

**Strategic Planning**  
**Saturday, February 26, 2011**  
**8:00 a.m. Village Hall**

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# **Agenda**

- 1. Six Month Financial Results**
- 2. Current Year Trends, Other Financial Issues & Budget Guidelines**
- 3. Budget Amendments for 2010/2011**
- 4. Public Works Update**
- 5. Economic Development Update**
- 6. Capital Plan**
  - Overview**
  - Health**
  - Public Works (MFT, Vehicle Services, Water, Sewer & Municipal Parking)**
  - Recreation & Parks (Vehicle Services, Aqua & Tennis)**
  - Buildings & Grounds**
  - Police (Vehicle Services)**
  - Fire (Vehicle Services)**
  - Downtown**
  - Other – Capital Projects**
- 7. Updated Strategic Planning Goals for 2010/2011 and 2011/2012**
- 8. Update on Outside Funding Initiatives**

# MEMORANDUM

**DATE:** February 18, 2011

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

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

**RE:** Six Month Financial Results

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

## GENERAL FUND REVENUE

Overall for the six-month period, 38% of all General Fund revenues have been received. A number of major revenue categories are affected by seasonality or a lag time in collections.

- Property Tax collections for the first half of the year are 42%. Bills were not due until December causing a delay in revenue.
- Sales Tax is received on a three-month lag. Actual cash receipts are tracking at 54.8% of budget for the first six months.
- Utility Taxes are tracking lower than budget at 46.6% in cash collections.
- State Income Tax receipts are now being received on a five to six month lag. The State is vouchering and then holding payments. It does appear that income tax is starting to recover.
- Real Estate Transfer Taxes are tracking significantly below budget and are expected to end \$55,000 below budget.
- Grants are at 185% of budget and reflect a \$100,000 TOD study grant and 3 months of PACE grant revenues.
- Transfers from Other Funds include indirect costs charged to the Village's enterprise funds as well as transfers from the confiscated drug money for the DEA officer replacement.
- Licenses include vehicle sticker sales which occur in the second half of the year.
- Permits include cable franchise fees of which only one quarter is reflected.
- Charges for Services include Recreation & Parks reflecting a lag in the reimbursement for Thorn Creek Nature Center salaries and Health Department revenues which reflect a lag in Medicare receipts. Hospital transport charges are running below budget and are anticipated to end the year \$40,000 below projections. This is because of more Medicaid vs. Medicare and more non-insured transports. Garden House revenues reflect the final

administrative charges. The Village will no longer receive administrative money for Garden House reflecting a \$42,000 loss for the current fiscal year and a \$84,000 loss next year. Other Charges include La Rabida, antenna leases, Home Helpers rents and Merchandising and Jobbing. Merchandising and Jobbing includes billing for damage to Village property and Village initiated grounds maintenance.

- Interest Earnings reflect the dramatic decline in rates from 5% in 2007, 2% in 2008, .455% in 2009 to the current rate of .121%. In order to secure a better rate for the Village money, a laddered CD portfolio was established. Having Village funds safe is the highest priority. All the CD's in the portfolio are FDIC insured. At the current return of the Illinois Funds Treasurers pool, the \$4,533,667 portfolio would yield \$5,486. The laddered CD will produce an annual income of \$75,594.

### **GENERAL FUND EXPENDITURES**

Total General Fund expenditures represent 47% of the total budget at the six months operations point. Transfers to other funds have been made when needed. Expenditures associated with all transfers for Fiscal Year 2011 have been committed. Worth noting is:

- Administration – Illinois Risk Management Association (IRMA) expenditures are made in the second half of the fiscal year. IRMA premiums for the Village, paid January 2011 were \$839,590 compared to \$1,314,766 paid in 2010. This \$475,176 reduction reflects \$103,109 of surplus funds applied and a \$93,234 credit for a deductible increase. IRMA deductibles are increasing from \$2,500 per incident to \$10,000. This premium reduction will be partially offset by the overall increase in deductibles with the deductible expense potentially increasing from \$50,000 to \$200,000. It is anticipated that legal fees will exceed budget and encumbrances by \$20,000. This is a result of Thorncreek litigation and the cost of lien foreclosures. The lien foreclosures and demolition orders reflect the Village's aggressive stance related to housing stock maintenance.
- Health reflects a savings in salaries.
- Recreation and Parks reflects the seasonality of operations.
- The Economic Development & Planning Department performance reflects timing of marketing efforts and CN supported projects.

### **REVENUES ALL FUNDS**

All funds revenue represents 41% of budget.

- The Housing Choice Voucher Program is now reflected as a discretely presented component unit below the "Subtotal" line with the Library. Revenues and expenditures represent five month's activity.
- CDBG – Cook – The budget reflects demolition dollars for the Marshall Fields building of which 50% has been received.

- Police and Fire Pension reflect a slight recovery in value related to market improvement.
- Water – Revenue reflects a \$152,715 fire hydrant replacement grant.
- TIF – Revenues reflect property tax increment prior to distribution related to the redevelopment agreement with Victory Center and Bigelow. In January, \$145,566 was rebated to Bigelow Homes per the redevelopment agreement. Victory Center has not submitted a rebate request as yet.

### **EXPENDITURES ALL FUNDS**

All fund expenditures equal 45% of budget.

- MFT projects are scheduled for the spring. Funds continue to be accumulated for major capital projects.
- The Sewer Fund budget includes expenditures for sanitary sewer reconstruction and updating the overflow facility.
- The Capital Projects Fund budget includes dollars for the Rail Park, Orchard Bridge signage and the parking lot capacity sign.

### **DOWNTOWN SUMMARY**

Revenues represent 48% of Budget.

- DownTown Rent revenues are currently tracking at 49% of Budget. The economy has impacted collections with some tenants paying slower.
- Common Area Revenue includes Aunt Martha's property and the Theater Building.
- Hall Rental for Dining on the Green is tracking at 72% of budget.

Expenses represent 47% of Budget.

- IRMA payments occurred in January.
- Capital Outlays include funds available for tenant build out. Costs associated with the build out for the food coop will come from this line item.

Last year, at this time, the Village was facing a \$680,000 shortfall in sales tax, utility tax and income tax. For 2010/2011 revenue projections were reduced and hiring delays were instituted. Revenue has recovered slightly allowing for positions in the Health Department, Public Works Department and Police Department to be filled. In addition, the extensive adjustments to revenues will not be needed this year.

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

**Village of Park Forest  
2010/2011 Budget Review  
as of December 31, 2010**

**GENERAL FUND REVENUES**

	FY 10/11 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Property Taxes - General	4,205,852	10,074,064	42%
Road and Bridge	37,152	80,500	46%
Sales Tax	207,951	560,000	37%
Utility Tax	495,630	1,450,000	34%
State Income Tax	0	1,790,000	0%
PPRT - General and Pension	62,223	190,000	33%
R.E. Transfer Tax	39,830	135,000	30%
Grants	115,000	62,000	185%
Transfers from Other Funds	515,188	980,496	53%
Licenses	108,440	570,225	19%
Permits	164,621	401,500	41%
Charges for Services			
Water/Sewer Payment in lieu of taxes	188,447	376,894	50%
Recreation	124,031	319,250	39%
Health	171,769	402,500	43%
Hospital Transport	174,917	381,300	46%
Inspection Fees	44,790	85,000	53%
Property Lease Revenue	119,702	174,000	69%
Garden House	42,386	74,711	57%
Other Charges	58,965	82,310	72%
Asset Sales	233	5,500	4%
Fines	145,746	317,250	46%
Interest Earnings	<u>41,848</u>	<u>60,000</u>	70%
<b>Total Revenues</b>	<b><u>7,064,722</u></b>	<b><u>18,572,500</u></b>	<b>38%</b>

\* Sales Tax is collected on a 3 month lag. Cash collections for Sales Tax for the first 6 months of FY 10/11 is \$306,794 (54.8% of Budget).

\*\* Utility Tax is collected on a 3 month lag. Cash collections for Utility Tax for the first 6 months of FY 10/11 is \$675,502 (46.6% of Budget).

\*\*\* Income Tax is collected on a 5-6 month lag. Cash collections for Income Tax for the first 6 months of FY 10/11 is \$1003,657 (56.1% of Budget) representing 6 months of revenue.

**Village of Park Forest  
2010/2011 Budget Review  
as of December 31, 2010**

**GENERAL FUND EXPENDITURES**

	FY 10/11 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Administrative	1,184,415	3,417,704	35%
Police Department	3,378,301	6,820,700	50%
Fire Department	1,813,838	3,680,329	49%
Health Department	388,378	829,450	47%
Recreation and Parks	1,166,558	2,125,213	55%
Public Works Department	400,571	865,323	46%
Economic Development & Planning	225,114	552,276	41%
Community Development	<u>247,267</u>	<u>513,738</u>	48%
<b>Subtotal</b>	<b>8,804,443</b>	<b>18,804,733</b>	<b>47%</b>
Transfer to Pension Funds	22,000	22,000	100%
Transfer to DownTown	112,263	224,527	50%
Transfer To Aqua Center	120,000	120,000	100%
Transfer to Tennis & Health	47,500	95,000	50%
Transfer to Library	<u>0</u>	<u>10,000</u>	0%
<b>Total General Fund</b>	<b><u>9,106,206</u></b>	<b><u>19,276,260</u></b>	<b>47%</b>

**Village of Park Forest  
2010/2011 Budget Review  
as of December 31, 2010**

**REVENUE (All Funds)**

	FY 10/11 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund			
Operating	7,064,722	18,572,500	38%
CDBG - Cook	465,031	930,062	50%
Police Pension	578,702	1,879,983	31%
Fire Pension	509,690	1,242,143	41%
MFT	353,214	1,457,914	24%
Water	2,862,873	5,160,697	55%
Sewer	699,866	1,818,359	38%
Municipal Parking	60,191	140,100	43%
Refuse	657,004	1,272,000	52%
Aqua Center	204,983	343,736	60%
Tennis and Health	187,592	385,750	49%
Downtown	429,935	901,562	48%
TIF - Downtown	346,768	1,088,012	32%
TIF - Norwood	6,346	0	0%
Vehicle Services	405,685	664,423	61%
Bond Retirement	144,809	324,538	45%
Foreign Fire Insurance	<u>17,224</u>	<u>17,000</u>	101%
<b>Subtotal</b>	<b>14,994,634</b>	<b>36,198,778</b>	<b>41%</b>
Housing Choice Voucher Program	1,802,696	4,113,826	44%
Library	<u>799,777</u>	<u>1,995,106</u>	40%
<b>TOTAL FUNDS</b>	<b><u>17,597,106</u></b>	<b><u>42,307,710</u></b>	<b>42%</b>

**Village of Park Forest  
2010/2011 Budget Review  
as of December 31, 2010**

**EXPENDITURES (All Funds)**

	FY 10/11 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund	8,804,443	18,804,733	47%
CDBG - Cook	270,469	930,062	29%
Police Pension	695,392	1,475,950	47%
Fire Pension	429,221	828,379	52%
MFT	297,912	1,695,804	18%
Water	2,675,648	5,553,890	48%
Sewer	334,825	907,922	37%
Municipal Parking	75,587	226,639	33%
Refuse	597,417	1,330,165	45%
Aqua Center	238,854	314,190	76%
Tennis and Health	178,324	389,460	46%
DownTown	470,474	999,073	47%
TIF - Downtown	732,068	2,098,739	35%
TIF - Norwood	0	0	0%
Vehicle Services*	411,449	801,022	51%
Bond Retirement	195,478	318,794	61%
Capital Projects	31,576	287,000	11%
Foreign Fire Insurance	3,748	17,000	22%
<b><u>Transfers from General Fund:</u></b>			
To Pension Funds	22,000	22,000	100%
To Downtown	112,263	224,527	50%
To Aqua Center	120,000	120,000	100%
To Tennis & Health	47,500	95,000	50%
To Library	<u>0</u>	<u>10,000</u>	0%
<b>Subtotal</b>	<b>16,744,649</b>	<b>37,450,349</b>	<b>45%</b>
Housing Choice Voucher Program	1,808,877	4,151,451	44%
Library	<u>1,108,909</u>	<u>1,862,351</u>	60%
<b>TOTAL FUNDS**</b>	<b><u>19,662,435</u></b>	<b><u>43,464,151</u></b>	<b>45%</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  
2010/2011 Budget Review  
as of December 31, 2010**

**DOWNTOWN PARK FOREST  
REVENUES**

	FY 10/11 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
<b>REVENUES</b>			
DownTown Rent	283,778	580,000	49%
Farmers Market	58	4,000	1%
Common Area Revenue	21,018	78,035	27%
Hall Rental	8,680	12,000	72%
Transfer from General Fund (CAM)	112,263	224,527	50%
Miscellaneous	2,943	2,000	100%
Interest	1,195	1,000	119%
<b>TOTAL REVENUE</b>	<b><u>429,935</u></b>	<b><u>901,562</u></b>	<b>48%</b>
<b><u>Net Income (Loss)</u></b>	<b><u>(40,539)</u></b>	<b><u>(97,511)</u></b>	
Major Capital Outlays	0	0	
Depreciation	<u>66,900</u>	<u>133,801</u>	
Cash Flow	26,361	36,290	
<b><u>Beginning Net Cash</u></b>	<b>1,305,601</b>	<b>1,305,601</b>	
<b><u>Ending Net Cash</u></b>	<b>1,331,962</b>	<b>1,341,891</b>	

**Village of Park Forest  
2010/2011 Budget Review  
as of December 31, 2010**

**DOWNTOWN PARK FOREST  
EXPENSES**

	FY 10/11 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
<b>EXPENSES</b>			
<b><u>Personnel Services</u></b>			
Regular Salaries	37,810	83,838	45%
Overtime Salaries	926	1,849	50%
Temporary/Part time Salaries	<u>33,296</u>	<u>74,652</u>	45%
<b>Total Personnel Services</b>	<b>72,032</b>	<b>160,339</b>	<b>45%</b>
<b><u>Employee Support/Insurance</u></b>			
	22,165	48,033	46%
<b><u>IRMA</u></b>			
	0	30,000	0%
<b><u>Professional Services</u></b>			
	719	17,500	4%
<b><u>Operating Supplies</u></b>			
	14,786	21,300	69%
<b><u>Maintenance</u></b>			
	173,004	214,000	81%
<b><u>Capital Outlays</u></b>			
	40,551	152,000	27%
<b><u>Depreciation</u></b>			
	66,900	133,801	50%
<b><u>Miscellaneous</u></b>			
	2,568	11,500	22%
<b><u>Rentals</u></b>			
	4,500	9,000	50%
<b><u>Utilities</u></b>			
	73,248	201,600	36%
<b>TOTAL EXPENSES</b>	<b><u>470,474</u></b>	<b><u>999,073</u></b>	<b>47%</b>

