneca Street
301 Douglas Street	

The Village's initial NSP application for demolition funds was not approved. However, Cook County has encouraged the Village to apply for CDBG funds to assist in the demolition of vacant, blighted homes in the Eastgate Neighborhood. An application for \$133,000 is being prepared that will allow for the demolition of 15 homes. In addition to being vacant and in blighted condition, these homes are also in foreclosure. As soon as the homes are demolished, Staff plans to place liens on the properties and foreclose on the liens in order to obtain the deed to the properties. 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.

Staff continues to work through the **Cook County No-Cash Bid Program** to obtain tax deeds for four vacant residential properties on Indianwood Boulevard and four parcels at 60 North Street (formerly used by Zee One Honda for overflow car storage). At this time, the required public notice has been scheduled for delivery to all interested parties. Acquisition of both sets of properties is consistent with the priorities of the Strategic Plan for Land Use and Economic Development. We expect that this process will be completed, and the Village will be in possession of the tax deeds to these properties, sometime in early 2011.

## Marketing

The second **DownTown mural project** is well underway, and by the time of the Financial Update meeting in late October it may be completed. The *Discover The Spirit!* mural features DownTown events, including Farmers Market, the Art Fair, Main Street Nights, Scenic 5 and More, and the Kiwanis Pancake Breakfast. In February 2010, the Village conducted a silent auction for the public to purchase the opportunity to model for the mural. Over \$6,000 was raised in this silent auction. One-half of these proceeds were paid to the artists for their additional work to include these specific models in the mural. The remainder of the funds have been set aside to create a public art fund for future murals. We expect to start planning for the third DownTown mural in the coming months.

The new freestanding **sign at US30 and Orchard Drive** has been in place since March 2010. At this time all the lexan (static) panels have been sold or committed. The top panel, which currently markets the "Theater District" in DownTown Park Forest is reserved for an anchor retailer that Matanky Realty designates. The Village has kept one additional panel for its own use until such time as a restaurant or another major destination is identified for the DownTown. The LED portion of the sign is used by a combination of commercial businesses and community organizations. Several of the businesses that use the sign have indicated that it has brought them new business. The original design of the sign was altered to add a new movie theater marquee panel in place of the marquee that was included in the old sign.

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 started developing the specifications for this sign. 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 deployed a variety of advertising media outlets to promote Village properties that are for sale or for lease, including:

- The Village subscribes to CoStar, the most widely used provider of commercial real estate information. Staff updates the information about Village properties on a regular basis, and we use this service to send direct e-mails to industrial and commercial brokers. For example, over 70 emails have been sent to promote the sale of 80/90 North Street.
- Location One Information System (LOIS) is a similar commercial data base sponsored by the State of Illinois. The IT Department assisted with creating a direct link to this data base so we have a searchable way for the public to find available properties through the Village's web site. This system also enables Google mapping for Park Forest properties.
- The Village also subscribes to Sites to Do Business On-line (STDB Online), which provides site specific demographics and retailer information. Staff has used this service to do targeted marketing to more than 300 restaurants within a 20 mile area.
- Staff has had a booth at the Minority Business Expo, Chicago Southland Chamber of Commerce business expo, Prairie State College job fair, and Governors State University job fair to promote business and living opportunities.
- Park Forest promotional advertisements are placed in program guides for the Rich Township Fashion Show and the Chicago Southland Chamber event, as well as on the Kiwanis Pancake Day placemat.

Staff is currently coordinating a full page insert in the Russell Publications newspapers that are sent to over 11,025 customers in Grant Park, Beecher, Manteno, Peotone, Crete, Monee, and Steger. This advertisement will promote 16 Park Forest businesses to a new market. The Village and the business are sharing in the cost of this advertisement.

#### Other

The **Park Forest Ambassadors** are currently seeking new members. They have created a governance board made up of the original members in order to identify opportunities for new events and activities to promote the Village and to manage the activities in which they are involved. One Ambassador, who has his own web site development business, is creating a web site for the Ambassadors to help in promoting Village events.

So far in 2010 the Community Relations Division has coordinated several **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 Bowling Outing (125 in attendance), the Wine and Chocolate Tasting (230 in attendance), the Open Mike Event at Tattlers (30 in attendance), and the Good Neighbor Day (115 in attendance).

The **New Resident Reception**, which is now held twice yearly to welcome all new residents from the previous six months, was held at the Park Forest Aqua Center in August 2010. About 160 people attended the event and had a very enjoyable introduction to the Aqua Center and the Village. 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 March 2010, the Village held a Haiti Relief event to raise funds for the disastrous earthquake that struck that country in January 2010. That event made it clear to the department that it would be beneficial to budget funds each year for a “response to current events”. This year we plan to use these funds to begin an ongoing effort to assist Park Forest residents improve their financial credit ratings. This project responds to a report obtained by the Mayor that shows that Park Forest residents are averaging a score of 638. Only 25.5 percent of Park Forest residents have a credit score of 740 or more. This report is prepared on an annual basis by the Woodstock Institute to increase the awareness of wealth and economic opportunity gaps in Illinois.

During late September 2010, the Community Relations Coordinator partnered with the Park Forest Library, the Recreation and Parks Department, and the Ambassadors to conduct a four-day Job Readiness Fair. Facilitators were recruited from DePaul University, the Illinois Department of Employment Services, CEDA, and Aunt Martha’s. The program provided training on such things as resume writing, interviewing skills, and how to dress for work. Twenty-nine individuals registered for this program and thirteen completed it.

# MEMO

Date: October 5, 2010  
To: Mayor Ostenburg and the Board of Trustees  
From: Kenneth Eyer  
RE: The Department of Public Works Financial Update

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

## **MOTOR FUEL TAX FUND**

### **Motor Fuel Tax Maintenance Projects and Materials**

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

Recently, IDOT announced the Local Government Component of Illinois Jobs Now. This funding is provided through the Motor Fuel Tax Program and use of this “additional” money must follow the same guidelines. This will increase the MFT by 17%. It is based on the FY2010 allotment of \$589,857.92. IDOT projects this “additional” funding to be \$101,888. This increase in MFT allotment brings MFT funding back to levels the Village was receiving in FY2004 (\$674,151).

The purchase of salt has taken a larger portion of the MFT allotment in recent years. For the 2008/2009 snow season the Village paid \$103.47 per ton for 470 tons from Morton Salt and 1330 tons were purchased at \$155.58 per ton from North American Salt, utilizing the State of Illinois joint purchase agreement. For the 2009/2010 snow season the Village paid \$72.54 per ton for 2,277 tons. For the 2010/2011 snow season the Village has a contract with Morton

Salt for \$58.67 per ton for 1900 tons. This contract requires that the Village purchase a minimum of 80% of the contract amount and a maximum of 120%. Prior to these three seasons salt was less than \$40 per ton, delivered.

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

This project is part of the South Suburban Mayors and Managers’ Surface Transportation Program, (STP program). There are 3 phases for construction projects that are part of the STP program, Phase I – Preliminary Design, Phase II – Design, and Phase III – Construction. Currently, this project has completed Phase I and has been approved by IDOT. Baxter & Woodman had submitted the Engineering Services Agreement for Phase II –design to IDOT for approval in March of this year. IDOT has not given approval of this agreement. Until approval is granted by IDOT the project cannot proceed.

With Phase I completed a more accurate project estimate was developed (See the 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.

**Schedule:**

Phase II Engineering Start – December 2010(?)  
 Construction Stage I (US 30 to Westwood)  
     Bid Letting – Spring 2012  
     Construction – Summer/Fall 2012  
 Construction Stage II (Westwood to Lakewood and intersection improvements south of Lakewood Blvd)  
     Bid Letting – May 2012  
     Construction – Summer 2012

**Costs:**

	<b>FY</b>	<b>Total Cost</b>	<b>Federal Cost (70%)</b>	<b>Village Cost (30%)</b>
Phase II Design Engineering	2011	\$476,000	\$333,200	\$142,800
Construction Stage I (US 30 to Westwood Dr)	2012	\$5,299,000*	\$3,709,300	\$1,589,700
Construction Stage II (Westwood Dr to Lakewood Blvd incl intersection improvements south of Lakewood Blvd )	2013	\$4,054,000	\$2,837,800	\$1,216,200
Construction Engineering Stage I	2012	\$530,000	\$371,000	\$159,000
Construction Engineering Stage II	2013	\$405,000	\$283,500	\$121,500
<b>GRAND TOTAL **</b>		<b>\$10,764,000</b>	<b>\$7,534,800</b>	<b>\$3,229,200</b>

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

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

### **Orchard Dr ARRA Resurfacing Project**

This project was completed in July 2010. This project resurfaced the existing Orchard Dr. from Sauk Trail to Lakewood. Through South Suburban Mayors and Managers Association the Village was awarded \$409,000 for this project. The Village spent \$20,000 of MFT funds to prepare the plans and specifications for this project. The low bid was \$304,500.