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

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

Average 5.066 %

See reverse side for Prime Fund rate

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

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

Average 2.067 %

See reverse side for Prime Fund rate

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

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

Average 0.153 %

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

Date	Annualized Rate	Daily Factor
01-Dec-10	0.180%	0.000004926800
02-Dec-10	0.155%	0.000004247700
03-Dec-10	0.129%	0.000003541500
04-Dec-10	0.129%	0.000003541500
05-Dec-10	0.129%	0.000003541500
06-Dec-10	0.121%	0.000003323600
07-Dec-10	0.104%	0.000002852800
08-Dec-10	0.098%	0.000002682400
09-Dec-10	0.098%	0.000002691300
10-Dec-10	0.108%	0.000002970800
11-Dec-10	0.108%	0.000002970800
12-Dec-10	0.108%	0.000002970800
13-Dec-10	0.112%	0.000003068200
14-Dec-10	0.138%	0.000003777400
15-Dec-10	0.157%	0.000004313100
16-Dec-10	0.133%	0.000003633300
17-Dec-10	0.139%	0.000003797800
18-Dec-10	0.139%	0.000003797800
19-Dec-10	0.139%	0.000003797800
20-Dec-10	0.127%	0.000003483400
21-Dec-10	0.126%	0.000003452300
22-Dec-10	0.108%	0.000002948500
23-Dec-10	0.099%	0.000002712900
24-Dec-10	0.099%	0.000002712900
25-Dec-10	0.099%	0.000002712900
26-Dec-10	0.099%	0.000002712900
27-Dec-10	0.129%	0.000003520800
28-Dec-10	0.115%	0.000003150400
29-Dec-10	0.093%	0.000002554400
30-Dec-10	0.106%	0.000002891400
31-Dec-10	0.125%	0.000003419800

Average 0.121 %



Online at: [www.businesscenter.ml.com](http://www.businesscenter.ml.com)

Account Number: [REDACTED]

24-Hour Assistance: (866) 4MLBUSINESS

TOTAL MERRILL®

THE VILLAGE OF PARK FOREST  
350 VICTORY DR  
PARK FOREST IL 60466-2003

**Net Portfolio Value:**

**\$4,533,666.75**

**Your Financial Advisor:**

CAROL J BUNCH  
225 W WACKER DRIVE SUITE 1400  
CHICAGO IL 60606  
carol\_j\_bunch@ml.com  
(312) 696-7584

**WCMA® ACCOUNT**

January 01, 2011 - January 31, 2011

ASSETS	January 31	December 31
Cash/Money Accounts	36,693.70	33,802.51
Fixed Income	4,481,294.84	4,480,533.99
Equities	-	-
Mutual Funds	-	-
Options	-	-
Other	-	-
<i>Subtotal (Long Portfolio)</i>	<b>4,517,988.54</b>	4,514,336.50
Estimated Accrued Interest	15,678.21	11,254.44
<b>TOTAL ASSETS</b>	<b>\$4,533,666.75</b>	\$4,525,590.94
<b>LIABILITIES</b>		
Debit Balance	-	-
Short Market Value	-	-
<b>TOTAL LIABILITIES</b>	-	-
<b>NET PORTFOLIO VALUE</b>	<b>\$4,533,666.75</b>	\$4,525,590.94

CASH FLOW	This Statement	Year to Date
<b>Opening Cash/Money Accounts</b>	<b>\$33,802.51</b>	
<b>CREDITS</b>		
Funds Received	-	-
Electronic Transfers	-	-
Other Credits	-	-
<i>Subtotal</i>	-	-
<b>DEBITS</b>		
Electronic Transfers	-	-
Margin Interest Charged	-	-
Other Debits	-	-
Visa Purchases ( <i>debits</i> )	-	-
ATM/Cash Advances	-	-
Checks Written/Bill Payment	-	-
<i>Subtotal</i>	-	-
<b>Net Cash Flow</b>		
Dividends/Interest Income	2,891.19	2,891.19
Security Purchases/Debits	-	-
Security Sales/Credits	-	-
<b>Closing Cash/Money Accounts</b>	<b>\$36,693.70</b>	
Securities You Transferred In/Out	-	-

Merrill Lynch, Pierce, Fenner & Smith Incorporated (MLPF&S) is a registered broker-dealer, Member Securities Investor Protection Corporation (SIPC) and a wholly owned subsidiary of Bank of America Corporation. Investment products: **Are Not FDIC Insured** **Are Not Bank Guaranteed** **May Lose Value**

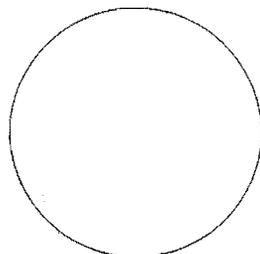
+

# YOUR PORTFOLIO REVIEW

January 01, 2011 - January 31, 2011

## ASSET ALLOCATION

Estimated Accrued Interest not included  
May not reflect all holdings



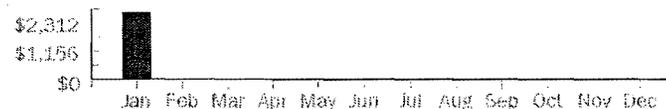
Fixed Income

Percent  
100%

TOTAL

100%

## CURRENT INCOME



	This Report	Year To Date
Tax-Exempt Interest	-	-
Taxable Interest	2,890.10	2,890.10
Tax-Exempt Dividends	-	-
Taxable Dividends	1.09	1.09
<b>Total</b>	<b>\$2,891.19</b>	<b>\$2,891.19</b>

**Your Estimated Annual Income** **\$75,593.92**

## BOND MATURITY SCHEDULE

Does not include Fixed Income Mutual Funds

Maturity Years	% of Total Bond Assets	Par Value	Estimated Market Value
<1	20%	891,000	891,093.98
1-2	32%	1,437,000	1,446,224.24
2-5	48%	2,161,000	2,143,976.62
<b>Total</b>	<b>100%</b>	<b>4,489,000</b>	<b>\$4,481,294.84</b>

## TOP FIVE PORTFOLIO HOLDINGS

Based on Estimated Market Value

	Current Value	% of Portfolio
FEDERAL HOME LN MTG CORP	734,034.72	16.25%
FEDERAL HOME LN MTG CORP	329,566.77	7.29%
CD BANCO POP PUERTO RICO	249,735.28	5.53%
CD SYNOVUS BANK	248,736.66	5.51%
CD ALLY BK (GMAC BK)	248,009.67	5.49%



# MEMORANDUM

**DATE:** February 16, 2011

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

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

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

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

## **REVENUE TRENDS**

### **Sales Tax**

The attached schedule shows the sixteen year trends in sales and use taxes. This revenue had been fairly stagnant for seven years. It then dropped to hit a fifteen year low for fiscal 2010. It appears to have increased slightly for the first six months. It has not returned to fiscal 2009 levels.

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

Also attached is a schedule showing the top ten sales tax payers, Natron Corp. is Taco Bell, Maharishi Petroleum is Marathon and Nileema LLC 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 2010 census will produce a new revenue allocation. We do not have final information about the 2010 census as yet. **It is also important to note that income tax receipts are impacted by unemployment numbers as well as increases in Federal exemptions and deductions reducing adjusted gross income.** Illinois unemployment is still double digits. The Illinois Municipal League projects the following per capita revenues based on Municipal Fiscal Years ended April 30.

**Municipal Fiscal Year**

	<b>2010</b>	<b>Population 23,462</b>	<b>2011</b>	<b>Population 23,462</b>	<b>2012</b>	<b>Population 23,462</b>
	<b><u>Per Capita Distribution</u></b>	<b><u>Total Dist.</u></b>	<b><u>Per Capita Distribution</u></b>	<b><u>Total Dist.</u></b>	<b><u>Per Capita Distribution</u></b>	<b><u>Total Dist.</u></b>
Income Tax	\$ 79.38	\$1,862,414	\$ 77.00	\$1,806,574	\$ 80.00	\$1,876,960
Motor Fuel Tax	25.06	587,958	25.30	593,589	25.70	602,973
State Use Tax	11.91	279,432	11.65	273,332	12.25	287,410
	<b><u>\$116.35</u></b>		<b><u>\$113.95</u></b>		<b><u>\$117.95</u></b>	

Income Tax receipts are directly tied to employment numbers. A slight increase in income tax receipts is shown on the attached sixteen year analysis. Receipts have not returned to the 2009 level. It is difficult to project a recovery in this revenue without an improvement in employment.

**Note: Preliminary census numbers indicate a 1,487 decline in population to 21,975. At the 2010 per capita distribution level this would amount to the following reductions in revenue:**

<b><u>General Fund</u></b>	
Income & State Use Tax	(\$135,748)
<b><u>Motor Fuel Tax Fund</u></b>	
MFT Distribution	( <u>37,264</u> )
<b>Total Lost Revenue</b>	<b>(\$173,012)</b>

**Changes in the total State population will also impact distribution.**

**Utility Tax**

Utility taxes include municipal taxes on electric, gas and telecommunications. The attached schedule shows a multi-year comparison of revenues. Loss of businesses have a direct impact on Utility Tax receipts. The vacancies in the 80/90 North Building, Norwood, Orchard Plaza and Central Park Plaza (off Sauk Trail) have caused Utility Tax receipts to decline. Utility taxes continue to be a major revenue source for the Village representing 10% of total General Fund revenue.

**IRMA (Intergovernmental Risk Management Association)**

The Village’s IRMA costs increased 28% from \$962,341 in 2008 to \$1,235,484 in 2009. For 2010 costs increased 6% to \$1,314,766. In an effort to reduce costs, the Village has increased the deductible on claims from \$2,500 to \$10,000. In addition, investment market improvements generated a surplus distribution of \$103,109. The January 2011 IRMA bill reflecting these changes was \$839,590, a \$475,176 reduction. Deductible expense costs are expected to increase from \$50,000 to \$200,000.

**EXPENDITURE TRENDS**

Over the last several years identified expenditure trends have been brought to the Board’s attention. Specifically when IMRF, IRMA and health insurance costs were increasing at 10% to 20%, the Board was alerted and the tax levy was impacted. The Board was made aware last February that IRMA expenses increased \$273,143 or 28%. IMRF was also projecting major increases in October. In January 2010, IMRF rates increased from 8.69% to 9.56% of salaries. In January 2011 IMRF rates increased to 10.52%, increasing costs approximately \$100,000. For the 2010 tax levy the Board considered an increase in health insurance and a reduction in IRMA costs.

**Health Insurance**

Over the last six years the Village cost has increased \$530,091 or 52.6%. Included in this amount are the costs for the five disabled public safety individuals who legislatively are allowed 100% insurance coverage. The costs currently for these individuals are \$56,295 per year. Total Village health insurance costs are as follows:

Fiscal 2005/2006	\$1,007,972
Fiscal 2006/2007	1,184,367
Fiscal 2007/2008	1,241,662
Fiscal 2008/2009	1,390,546
Fiscal 2009/2010	1,439,549
Fiscal 2010/2011	1,538,063

The Village has received preliminary notification that health insurance rates are expected to increase 12%-15%. A 15% increase will cost \$230,709 more.

### **Legal Fees, Demolition Costs and Housing Maintenance**

As the Village moves aggressively to enforce the crime free housing ordinance and foreclosures and liens associated with property maintenance, as well as aggressively pursuing property acquisition for rehab purposes, costs for legal fees, maintenance and demolition will increase.

The Director of Economic Development has identified current Village owned properties and the maintenance issues. This item will be discussed further with budget amendments.

### **Multi-family Water Line Maintenance**

The water fund experienced a \$264,417 loss for fiscal 2010. This is after water rate increases. The Water Fund is experiencing an increase in costs associated with the new water plant. The major reason for increased costs at the water plant is the size of the plant to maintain and the IEPA mandated lime press operations. Water main breaks have also added significantly to costs.

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

### **Pension Funds**

#### **IMRF (Illinois Municipal Retirement Fund)**

The Illinois Municipal Retirement Fund provides retirement benefits for all Village employees not covered by Police or Fire Pensions. The Village received notification that IMRF experienced a 25.9% investment loss for 2008. This means that the IMRF funding level went from 98% as of 2007 to 71.21% as of year end 2009. In 2009 rates were 8.69% of eligible payroll. For 2010, rates increased 10% to 9.56%. Rates increased further to 10.52% in January 2011. Predicting a positive investment return in 2010 into 2011, it is hoped that IMRF rates will start to decline.

#### **Police and Fire Pension**

The Village has been very consistent with levying the actuarial recommendations for the Police and Fire Pensions. Unfortunately, because of market declines in 2008, the Pension Funds lost money. For fiscal 2010 the pension funds had positive returns. Both Pension Boards are extremely diligent with their review of investments. Through a conservative philosophy the losses in both funds were minimized.

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

	<b>Police</b>		<b>Fire</b>	
	<u>Levy</u>	<u>Funded Ratio</u>	<u>Levy</u>	<u>Funded Ratio</u>
<b>2007</b>	759,455	66.93%	585,135	59.98%
<b>2008</b>	856,887	63.33%	619,393	58.76%
<b>2009</b>	981,636	58.44%	706,393	51.85%
<b>2010</b>	1,004,951	60.08%	732,073	53.20%

Included in the actuarial assumption which determine the levy request are investment rate returns. The current investment rate assumption is 7.5%. Unfortunately, neither pension fund has met this return for several years (see attached schedule). It is anticipated that one or both of the Pension Boards will wish to reduce this rate assumption for 2011. This reduction will have an offsetting increase in levy needs. Should the stock market continue to improve, a slight reduction in assumption may be offset by investment returns.

New legislation adopted allows for 90% funding to be reached by 2040. This legislation increases the amount of time to fund and reduces the target from 100% to 90%. This legislative change should stabilize pension levies for Park Forest Police and Fire.

**Garden House Administration**

Previously the Village administered all the Housing Assistance Payments for Garden House. We were notified in December that HUD was terminating the contract with the Village. This termination will result in a \$84,000 reduction in revenue.

**Delinquent Accounts**

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

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

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

Property Tax Delinquencies – With increases in foreclosed homes and inactivity at Norwood Shopping Center, the ability to collect all taxes levied becomes an issue.

**Enterprise Funds Losses**

Water Fund – The Water Fund has experienced an operating loss for two years in a row, \$278,716 loss in fiscal 2009 and \$264,417 loss in 2010. A reduction in water consumption

has contributed to this loss. A declining commercial base and vacant houses impact water use. Rates are scheduled to increase 7/1/11. With the IEPA loan and the fire hydrant grant, cash flow for the current year should be sufficient. A continued monitoring of operating results for the Water Fund is warranted.

Aqua Center – The operating loss in the Aqua Center increased from \$80,000 to \$220,000. Transfers were budgeted at \$140,000 in 2010 and dropped to \$120,000 for fiscal 2011. A budget amendment will be needed to cover this two year shortfall.

**Library Renovation Update**

Last year, at this time, the Village Board approved a request from the Library to potentially loan the Library \$300,000 to \$400,000 to complete the Library renovation project. This loan projection was based on an estimated project cost of \$1.7 million and reserves of \$1,354,325. This project is now substantially complete. Construction costs were in line with projections. During the year of construction the Library Director, Barbara Osuch, held operating expenses low as an added safeguard for available funds. Her efforts resulted in a \$250,000 savings. This amount added to the Library fund balance. Therefore, with additional savings in the Library seen for the current year, it is very likely by the end of 2011, the Library will not owe the Village for the construction project. The Village may need to cover some cash flow timing issues as the Library builds back its three to four month reserve. (See the Library Renovation Update and Project Analysis attached).

**Fund Summary**

The impact of current year trends on the fund balance is as follows:

Unassigned General Fund balance 6/30/10	\$6,400,630
Total Fund balance use for operations for fiscal 2011	<u>(\$ 703,760)</u>
Available Fund Balance (3.5 months reserve)	\$5,696,870
 <u>Shortfalls and Adjustments</u>	
Real Estate Transfer Tax	( 55,000)
Ambulance Billing	( 40,000)
Garden House Administration 2011	( 42,000)
Garden House Administration 2012	( 83,781)
Legal Costs	( 20,000)
Support for Aqua Center 2010	( 80,000)
Support for Aqua Center 2011	(100,000)
Support for Aqua Center 2012	(100,000)
Fire Grant Matches	( 6,864)
Urban Forestry (Emerald Ash Borer)	( 75,000)
Capital Land Acquisition Costs	<u>(100,000)</u>
Adjusted Fund Balance (3.1 months reserve)	\$4,994,225

(The Board's Fiscal Policies require a reserve of 3-4 months of operations. One month's operating expenditures are \$1,606,355).