### **Western Avenue Widening and Reconstruction: Illinois Street to Steger Road**

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

### **Thorn Creek Bridge Rehabilitation or Replacement**

IDOT requires the Village to have the Bridge inspected for structural and functional integrity yearly because of structural condition. This is above the normal requirement of every 2 years. DPW uses Baxter and Woodman for inspection services. In the past, DPW has had to replace a rotted wood pile used to support this bridge. Other wood piles are sure to follow at some point in time. The Village has requested, through Baxter & Woodman, Federal funds in the 80/20 format. This funding has been approved. IDOT has approved the Engineering Services agreement for Phase I at a cost of \$80,000, Early Estimates for the remaining work are: \$65,000 Phase 2 final design, \$60,000 construction engineering. The bridge construction is estimated to cost \$620,000. Total cost will be \$825,000. The Village share will be \$165,000. These estimates will be revised once IDOT approves Phase I findings. The Phase I report has been submitted and Baxter & Woodman is waiting for comments from IDOT.

### **Indianwood Street Lighting Project**

Phase I of this project replace street lights along Indianwood Blvd. from Orchard Drive to Blackhawk. H & H Electric Company was the contractor for this project at a low bid of \$158,248.40. As bidding for this project was very competitive, there was additional money left over from the grant that allowed the Village to add a phase II from Blackhawk to Monee Rd. This completed the lighting for Indianwood. The low bidder for this section is Elmund and Nelson at a cost of \$84,191.50. This work has been completed. The Village is currently closing out the project. Once IDOT accepts the quantities the Village will be billed for its portion of the cost. This amount will be paid to IDOT using MFT funds.

## **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 2011, 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.

\$50,000 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

\$880,000 for Sewer Point Repairs and Lining, Manhole Rehabilitation Project

\$900,000 for sewer improvements (USEPA Grant with a 45%-55% split)

\$25,000 for Correcting Cross Connections, (where Storm Sewer connects to Sanitary System)

\$675,000 for Rehabilitation of Excess Flow Facility

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 \$880,000 Point Repair, Lining and Manhole Rehab projects, as well as a \$657,000 application to fund the Rehabilitation of the Excess Flow Facility. These projects did not receive any stimulus funding in FY2010 but were carried over and are eligible for the low interest loan program. Both Projects have been awarded contingent on the loan approval from the Illinois Environmental Protection Agency. The loan will cover the design engineering, construction engineering and project costs.

The Rehabilitation of the Excess Facility was awarded to Concord Construction Services, Inc in the amount of \$514,100. Construction Engineering Services from Baxter & Woodman are estimated to be \$62,000 and design services were \$60,000 for a total cost of \$636,100.

The Point Repair, lining and Manhole Rehab project was awarded to, American Pipe Liners for \$538,988. Construction Engineering Services from Baxter & Woodman are estimated to be \$69,000 and design services \$33,500 for a total cost of \$641,488.

The Village has been notified that we are the recipient of an USEPA grant for sanitary sewer infrastructure improvements. This grant is for \$500,000 and is a 55/45 match. The USEPA has a 3% administration fee that reduces the maximum grant amount to \$485,000 the

maximum Village match would be \$396,818 for a project cost of \$881,818.18. DPW is currently working on the application for the project.

On a positive note, due to the recent economy, the Sanitary District Board granted a 50% spending credit to all Villages under its I & I Ordinance which is intended to be applied over a 12 month period which the Village can apply to make up shortfalls in annual spending. At this time, DPW is planning to apply a certain percentage to the FY2010 spending short fall with the remaining balance to apply to any short fall in this current fiscal year. Funding for the I&I projects comes from the sanitary sewer fund. The ordinance provided for incremental increases, the last of which took place July 1, 2010. These rates need to be reviewed periodically to insure that we meet the Thorn Creek Sanitary District requirements and the IEPA loan obligations.

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

## **WATER FUND**

### **Water Plant Closeout:**

The new water plant was put on line in April of 2007. As a result of construction change orders and additional operational assistance required from Baxter & Woodman there is an outstanding Engineering Services Amendment for \$60,000. Once this has been paid to Baxter & Woodman the final request to the IEPA for loan reimbursement can be made. This request will include final payment that had previously been made to the contractor of \$523,393.27 of which \$432,679 is eligible for reimbursement. This plus the eligible engineering cost will provide a reimbursed amount of \$492,153. This will be returned to the water fund to help reestablish the reserve and cash flow for the 2010 water main replacement contract currently waiting for IEPA loan approval. The maximum amount of loan approved for the water plant by the IEPA is \$15,603,861. The chart below shows the total cost for the Water Plant and amount of that cost that is eligible for reimbursement to the Village.

### **PROJECT PAYMENTS**

<u>Eligible</u>	<u>Total</u>	<u>Loan</u>
Design Engineering	\$ 740,000	\$ 737,127
Construction Engineering	740,000	738,224
Pending Engineering Services Amendment	60,000	59,474 <sup>1</sup>
Construction	<u>14,140,941</u>	<u>14,016,944</u>
Totals	\$15,680,940	\$15,551,987

<sup>1</sup>Anticipated Loan Eligible Amount

## **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. Baxter & Woodman has completed the engineering work. The project has been bid and awarded to Trine Construction Corporation in the amount of \$2,825,096.25 and construction engineering in the amount not to exceed \$208,500, both contingent on the approval of the IEPA loan. Design Engineering cost \$181,200.00 for a total project cost of \$3,214,796.50.

The Village received a DCEO grant for infrastructure work in the amount of \$155,136 for Fire Hydrant replacement. This work has been completed and once these grant funds are received, the funds will be returned to the water fund.

Village ordinance provides for water rate increases through July 1, 2012. On this date water rates will be \$9.73 per 1000 gallons. Water rates will need to be continually monitored to insure the continuation of water system improvements and meet the IEPA loan obligations.

## **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 Village has met with the coops and has given them a proposed agreement with exhibits that define maintenance of the 2 inch water service lines. The coops are currently reviewing this proposal.

## **Additional Projects**

### **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 Village spent \$84,400 for design, plans and related work. The actual contract was awarded to Novak Construction for \$1,024,000. Baxter & Woodman will provide construction oversight assistance in a not exceed amount of \$75,000. The Village obtained a CDBG grant through Cook County for \$930,000 that can only be used for the demolition portion of the contract. Novak's bid lists \$887,000 as the cost of the demolition. The total cost of the finished project is estimated to be \$1,183,400.

### **ITEP Grant**

The Village of Park Forest received a grant from the Illinois Transportation Enhancement Program (ITEP) in the amount not to exceed \$117,840. This grant is for US 30, Lincoln Highway Corridor Streetscape. Due to the small amount of the grant, engineering is being done in house. This project will replace the fence along US 30 with a natural landscape buffer. To date, the initial survey work has been completed and some of the drafting work. This needs to be done before the Village meets with IDOT and Federal representatives to review the scope of the project. After this review an intergovernmental agreement will be developed.

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# MEMORANDUM

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**DATE:** October 4, 2010  
**TO:** Tom Mick, Village Manager  
**FROM:** John Joyce, Director of Recreation & Parks  
**RE:** Park Forest Labor Day Events Debrief Report

There is little need to re-hash the lengthy discussions surrounding the possible close of the Scenic 10 Mile Run after 2007. Needless to say it was not acceptable to the running community and resulted in a re-constituted 5 Mile running event combined with several other activities designed to make the entire day more of a Park Forest event. At that time the Board mentioned the idea of giving the new plan three years and then evaluating the results. The comments that follow are somewhat patterned after the 2007 outline.