The adjusted fund balance represents a 3.1 months reserve. Some of this reserve, over the three month target, will be used to fund capital items in 2011/2012.

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

**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	\$ 729,333
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	\$ 703,535
FISCAL YEAR END 01	64,587	62,172	41,926	55,507	47,531	49,090	63,806	41,016	37,965	41,761	33,940	37,611	\$ 576,913
FISCAL YEAR END 02	40,258	36,955	53,249	43,894	38,342	43,817	53,479	43,679	45,399	59,086	38,074	42,269	\$ 538,500
FISCAL YEAR END 03	38,283	37,652	38,129	38,238	36,638	36,301	34,892	36,509	37,536	34,487	39,793	39,487	\$ 447,946
FISCAL YEAR END 04	38,253	37,622	42,696	43,796	37,137	36,370	36,684	33,805	37,253	32,273	33,385	35,220	\$ 444,495
FISCAL YEAR END 05	33,692	34,200	35,772	30,325	29,817	30,052	30,336	31,059	32,363	29,136	33,727	31,072	\$ 381,550
FISCAL YEAR END 06	31,717	33,320	30,088	35,447	31,564	35,898	30,664	31,186	31,718	32,922	28,069	31,985	\$ 384,579
FISCAL YEAR END 07	32,508	31,906	31,596	26,947	30,688	27,036	32,366	31,725	34,750	27,102	31,997	29,825	\$ 368,446
FISCAL YEAR END 08	29,725	30,841	27,769	27,645	31,174	29,075	27,346	26,378	29,561	25,853	26,923	33,555	\$ 345,846
FISCAL YEAR END 09	26,725	27,723	27,720	26,157	23,921	25,712	19,429	25,508	24,683	21,437	17,509	29,440	\$ 295,963
FISCAL YEAR END 10	22,770	23,856	25,522	22,642	22,113	25,886	34,899	22,568	25,186	17,817	27,810	19,927	\$ 290,993
FISCAL YEAR END 11	29,267	23,576	27,123	25,153	26,039	26,453	26,307	-	-	-	-	-	\$ 183,918
<b>LOCAL USE TAX</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
FISCAL YEAR END 96	11,749	12,040	14,040	12,101	16,751	17,863	15,298	11,659	20,914	14,330	15,833	19,167	\$ 181,744
FISCAL YEAR END 97	16,390	17,803	20,917	18,178	13,242	18,250	19,166	15,529	28,699	12,896	14,533	7,942	\$ 203,545
FISCAL YEAR END 98	25,839	17,416	24,845	18,431	16,557	19,317	19,303	17,366	27,304	17,179	17,716	0	\$ 221,274
FISCAL YEAR END 99	37,384	17,062	22,025	17,332	19,705	24,230	19,475	23,767	32,263	17,561	19,151	3,144	\$ 253,099
FISCAL YEAR END 00	45,886	21,960	26,406	20,980	21,290	24,446	22,032	25,078	33,835	22,539	11,952	0	\$ 276,403
FISCAL YEAR END 01	63,122	25,962	27,210	21,208	24,453	28,621	26,248	21,550	34,529	22,759	20,814	9,190	\$ 325,665
FISCAL YEAR END 02	37,740	17,219	19,127	19,998	16,516	17,544	21,106	17,769	27,237	16,526	13,919	17,556	\$ 242,258
FISCAL YEAR END 03	16,228	15,723	17,923	15,994	16,065	19,235	17,569	16,327	24,718	15,680	13,130	17,755	\$ 206,346
FISCAL YEAR END 04	16,776	15,408	19,576	19,096	17,357	15,391	16,092	18,921	26,201	22,358	20,789	20,235	\$ 228,199
FISCAL YEAR END 05	18,216	18,894	22,457	19,627	18,830	20,404	18,433	16,849	29,208	17,418	19,592	22,392	\$ 242,321
FISCAL YEAR END 06	26,869	20,983	24,684	20,081	21,636	23,186	21,501	20,734	35,604	22,977	23,044	21,778	\$ 283,078
FISCAL YEAR END 07	26,498	23,623	27,221	22,814	27,838	27,213	25,698	23,018	35,119	20,589	19,858	24,206	\$ 303,694
FISCAL YEAR END 08	24,691	26,863	31,526	23,154	24,358	26,479	27,082	27,290	38,904	25,387	23,342	29,886	\$ 328,962
FISCAL YEAR END 09	27,559	25,342	31,146	26,071	32,833	29,827	28,550	25,545	36,747	23,391	20,915	25,094	\$ 333,019
FISCAL YEAR END 10	25,622	21,671	28,815	22,895	20,451	22,074	21,397	19,112	32,853	19,550	15,549	31,030	\$ 281,020
FISCAL YEAR END 11	23,615	22,385	28,882	24,009	23,263	27,029	34,004	-	-	-	-	-	\$ 183,187
<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	49,162	49,302	53,482	60,311	-	-	-	-	-	\$ 367,105

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**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 N	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
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
R C A L E N D A R	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
L E 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	

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**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	2005	134	Cook	100,796.25	-	22,959.76	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
			TOTAL:	102,909.36	-	-	-	-	-	-	27,699.90	3,059.54	-	95,652.21
Q U A R T E R	2006	131	Cook	82,852.05	-	17,879.64	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
			TOTAL:	84,670.80	-	-	-	-	-	-	28,286.11	2,419.01	-	78,982.55
E R T	2007	156	Cook	86,757.14	-	6,624.91	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
			TOTAL:	87,893.79	-	-	-	115.42	-	-	39,046.02	2,521.02	-	80,412.16
C A L E N D A R	2008	120	Cook	74,946.63	-	6,422.84	-	-	-	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
			TOTAL:	75,789.57	-	-	-	-	-	-	32,237.02	2,953.44	484.38	69,808.14
D I F F E R E N C E	2009	97	Cook	69,736.53	-	7,296.66	-	-	-	16,563.50	32,635.91	2,348.16	495.24	65,394.20
		22	Will	903.97	-	-	-	-	-	-	322.85	11.85	11.85	334.70
			TOTAL:	70,640.50	-	-	-	-	-	-	32,958.76	2,360.01	507.09	65,728.90
2010	104	Cook	76,767.29	-	11,230.89	5,137.18	-	-	734.17	19,681.09	16,332.04	19,302.39	338.46	72,756.22
	22	Will	877.83	-	-	-	-	-	-	-	152.28	-	11.98	164.26
			TOTAL:	77,645.12	-	-	-	-	-	-	16,484.32	-	350.44	72,920.48
		Difference	7,004.62	-	3,934.23	(917.55)	-	-	734.17	3,117.59	(16,474.44)	16,954.23	(156.65)	7,191.58
		from prior year												
4th	2004	172	Cook	91,780.82	-	23,889.57	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
			TOTAL:	93,758.02	-	-	-	-	-	-	29,212.13	3,164.83	612.70	86,325.14
Q U A R T E R	2005	183	Cook	92,269.82	-	23,626.69	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
			TOTAL:	93,567.85	-	-	-	-	-	-	30,946.73	2,740.20	429.96	86,983.16
E R T	2006	180	Cook	97,058.53	-	26,664.02	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
			TOTAL:	98,841.55	-	-	-	-	-	-	35,798.59	3,173.50	554.47	93,114.95
C A L E N D A R	2007	152	Cook	81,604.31	-	6,154.99	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
			TOTAL:	83,285.28	-	-	-	-	-	-	33,891.65	4,392.21	-	75,166.51
E R T	2008	136	Cook	68,632.16	-	5,687.24	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
			TOTAL:	69,619.20	-	-	-	-	-	-	35,003.17	3,033.41	-	64,984.77
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
			TOTAL:	82,651.64	-	-	-	-	-	-	33,818.09	2,163.51	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												

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**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		
														Cook	Will
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		
		TOTAL:	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		
		TOTAL:	385,537.16	-	-	-	-	-	-	117,502.61	10,478.12	4,126.02	363,315.68		
A N N U A	206	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
		46	Will	5,615.87	-	-	-	-	-	-	1,166.25	2,419.80	51.46	3,637.51	
			TOTAL:	372,498.07	-	-	-	-	-	-	134,678.81	10,408.58	2,493.91	360,028.46	
A L	207	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
		53	Will	4,903.99	-	-	-	-	220.00	-	-	853.95	2,068.96	34.87	3,177.78
			TOTAL:	348,438.90	-	-	-	-	439.53	-	-	140,924.07	11,031.93	1,629.57	319,892.28
2008	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		
		TOTAL:	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		
		TOTAL:	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													
2005*		Cook	364,348.93	20,874.39	92,539.50	42,432.49	3,166.16	204.31	4,348.54	77,319.32	114,574.73	7,387.43	1,502.06	364,348.93	
		Will	8,662.65	-	-	-	-	-	-	-	1,649.48	3,104.71	1,368.18	6,122.37	
		TOTAL:	373,011.58	-	-	-	-	-	-	-	116,224.21	10,492.14	2,870.24	370,471.30	
F I S C	206*	Cook	380,037.69	-	90,597.17	38,517.73	3,470.78	-	7,716.48	85,735.92	127,871.04	7,814.15	3,614.54	365,337.81	
		Will	5,425.24	-	-	-	-	-	-	-	1,369.70	2,801.66	301.35	4,472.71	
		TOTAL:	385,462.93	-	-	-	-	-	-	-	129,240.74	10,615.81	3,915.89	369,810.52	
A L	207*	Cook	355,084.04	-	80,790.95	31,445.52	2,330.21	437.75	-	77,620.20	131,020.55	7,327.08	1,909.73	332,881.99	
		Will	5,688.14	-	-	-	-	21.25	-	-	1,055.55	2,384.13	59.86	3,520.79	
		TOTAL:	360,772.18	-	-	-	-	459.00	-	-	132,076.10	9,711.21	1,969.59	336,402.78	
Y E A R	2008*	Cook	333,896.50	-	25,341.65	35,214.99	893.16	42.35	-	92,157.86	139,116.06	12,132.48	2,130.64	307,029.19	
		Will	5,781.46	-	-	-	-	201.78	-	-	692.27	1,516.38	27.37	2,437.80	
		TOTAL:	339,677.96	-	-	-	-	244.13	-	-	139,808.33	13,648.86	2,158.01	309,466.99	
2009*	Cook	282,891.73	-	24,016.41	25,447.11	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		
	TOTAL:	285,942.76	-	-	-	-	-	-	-	133,968.96	10,454.76	1,781.67	266,524.43		
2010	179	Cook	296,308.31	15,237.78	48,121.22	20,722.19	-	-	1,661.50	69,860.30	108,579.83	30,160.45	1,620.27	295,963.54	
	43	Will	2,503.51	-	-	-	-	-	-	983.60	53.18	36.92	1,073.70		
		TOTAL:	298,811.82	-	-	-	-	-	-	109,563.43	30,213.63	1,657.19	297,037.24		
		Difference	12,869.06	15,237.78	24,104.81	(4,724.92)	(508.24)	(44.02)	1,661.50	(442.96)	(24,405.53)	19,758.87	(124.48)	30,512.81	
		from prior year													

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

\*\* Starting 2nd Qtr. 2010 distribution dollars of Categories 8 (Drugs & Misc Retail) & 9 (Agriculture & all Others) have changed as all distribution dollars prior appeared to be mostly in category 8 (Drugs & Retail).



## Illinois Department of Revenue

January 19, 2011

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 December 2009 through November 2010. The following businesses remitted a total of **\$242,975.76**, which was disbursed to the Village of Park Forest during the period of February 2010 through January 2011.

<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  
INCOME COMPARISON  
(Warrants Processed)**

<b>INCOME TAX</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
FISCAL YEAR END 96	130,302	83,966	91,449	136,643	89,218	86,987	116,622	150,785	95,907	121,898	167,650	139,618	\$ 1,411,045
FISCAL YEAR END 97	136,615	92,435	92,297	146,411	94,968	83,133	136,995	153,562	100,696	138,470	184,309	150,840	\$ 1,510,732
FISCAL YEAR END 98	156,677	104,265	95,571	162,685	99,904	91,215	155,169	160,019	109,172	148,998	214,425	170,210	\$ 1,668,311
FISCAL YEAR END 99	169,973	100,806	105,971	165,109	108,184	95,888	161,394	177,360	107,172	154,321	217,634	187,850	\$ 1,751,663
FISCAL YEAR END 00	169,945	104,464	113,036	154,650	117,821	113,880	139,661	201,335	115,490	197,729	207,054	230,471	\$ 1,865,535
FISCAL YEAR END 01	176,423	106,849	115,374	187,623	112,285	118,191	149,435	205,845	114,341	168,606	266,123	178,402	\$ 1,899,497
FISCAL YEAR END 02	154,954	96,092	103,198	147,914	107,817	105,176	133,460	164,953	103,775	134,936	201,832	120,491	\$ 1,574,598
FISCAL YEAR END 03	143,628	98,088	99,161	143,680	100,292	94,738	143,841	153,261	107,815	126,180	194,965	124,089	\$ 1,529,739
FISCAL YEAR END 04	128,117	84,165	84,530	121,059	80,997	104,907	131,515	144,333	95,055	124,216	192,349	105,565	\$ 1,396,808
FISCAL YEAR END 05	140,044	93,257	107,165	150,994	104,942	101,635	142,154	173,082	112,884	164,299	238,832	148,283	\$ 1,677,570
FISCAL YEAR END 06	165,734	103,321	109,125	174,784	114,522	103,817	156,632	193,074	109,287	175,371	260,873	186,412	\$ 1,852,951
FISCAL YEAR END 07	176,850	109,763	116,142	198,653	120,131	117,808	157,956	219,073	116,086	197,712	307,022	195,829	\$ 2,033,024
FISCAL YEAR END 08	193,902	116,389	119,389	203,402	130,737	119,141	175,788	259,766	138,686	200,174	357,301	190,997	\$ 2,205,672
FISCAL YEAR END 09	211,437	123,287	118,531	210,817	131,666	102,557	173,184	217,752	118,014	182,193	285,759	152,580	\$ 2,027,777
FISCAL YEAR END 10	166,126	113,085	107,977	166,389	125,364	98,544	173,219	183,583	113,595	177,219	231,868	123,635	\$ 1,780,605
FISCAL YEAR END 11	173,757	113,916	116,824	169,791	127,783	141,320	161,116	-	-	-	-	-	\$ 1,004,506
<b>TELECOMMUNICATIONS TAX</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
FISCAL YEAR END 03	-	-	-	-	-	-	-	-	-	27,230	85,366	100,554	\$ 213,150
FISCAL YEAR END 04	52,538	86,018	68,001	58,685	93,414	54,089	75,172	78,557	65,156	73,143	72,031	71,996	\$ 848,800
FISCAL YEAR END 05	74,437	71,427	80,385	62,999	85,593	68,885	78,916	60,819	84,630	74,652	78,068	72,227	\$ 893,039
FISCAL YEAR END 06	84,006	74,329	74,392	82,452	71,419	69,077	84,667	74,047	71,472	64,837	81,887	74,142	\$ 906,726
FISCAL YEAR END 07	66,003	74,803	70,437	78,211	68,558	73,303	58,917	68,802	70,597	80,190	63,953	73,846	\$ 847,620
FISCAL YEAR END 08	79,125	75,953	67,416	74,138	56,002	80,877	58,030	73,391	106,970	64,928	77,945	77,110	\$ 891,886
FISCAL YEAR END 09	68,559	76,467	72,729	74,197	71,475	71,546	65,691	79,128	67,539	77,341	70,612	63,924	\$ 859,209
FISCAL YEAR END 10	78,288	61,642	64,237	75,530	67,766	57,914	64,240	51,770	72,454	80,904	61,799	68,938	\$ 805,481
FISCAL YEAR END 11	65,292	65,519	64,063	65,423	49,699	66,932	68,734	-	-	-	-	-	\$ 445,662
Edited May 09 receipt													

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# State Shared Municipal Revenue Estimates

## MFY 2012 - Made as of December 2010

BY LARRY FRANG, EXECUTIVE DIRECTOR

### DELAYED INCOME TAX PAYMENTS BY STATE

State budgetary constraints have caused payments from the Local Government Distributive Fund (LGDF) to be delayed more than usual. This article assumes payments are being made in a timely manner. Municipal officials should adjust the timing of income tax estimates to reflect the current 4 month rather than the normal 2 month delay.