## **Sponsorships:**

Not much has changed in this area, other than the fact that “corporate and business” sponsorships have been more difficult to obtain under a smaller more localized event format. During the first year of the Scenic 5 an appeal for “donations” from the community was marginally successful with contributions received from some of the Cooperatives. Only four real “corporate” sponsors were listed the last two years and all contributed only “in-kind” services. Coy’s allowed us to use their shop on Orchard for packet pick up. Chicago Dough furnished free pizza coupons for all volunteers and Dacav Ariel Lift has donated the finish line lift for many years. The Park Forest Running and Pancake Club (PFR&PC), while listed as a sponsor, only served as a food vendor this year and staged their own inaugural 10 Mile race in Mokena on Saturday of Labor Day weekend. This undoubtedly limited their member availability.

## **Volunteers:**

While there is a need for fewer volunteers in the shorter race, recruitment remained a real concern. Two weeks before race day this year, the staff was very concerned about coverage (especially street corners and water stops) and had to do some serious recruitment through personal contacts. The total number was just over 100 volunteers for 2010. This included 52 individuals (33 Park Foresters) and 62 from four major groups, including the U High Track Team (Bud James’ students) 20, a local Brownie troop 10, St. Lawrence O’Toole Knights of Columbus 8 and Rich East Honor Students 20. Incidentally, our staff had wonderful complements for the Rich East students which is a good sign for Park Forest. The PFR&PC that made a big commitment during the initial evaluation of the 10 Miler was not available as per above. With the last minute “help needed” recruiting, there were several instances where volunteers were not adequately oriented to the tasks needing done (i.e. barricades didn’t get set up properly, initiative was not taken with traffic getting on the course, etc.). Ideally a “volunteer orientation meeting” would take place before the event, but when the final recruits are not available until the very last minute that becomes difficult.

### **Event Participation:**

Participation in the 2010 running event continued to decline with a total of 341 participants. The first year of the 5-Miler was over 500 and 2009 was 417. Of the 341 participants, 20 (5.7%) were Park Forest residents. The bike event held in 2008 and 2009 was discontinued in 2010 due to the small numbers and the extended period of time that it required to keep the course closed and secured. We also found in 2009 that many street corner marshals, music groups and water stop personnel simply packed up and left before the bike event. The Aquatic Events drew about the same numbers, but they were modest (under 100). While Aquatics events were on a schedule (beginning at 11:30 AM) for the day, by the time they came around most participants in the other events were gone. This mirrors past experience even with the Scenic 10 when participants could not be held at the event longer than a few minutes following the awards program.

### **Race Organization:**

With the decision to continue a race, one of the commitments was to continue the quality of organization and operation that existed with the Scenic 10. Prize money was reduced considerably to only \$2400, yet the event still attracted a few class runners from across the US and abroad. The race continued the professional finish line management system, featured music groups and well organized registration, awards program and course management. The Race Director reported that the course was safe and secure in 2010. These items were also confirmed in the results of the Chicago Area Runners Assoc survey which is attached to this report.

### **Related Community Activities:**

One of the original goals of the shift to the “5 Mile and more” format was to attract more Village participation to the non-running activities. As was previously stated, the bike ride was tried for two years and discontinued in 2010; Youth Day was held in conjunction with the event in 2008 but eventually moved to another time of year. During the first year of the Scenic 5 the 5K Walk around the Wetlands was sponsored by the Health Department in conjunction with the 10-Ton Challenge which provided a nice “built in” audience. There were 25 walkers in 2010. Communicating that this was not a typical “exercise walk” on a surfaced path was an issue the first year and once again the rough condition of the course was of concern to some participants. Three aquatics activities attracted approximately 55 people but staff felt that the same people participated in all (lap swim, wall climb, coin dive), so the total may have been more like 30 – 35. Since the time schedule was late, staff felt most were regular Aqua Center attendees (residents?). The awards program and social event at the pool was seen as a very pleasant and successful event, though participation in the specific aquatics events was minimal.

### **Budget:**

The non-staff expenses for the final Scenic 10 event in 2007 were \$81,865 with revenue estimated at \$60,000. Revenues and expenses for the three years of the Scenic 5 are as follows:

	<b>2008</b>	<b>2009</b>	<b>2010</b>
Expenses for the Event	\$37,308	\$32,500	\$23,000
Revenue Estimates	\$19,000	\$19,000	\$12,663
# Participants	517	450	341

We do not itemize Village expense for our office staff for planning, registration, purchasing and other tasks associated with administering the race. Through the job costing system we do have expenses for Parks and Public Works staff for their assistance with the event. The cost for parks staff in 2010 was \$4417 (\$2190 of that overtime on Labor Day) compared to \$8544 for the last year of the 10 Miler. The same numbers for Public Works were \$2825 (\$398 overtime) this year and \$5635 for the ten in 2007. We do not have estimates for Police and Fire for 2010 but will have them available at the discussion.

The continuation of a competitive and quality running event which we are used to and runners are used to experiencing in Park Forest comes at a cost. Cost for the Race Director, finishline management and associated equipment at the start and finish comes to approximately \$8,000. Except for the cost of the "B-tag" computerized chip for each runner, this expense would not be a great deal different for a race of 1500 or 350. We don't feel we could ever go back the the manual system of 15+ years ago which is very unsophisticated and labor intensive. Prize money the last three years has been \$2400 compared to nearly \$20,000 in the Scenic 10 days and no travel or lodging is paid under the current format.

Memo To: Tom Mick, Village Manager  
 From: Rob Gunther, Superintendent of Parks  
 Date: October 4, 2010  
 Re: Urban Forestry Summary – 2010

As we are all aware the Emerald Ash Borer infestation is currently the biggest single issue for urban forestry. On September 21, 2010 the Village of Park Forest was officially notified by the Illinois Department of Agriculture (IDA) that the presence of the Emerald Ash Borer (EAB) had been documented in our community. In 2008 the Village adopted the policy of removing all ash trees showing signs of distress. This policy is compliant with current rules and regulations from the IDA and need not change. What will change is the pace of removing stressed and dead ash trees. Below are summaries of activity for last year and the first three months of this fiscal year as well as a summary of contract costs for this fiscal year.

	2009	2010 – July – Sept(3 Mo.)
<b>Ash removals</b>	67	46
<b>Miscellaneous removals</b>	86	62

<b>June storm clean-up</b>	\$9,413.00
<b>Removals/ Pruning</b>	\$57,897.00
<b>Total</b>	\$67,310.00

The pruning done so far this year has been that necessary to remove imminent hazards. No routine maintenance pruning has been done. This has been mainly at Somonauk and Winnebago Park. Somonauk has mostly old Cottonwood trees with many dead limbs in them; the same is true of the Willow trees in Winnebago Park and pose a significant threat to pedestrians. This work alone accounted for \$10,000. We expect that we may need to forgo maintenance pruning this year in anticipation of removing ash trees.

There are at least four issues related to the EAB infestation. The **first issue** is determining which trees are potential candidates for chemical insecticide treatment. To summarize the current thinking on treatment; university trials have shown that some chemical treatments might be effective but only for trees with limited infestation and less than 25 inches diameter. There are three different methods of treatment. Soil drench/injection, basal bark spray and injection beneath the bark. The most efficacious treatment appears to be bark injection which requires specialized equipment and

license to purchase the chemical. Soil drench is a method homeowners could employ themselves but precautions still need to be taken to avoid such hazards as runoff. All reports stress that no method is guaranteed and that treatment must continue annually and indefinitely. Only particularly prized and healthy trees should be considered for treatment. This spring we began experimenting on eight selected trees.

The **second issue** is that many ash trees in town have broken branches. These are in comparatively healthy trees that would otherwise be removed after the more obviously stressed trees. These broken branches pose a hazard to both pedestrian and vehicular traffic. This spring a branch fell from a small ash tree in the Library parking lot and broke a windshield. Conversely, trees already in decline are more susceptible to dropping large, whole limbs and catastrophic failure. This can make prioritization of removals a difficult choice

The **third issue** the Board must consider concerns the need to remove ash trees and the associated costs. This applies to both publicly and privately owned ash trees. The IDA has declared ash trees infested with the Emerald Ash Borer (EAB ) a nuisance (copy attached) and mandated that such trees be eradicated. Other municipalities have followed suit as infestations were confirmed. The ordinance from Riverside is also attached. It appears that the Riverside ordinance simply adds EAB to an existing Dutch Elm Disease (DED) ordinance. Park Forest could do the same with our existing DED ordinance. The Building Department may wish to review this information and determine if there are already sufficient municipal regulations to deal with the removal of ash trees on private property. Perhaps to temper their mandate - the IDA also has the following statement on their web page.

**THE ILLINOIS DEPARTMENT OF AGRICULTURE CERTAINLY SUPPORTS A TREE OWNER'S RIGHT TO DETERMINE FOR THEMSELVES WHETHER A PESTICIDE TREATMENT IS APPROPRIATE IN THEIR SPECIFIC CIRCUMSTANCE. TREE OWNERS ARE ENCOURAGED TO THOROUGHLY RESEARCH THE VARIOUS TREATMENT OPTIONS CURRENTLY AVAILABLE AND CAREFULLY WEIGH THE COSTS ASSOCIATED WITH THE REQUIRED REPEATED TREATMENTS. PLEASE BE ADVISED, HOWEVER, THAT TREATMENT OF AN ASH TREE WILL NOT GUARANTEE THAT A SPECIFIC TREE MIGHT EVENTUALLY BE REQUIRED TO BE REMOVED. UNDER THE PROVISIONS OF THE STATE'S INSECT PEST AND PLANT DISEASE ACT AS WELL AS THE NUISANCE DECLARATION ISSUED JULY 19, 2006, THE STATE HAS THE AUTHORITY TO ORDER THE REMOVAL OF ANY TREE INFESTED WITH THE EMERALD ASH BORER (EAB) REGARDLESS OF WHETHER IT HAS BEEN PREVIOUSLY TREATED WITH A PESTICIDE OR NOT. ALSO PLEASE NOTE THAT THE STATE HAS NOT EXERCISED THAT AUTHORITY TO DATE AS ALL EAB-RELATED TREE REMOVALS CONDUCTED SO FAR HAVE BEEN DONE ON A VOLUNTARY BASIS.**

The biggest single problem in leaving infested ash trees stand, aside from allowing the spread of the EAB is that such trees quickly become a hazard. Ash trees (compared to oaks, for example) do not stand well once dead, and quickly drop dead and weakened branches as the infestation spreads within a given tree.

We estimate 1,500 – 2,000 ash trees on public property. Based on our current contract, we estimate the cost to remove ash trees on public property to be \$700,000.00 to \$1,000,000.00. Estimates range as high as six private ash trees for every one public tree. This means there are some 5,000 – 10,000 privately owned ash trees within the Village. Most of these trees are larger than 15” diameter, many will be in the rear yards and many residents will have more than one ash tree. We expect that the average cost for removal of private trees will be greater than \$1,500. This raises the question of the public’s expectation of assistance in removing their infested trees. Recreation and Parks staff have already had a few requests as to the Village assistance in this matter. To date our response has been that removals are the responsibility of the property owner. To our knowledge, only one such request has been confrontational. We anticipate though, that as this problem grows many more will be seeking assistance. In general, after so many elms were ravaged by DED in the 50’s and 60’s, the ash became a popular tree of choice in the 60’s and 70’s. As a result, we may well see this problem more serious in the north Lincolnwood section of the Village where home sites and public properties were being developed during that time.

The **final issue** is replacement of these trees. Obviously, replacing 2,000 trees will be a time consuming and expensive project. We estimate such a project would cost \$500,000 to \$600,000 for material and labor.

## ORDINANCE

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<p><b>AN ORDINANCE AMENDING THE RIVERSIDE VILLAGE CODE BY ADDING TO SECTION 8-5-2 REGARDING DEFINITIONS AND AMENDING 8-5-6 REGARDING DISEASED TREE REMOVAL</b></p>
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**BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RIVERSIDE, COOK COUNTY, ILLINOIS, as follows:**

**SECTION ONE:** That Title 8, Section 8-5-2 of the Village Code of the Village of Riverside entitled "Definitions" is hereby amended by adding thereto new definitions as follows:

**SECTION 8-5-2: DEFINITIONS:**

"INFECTED" means the presence of a disease deemed a nuisance by the Illinois Department of Agriculture or the United States Department of Agriculture, the presence of circumstances that make it reasonable to believe that such a disease is present or the presence of any plant disease that is liable to spread to other plants, trees or shrubs to the injury of such plants, trees, or shrubs or to the injury of humans or property. Examples of such nuisances include but not limited to, Dutch elm disease, verticillium wilt, and oak wilt. This definition does not apply to common native pest such as; powdery mildew or apple scab.

"INFESTED" means the presence of a pest deemed a nuisance by the Illinois Department of Agriculture or the United States Department of Agriculture, the presence of circumstances that make it reasonable to believe that such a pest is present or the presence of any injurious insect or pest that it liable to spread to other plants, trees, or shrubs to the injury of such plants, trees or shrubs or to the injury of humans or property. Examples of such nuisances include but not limited to Asian longhorn beetle and emerald ash borer. This definition does not apply to common native pests such as; box elder bugs and carpenter ants,

**SECTION TWO:** That Title 8, Section 8-5-6 of the Village Code of the Village of Riverside entitled "Diseased Tree Removal" is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

**SECTION 8-5-6: INFECTED, INFESTED, or DEAD TREE REMOVAL:**

(A) (A) Any tree infected, infested, or dead with Dutch elm disease, ~~verticillium wilt, dothiorella, oak wilt, Emerald ash borer~~ or other injurious parasite, fungus, insect or disease is declared to be a public nuisance or hazardous to public safety subject to abatement as such. No person shall knowingly permit any tree or shrub so infected, infested or dead to remain on any lot or tract of land owned or controlled by such person. If such person fails to remove any tree or shrub so infected, infested, or dead within thirty (30) days after receipt of notice (in form as below prescribed) from the Village Manager or his designated representative, directing such removal, the

Village may remove such tree or shrub at the expense of such person. Designated employee(s) of the Village is hereby authorized and directed to enter upon private property for the purpose of inspecting trees having the appearance of being infected, infested, or dead.

- (B) The cost of such infected, infested or dead tree or shrub removal is a lien upon the real estate affected, superior to all other liens and encumbrances, except tax liens; provided that notice has been given as hereinafter described, and further provided that within sixty (60) days after such cost and expense is incurred the Municipality, or person performing the service by authority of the Municipality in his own name, files notice of lien in the office of the Recorder of Deeds in the county in which such real estate is located or in the office of the Registrar of Titles of such county if the real estate affected is registered under the Torrens system. The notice shall consist of a sworn statement setting out: 1) a description of the real estate sufficient for identification thereof, 2) the amount of money representing the cost and expense incurred or payable for the service, and 3) the date or dates when such cost and expense was incurred by the Municipality. However, the lien of such Municipality shall not be valid as to any purchaser whose rights in and to such real estate have arisen subsequent to the tree removal and prior to the filing of such notice, and the lien of such Municipality shall not be valid as to any mortgagee, judgment creditor or other lienor whose rights in and to such real estate arise prior to filing of such notice. Upon payment of the cost and expense by the owner of or persons interested in such property after notice of lien has been filed, the lien shall be released by the Municipality or person in whose name the lien has been filed and the release may be filed of record as in the case of filing notice of lien.
- (C) The cost of such tree removal shall not be a lien upon the real estate affected unless a notice shall be personally served or sent by registered mail to the person to whom was sent the tax bill for the general taxes for the last preceding year on the property, such notice to be delivered or sent not less than thirty (30) days prior to the removal of the tree or trees located thereon. The notice shall refer to and contain the substance of this Section, and shall identify the property by common description, and the tree or trees affected.
- (D) Notwithstanding the foregoing, the Village Manager is further authorized and directed to contact the property owner having any tree infected, infested, or dead as described in subsection (A) of this Section and obtain from such owner permission to remove said infected tree. ~~with cacodylic acid and/or sevin spray in an effort to isolate and eliminate said tree as a breeding area and spreader of tree infection until such time as such tree has been removed in accordance with this Section.~~ Permission from the property owner to so remove infected, infested, or dead trees on private property must be obtained in writing together with execution of the proper hold harmless and indemnification rights to the Village covering the removal of such tree or trees by Village employees.