### REDUCTION IN FORMULA BY STATE

In the past year there has been public discussion about reducing the 10% municipal share of income tax distributions. This article assumes there will be no such statutory reduction. Municipal officials should recognize that such reductions are possible and include allowance for them in revenue forecasts.

### MUNICIPAL FISCAL YEAR (MFY)

The fiscal year of most municipalities begins on May 1 and ends on April 30. All fiscal year information in this article refers to a May 1 to April 30 municipal fiscal year. The state of Illinois uses a July 1 to June 30 fiscal year, so dollar amounts in this article do not correspond exactly with state of Illinois fiscal year data.

### MFY 2012 ESTIMATES

For the upcoming May 1, 2011 to April 30, 2012 year we have made initial estimates assuming no change in formulae or tax rates. They are:

Income Tax	\$80.00 per person
MFT	\$25.70 per person
State Use Tax	\$12.25 per person
CPPRT	\$1.1 billion

### INCOME TAX ESTIMATE

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

Actual Income Tax receipts distributed to municipalities for MFY 2010 was \$79.38 per capita, or 13% lower than in MFY 2009.

To reach our MFY 2011 estimate of \$77.00 per capita, receipts must grow by an average of 0.6% in the last 5 months of MFY 2011.

Our MFY 2012 Income Tax estimate of \$80.00 per capita is an increase of 3.9% over our current \$77.00 MFY 2011 estimate.

### MOTOR FUEL TAX ESTIMATE

Actual Motor Fuel Tax receipts in MFY 2009 were \$26.33 per capita or 6% lower than in MFY 2008.

Actual Motor Fuel Tax receipts in MFY 2010 were \$25.06 per capita or 5% lower than in MFY 2009.

Actual Motor Fuel Tax receipts in the first 7 months of MFY 2011 have increased by 5.1% over the prior year, but on a month by month basis the receipts have varied from a decline of 23% to an increase of 45%

Our MFY 2011 estimate of \$25.30 per capita will be reached even if receipts fall by 4% in the last 5 months of MFY 2011.

Our MFY 2012 Motor Fuel Tax estimate of \$25.70 per capita is an increase of 1.6% over our current \$25.30 MFY 2011 estimate.

### STATE USE TAX ESTIMATE

Actual State Use Tax receipts in MFY 2009 were \$14.44 per capita, or 6% higher than MFY 2008.

Actual State Use Tax receipts in MFY 2010 were \$11.91 per capita, or 18% lower than MFY 2009.

Actual State Use Tax receipts in the first 7 months of MFY 2011 have increased by 2.1% over the prior year, while our estimate presumes a 2.2% decline for the full year.

Our MFY 2011 estimate of \$11.65 per capita will be reached even if receipts fall by 8% in the last 5 months of MFY 2011.

Our MFY 2012 State Use Tax estimate of \$12.25 per capita is an increase of 5.2% over our current \$11.65 MFY 2011 estimate.

### CORPORATE PERSONAL PROPERTY REPLACEMENT TAX ESTIMATES

Actual CPPRT receipts in MFY 2009 were \$1.397 billion or 8% lower than in MFY 2008.

TAX	MFY 2007 Actual	MFY 2008 Actual	MFY 2009 Actual	MFY 2010 Actual	MFY 2011 11/10 Estimate	MFY 2012 12/10 Estimate
Income Tax (LGDF)	\$84.22	\$92.02	\$91.08	\$79.38	\$77.00	\$80.00
Motor Fuel Tax	28.93	28.07	26.33	25.06	25.30	25.70
State Use Tax	12.91	13.57	14.44	11.91	11.65	12.25
Total Per Capita	\$126.06	\$133.66	\$131.85	\$116.35	\$113.95	\$117.95

STATE SHARED MUNICIPAL REVENUE ESTIMATES CONTINUES ON PAGE 8

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

MOTOR FUEL TAX	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
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	143,266	52,779	50,528	54,862	-	-	-	-	-	\$ 457,226

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Village of Park Forest  
Municipal Utility Tax  
FY11  
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	51,110	29,832	24,308								\$ 207,480
<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	37,544	56,888	59,357	47,606	33,389	20,530	11,783	\$ 342,130
2010	10,163	10,089	9,474	11,144	12,998	23,137	45,934	58,454	51,140	34,494	20,558	13,131	\$ 300,716
2011	10,972	10,935	9,732	10,395									\$ 42,034
<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	65,423	49,699	66,932									\$ 246,117
<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	131,682	110,541	107,159	24,308	-	-	-	-	-	-	-	\$ 495,630

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**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*

**VILLAGE OF PARK FOREST**  
**Firefighters Pension Fund**

**Investment Performance 2001-2010**

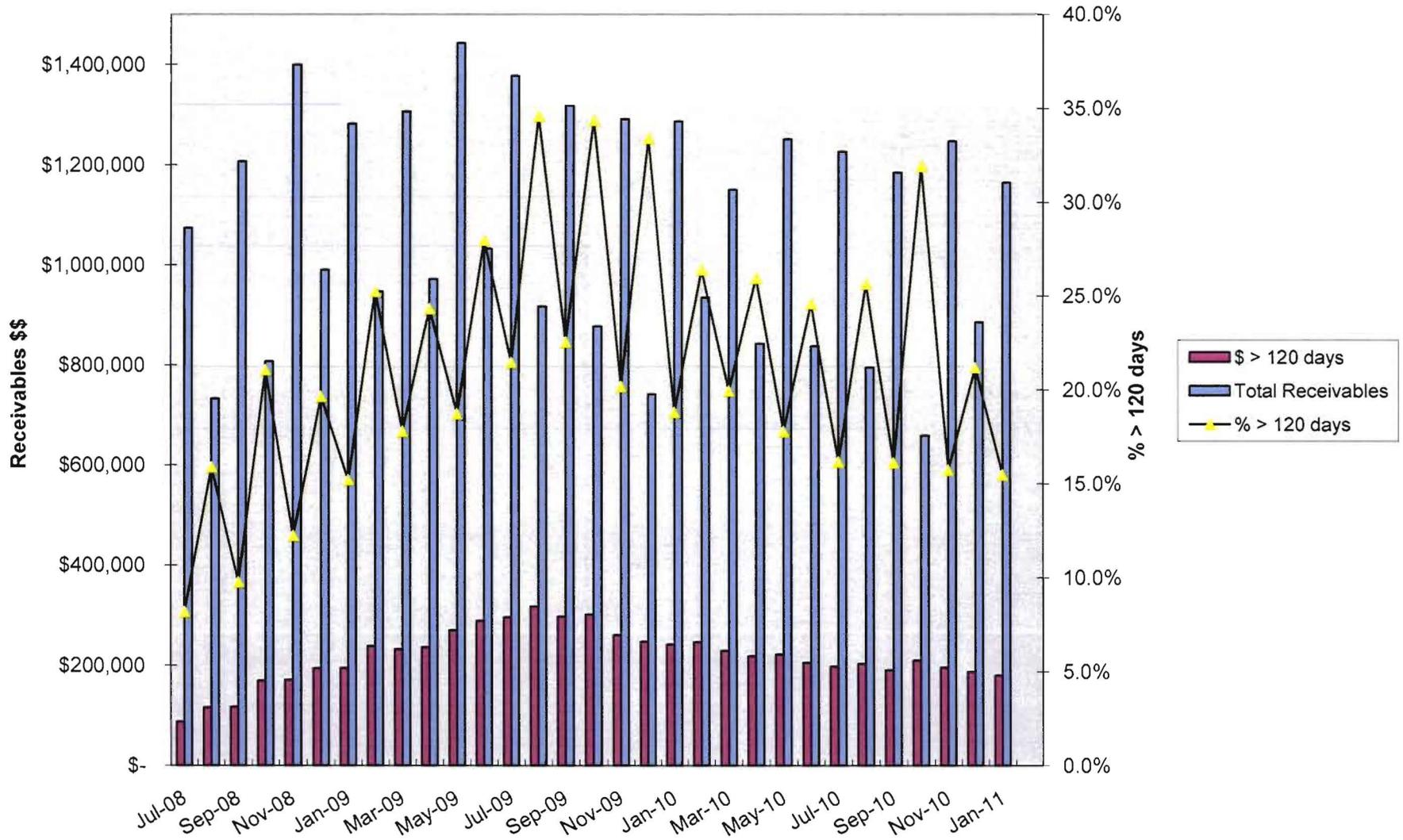
	FYE 01	FYE 02	FYE 03	FYE 04	FYE 05	FYE 06	FYE 07	FYE 08	FYE 09	FYE 10
BOY Assets	6,969,729	6,969,380	6,999,801	7,329,435	7,650,062	7,911,561	8,107,811	8,809,592	8,864,108	8,433,290
Village Contribution	328,492	337,287	337,861	368,731	408,536	465,832	470,489	567,059	585,453	646,941
Firefighter Contribution	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*

# Utility Billing Receivables Analysis

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## **Library Renovation Update**

**February 1, 2011**

The renovations were completed without the Library having to borrow money or seek outside financing, which would have added *significant* costs to the project. The project went slightly over the August 2009 projected budget when construction began; however, we were able to keep overall costs below the funding allowance (\$300,000 - \$400,000), which the Village Board had graciously extended in an effort to ensure the success of this project. The project overage amount of \$266,663.03 includes all the additional asbestos abatement and other unknowns that we ran into while renovating a building that is over 50 years old. It is truly remarkable that so much was accomplished with budgeted dollars. The Library had enough funds in savings so that taxpayers were not asked for any additional dollars to finance this project.

The Library renovation project addressed the necessary changes to best provide for the needs of the community. The newly renovated facility enables the Library to expand its role as a community resource center. In an age of changing standards, the Park Forest Library's Board of Trustees has taken a giant step into the planning for the coming decades. This renovation project reinforces the role of the Library as a selling point for those who chose a quality of life found in Park Forest. In partnership with the Village of Park Forest, the Library's current board of trustees continues to seek the distinguished contributions so many others have made throughout Park Forest's past.

We are pleased to report that the construction season has come to a close at the Park Forest Public Library. We are even more pleased to report that we now offer residents a state-of-the-art, fully-renovated facility. The facility is well-lit, making the most of all the natural light in the new spaces. Newly designed landscaping completed in 2009 permitted more natural light to enter the interior, and the new design opens up the view out the windows while lightening the overall appearance of the building. The Library is contemporary and welcoming, with a warm, earth-toned color palette. The layout creates an attractive and functional use of space while making the Library's resources and public areas easily accessible.

### **Accomplishments**

- Patrons enjoy the immediate impact of a new, curvilinear Patron Services desk as soon as they enter the front door.
- Patrons experience the wonder of a wide-open, newly designed Youth Services area, which is approximately double the size of our former Children's area.
- Patrons benefit from the vastly improved technology spaces, including updated Adult Services Technology with 20 public access computers and space for 10 additional computers.

- Patrons expand their knowledge at a new Children's Technology Center featuring 10 new computer stations (doubling our former Youth Services technology capacity).
- Patrons enlarge their world in three (3) new Family Technology Rooms.
- The Library is poised for the future as improvements were made to permit easier expansion of the latest technology.
- The new rearrangement of internal spaces was accomplished without expanding the footprint of the building.
- The renovations were accomplished in direct partnership with the Village of Park Forest, and this is the reason the project was successful.
- The renovations were completed with an overall cost of \$1,697,732.03.
- Patrons experience the impact of a "new" Library and everything that goes along with service improvements at a total cost below 2 million dollars.
- The management of all facets of Library service is now centrally coordinated and departmental lines merged in an efficient new workspace.
- Patrons enjoy the benefits of overall Library service improvements brought about through bridging the Village and the Library.

February 2011

## Park Forest Library Renovation Project Analysis

### Construction

Original Contract Sum	\$981,723.00	
Approved Change Orders	\$322,483.00	(Includes \$50,000 Millwork Allowance)
Contract Sum to Date	\$1,304,206.00	
Paid to CSI	\$1,220,257.00	(\$83,949.00 Balance to Finish)

### Other

	<b>Original Budget</b>	<b>Total Spent</b>
A & E	\$50,000.00	\$51,427.37
Construction Mgmt	\$20,800.00	\$76,200.89 *
Furniture/Equipment	\$16,205.00	\$52,850.88 *
Moving	\$33,025.00	\$45,650.00 *
Asbestos Abatement	\$107,983.00	\$153,219.00 *
Interior Design	\$6,500.00	\$7,783.00
Renderings	\$3,200.00	\$1,140.00
Newsletter	\$4,200.00	<u>\$5,254.89</u>
Total Other		\$393,526.03
Total Construction		\$1,304,206.00
Total Project Expenditures		\$1,697,732.03
Fund Balance 2009	\$1,371,808.00	
Budget Amendment 2010	\$59,261.00	
Total Project Budget		\$1,431,069.00
Project Overage		(\$266,663.03)

# MEMORANDUM

**DATE:** February 16, 2011  
**TO:** Mayor John Ostenburg  
Board of Trustees  
**FROM:** Mary G. Dankowski, Deputy Village Manager/Finance Director  
**RE:** Budget Amendments for 2010/2011

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

## Encumbrances

At the end of a fiscal year, departments are asked to identify those projects or funds that were approved by the Board, but not expended. In order to ensure that the funds are available in the next budget, they are encumbered. As encumbrances, the funds have been assigned and are noted as an assigned fund balance on page 23 of the Village audit. The process recommended by the Village auditors is for the Board to approve the current year expenditure of these funds by Budget amendment.

The following list details those expenditures that were encumbered at June 30, 2010 in the General Fund. These items will be (or were) spent in Fiscal 2011.

### ADMINISTRATIVE PURPOSES

\$20,000.00	Legal Costs - Thorncreek
<u>20,000.00</u>	I/T -- New Storage Area Network -- Virtualization
\$40,000.00	

### POLICE

\$25,260.00	Youth Programs (20% of FY10 Vehicle Seizure Revenue)
21,590.00	North & East Window Replacement

POLICE (continued)    19,000.00    Space Planning for Renovation  
\$65,850.00

FIRE

\$ 5,000.00    Train-the-Trainer activity for "Blue Card"  
3,000.00    EOC/Training Room Improvement  
1,000.00    Enbridge Training Site Improvements  
1,000.00    Department 10-year Photo  
1,500.00    EOC/Training Room Improvement  
3,030.00    EOC/Training Room Improvement  
\$14,530.00

PUBLIC WORKS PURPOSES

\$25,000.00    Drainage Study  
30,000.00    Light Poles  
\$55,000.00

RECREATION & PARKS PURPOSES

\$ 7,500.00    Rec Center Equipment/School District Coop Projects  
9,000.00    Walkways  
25,000.00    Urban Forestry/Tree Trimming/Emerald Ash Borer  
19,000.00    Emergency Repairs  
\$60,500.00

ECONOMIC DEVELOPMENT PURPOSES

\$ 3,500.00    "For Sale" signs on Village-owned Property  
5,000.00    Web Site Development  
1,500.00    Design of New Business Packet  
2,500.00    Printing of New Business Guide  
\$12,500.00

COMMUNITY DEVELOPMENT PURPOSES

\$75,000.00    Pen System

**TOTAL**    **\$323,380.00**

Similar to encumbrances, DUI fines are reserved for DUI enforcement. In the prior year \$3,713 was identified as a fund balance reserve.

Police	\$3,713 – DUI Enforcement
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PEG fees are collected for specific cable equipment enhancements. The accumulated fund balance is available for this purpose.

PEG Fees	\$43,673
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**Grants**

Water Fund

The Village received \$152,715.24 for an ILDCEO Grant for fire hydrant replacement. The work had previously been completed. A small carryover engineering amount reflecting the GPS location of the hydrants was incurred this year.

Grant Revenue	\$152,715
Water Engineering	6,500

Fire Department

The Fire Department received a Department of Homeland Security Staffing for Adequate Fire and Emergency Response (SAFER) grant. This grant is a \$62,800 grant for the training of new Paid-On-Call (POC) members. There is no Village matching funds required. This grant covers a potential four year time frame. The anticipated costs for this year are:

Materials & Supplies	\$ 8,023
Training Tuition	3,695
Training Drill Pay	<u>9,900</u>
Total 2011 Expenditures	\$21,618
Grant Revenue	\$21,618

The Fire Department also received an award for fire hose replacement. This \$54,370 project requires a 10% match. This replacement will cover ten years of need.

Grant Revenue	\$48,933
Capital Expenditure	5,437

Through SouthCom the Fire Department is receiving four mobile data computers to be used in vehicles, for a total value of \$17,578. The department will be required to install this equipment. The estimated installation cost is \$1,427.

Capital Outlays	\$1,427
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The Fire Department has also applied for a staffing grant. This grant, if awarded, would fund one additional firefighter/paramedic for the first 2 years of a 3 year commitment.

Economic Development

The Village received a \$100,000 grant from ILDCEO to conduct an analysis of the Transit Oriented Development for all three communities involved in the site area.

Professional Services	\$100,000
Grant Revenue	100,000

**Prior Year Carryovers and Adjustments**

Police Department

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

Overtime	\$16,000
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Water

Well Maintenance for Well #5 was budgeted in the prior year and not completed.

Well Maintenance	\$100,000
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The Village has submitted the final draw request for the IEPA loan associated with the water plant. This amount will total \$582,593. There is no budget amendment needed because the amount will be reflected in bonds payable and cash.

Legal Fees

The Thorncreek litigation has added a substantial burden to the Village's legal expenses. For the six months presented legal costs associated with the Thorncreek litigation alone have been \$26,692. Lien foreclosures have also added to legal expenses.

Billable Services	\$20,000
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Senior Commission

The Rotary Club donated \$1,200 to the Senior Commission for programs.

Senior Commission Initiative	\$1,200
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IRMA Deductible

With the change in the IRMA deductible additional expenses will be incurred. These expenses are offset by reduced premiums.

IRMA Expense	(\$50,000)
IRMA Deductible	\$50,000

Aqua Center

Every year at audit time the Board reviews the operations of the recreation enterprise funds, the Aqua Center and the Tennis and Health Club. Over the past few years the Village has supported these operations with a total transfer of \$215,000. The transfer has been allocated \$120,000 to \$140,000 to the Aqua Center and \$75,000 to \$95,000 to the Tennis and Health Club. For the most part the Tennis and Health Club has operated within this level of support. The Aqua Center has not. Last year, fiscal 2010, operating losses exceeded transfers by \$80,000. Should operations end similarly this year, a \$100,000 additional transfer will be needed.

Transfer to Aqua Center	\$80,000
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Sound Mitigation

Now that the Board has approved the distribution of funds for sound mitigation, the administration will occur in the Capital Projects Fund.

Transfer to Capital Projects (General Fund)	\$500,000
Contractual Maintenance (Capital Projects)	500,000

**Revenue Adjustments**

Real Estate Transfer Tax

The attached schedule of declining value of property highlights the reduction in Real Estate Transfer Tax Revenue. A lower volume of activity is another cause.

Real Estate Transfer Tax	(\$55,000)
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Garden House Administration

The Village received notification from HUD that the contract to administer the Section 8 Housing Assistance Payments for Garden House was terminated. This contract generated \$84,000 in revenue and was fulfilled by the Housing Authority staff with minimal effort.

Garden House Revenue	(\$42,000)
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**Other Items**

Emerald Ash Borer

The Recreation and Parks Department brought to the Board's attention in October, the cost implications of the Emerald Ash Borer infestation. The Board responded with a levy increase for urban forestry. Because of storm damage work this year, added dollars are needed to begin removing hazards. These funds will come from the fund balance.

Tree Trimming and Removal	\$75,000
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Land Acquisition and Maintenance

The Village has aggressively undertaken an initiative to acquire key parcels of property to meet economic development goals. There is a cost associated with the maintenance of these properties. Property acquisition and maintenance occurs through the Capital Projects Fund under the oversight of the Director of Economic Development and Planning. (Attached is a detailed explanation of costs incurred). Staff is recommending a \$100,000 transfer from the General Fund to cover potential costs for the current and next year.

Transfer to Capital Projects	\$100,000
Professional Services	10,000
Maintenance	40,000

Also attached are the Budget Amendments for the Library.

**Summary**

While the economy begins to recover it is noticeable that revenues have not regained their previous levels. The results of the Census will also impact revenues. Monitoring trends and maintaining fund balances will continue to be important.

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

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

\* Figures from Real Estate Transfer Tax Records.

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

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.

## MEMORANDUM

TO: Mary Dankowski  
Deputy Village Manager/Treasurer/Director of Finance

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

DATE: December 7, 2010

RE: Budget Amendment for Capital Projects Budget

Economic development activities were incorporated into the Capital Projects budget in the FY2006/2007 Annual Village Budget in order to begin to provide funds for the acquisition and maintenance of key parcels acquired by the Village to meet economic development goals. This fund was initially established with a \$140,000 budget. Since that time, smaller dollar amounts have been added to this budget when possible, including a small transfer of proceeds from the sale of 30 South Street. For the current fiscal year, however, the economic development Capital Projects budget started the year with only \$41,400 for property maintenance and acquisition, and no new funds were added to the budget. (Note that \$60,000 was included in the Capital Projects budget from the CN settlement. These funds, however, are designated for specific capital projects and are not intended for property acquisition and maintenance.)

Since the inception of the economic development Capital Projects budget, the Village has become very active in its efforts to obtain properties that are key to implementation of the Village's comprehensive plan. Over the past five years, the following properties have been acquired through a variety of means (unless otherwise noted, these are all vacant parcels):

- 2330 Western Avenue (No Cash Bid, building demolished by Village)
- 30 South Street (No Cash Bid, subsequently sold to Star Investments, LLC)
- Lots 57, 58, and 59 in the Park Forest Business Park (No Cash Bid and negotiated trade with sale of 30 South Street)
- 263 Rich Road and 368 Oswego Street (No Cash Bid)
- 3200 Lincoln Highway (foreclosure of liens, 16,000 square foot building)
- 320 Wildwood Street (No Cash Bid, 14,000 square foot building)
- 80/90 North Street (blighted property court order, 24,700 square foot office building, 98,800 square foot manufacturing building)
- 214-220 Indianwood Boulevard (pending No Cash Bid)
- 2500 North Street (pending No Cash Bid)
- 232 and 245 Arrowhead Street, 258 Arcadia Street, 201 Miami Street, 309 Minocqua Street (foreclosure of liens)

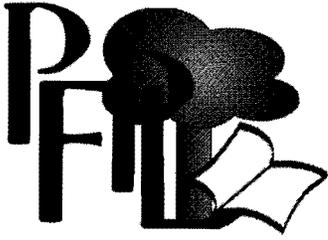
The activities necessary to obtain and maintain the properties listed have involved significant legal and property maintenance costs. For example, the legal expenses to acquire a parcel through the No Cash Bid process can be \$2,000 to \$5,000 based on the complexity of the title. Then, the Village has long term maintenance responsibilities for these properties until they are sold for development. At this time, the Capital Projects budget funds the cost of regular mowing for 14 residential lots and four commercial properties. These expenses have been

\$1,600 to \$2,400 per month depending on the time of year and the number of times the properties have to be mowed in a month. This expense occurs an average of eight months each year. In addition, three of the commercial properties still have significant structures on them. From time to time the Village incurs costs to replace broken windows, secure doors, remove storm damaged trees, and address other problems caused by vandals or weather. In FY2009/2010 these expenses totaled \$3,413. In the first five months of FY2010/2011, these expenses have already reached \$3,152 (a large part of these expenses is related to storm damage caused by the tornado that hit Park Forest in late June 2010).

In support of the residential infill and redevelopment goals in the Village's comprehensive plan, the Staff has also initiated the lien foreclosure process on 16 residential properties located throughout the Village. To date, we have been successful in obtaining the deed to five of these parcels (see list above). The public notice expenses to undertake this process is the responsibility of the economic development Capital Projects budget, and for most of these properties the Capital Projects budget has already assumed the maintenance expenses.

In addition to all of the properties listed and described above, the Village has obtained or applied for grants to demolish as many as 30 blighted houses in the Eastgate Neighborhood. This activity is consistent with the Village's comprehensive plan for this neighborhood, but it also supports the activities of the Community Development and Police Departments. These are all houses which have generated significant calls for service from both departments. As soon as these houses are demolished, the Village will seek to obtain the deeds to these properties either through a negotiated property transfer or through the foreclosure of liens. While most of the expenses to demolish the blighted structures, obtain the property title, and file for property tax exemption will be covered by the grants, the Village will begin to incur property maintenance costs on these properties. If we are able to demolish and acquire these properties as quickly as we hope, these expenses could begin to accrue during the current fiscal year. This could add another \$3,000 to \$4,000 in monthly expenses for mowing alone, bringing the total annual expense for eight months of mowing to approximately \$40,000.

Clearly additional funds are needed to support the economic development activities in the Capital Projects budget. The FY2010/2011 Capital Projects budget is not sufficient to cover ongoing maintenance expenses, plus the remaining legal expenses to acquire the No Cash Bid properties on Indianwood Boulevard and North Street, and to obtain the properties targeted through the lien foreclosure process. Thank you for your consideration of a budget amendment to provide additional funds to continue to fulfill the Board's goals for residential redevelopment and infill and for commercial redevelopment.



*The Park Forest Public Library is committed to opening doors to a world of information, education, and recreation and is dedicated to being a vital part of the community.*

Park Forest Public Library  
400 Lakewood Blvd.  
Park Forest, IL 60466-1684  
708-748-3731  
708-748-8829 (Fax)  
www.pfpl.org

To: Mary Dankowski, Deputy Village Manager/Finance Director

From: Barbara Osuch, Library Director *Barbara*

Subject: Amendment to FY 2010/2011 Library Budget

February 14, 2011

The Library is requesting an amendment to allow for the expenditure for the Library Renovation project. The overall cost of the project was \$1,697,732. In FY 2009/2010, the Library Board approved an expenditure of \$1,242,053 for the Library Renovation project. The Library Board approved an additional \$455,679 for renovation expenses in 2011 for an adjusted Library Renovation Project budget of \$520,679.

**Expenditure Increase**

<u>Account</u>	<u>Item</u>	<u>Amount</u>	<u>Current Budget</u>	<u>Adjusted Budget</u>
03-15-00-56-0000	Other Capital Outlays	\$455,679	\$65,000	\$520,679

A second amendment is requested to allow for the expenditure for the FY2010 Live & Learn construction grant in the amount of \$25,000 for furnishings for the Youth Services area. The Library Board of Trustees approved the expenditure of these funds.

**Expenditure Increase**

<u>Account</u>	<u>Item</u>	<u>Amount</u>	<u>Current Budget</u>	<u>Adjusted Budget</u>
03-15-00-41-0100	State Grants	\$25,000	\$23,957	\$48,957

We are requesting that these changes be included in the Village's budget amendments.

# MEMO

Date: January 14, 2011  
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 required to fund work related to other capital projects such as the Design Engineering, Construction, and Construction Engineering and/or used as a source of percent match funding. Allocated money that is not used during the maintenance year gets reallocated into an un-obligated balance that can be used for future 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 MFT guide lines. This will increase the MFT fund by 17%. It is based on the FY2010 allotment of \$589,857.92. IDOT projects this “additional” funding to be \$101,888.00. This increase in MFT allotment brings MFT funding back to levels the Village was receiving in FY04 which was around \$674,151.00

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 ton from Morton Salt and 1330 tons were purchased at \$155.58 per ton from North American Salt., utilizing the State of Illinois joint purchase agreement. For the 2009/2010 snow season the Village paid \$72.54 per ton for 2,277 ton. For the 2010/2011 snow season the Village has a contract with Morton Salt

for \$58.67 per ton for 1900 ton. This contract requires that the Village purchase a minimum of 80% of the contract amount and a maximum of 120%. As of January 18, DPW has ordered 1487 ton. Prior to these 3 seasons salt was less than \$40 per ton and that included delivery to the Public Works Yard. DPW has already started work to budget road salt for the 2011/2012 winter season. DPW anticipates that 2400 ton of salt will be needed at a total cost of \$168,000.00

### **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). Under this program, funding will be split, 30% Village, 70% STP. 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 the Phase I report has been approved by IDOT. This project is now in Phase II – Design Engineering. The Village has entered into an Engineering Services Agreement with Baxter & Woodman Consulting Engineers for this work. The Engineering Services Agreement for Phase II – Design was submitted to and approved by IDOT late last year. Design work is scheduled to be completed and submitted to IDOT for approval by spring/summer 2011, a bid letting is being set for late fall 2011, and construction is being scheduled for spring 2012.

#### **Schedule:**

Phase II - Design Engineering Started – December 2010

Phase II - Design Engineering completed and submitted to IDOT for approval

Right-Of-Way Acquisition – June/July 2011

Phase III - Construction

Stage I - (US Route 30 to Westwood Dr.)

Bid Letting/Opening – Late Fall 2011

Construction – Spring/Summer 2012

Stage II - (Westwood Dr. to Lakewood Blvd. and intersection improvements at Main St., Lakewood Blvd., and Indianwood Blvd.)

Bid Letting/Opening – Summer/Fall 2012

Construction – Spring/Summer 2013

With Phase I completed a more accurate project estimate was developed (See below). The total overall cost for phases II and III and stage I and II is estimated to be \$10,789,000. Village share for this project is estimated to be \$3,254,200.