•Pat Quinn, Governor •Thomas E. Jennings, Director

**Bureau of Environmental Programs – Dekalb Field Office** 2280 Bethany Rd., DeKalb, IL 60115  
815/787-5476 (Voice/TDD) Fax: 815/787-5488 Pesticide Misuse Hotline: 800/641-3934 (Voice/TDD)

## MEMORANDUM

**TO: Rob Gunther, Parks Superintendent, Village of Park Forest**  
**FROM: Mark Cinnamon, Illinois Department of Agriculture**  
**DATE: September 21, 2010**  
**SUBJECT: Emerald Ash Borer (EAB) Confirmed in Your Community**

This memo serves as official notice that on September 21, 2010 the presence of EAB was confirmed by the Illinois Department of Agriculture (IDA) and documented within your community. Emerald Ash Borer was verified during our statewide EAB trap survey or through outreach activities performed by IDA EAB staff. We will soon list your community by name on our list of confirmed communities. The IDA will also recognize your community with one red star on our statewide EAB map using the location coordinates and the date of the field confirmation. We can work with you to help explain and outreach this news to staff or citizens.

The extent and the severity of any EAB infestation are very difficult to quantify. A confirmed presence of EAB anywhere in town indicates a larger, more widespread EAB population is likely nearby. Due to our experience of observed patterns of local and regional spread, and the biology of this insect, the entire ash population within your community is at risk or is likely already infested with EAB. Newly affected trees may show few, if any symptoms and may appear healthy and green for up to a few years. Officials and residents should plan accordingly by assuming their ash trees are now infested.

All or parts of 23 northeast Illinois counties are quarantined by the Illinois Department of Agriculture at this time. Please go to the following link to find the most recent amended IDA EAB Quarantine:

**<http://www.agr.state.il.us/eab/index.php>**

The Illinois EAB program is counting on municipal compliance of all regulations within the Illinois EAB Quarantine and the prudent management or destruction of EAB infested ash wood. Please become familiar with the quarantine map and the Illinois EAB Compliance Agreement which lists existing rules and regulations concerning ash and the EAB in Illinois. That agreement was revised with new regulations effective November 23, 2009. The compliance agreement lists the enforceable EAB rules of the state and our department regardless of the signing an EAB Compliance Agreement and can be found on our website at **<http://www.illinoiseab.com>**.

Aggressively destroying declining ash trees, or in some cases aggressive insecticidal treatments, may slow the rate of tree mortality locally and remains the best practice. Treatment with systemic insecticides on individual trees which are not yet severely infested is an option for individual landowners and village managers to consider on a tree-by-tree basis to try to protect a single tree. Such treatment has a risk of failure if trees are already infested and is not guaranteed to be ultimately successful on any specific tree. Educating residents to the fact that this pest is confirmed in your area, that all ash trees are at risk and will become infested, and that quarantine rules exist is all very important.

For general EAB questions please call the IDA DeKalb office at 815-787-5476.

For community outreach, educational help, and informational packets please contact: IDA EAB Outreach and Education Coordinator Juliann Heminghous at 217- 785 -5575 or [juliann.heminghous@illinois.gov](mailto:juliann.heminghous@illinois.gov)

# Zoomerang Survey Results

2010 Park Forest Scenic 5

Response Status: Completes

Filter: No filter applied

Sep 21, 2010 9:52 AM PST

1. Are you a member of the Chicago Area Runners Association?		
Yes	36	54%
No	31	46%
<b>Total</b>	<b>67</b>	<b>100%</b>

2. Please rank the following:					
Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.	Poor	Fair	Good	Excellent	Outstanding
Adequacy of information in brochure/race application	1 1%	2 3%	10 13%	29 38%	34 45%
Adequacy of online, website information	1 1%	3 4%	14 18%	28 36%	31 40%
Ease of registration	1 1%	1 1%	7 9%	27 35%	42 54%
Directions to race	2 3%	3 4%	18 24%	27 36%	26 34%
Parking	1 1%	0 0%	11 14%	23 29%	43 55%
Course description	1 1%	2 3%	12 16%	22 29%	38 51%
Gear Check	2 4%	2 4%	16 30%	20 37%	14 26%
Ease of Packet Pickup	1 1%	1 1%	8 10%	20 26%	47 61%
Toilet facilities	1 1%	3 4%	10 13%	27 36%	35 46%
Water/Aid Stations	1 1%	0 0%	14 18%	30 38%	33 42%
Traffic control/Course Marshals	1 1%	1 1%	8 10%	18 23%	49 64%
Post-race food and fluids	2 3%	3 4%	10 13%	26 33%	37 47%
Prompt online race results	1 1%	1 1%	4 5%	21 27%	50 65%

**3. If Pre-Registered, did you receive the t-shirt size requested?**

Yes	76	99%
No	1	1%
<b>Total</b>	<b>77</b>	<b>100%</b>

**4. Was a course map readily available online, in the goody bag, or at the race?**

Yes	76	100%
No	0	0%
<b>Total</b>	<b>76</b>	<b>100%</b>

**5. Did the race start on time?**

Yes	76	100%
No	0	0%
<b>Total</b>	<b>76</b>	<b>100%</b>

**6. Was each mile point of the race clearly marked?**

Yes	69	91%
No	7	9%
<b>Total</b>	<b>76</b>	<b>100%</b>

**7. Was there a digital clock or a person calling split times at every mile?**

Yes	71	92%
No	6	8%
<b>Total</b>	<b>77</b>	<b>100%</b>

**8. Was the course, in your estimate, accurate?**

Yes	75	97%
No	2	3%
<b>Total</b>	<b>77</b>	<b>100%</b>

**9. If you needed medical attention, please rate the following:**

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.	Poor	Fair	Good	Excellent	Outstanding
Availability of medical aid	0 0%	0 0%	2 22%	2 22%	5 56%
Satisfaction with service	0 0%	0 0%	1 11%	2 22%	6 67%

**10. What motivated you to run this race?**

Cause/charity	2	3%
Close to home	23	29%
Quality race	29	37%
CARA recommended/CARA competition	38	49%
Entry fee	9	12%
Course	12	15%
Other, please specify	20	26%

**11. How did you hear about this race?**

CARA/CARA website/CARA Race Calendar	31	40%
Previous participant	40	51%
Chicago Athlete website/magazine	3	4%
Windy City Sports website/magazine	1	1%
Friend/relative	15	19%
Flyer/poster/brochure/mailing	3	4%
Cause/charity	0	0%
Other, please specify	9	12%

**12. What did you like about this race?**

Course	37	48%
Goodie Bag	4	5%
Post race food	26	34%
T-shirt	14	18%
Just an overall well-run race	54	70%
Cause or charity (if applicable)	2	3%
Awards	16	21%
Scenery	16	21%
Other, please specify	13	17%

**13. How many miles did you travel to the race?**

1 - 10 miles	19	24%
11 - 20 miles	12	15%
21 - 30 miles	9	12%
31 - 40 miles	12	15%
41 + miles	26	33%
<b>Total</b>	<b>78</b>	<b>100%</b>

**14. Would you run this race again?**

Yes	67	89%
No	8	11%
<b>Total</b>	<b>75</b>	<b>100%</b>

**15. Overall, please rate this race:**

Poor	0	0%
Fair	2	3%
Good	11	14%
Excellent	27	36%
Outstanding	36	47%
<b>Total</b>	<b>76</b>	<b>100%</b>

**16. Additional comments and suggestions:**

26 Responses



**.MEMORANDUM**

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

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

**DATE: October 4, 2010**

**SUBJECT: 2010 - 2011 Board Goals – Fall 2010 Update**

Below please find a year to date update of the Board's Strategic Planning Goals for FY 2010 – 2011 implementation strategies.