When project costs were first developed and submitted, the costs included improvements on Orchard Dr from Lakewood Blvd south to Sauk Trail. The Village recently completed these improvements with an ARRA funding opportunity which covered 100% of the cost. This ARRA project was bid at \$304,504 and is estimated to close out at \$281,631.38. Since the Village took advantage of this funding opportunity, the Village will use those funds that were a part of the original cost estimate to make additional improvements

along Orchard Drive. Those additional improvements entail replacement of street lights from CN Railroad north to Rt. 30 (cost estimate, \$270,000 for new system with 50/50 split funding, possible 30/70 split if approved by IDOT), LED street name signs similar to those on Sauk Trail (cost estimate 15-20,000 per intersection).

**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
Right of Way Acquisition***	2011	\$25,000		\$25,000
Phase III – Construction, Stage I (US Rt. 30 to Westwood Dr)	2012	\$5,299,000*	\$3,709,300	\$1,589,700
Phase III – Construction, Stage II (Westwood Dr to Lakewood Blvd incl. intersection improvements @ Main, Lakewood, and Indianwood.	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	<u>\$405,000</u>	<u>\$283,500</u>	<u>\$121,500</u>
<b>GRAND TOTAL **</b>		<b>\$10,789,000</b>	<b>\$7,534,800</b>	<b>\$3,254,200</b>

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

\*\* Does not include installation of traffic signal at Westwood & Orchard. Potential cost of \$300,000.

\*\*\* The Village will need to purchase additional property from adjacent property owners for improvements to turning radii, geometry, and street light positions. This cost may change depending on purchase negotiations. This will be 100% Village responsibility.

**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 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 from the Highway Bridge Program (HBP) 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. Revised estimates for the remaining work are as follows: \$120,000 for Phase 2- Design Engineering, \$130,000 for Construction Engineering, and Phase III – Construction is estimated to cost \$1,300,000. Total cost is estimated at \$1,630,000.00. The Village share at this point is estimated at \$326,000.00. These estimates will be revised once IDOT approves Phase I findings. It is anticipated that costs for design and construction will increase due to construction staging and the comments to be provided by IDOT in regards to the sanitary sewer and water main that are currently attached to the existing structure. 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 replaced 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. Both projects have been completed and are closing out at \$155,964.56 and \$79,192.88 respectively. Both projects are funded on a 20% Village /80% Federal split cost with the final total Village cost for both projects estimated at \$47,031.48. When IDOT accepts the quantities and final paperwork, 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 focused on 3 major construction projects to reduce/eliminate inflow and infiltration to meet this required minimum expenditure. Related expenditures will be used for documentation of funds spent for the bi-annual progress reporting required by Thorn Creek Basis Sanitary District. The 3 major construction projects are:

1. Sewer Point Repairs and Lining (IEPA loan)
2. Manhole Rehabilitation Project (IEPA loan)
3. Rehabilitation of Excess Flow Facility (IEPA loan)

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 Point Repair, Lining and Manhole Rehab projects, as well as a Request for Funding

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. The Illinois Environmental Protection Agency has provided a loan approval letter and the contracts have been officially awarded. The loan will cover design engineering, construction, and construction engineering costs for all projects. The Rehabilitation of the Excess Facility was awarded to Concord Construction Services, Inc in the amount of \$514,100.00. Construction Engineering Services from Baxter & Woodman are estimated to be \$62,000 and design engineering were \$60,000 for a total cost of \$636,100.00

The Point Repair/Lining and Manhole Rehab projects were both awarded to, American Pipe Liners for \$538,988.00. Construction Engineering Services from Baxter & Woodman are estimated to be \$69,000 and design engineering were \$33,500 for a total cost of \$641,488.00. Pre construction conferences were held January 20, 2011 for these projects and construction will start in February.

At the end of Fiscal Year 10, another funding opportunity was presented for a future project that the Village can utilize for a major project to reduce/eliminate inflow and infiltration The Village has been notified that we are the recipient of an USEPA grant for sanitary sewer infrastructure improvements. This grant is for \$500,000.00 and is a 55/45 match. The USEPA has a 3% administration fee that reduces the maximum grant amount to \$485,000.00 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 Thorn Creek Basin Sanitary District Board granted 2, 50% annual spending credits to all Villages under its I & I Ordinance which is intended to be applied over 2 separate 12 month periods which the Village can apply to make up shortfalls in annual spending. Funding for the I&I projects comes from the sanitary sewer fund where an Ordinance provided for incremental rate increases, the last of which took place July 1, 2010. These rates need to be reviewed periodically to insure that the Village continues to meet the Thorn Creek Sanitary District spending requirements and the IEPA loan obligations.

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

## **WATER FUND**

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

The Village Board enacted a water main replacement fee on the water bill. The purpose of this fee is to provide a mechanism to pay back \$3,000,000 bond issue or IEPA loan to replace approximately 2 miles of water main. 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 \$208,500.00, 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 \$155,136.00 for Fire Hydrant replacement. This work has been completed and the grant funds were paid to the Village.

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 Quality Investigation and remedial Action** DPW has been receiving numerous complaints concerning discolored water or a white powered build-up in the resident's home along with various odor and taste complaints. DPW conventionally flushes the distribution system twice a year to reduce the iron oxide (rust color) water. Lately this method has not been as effective as in the past. DPW believes that unidirectional flushing will help eliminate all of these complaints. Several south suburban villages have either used this method or are going to use it this spring to clean their distribution system. DPW will be requesting Unidirectional Flushing as a budget item for fiscal 2012 with hopes that this can be accomplished this fall.

In addition to Unidirectional Flushing DPW would also like to revisit the water quality issue to determine whether the above complaints are the result of the treatment process or distribution system phenomena.

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

When the Village was first built, potable water was supplied to residents by a 2 inch water main that was installed through the foundation walls of the basements. It has been the Village's responsibility to maintain this type of water main. The Village has met with the coops and has given them a proposed agreement with exhibit that defines maintenance of 2 inch water service lines. The proposal is currently under review. Three of the co-ops are interested in pursuing this maintenance transfer.

## **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 \$84,400.00 for design, plans and related work. The actual contract was awarded to Novak Construction for \$1,024,000.00. Baxter & Woodman will provide construction oversight assistance in a not to exceed amount of \$75,000.00. 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 \$1,183,400.00. As of this writing the project is about 50% complete.

### **Route 30 Landscape Enhancement**

The Village received an Illinois Transportation Enhancement Program (ITEP) Grant to improve the appearance of the Lincoln Highway Corridor. This project will consist of removing the existing fence on the Village side (South) of Lincoln Highway along with the unwanted shrubs and trees. The area will then be landscaped with desirable plants that will act as a natural screen for the homes that back along Lincoln Highway. The Lincoln Highway Corridor Streetscape Grant will not exceed \$117,840.00. Because the Grant is a small amount DPW has elected to do the project in house. This will leave the grant funding for actual construction.

## MEMORANDUM

**DATE:** January 10, 2011

**TO:** Mayor Ostenburg  
Board of Trustees

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

**RE:** February 2011 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 February 12, 2011.

### Business Development

In the first quarter of 2011, the Village Staff plans to bring a contract renewal to the Board for our Representation Agreement with Marcus & Millichap, Inc. regarding the sale of **202 Forest Boulevard (commonly known as “the Chase Bank building”)**. Although the last two attempts to sell this building have been unsuccessful, Michael Marks (the broker) believes that the property will be much better positioned for sale if Angel Home Health Care occupies the second floor office space. At this time, Angel Home Health Care, a DownTown tenant, is considering expanding their operations to the second floor of the Chase Bank Building. They hope to make a final decision about this move by Summer 2011 when they have received their State license for training home health care employees.

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. The Village purchased all of that equipment for a nominal cost, and Village Staff has worked 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 have advertised 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. A grand opening reception was held in early December 2010.

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

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

The 2011 business registration renewal season started in the beginning of November with applications and payment due by December 31, 2010. As of early January, 221 applications (64 percent of all businesses) had been received. In an effort to continue the “greening” of our process, the number of businesses that received their renewal applications via e-mail nearly doubled from 34 in 2009 to 60 in 2010.

Mr. Hitesh Shah, owner of the **Stop and Shop Convenience Store** at 2599 S. Western Avenue, has a contract to purchase the former Taco Bell property at 2560 S. Western Avenue in order to move his business. He has already made application to change his liquor license to this address and has provided a preliminary site plan and building elevations to demonstrate how he would renovate the building and property to reflect this new use. We expect that he will submit a request for Village support for a Cook County Class 8 property tax incentive.

Ms. Sophronia “Bree” Breedlove, owner of the **State Farm Insurance Agency** at 27-D North Street, has purchased the former PopEye’s Restaurant at 2562 S. Western in order to move her business. We expect that she will also submit a request for Village support for a Cook County Class 8 property tax incentive.

#### Land Development/Redevelopment

On September 27, 2010, Nassimi Realty held an absolute auction to sell the **Norwood Square Shopping Center**. Although there was a successful bidder on that day, the bidder eventually voided his contract for purchase of the property because the outstanding tax bill for 2008 had not been revealed in the sales contract. Oliver Nassimi was subsequently in contact with the Village requesting that the Village consider either taking title to the property and maintaining it until another buyer could be identified, or release the \$250,000 in escrow to Nassimi Realty to cover the cost of demolition. Nassimi believed that the second option would allow them to obtain a tax assessment for 2010 corresponding to vacant property and therefore lower the tax liability until they could find another buyer for the property. He required an answer on either option within about a three week time frame, which was not possible given the ramifications of either option. In addition, Nassimi noted that if these options were not acceptable to the Village, then Nassimi Realty would effectively abandon the property. It is the Village Staff’s estimate that at this time at least \$600,000 in unpaid taxes are owed on the property for tax years 2008-2010.

At this point in time, Village Staff and the Village Attorney are pursuing actions that are designed to regain title to the property in a manner that will enable us to petition the Cook County Assessor’s Office to extinguish all back taxes. These options include either the foreclosure of outstanding liens (non-payment of water bills) or declaration of the property as abandoned. We have begun initial discussions with Michael Marks, with Marcus & Millichap, regarding the marketability of the property. Mr. Marks is the investment broker the Village has engaged to assist in the sale of 202 Forest Boulevard. Mr. Marks has advised Staff that he

believes the shopping center has more value intact (do not demolish) and that if the unpaid taxes can be extinguished then the prospects for finding a buyer are good. We will continue to pursue this process and keep the Board informed as we proceed.

The Village obtained the tax deed to the **former Wildwood School** on March 20, 2009. In June 2010, 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 expressed interest 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 operating their day training out of a leased facility in Steger. They are working to increase the number of clients they serve and to assess their overall financial condition to determine their capacity to make the large financial commitment that purchase and renovation of Wildwood School would require. They expect to be able to provide the Village with an update on the viability of their plans for the property within the next month or two.

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. By the time of the Board's Financial Update meeting, we expect to have an executed Option Agreement with Dent LLC, a corporation owned by the President of RLD Resources. The basic elements of this Option Agreement include:

- Dent LLC will have a six month option period in which to examine the feasibility of the purchase of this property. This would include, for example, obtaining financing for the required renovations, preparing plans for the required renovations, and working with the Village to draft a purchase agreement and a development incentives agreement.
- Dent LLC will make a deposit of \$75,000 for the option period. If the sale is finalized, this amount will be applied to the purchase price of \$750,000.
- If the sale does not go through for any reason, the Village will refund \$50,000 of the option deposit and keep \$25,000 to cover costs incurred to maintain the property and prepare any required documents that would have led to the sale.
- The Village will support a Cook County Class 8 property tax incentive for the property.
- The Village will reimburse Dent LLC for tangible improvements (bricks and mortar) to the property up to a maximum of \$500,000. This reimbursement will be taken from the purchase price.
- A formal purchase agreement and development incentive agreement will be prepared for Board consideration that incorporates the elements described above.

Unfortunately, this property continues to be vandalized despite Staff's best efforts to secure the building. At this time we are working with security contractors to solicit bids for installation of a motion detecting security system in order to minimize the future vandalism and protect this property for this interested buyer.

### 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 Strategic Plan explicitly incorporates the DownTown Master Plan and the 211<sup>th</sup> Street Metra Station Transit Oriented Development (TOD) Plan. In February 2009, the Strategic Plan, along with the DownTown Master Plan and the 211<sup>th</sup> Street TOD Plan, was adopted as the land use and economic development elements of the Village's official Comprehensive 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 have been focused for the past two years on a plan of implementation for the top priorities. The status of ongoing 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 (ILDCEO) 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”)**. Park Forest 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, all three Villages have 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 in September and seven highly competitive proposals were received from interested consultants. The Steering Committee narrowed the list to four top consultant teams and conducted interviews with these teams in early December. The consultant team of Land Vision, Inc./Baxter & Woodman Consulting Engineers/BBP & Associates, LLC/DLK Civic Design, Inc. was ultimately chosen to conduct this study. The Steering Committee is currently working with them to finalize the scope of work. We expect to be able to bring a contract to the Board for consideration in February so

the study can begin shortly thereafter. The Park Forest Board must approve the consultant contract because Park Forest is the official grantee for the ILDCEO grant. The consultant team projects that the study will take approximately 10 months to complete. Trustee Bonita Dillard and Plan Commission Vice Chair Doug Price, along with Village Staff, are Park Forest's representatives on the Steering Committee.

**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. 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 95 (Building One) and 78 (Building Seven) percent occupied. One second floor tenant in Building One is considering increasing their space, which will bring this building to 99 percent occupied. The DownTown Management Office is also working with the **South Suburban Food Cooperative**, currently located in the Stawicki Industrial Park in Matteson, to bring them to DownTown Park Forest. They plan to occupy 208 Forest Boulevard and hope to be open in the spring.

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, we believe the developers are undertaking a market study to analyze the financial feasibility of their proposed project, although we have not had been able to contact them in a few months. The Village has contracted with Kane McKenna and Associates, financial advisors and TIF experts, to assist us in reviewing the development pro forma submitted by the developers.

Coincident with the 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. They also propose to incorporate a number of other features into the development that will make this a highly sustainable project, including wind turbines to generate power, rainwater collection and reuse for irrigation, geothermal heating and cooling, low water use fixtures, and many more. Their initial concept plan proposes a total of 72 dwelling units, including single family, duplex, apartments, and live/work units. 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, Park Forest should establish boundary agreements with the neighboring communities of University Park, Crete, and Steger. 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 and Village Attorney 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 high 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 have purchased nine vacant, foreclosed homes (see list below) and they are in the process of rehabilitating these homes for future homeowners. 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  
110 Blackhawk Street  
263 Blackhawk Street  
327 Marquette Street  
347 Marquette Street

301 Douglas Street  
411 New Salem Street  
229 Indianwood Boulevard  
300 Seneca Street

The Village's initial NSP applications for demolition funds were not approved by either the State or Cook County. However, Cook County encouraged the Village to apply for CDBG funds to assist in the demolition of vacant, blighted homes in the Eastgate Neighborhood. In October, Cook County informed Staff that they had approved a CDBG demolition grant that would be sufficient to demolish nine homes. We have focused on homes on Allegheny Street in order to make a concentrated impact with this grant. 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. We continue to wait for the grant agreement for these funds before we can begin this process.

Staff has also been working with the Chicago Southland Housing and Community Development Collaborative to prepare an application for State CDBG funds that will allow us to continue both the housing acquisition/rehabilitation and the demolition projects. We have applied for \$1,000,000 in funds for housing acquisition/rehabilitation and propose to continue our work with Habitat for Humanity with the funds we obtain. We requested \$300,000 in demolition monies that we estimate will enable us to demolish up to 30 additional vacant, blighted homes in the Eastgate Neighborhood.

The Village of Park Forest was chosen to be a demonstration site for a grant that The Delta Institute is administering for Cook County. The Delta Institute is developing a deconstruction program for Cook County and they plan to remove four vacant, blighted homes in the Eastgate Neighborhood as part of this program. Deconstruction is a process whereby the homes are demolished in a manner that allows for the reuse of as many of the building components as possible. The deconstruction process will begin on the homes at 129 Algonquin and 161 Algonquin during the week of February 7. Two additional homes will be deconstructed during March or April.

The Village was notified in December that our petition to obtain a tax deed to 36 Apache was approved and we should receive this deed very soon. This process was initiated through the now-defunct Cook County Tax Reactivation Project and, therefore, was accomplished at no cost to the Village.

Based on all of the initiatives that are underway to demolish vacant, blighted homes in the Eastgate neighborhood, and eventually obtain the deeds to those properties, there is a very real possibility that the Village will have control of 40 to 50 parcels in that neighborhood by the end of 2011. This represents more than 10 percent of the total lots in the neighborhood. At some point in the coming year it may be appropriate for the Village Board and Staff to discuss how best to begin to market the opportunity for redevelopment of this strategic area in the Village.

On January 21, Staff will participate in a court hearing to document the public notice process required to obtain properties through the **Cook County No-Cash Bid Program**. This hearing is related to the Village's bid for tax deeds for four vacant residential properties on Indianwood

Boulevard and four parcels at 2500 North Street (aka 60 North Street, formerly used by Zee One Honda for overflow car storage). Acquisition of both sets of properties is consistent with the priorities of the Strategic Plan for Land Use and Economic Development. 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.

### Planning Activities

The Department of Economic Development and Planning is managing the **Quiet Zone Feasibility Study**, with the assistance of the Police, Fire, Public Works and Community Development Departments. This project is funded by CN as part of their Voluntary Mitigation Agreement with the Village. At this time, the Village has solicited proposals from qualified consultants and received six proposals to conduct the study. Staff is reviewing the proposals to develop a short list of qualified consultants and determine if interviews are necessary. The study will include all the steps required by the Federal Railroad Administration to determine the feasibility of establishing a quiet zone at the CN/Western Avenue railroad crossing. At the direction of the Board of Trustees, there will be a public input element and the Board will be given the opportunity to review all the preliminary analysis prior to determining whether or not it is in the Village's best interests to establish a quiet zone at this location. The City of Chicago Heights has been invited to participate in the selection of a consultant, and will be involved throughout the study. We expect that the consultant contract will be presented to the Board in February and the study will be underway shortly thereafter.

Park Forest has been selected to participate in a program called *Homes for a Changing Region*. This is a program that is sponsored by the Metropolitan Mayors Caucus and Chicago Metropolis 2020, with grants from the Illinois Housing Development Authority (IHDA) and the Chicago Community Trust (this award is still pending, but they are very confident it is forthcoming). In short, they will be preparing a housing policy plan for the Village that can become a new element to our comprehensive plan, approximately a \$45,000 value that will cost nothing for the Village.

Over the past six years, the Mayors Caucus and Chicago Metropolis 2020 have been working on the *Homes for a Changing Region* project in consultation with Fregonese Associates, a nationally recognized planning firm, to help suburban communities develop Housing Policy Action Plans. The end product will be a plan that describes how to achieve a balanced housing market which serves the needs of all future residents. Nine of these plans have already been created successfully for communities throughout the Chicago metropolitan region, including Aurora, Gurnee, Libertyville, Montgomery, Northlake, Oak Forest, Blue Island, Plainfield, and Woodstock. This newest phase of the *Homes* project will be conducted in the south suburbs and will include the Villages of Park Forest, Lansing, Hazel Crest, and Olympia Fields. This phase will focus on sub-regional planning, where the project will include an effort to identify common housing objectives across borders. At the same time, they will continue to recognize the need for communities to maintain their individual character and identify their own specific planning goals. The goal of this approach is to balance the need for local autonomy while advancing the benefits of regional cooperation. The Mayors Caucus has selected the south suburbs as a pilot area for this sub-regional planning focus because our communities have already begun the important work of collaborating on housing issues across borders.

The process for the *Homes* project, as it has been described to Staff, is as follows:

- The first meeting will be held on January 27 and will include the Mayor, Staff, and representatives of the Plan Commission. The purpose of this meeting is to describe the goals of this project and how it will be conducted. Most importantly, however, they want to hear from the Village about our goals/vision for our future.
- At a second meeting, the consultants will present their preliminary findings based on the data and check it with the Village's vision of itself. They want to make sure that they are representing the Village accurately, so there will be opportunities for Village Board members, Plan Commissioners, and Staff to review and comment. On this visit they also will conduct a public meeting/charette that will include elected officials, Plan Commissioners, residents, and others for the purpose of getting public input on housing policy issues.
- At the third major meeting with the Village they will present their findings to the Village Board.
- The whole process is expected to take about nine months. During that time, they will work closely with staff to review documents and check facts and goals to ensure that they reflect the Village accurately.
- Two elements of this process that are most interesting include –
  - A sustainability element whereby they will do a broad analysis of how overlaying a “green” component to our housing policy can reduce the Village's carbon footprint and save individual residents money over time.
  - A marketing analysis whereby they will look at the population we want to attract to the Village (e.g., young families, young professionals, etc) and make recommendations about how to market to those populations and what kind of housing we need in order to attract them.
- As much as possible, the process and the plan will be aligned with CMAP's GOTO2040 Plan, and it will be linked with the goals established for the other three communities participating at this time (Lansing, Hazel Crest, Olympia Fields) so we have a collaborative process and some common goals to work towards.
- The consultants and Metropolitan Mayors Caucus will also be working with a technical advisory committee, made up of realtors, developers, housing policy people, etc. These folks will review the housing policy plan to make sure it reflects the realities of the market.
- If you are interested in reviewing past housing policy plans prepared through this process, check the following links.

[http://www.mayorscaucus.org/fileBroker/HomesforaChangingRegion\\_Phase1.pdf](http://www.mayorscaucus.org/fileBroker/HomesforaChangingRegion_Phase1.pdf)

[http://www.mayorscaucus.org/fileBroker/HomesforaChangingRegion\\_Phase2\\_YR1.pdf](http://www.mayorscaucus.org/fileBroker/HomesforaChangingRegion_Phase2_YR1.pdf)

[http://www.mayorscaucus.org/fileBroker/HomesforaChangingRegion\\_Phase2\\_YR2.pdf](http://www.mayorscaucus.org/fileBroker/HomesforaChangingRegion_Phase2_YR2.pdf)

[http://www.mayorscaucus.org/fileBroker/HomesforaChangingRegion\\_Phase2\\_YR3.pdf](http://www.mayorscaucus.org/fileBroker/HomesforaChangingRegion_Phase2_YR3.pdf)

Department Staff has been actively involved with the Chicago Southland Economic Development Corporation's **Green TIME (Transit, Intermodal, Manufacturing, Environment) Zone** activities. The two projects we have been most involved with include the Chicago Southland Transit Region report and the Logistics Park Calumet project. The Transit Region report studies 36 existing and nine proposed transit stations in the Chicago Southland and

outlines a series of station area development initiatives that can assist with attracting developers to these projects. This project creates some direct synergies with the 211<sup>th</sup> Street TOD Plan and Implementation Study. The Logistics Park Calumet project aims to create a “virtual” logistics park centered on the Canadian National Gateway International Terminal located in Harvey and Homewood. All industrial land available in the Chicago Southland will be marketed for potential development as this rail terminal begins to attract new industrial development. In addition, all related supply chain businesses already located in the Chicago Southland are being inventoried so they can take advantage of the opportunities for new business that will be generated by the logistics park.

Department Staff is also actively involved in the **Retail Reinvestment Patterns Study** that is a collaborative project of the Villages of Olympia Fields, Park Forest, Richton Park, and Matteson. At this point, the consultants are compiling information about each of the shopping centers in the four Villages and developing marketing material to assist the Villages to seek retail developers and end users for these properties. The second phase of this study will more closely examine the factors that have led to disinvestment in the south suburbs and seek to determine the reasons for this disinvestment and make recommendations for how to reverse it. Trustee Bonita Dillard and EDAG member Shannon Bond, along with Village Staff, are Park Forest’s representatives on the Steering Committee for this study.

#### Marketing

The second **DownTown mural project** is 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. We expect to have a dedication ceremony in the spring and 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. 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 another major destination is identified for the DownTown. We have proposed to the South Suburban Food Cooperative that they purchase this panel to market their new, expanded location in DownTown Park Forest. 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 has 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 (privately owned and Village-owned) 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.
- All properties are also listed on Property Line which supports the commercial brokerage community by marketing properties, promoting commercial brokerage companies, and offering marketing tools to the commercial broker.
- 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 ICSC October Deal Making Session, 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.

This year when the Village attends the ICSC Spring Convention we will have a booth in the leasing mall. This will allow the Village to have a location to conduct meetings, as well as to have a static location for disseminating information about development opportunities. We will continue to visit other retailer and developer booths and make "cold calls" in order to promote the Village.

### Community Relations

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, which should be complete by the end of January.

In 2010 the Community Relations Division 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 include the Mother and Daughter brunch (180 in attendance), the Father and Son Bowling Outing (125 in attendance), the Wine and Chocolate Tasting in February 2010 (230 in attendance) and August 2010 (325 in attendance), the Open Mike Event at Tattlers (30 in attendance), Good Neighbor Day (115 in attendance), Murder Mystery (75 in attendance), Safe Halloween in collaboration with the Police Department (1,200 in attendance), and auditions for Park Forest Idols II (55 participants auditioned).

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. The next New Resident Reception is currently in its planning phase. We plan to do a Family Night Out at the Holiday Star Theater.

The FY2010/2011 budget includes funds that enable the Department to conduct at least one activity in 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. At this time, Primerica has agreed to be a sponsor for this event, and we are seeking other companies to sponsor as well. The goal is to have this underway by this spring.

In 2011, upcoming events are planned as follows:

- Saturday, January 22, Park Forest Got Talent, Freedom Hall, 7-9pm
- Friday, February 11, Wine & Chocolate Tasting, Dining on the Green, 7-9pm
- Saturday, February 26, Black History Month Program, Freedom Hall, 2-4pm
- New Resident Reception, Holiday Star Theatre, date to be determined
- Saturday, May 7, Mother & Daughter's Brunch (location to be determined)
- Saturday, June 4 or 11<sup>th</sup> Father & Sons Outing (location to be determined)
- And much more.

The Economic Development and Planning Department will also be partnering with the Recreation and Parks Department to have a Community Wide day at the Chicago Sky (Women's Basketball) stadium. This sponsorship will consist of an Idol Winner starting off the game with the Anthem and half time with selected talent. This day is taped and will air on ESPN. This will be a great Marketing effort for the Village of Park Forest. We plan to take 150 residents (maybe more depending on interest), all of whom would be wearing Park Forest T-shirts. This collaboration will occur sometime in July.

# MEMORANDUM

DATE: February 18, 2011

TO: Mayor John Ostenburg  
Board of Trustees

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

RE: Capital Plan Overview

In order to assist the Board in evaluating the 2011/2012 Capital Plan, an explanation of the process involved in selecting capital items included in the budget might be helpful. Departments included in the Capital Plan selected capital items that would be desirable to replace or acquire based on departmental operations.

When budget guidelines are distributed in March, restrictions on spending are established. These restrictions are based on revenue projections for the coming budget. The restrictions will allow the departments significantly lower levels of capital spending than was presented in the Capital Plan. The comparison of the 2010/2011 Capital Plan to the 2010/2011 Budget is as follows:

<u>General Fund</u>	<u>2010/2011 Capital Plan</u>	<u>2010/2011 Budget</u>	<u>Difference</u>
Administration	63,500	74,000	10,500
Recreation & Parks	228,300	50,000	(178,300)
Building & Grounds	87,000	40,000	(47,000)
Police	264,646	10,700	(253,946)
Fire	100,700	68,300	(32,400)
Public Works	431,900	1,900	(430,000)
Community Development	87,500	12,500	(75,000)
Economic Development & Planning	1,900	1,900	0
Health	34,338	4,500	(29,838)
<b>Total General Fund</b>	<b>1,299,784</b>	<b>263,800</b>	<b>(1,035,984)</b>
Water Fund	4,198,300	3,566,300	(632,000)
Sewer Fund	1,937,000	2,462,000	525,000
Municipal Parking	65,000	25,000	(40,000)
Capital Projects	202,000	240,000	38,000
Tennis & Health Club	10,000	7,500	(2,500)
Aqua	22,000	0	(22,000)
DownTown	234,500	152,000	(82,500)
TIF DownTown	0	1,100,000	1,100,000
Com. Development Block Grant	0	930,062	930,062
MFT	1,493,000	1,071,104	(421,896)
Housing	0	0	0
Vehicle Service	454,600	303,500	(151,100)
<b>Total Capital</b>	<b>9,916,184</b>	<b>10,121,266</b>	<b>205,082</b>

Every department is subject to a potential reduction in capital spending. In Fiscal 2011, \$1,035,984 of capital items were removed from the General Fund request for the proposed 2010/2011 Budget.

Sometimes grant or loan funds become available that impact the budget but are not reflected in the capital plan. Also, projects can be carried over from a prior year where they were previously budgeted. For instance, the \$1,100,000 in the TIF Fund was budgeted in the prior year and deferred with the delay in the Marshall Fields demolition. In addition, the IEPA loan fund projects were carried over from the prior year.

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

<u>Marshall Fields Demolition</u>	
TIF	\$1,100,000
CDBG	<u>930,062</u>
	\$2,030,062

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

## MEMORANDUM

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

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

**DATE: February 18, 2011**

**SUBJECT: Updated Strategic Planning Goals for 2010/2011 and 2011/2012**

Below please find a recent update of the Board's Strategic Planning Goals for FY 2010 – 2011. These same goals will flow into FY 2011-2012.

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

The Village enlists the assistance and advice of the citizenry through a full slate of advisory Boards and Commissions which allow for residential input on municipal operations and decision making processes. In January 2011, dozens of residents were either appointed or re-appointed to terms across all volunteer Boards and Commissions. The 2011 winter edition of Discover Magazine included a full page of details related to volunteer Boards/Commissions and the application in which residents can apply.

The Plan Commission has registered for a series of training webinars sponsored by the Lincoln Institute of Land Policy and the American Planning Association. These webinars will address the topics of Retrofitting Corridors, Mastering Meeting Management, and Sustainability Planning for Officials. The Board of Trustees, Zoning Board of Appeals, the Economic Development Advisory Group, and Staff and commissions from nearby communities will be invited to participate in these webinars.

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 Director of Community Development and Village Manager coordinated the Village's annual strategic planning process as it transitioned Board goals from Fiscal Year 2010/2011 into preparation for FY 2011/2012. In October, Paul Craig continued as facilitator in the Board's review and establishment of goals for Fiscal Year 2011/2012. As part of the Board's Annual Strategic Planning Process, the Village undertook a Governance and Municipal Practices Assessment (GMPA) from the Center for Governmental Studies at Northern Illinois University to conduct a comprehensive review of all Village policies and programs including interviews with public officials and key stakeholders. A workshop was facilitated with the Village Board and Management Staff in early January with a final report targeted with the March Board Meeting calendar.

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 railroad park and observation platform in conjunction with the CN rail spur construction project. Recently the project has picked up momentum again with meetings held with Holden Park Home Owners, Village of Matteson and the Old Plank Road Trail Management Commission. A site plan is almost complete for sharing with these other interest groups. Staff is also preparing an application for a zoning text amendment to allow public recreation areas as a special use in the industrial zoning districts in the Village of Matteson and an application for a special use permit to allow this park in the industrial zoning district. These applications will be submitted to the Village of Matteson as soon as the site plan for the park is completed.