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

The Director of Community Development facilitated the Village Board's annual strategic planning process with oversight of the annual community survey. The Director also coordinated all materials for the Board's review as the elected body established goals for Fiscal Year 2010/2011.

In October, Paul Craig continued as facilitator in the Board's review and establishment of goals for Fiscal Year 2010/2011. In addition, as part of the Board's Annual Strategic Planning Process authorized the Illinois Municipal Assistance Program (IMAP) Service from Northern Illinois University, DePaul University and the University of Illinois/ Illinois Municipal League to conduct a comprehensive review of all Village programs, including interviews with public officials and private citizens. The final report is targeted by the January 2011.

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. Meetings are set to take place semi-annually or annually. Staff is still in regular contact with Youth Sports providers in the Village and promotes the shared use of fields and facilities, promotion and other benefits. Staff has held several meetings with individuals from the Village interested in establishing a youth tackle football program.

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.

One meeting was held with this group. Recently the project has picked up momentum again with meetings also held with Holden Park Home Owners, Village of Matteson and the Old Plank Road Trail Management Commission. A site plan is being prepared for the park for the purpose of sharing with these other interest groups.

Maintenance of the existing customer satisfaction survey instrument designed to measure satisfaction with Fire Department emergent and non-emergent responses to residents. Responses received to-date continues to support our customers are very satisfied with the service provided to them by the Department. The Fire Department is currently meeting this benchmark. Other Fire Department Goals include:

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.

During the first four months of the Fiscal Year the Fire Department has been engaged in a number of professional development opportunities including: ongoing (In-house) EMS Continuing Education program for Fire-Medics. The implementation of this program several years ago affords the Village a considerable savings in overtime while maintaining the Fire-Medics proficiency; in cooperation with Canadian National (CN) offered a three-day emergency program to better prepare personnel for increased rail traffic; staff participated in a joint Lock Out/Tag Out training program with Public Works offered by IRMA; through the use of CN funds instituted an on-line incident size-up and assessment training program (Blue Card) to assist in maintaining firefighter safety while focusing on the management of emergency scenes.

The Director of the Park Forest Health Department actively sits on the Senior Commission Committee as a staff liaison and to assist with networking for local programs and services for seniors and to actively listen to the concerns of our seniors. The Health Department staff also created a local senior resource manual and shared it with the senior commission to distribute to the senior buildings, Coops and to local seniors visiting the Annual Senior Fair held at the Rich Township Senior Center.

Recently, the Health Department, along with the Senior Commission evaluated a proposal from SouthCom to participate in a pilot program to increase the safety of residents with Alzheimer's or dementia by using a tracking device worn on the ankle to locate someone who has wandered away from home. The Police Department will be working collaboratively with this pilot to help determine its effectiveness.

Recreation & Parks Staff are active members of State and local professional organizations. Parks staff members regularly attend the Midwest Park Institute training sessions. The staff also includes a Licensed Plumber, Licensed Electrician, two Certified Playground Inspectors and several certified Pesticide Applicators. All certifications require regular professional development activities and periodic testing. Several staff are planning an all staff retreat to

be held in early 2011. Pool staff participate in extensive training through Ellis and Associates, risk management consultants.

The Finance Director serves as State representative and board member of the Illinois Government Finance Officers Association (IGFOA). The Assistant Finance Director is past-president of the South Metro Chapter of the IGFOA. Finance staff participates in the software users group. The Finance Director conducts an annual Joint Review Board meeting with all taxing bodies to review TIF activity. She also attends the Library Board meeting to review the audit and has assisted with financial analysis related to the renovation project.

The Finance Department has three CPA's who maintain their registration through continuing education.

The Plan Commission is reviewing a schedule of training webinars sponsored by the Lincoln Institute of Land Policy and the American Planning Association in order to select appropriate training opportunities for the coming year. The Zoning Board of Appeals and the Economic Development Advisory Group will be invited to participate in training provided to the Plan Commission.

Training opportunities are being explored for the Commission on Human Relations, the Mediation Task Force, and the Ambassadors. Staff and others will be invited to participate.

The second phase of studies related to the 211<sup>th</sup> Street Transit Oriented Development are underway. These studies are being guided by a Steering Committee made up of Board of Trustee and Plan Commission representatives from the three participating municipalities, Park Forest, Matteson and Olympia Fields.

The Director of Economic Development and Planning is part of an Advisory Committee assisting the Chicago Metropolitan Agency for Planning to draft a Planning Law Manual that will be a resource for planning and zoning officials, elected officials, and planning and economic development professionals.

Participants at all events sponsored by Community Relations, such as the Wine and Chocolate Tasting, are asked to complete a survey to give ideas for future events and to provide suggestions to improve the event they attended. A survey is also included on the Community Relations web page.

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.

Recreation & Parks staff have regularly attended open house events for parents at Algonquin and 21<sup>st</sup> Century schools. The Central Park Wetlands, the new Wetlands Discovery Center and other associated "green initiatives" around the Aqua Center have been utilized by environmental education consultants to preserve "Science Depot" a multidisciplinary hands-

on science education program in the District. Forest Trail school scheduled their cross country meet at Central Park this year.

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

A Bucket Brigade Contest was implemented during the “Open House” during Fire Prevention Week and 4<sup>th</sup> grade students from all schools in Park Forest were invited to compete for a traveling trophy. It is hoped that the spirit of friendly competition will make an in-road in presenting safety education programs in School District, 163. Captain Wheeler met with the Principals of Mohawk and Blackhawk Schools on September 9, 2010 to encourage their involvement in the Bucket Brigade and bringing safety education to their schools.

Following that meeting Captain Wheeler made a presentation to 90 4<sup>th</sup> grade students and their teachers at Blackhawk School on fire safety. He also brought the fire safety trailer to the school on October 6 for the entire day. He taught fire safety behaviors to 152 students from the school. A similar activity will be held at Algonquin School on October 27, 2010. We hope to reach over 190 students during this visit.

The Fire Department continues to provide our newsletter to all schools in Park Forest, including School District 163 schools. Thirty-two-hundred Firestoppers are delivered to schools on a quarterly basis with information about Fire Department activities and fire safety.

At the operations level staff from District #163 and Recreation & Parks staff continue to jointly fund and carry out major maintenance and upkeep projects at the Forest Trail Recreation Center.

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

The Fire Department worked with staff at School District 163 for several months to finally correct a 911 telephone problem in which misinformation on the location of the call was relayed to SouthCom Combined Dispatch Center. This matter is now resolved.

School inspections, as developed by the Illinois State Board of Education and the Office of the State Fire Marshal were performed by Fire Department personnel in all schools, including all School District 163 schools in Park Forest. To date, the inspection frequency is on-target to meet this performance benchmark.

The Health Department continues to work with the school nurses of Park Forest to offer school physical clinics annually between the months of June throughout September. Some of the school nurses actively work alongside our clinic staff nurses to provide all required health screenings and immunizations.

Health Department Nurses also attend school open houses and health fairs. In the past year our nurses have attended events at Illinois School, Talala School and Rich East High School. In addition, the Health Department has accepted local high school and college students to learn professional job skills while working as volunteers for our clinic. Local nursing students from Governor's State University, Lewis University and Prairie State College have also done their community nursing rotations working alongside the nursing staff of Nurses Plus.

Forest Trail Middle School has regularly utilized the Park Forest Tennis and Health Club as the site for their annual mandatory school evacuation drill.

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. With \$4M in applications for \$400,000 in available funding, unfortunately the grant was not funded. However, over 2,000 children annually continue to come to the Wetland Discovery Center for environmental education activities.

The Community Relations Coordinator serves on the Rich Township High School District 227 Community and Business Advisory Council.

The Community Relations Coordinator is currently collaborating with Rich East High School on a community media project.

The Department of Economic Development and Planning plans to underwrite a portion of one Freedom Hall Main Series event to allow teachers, staff, and administrators of the local school districts to attend the event at a discounted rate.

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

The Village is working closely with its development partner, Habitat for Humanity Chicago South Suburbs, to 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 expects to be able to purchase and rehabilitate eight homes with this grant. Income qualified Park Forest residents who hold housing vouchers have been invited to apply for these homes.

Habitat for Humanity also received a \$540,000 HOME grant from Cook County for housing acquisition. They plan to concentrate these acquisitions in Park Forest. Cook County will provide additional funds for rehabilitation of these homes. Between the NSP grant and the HOME grant, Habitat for Humanity expects to be able to purchase and rehabilitate 13 homes. All homes will be sold to income qualified residents who participate in Habitat's partner family program.

Cook County awarded the Village \$75,000 from the Energy Efficiency Community Block Grant Program. These funds can be applied to individual homes for the purchase of

equipment or upgrades to improve energy efficiency. A limit of \$5,000 per home is allowed. Habitat for Humanity will be the grantee for this program because they are already working in Park Forest as our developer for the housing acquisition and rehabilitation program.

The Community Development and Economic Development Departments have prepared a request for \$133,000 in grant funds to allow for the demolition of 15 homes in the Eastgate neighborhood, consistent with the goals of the Strategic Plan for Land Use and Economic Development. At this time, Cook County has indicated that CDBG funds may be available to support this request.

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.

The Health Department continues to work collaborately with the village's Economic Development and the Building Department to provide food safety health inspections for new and existing businesses. The health sanitation inspectors also work and with the Parks and Recreation Department to maintain food safety requirements for temporary vendors and civic groups that have fundraisers at our village functions such as Main Street Nights, Aqua Center events and Kiwanis Pancake Day.

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

The Fire Department continue to enforce the provisions of our codes, 2009 International Fire Code and 2006 NFPA, Life Safety Code. We also have worked with the Illinois State Fire Marshall and Illinois Board of Education in inspecting the public schools in Park Forest using the new School Life Safety Inspection form.

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

Staff has met with the Village of University Park to begin to define future boundaries between the two communities. A formal boundary agreement will be presented to the two Boards in the coming months. Similar discussions will occur with the Villages of Crete 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 211<sup>th</sup> 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.

The fire prevention bureau has assisted community development in technical support at pre-construction meetings, in performing “vanilla box” inspections and in timely review of all building plans. Captain Wheeler became a Certified Fire Plans Reviewer through NFPA to better serve our customer base.

The Fire Department worked with Taco Bell by providing technical advice in the proper installation of their exhaust hood and hood suppression system. We have also offered technical advice to architects working on the Park Forest Library, Homewood Star Disposal, Last Minute Printing and Copying and Park Forest Auto Service.

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 Field’s building. To date, the Village has secured in excess of \$930,000 in CDBG funding for this demolition project. The bids have been approved, the contract has been awarded and demolition is to begin in October 2010.

The Department of Economic Development and Planning is working with Crete-Monee District 201U, Business Education Program, and Prairie State College to collaborate on curriculum enhancements and student involvement in entrepreneurial initiatives. Ultimately, this may result in a student run business in Park Forest.

Economic Development Advisory Group and the Board of Trustees approved a Resolution supporting a Cook County Class 8A incentive for Mr. Frank Klauck, owner of 27 North Street.

For Sale signs were installed on all Village-owned property that are being marketed for economic development purposes. In the two months that the signs have been in place, 65 inquiries have been received.

The Economic Development team has deployed a variety of advertising media outlets to advertise properties for sale and/or lease, including CoStar, Location One Information System (sponsored by the State of Illinois), direct mail and phone calls, attendance at business expos, job fairs, and community events.

All lexan panels on the Orchard Drive/US30 sign are sold or committed, and the LED sign is fully by either commercial businesses or community organizations and the Village. At least four of the businesses that utilize the sign have reported additional business as a result.

The Assistant Director of Economic Development and Planning has completed the due diligence for public notification related to the No Cash Bid purchase of the residential lots on Indianwood Boulevard and the industrial lots on North Street.

The Village and Prairie State College are collaborating to open a small business incubator at 298 Main Street (the location of the former chamber of commerce). The opening date is projected to be November 1.

The economic development team responded to a large number of inquiries related to the auction of Norwood Square Shopping Center by Nassimi Realty. Ultimately, SkyVest Investments, from Austin, Texas, had the winning bid to purchase the property. The economic development team has met with the principal and provided him with information about the Village's vision for the property, possible development incentives, and environmental conditions of the property.

Village Staff has been meeting with a team of developers interested in acquiring the vacant 3.5 acres on Main Street in DownTown Park Forest for a mixed use project.

Village Staff has been meeting with a developer interested in acquiring the Marshall Fields parking lot and a portion of the building footprint for a moderate density residential development.

Staff has been an active participant in the South Suburban Retail Investment Patterns Study that is funded by a grant from the Small Business Administration. The Villages of Park Forest, Olympia Fields, Matteson and Richton Park are participants in this study.

The Village's annual Business After Hours was held on July 7 and had a record number of participating businesses (27) and over 100 attendees. This is an event that showcases DownTown businesses to Park Forest and other area residents, as well the business community from throughout the south suburbs.

The fall Business Breakfast was held on October 6. The speaker at this event was the Regional Development Director for Constant Contact. He spoke about how to use e-mail as a marketing tool.

Village Staff and the Mayor will attend the Chicago Deal-Making event of the International Council of Shopping Centers to be held on October 28 and 29. Once again, the Village will have a booth at this event to promote Village development opportunities.

Village Staff and the Mayor have been meeting with a business partnership interested in creating a Great Lakes Center for Energy Smart Communities. This partnership is currently considering the purchase of the property at 80/90 North Street, which the Village owns.

The Director of Economic Development and Planning is working with the Chicago Southland Economic Development Corporation to assist in the creation of the Logistics Park Calumet. This endeavor is a "virtual" logistics park, centered on the CN Railroad's Gateway

Terminal in Harvey, Illinois. This “virtual” logistics park will create opportunities for all land owners and businesses in the South Suburbs to benefit from the new development that will result from the increase in rail traffic and cargo movement at the Gateway Terminal.

The Economic Development Advisory Group is evaluating the possibility of resurrecting a merchants association and/or a chamber of commerce.

Staff is coordinating a new business advertising direct mail piece for 16 Park Forest businesses that will be sent as an insert in Russell Publications newspapers. These newspapers serve over 11,000 customers in Grant Park, Beecher, Manteno, Peotone, Crete, Monee, and Steger.

Staff followed up on ICSC Las Vegas appointments and leads with over 50 contacts with letters, e-mails and telephone calls. In one case, this also included an on-site tour that resulted from an ICSC Las Vegas appointment.

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

Delayed five replacement hirings to relieve current year budget pressure.

Continue to maintain reserves to offset delayed or lower revenue sources.

Negotiated a three-year contract with the fire department including a 2%, 2%, 2% increase.

Established a laddered CD portfolio to maximize interest earnings

Established assigned funds related to the CN settlement to fund future projects.

Worked with the Tall Grass Arts Association to facilitate the 55<sup>th</sup> year of the Park Forest Art Fair.

The Health Department works diligently behind the scenes every year to plan and coordinate the annual Park Forest Farmers’ Market. We were successful at providing a variety of vendors to bring healthy fruits, herbs, homemade breads and vegetables and more to the residents of south suburban Cook County. Our market has existed for 37 years and is still one of the most magnificent Farmers’ Markets in the south suburban region.

When one visits the Park Forest Farmers’ Market, there is an ambiance of “community togetherness,” “community wellness” and “community tradition.” The Farmers’ Market adds to the very heart of the Park Forest community. It serves as a revenue source for the village, while drawing consumers throughout the southland area to our village to shop. Our consumers come from various surrounding communities and leave with satisfied smiles for having the unique shopping experience that only “our Park Forest Market” offers. Our fresh homegrown “top of the line produce” sold at affordable prices, is spoken about with high regards from miles away.

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.

In 2010 the Grants Seeking Task Force has applied for 30 grants seeking more than \$20 million and receiving more than \$3 million in awards. In addition, Staff continues to provide grant leads 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.

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

Have applied for the Federal "2010 SAFER Grant" in an attempt to increase career staffing by one Fire-Medic. The Fire Department also received notice that Park Forest is a recipient of a 2009 SAFER Grant (\$64,000) which was submitted to increase staffing within POC division by six members.

A FEMA Fire Prevention and Safety Grant proposal was submitted in 2009 for the purchase of smoke detectors for distribution and installation in homes occupied by senior citizens or in economically challenged neighborhoods in Park Forest. The Fire Department received notice that the Village was not awarded this Grant.

Sought and received a grant from Enbridge Pipelines for improvements at fire training site (\$1,000)

Continued research and development of other grants to support Fire Department operations and to that end have again assigned Deputy Chief Ziegler to assist in peer review of DHS grants to increase understanding our institutional knowledge thereby hopefully increasing our future grant successes.

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. During the fiscal year 2009/2010 completed 696 total inspections. The goal of one original inspection for all properties and two original inspections for all high hazard and assembly properties has been achieved and continues to be maintained.

Develop and implement where possible "Green Initiatives" into the Fire Departments physical plant, vehicles and operations.

Installed motion detection devices or timers on lights that service our support areas to reduce our overall electrical consumption. Initiated program of employee awareness "switch off the lights" for areas where timers, etc were not practical.

The DownTown is beginning a window replacement project. Replacing older windows with energy efficient ones.

The Police Department also is finishing a major window replacement project.

The Staff economic development team has engaged the services of Kane McKenna and Associates (KMA) to assist in the review of the development pro forma and incentives request from the developer interested in the 3.5 acres of vacant land on Main Street in DownTown Park Forest. KMA's expertise will allow the Village to ensure that the development proposal is realistic in the current economic market, and that the request for incentives is appropriate to the need to fill a financial gap in the project.

The Village has been able to leverage our partnership with Habitat for Humanity Chicago South Suburbs to bring an additional \$540,000 in grant funds to the Village that will further the housing acquisition and rehabilitation program.

The IT staff continues its efforts toward moving to a virtualized server/desktop infrastructure. This green initiative will reduce energy costs by decreasing the overall amount of electricity as well as the amount of cooling needed in the datacenter. All current and future hardware purchases feature the latest in processors and memory with reduced power/cost per watt performance.

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

Local Origination Programming efforts in concert with the Cable Communications Commission continued to evolve as upgrades were made to technology (cameras, microphones, projectors, recording equipment, etc.) in the Board Room of Village Hall. Additionally, portable cameras, computer editing software are being explored.

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.

A fire safety presentation was given to the residents of Victory Centre at 151 Main Street on August 18, 2010 and a fire drill has been scheduled for the residents on October 27<sup>th</sup>. The Fire Department will have pre-drill and post-drill meetings with the residents. The Department also had a fire alarm and voice communications test at Juniper Towers September 9, 2010. The fire prevention bureau has also worked with the management staff at

both Garden House and Juniper Tower to upgrade their respective fire alarm communications systems.

The fire prevention bureau worked with the staff of Ludeman Center to alleviate problems with parking on the roadways that was obstructing responding fire and EMS apparatus. All roadways were designated fire lanes and signs posted. Fire and Police personnel have enforced the fire lane parking violations.

The Health Department is conveniently located in village hall and draws the community to the village hall for health services as well as other programs and services within the building.

The Health Department actively promotes a healthy community by providing a variety of programs and services to residents on site as well as within the community. The Department continues to provide immunization services for children and adults, men and women's health screening clinics and school physicals. The Health Department continues to offer low cost immunization clinics to children throughout the south suburban Cook and Will counties. The clinic continues to be a designated vaccine for children site. The Department serves clients who are uninsured as well as clients that receive Medicaid. And for those who are uninsured, the Health Department continues to be an application site for the Access to Care Program.

The Health Department provides daily walk-in services, such as free blood pressure or diabetic screening and offers many other on-site health services and provides health consultations and referral sources for health care throughout the southland. The Department provides influenza and pneumonia shots onsite as well as within the community to groups from churches, synagogues, schools and local senior buildings.

The Health Department also makes sure that to support our Police and Fire Departments annually by providing their tuberculin and influenza immunizations and upon hire by administering their hepatitis B series. The Department continues to provide a monthly onsite "health stop" screening clinic with health education to the seniors of Rich Township at the Shirley Green Senior Center. The Department assists with planning the annual Senior Fair along with Rich Township and the annual Senior Women's Screening Clinic and Tea which is held in Health Department.

The Health Department continues to work with the Building Department, the Police Department and the local senior center to respond to reports of at risk residents who may need medical assessment or interventions. The Department continues to provide public health services within the community such as wellness checks, blood pressure screening clinics and bath services to assist local residents with personal hygiene

The Health Department brings awareness to the residents of Park Forest about the importance of health maintenance and exercise during the annual "Walk the Wetlands" event. The event also shares a natural source of beauty in Park Forest to the general public.

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). The Fire Department remains an active participant in these community programs including 4<sup>th</sup> of July celebration, Scenic 5-mile Run, Youth Day and Fire Prevention Week activities including the Silent Parade.

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

The school education programs instituted in the 2007-2008 Fiscal Year have continued without expansion. With that said, the Fire Safety Trailer has seen an increase in activity including schools in School District 163. The Department's Risk Watch program and Fire Safety education program has not yet expanded into this area. Even so, fire safety presentations have been given to over 650 children since July 1, 2010 and we have scheduled presentations for another 2000 students in the next couple of months.

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

A Citizens Fire and Police Academy was held in the months of June, July and August 2009. Ten (10) Citizens participated in this activity. This performance benchmark has been satisfied.

Recreation & Parks has established Facebook pages for Freedom Hall, the Park Forest Bark District, Aqua Center and the Scenic Five and More to keep current and former residents up to date on programs and amenities in the Village.

The Ambassadors are seeking new members and have created a governance board to manage the participation and activities of the group. They are currently developing a web site that will be sponsored by one of the Ambassadors. The web site will be linked to the Village web site.

The Community Relations Coordinator and the Ambassadors have facilitated several events, including the July New Resident event, the Open Mike event at Tattlers Restaurant, the Mother/Daughter and Father/Son outings, August Wine and Chocolate Tasting. The 2011 Park Forest Idols event is now open for entries.

The Community Relations Coordinator, Police Department, DownTown Park Forest, Fire Department, Recreation and Parks Department, and the Park Forest Library are coordinating the Safe Halloween event scheduled for October 31. Private businesses are also involved.

The Park Forest Library, Recreation and Parks Department, the Ambassadors, and Community Relations collaborated to conduct a four-day Job Readiness Program to train for such things as resume writing, interview skills, how to dress for work. The event ended a mini-job fair. Twenty-nine individuals registered and 13 completed the program. Facilitators for the event were from DePaul University, Illinois Department of Employment Services, CEDA, and Aunt Martha's, and a personal life coach.

The Park Forest Library, Recreation and Parks, and Community Relations are putting on a murder mystery on October 30. The script was written by Mary VanSwol at the Park Forest Library. Actors were recruited from within Park Forest.

The Good Egg Award was presented this year on September 13 to Jessie Martinez and Derrill Miller.

Good Neighbor Day was celebrated on September 25 in collaboration with Calvary United Protestant Church, Recreation and Parks, and Commission on Human Relations. Radio Station Power 92 promoted the event by commenting on the importance of good neighborliness and openness amongst people.

Two hundred fifty bags filled with flyers and information about Village wide activities and events were distributed to people at the Kiwanis Pancake Breakfast.

Community Relations, the Commission on Human Relations, and the Ambassadors are developing a program to assist residents to improve their financial credit standing. Local business will be recruited to assist with the educational portion of the program.

The 2010-2011 Fall/Winter Community Calendar has been published and distributed. It has grown in size with many more community-wide activities being included. Plans are underway to distribute the calendar in the newspapers published by Russell Publications. This will reach households in Crete, Steger, and Monee.

Installation of the second DownTown mural is underway. This mural should be completed before winter. A dedication ceremony will be planned.

The Village is also working with the Illinois Lincoln Highway Coalition to install a small mural commemorating the impact of the Lincoln Highway (US30) on the development of Park Forest. We expect that this mural will also be completed this year.

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.

The Economic Development Advisory Group is accepting nominations for the second annual Business Person of the Year award, which recognizes a business owner for their commitment to community service and making a difference.