The Village seeks resident feedback through numerous initiatives. For example, the Village web site currently contains three survey instruments. One allows site visitors to offer feedback as it relates to general Village services, a second survey allows for insight to be shared on residential shopping preferences and a third survey seeks feedback on Community Relations initiatives. The Fire Department maintains a customer satisfaction survey instrument designed to measure satisfaction with Fire Department emergent and non-emergent responses to residents. Responses received to-date continue to support that customers are very satisfied with the service provided to them by the Department. The Fire Department's web page has been enhanced by providing more timely information to customers and an electronic version of the customer satisfaction survey allowing for additional citizen feedback. Finally, the Village's annual strategic planning process typically includes a resident survey and handout surveys are distributed as part of various Freedom Hall programs, Community Relations events and at meetings related to the Neighborhood Meeting Program.

In preserving the Village's investment in the professional development of personnel, continuing education and additional opportunities for enhanced training has been undertaken to better serve residents. Efforts along these lines include Fire Department Staff engaging 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), a three day program to better prepare personnel for increased rail traffic was undertaken. Also, Fire and Public Works Staff participated in a joint Lock Out/Tag Out training program offered by IRMA. Village Staff has pursued various training programs through ongoing memberships including the Illinois Municipal League, Illinois Public Employer Labor Relations Association (IPELRA), American Planning Association, the International and Illinois City/County Manager's Associations, Illinois Government Finance Officer's Association, South Suburban Mayors and Managers Association and the American Public Works Association.

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 Recreation and Parks Staff will be attending a staff retreat in February 2011. Aqua Center Staff participate in extensive training through the risk management consultants of Ellis and Associates. The Director of Recreation & Parks co-leads a statewide chapter of the National Coalition Building Institute headquartered in Washington, DC. The local chapter does Diversity Workshops and conflict resolution activities throughout Illinois and the Midwest.

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 a software users group. The Finance Director conducts an annual Joint Review Board meeting with all taxing bodies to review TIF activity. She also attends Library Board meetings to review their audit and has assisted with financial analysis related to the Library facility's renovation project. The Finance Department has three CPA's who maintain their registration through continuing education.

The Village Manager is actively involved with SSMMA in serving on its Management & Finance Committee, Technology Committee, Audit Review Committee and, as needed, on the Legislative Committee. The Village Manager is also actively involved within the Illinois City/County Manager's Association on its Professional Development Committee and the Professional Conduct Committee.

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.

The Director of the Park Forest Health Department actively sits on the Senior Commission Committee as a staff liaison. 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.

The Director of Human Resources continues to lead the Village's effort to recruit and retain personnel to enhance a diverse workforce which mirrors the community being served. At the onset of all recruitment processes, efforts will be made to find sources to recruit candidates that will diversify applicant pools. Several diverse hires (based on race, gender and profession) were made in late 2010 and early 2011 while also placing an emphasis on the hiring of military veterans when and where possible. The Director of Human Resources is the Staff Liaison to the Board of Fire and Police Commissioners which coordinated new-hire

eligibility lists for both the Fire and Police Departments in 2010. Additionally, the Fire and Police Commission also coordinated the establishment of a promotional-eligibility list in 2010 for the Police Department ranks of Corporal and Commander.

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

The Police Department continued the use of the Village Facilities and Forest Trail Middle School as the sites of the Police Activities and Athletics Center (PAAC) as well as the Police Sports Club. Also, the Canine Division of the Police Department, with assistance from the Patrol Division, conducted canine demonstrations at Open Houses for Elementary Schools across District 163 and 162, as well as at Forest Trail Middle School.

Officers from the Patrol Division and Detective Division of the Police Department assisted with the Outdoor Education Program established by District 162 at Indiana School. This program allows the students to attend classes outdoors and learn about the environment and natural areas of Park Forest.

The Police Department continued its involvement with School District 227, with more than 1/4 of the sworn officers working as Police Liaison Officers at Rich East High School. In addition, the Police Department was represented with a booth at the "Career Day" at Rich East.

The school mental health workers from School Districts 227, 201U, 163, 162, as well as from Park Forest Academy, including social workers, deans, and psychologists, were invited to the Police Department for breakfast to be introduced to the department's innovative "Guided Vision" Counseling Program and the Restorative Justice Program in general. This program is a continuation of the department's community-based policing philosophy and is offered to the schools as an alternative to school discipline or suspension. In addition, LaRabida Children's Services representatives were on hand to educate school personnel about LaRabida's *no cost* services and offer assistance to the schools.

Recreation & Parks Staff have regularly attended open house events for parents at Algonquin and 21<sup>st</sup> Century schools. The Department has partnered with ME4E (Multidisciplinary Education for the Environment) education consultants to provide an extensive education program at Central Park Wetlands, the new Wetlands Discovery Center and other associated "green initiatives" around the Aqua Center. More than 2,000 students annually have been served by their programs. They also helped preserve "Science Depot" a multidisciplinary hands-on science education program in District #163. Forest Trail Middle School scheduled their cross country meet at Central Park this year. At the operations level, School District 163 Staff and Village Recreation and Parks Staff continue to jointly fund and carry out major maintenance and upkeep projects at the Forest Trail Recreation Center.

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 162 and 163, Recreation & Parks Staff have 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.

Staff continues to engage School District 163 officials with regard to fire prevention programs that would benefit the lives of students under their charge. As such, 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 in September 2010 to encourage their involvement in the Bucket Brigade and bringing safety education to their schools. Following the meeting Captain Wheeler made a presentation to ninety 4<sup>th</sup> grade students and their teachers at Blackhawk School on fire safety. The fire safety trailer was later brought to the school for an entire day where the Fire Captain taught fire safety behaviors to 152 students. A similar activity was held at Algonquin School in October 2010.

The Fire Department continues to provide a 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. The Fire Department continues to work with School District 163 on their required inspections and to support their life safety initiatives which included several months of assessing and finally correcting a 911 telephone problem in which misinformation on the location of the call was relayed to SouthCom Combined Dispatch Center.

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 Departmental clinic Staff Nurses to provide all required health screenings and immunizations. Health Department Nurses have also attended school open houses and health fairs over the past year with the attendance of 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 various clinics. Local nursing students from Governors State University, Lewis University and Prairie State College have also completed community nursing rotations working alongside the nursing staff of Nurses Plus.

The Community Relations Coordinator serves on the Rich Township High School District 227 Community and Business Advisory Council and is currently working in collaboration 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.

The Department of Economic Development and Planning staff met with Crete-Monee 201U staff to collaborate on ways to include their students who are enrolled in entrepreneurship, economic, and business courses in the incubator/accelerator (Commerce ARC). Staff has made a similar attempt to involve Rich East High School students.

The Public Relations Director continues to work with the Public Relations staff member for School District 163 to offer support to heighten awareness of happenings in the district. A full-page press release from School District 163, highlighting the district being ranked amongst the top schools in Chicago Magazine, was included in the winter 2011 issue of Discover Magazine.

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

In continuing the efforts of the Troubled Building and Property Task Force to identify and comprehensively address problem properties, owners and occupants, implementation and administration of the Crime Free Housing Ordinance and Vacant Building Registry Ordinance are well underway. The Police Department continues the Crime Free Housing (CFH) program and regularly holds classes for the owners of rental properties. The message to landlords with the CFH is that the Police Department is always a valuable partner with them in order to grow their business of providing safe housing to the landlords' customers, who become part of the Park Forest community. The CFH has shown to have a positive impact on the quality of life for residents, and advertisement of the program has made residents more aware of the importance that the Village places on neighborhood safety. Since the program's inception in early 2008, evictions have been pursued against almost three dozen properties that were adversely impacting the quality of life in neighborhoods across Park Forest.

The Health Department continues to work collaboratively with the Economic Development and the Community Development Departments 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 Village functions such as Main Street Nights, Aqua Center events and Kiwanis Pancake Day.

The Fire Department continues to enforce the provisions of Village codes, the 2009 International Fire Code and the 2006 NFPA Life Safety Code. The Department has also 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.

In researching the possible annexation of Continental Midland and the associated possible impacts on Fire Department service delivery systems, Village Staff has met with the Village of University Park in beginning 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.

The Village's Business Registration Application was revised for the 2011 renewal season and two additional business forms were upgraded to an interactive PDF format. This year 60 businesses received their business renewal packages via email, representing a 57 percent increase over last year.

Grand opening celebrations continue to be promoted to all new commercial businesses. Consolidated Collision, Inc (20 North Street) took advantage of this opportunity in December 2010.

The Village and Prairie State College have collaborated to open a small business incubator at 298 Main Street (the location of the former chamber of commerce). The incubator opened in December 2010 and an Open House was hosted by PSC and the Village. As a result of the open house and other promotions, Staff has had a number of inquiries for rental of space in the incubator. Staff is working on more promotions and marketing to increase awareness of the site, the amenities and the services at the incubator.

*Friday's Park Forest Business Promos* was developed to assist Park Forest businesses to communicate with and support each other's services and/or products. This is a weekly marketing campaign sent via email to Village employees, Park Forest businesses with registered email accounts, Village commission members, and other established email lists. Customer response has been extremely favorable for the participating businesses.

The Information Technology Staff continues its research and implementation of various e-pay options which span the range of all Village business operations.

In assisting Community and Economic Development activities by providing timely technical support and plan review of prospective businesses, the Fire Department has engaged 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 timely review of all building plans. Captain Wheeler became a Certified Fire Plans Reviewer through NFPA to better serve the customer base.

The Fire Department works in the development process by providing technical advice in the proper installation of equipment. Such advice has recently been provided to the architects working on projects related to the Park Forest Library, Homewood Star Disposal, Last Minute Printing and Copying and Park Forest Auto Service.

Work 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. The Village secured in excess of \$930,000 in CDBG funding for this demolition project. Demolition bids were approved and demolition has been substantially completed. Additionally, a check for more than \$465,000 has been received from Cook County as the first draw of the grant project funding.

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. A consultant has been selected and the contract for this consultant is expected to be presented to the Board for consideration in January or early February.

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. The County has not yet considered the application.

For Sale signs were installed on all Village-owned properties which are being marketed for economic development purposes. Since the signs have been in place, 103 inquiries have been received. Related to this, 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.

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. Several serious leads have been generated by these means. Staff is now increasing its marketing efforts by also listing properties on-line with Property Line, another web based listing service.

All but one of the lexan panels on the Orchard Drive/US30 sign are sold, and the LED sign is fully utilized 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 next step is the hearing process where proof of the full public notification process is required before a judge. The court hearing will likely occur in February or March 2011.

In December 2010 the Village was notified that it will finally receive the tax deed for 36 Apache Street. This is a vacant, tax delinquent lot that was obtained through the Cook County Tax Reactivation Project.

The economic development team responded to a large number of inquiries related to the auction of Norwood Square Shopping Center by Nassimi Realty that was held in September 2010. While there was a successful bidder, he subsequently decided not to pursue the acquisition. Nassimi Realty has notified the Village that they do not intend to expend any other efforts on this property. Therefore, Staff is working with the Village Attorney to identify possible means to obtain control of the property and the funds in escrow.

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. Millennium Development Group has presented a concept plan to Staff for their proposed new residential neighborhood and the Village will continue to work with them to determine the developer's financial capacity and the level of economic incentives necessary to achieve the proposed plan.

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 in July 2010 and had a record number of participating businesses (27) and more than 100 attendees. This is an event which showcases Downtown businesses to Park Forest and other area residents, as well the business community from throughout the south suburbs. A Summer 2011 event will likely be scheduled in conjunction with the Main Street Nights Concert programming.

The fall Business Breakfast was held in October 2010. The speaker at this event was the Regional Development Director for Constant Contact who spoke about how to use e-mail as a marketing tool. The next Business Breakfast is slated for February 2011 with the Executive Director from Habitat for Humanity speaking on the business benefits which come from doing good works in the community.

Village Staff and the Mayor attended the Chicago Deal-Making event of the International Council of Shopping Centers in October 2010. The Village hosted a booth at this event to promote Village development opportunities. There were five appointments and follow-up calls resulting from this event. One site visit was confirmed and another is being planned. Staff followed up on 2010 ICSC Las Vegas appointments and leads with more than 50 contacts receiving letters, e-mails and telephone calls. In one case, this also included an on-site tour that resulted from an ICSC Las Vegas appointment. The Village is assembling plans for its attendance of ICSC's national convention to be held in Las Vegas in May 2011.

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 is currently owned by the

Village. As of January 2011, several drafts of an option agreement have been exchanged between the Village and the interested party regarding this project. The agreement would give the interested developer a due diligence period of 180 days which could commence in the very near future. Pending the option period the terms of any sales agreement would be brought before the Village Board for its review and approval.

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 coordinated a new business advertising direct mail piece for 16 Park Forest businesses that was 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. Unfortunately, this effort did not generate new customers for the participating businesses. Staff is coordinating a mailing to Park Forest addresses for up to 16 advertisers to be mailed in January 2011.

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

The Police Department is currently conducting a “green study” to assess how best to decrease the environmental impact of the facility. This study includes input from Waste Management, Unique Products, and ComEd. By finding ways to lessen the environmental impact and financial outlay, this study is a continuation of recent efforts including replacement of windows with energy-efficient models, conversion of lights to energy-star units and CFL bulbs, and installation of energy-efficient hand dryers/fixtures.

The Police Department continues its participation in a Drug Enforcement Agency-run task force, with an officer assigned full-time to that unit. In addition to the social impact of reducing drug crimes, the Department receives a share of seized assets, which are used to purchase equipment and training to make the officers more efficient when dealing with drug-related crime. Much of this training and equipment would be an economic impossibility if not for the asset forfeiture income. Outside drug seizure funding attained by the Police Department since 2008 as a result of this affiliation is in excess of \$550,000

In response to lagging and/or declining revenues, the Village implemented a hiring freeze in which recruitments for five staff vacancies were delayed. The vacancies include 2 Public Works Maintenance Workers, 2 Police Officers and the Director of Public Health. In some cases, the hiring delays were several months. Additionally, the Village revised two full-time positions as part-time upon employee retirements taking place. Stagnant revenues were also at

the core of negotiating a three-year contract with the Fire Department union personnel with annual wage increases of 2% in each of the contract years. Efforts such as these, along with a conscious effort to conserve revenues and hold back expense wherever possible while maintaining strict adherence to fund balance reserves, have allowed the Village to avoid needing to pursue short-term borrowing options to meet payroll and vendor accounts.

The Deputy Village Manager/Finance Director thoroughly researched the concept of a laddered CD portfolio with regard to Village finances so as to maximize interest earnings. The laddered CD approach will result in interest earnings in excess of 5 times better than what could be gained with Illinois Funds interest rates which are averaging between .11% to .2%.

The Finance Department has established assigned fund balances related to the CN settlement to fund future projects. In the interim, these proceeds will be set aside to earn interest and serve as an additional fund balance reserve, if necessary, should the local, state and federal economic climate not begin to improve.

The Information Technology (IT) staff continues its efforts in moving Village operations 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.

The IT staff has spearheaded the installation of surveillance cameras throughout Village Hall with the latest upgrade being an additional camera installed behind the front counter of the utility billing/water department.

The Health Department works diligently behind the scenes every year to plan and coordinate the annual Park Forest Farmers' Market. Work for the 2011 season is now underway with application packets being processed and schematics/stripping being reviewed for layout of the parking lot where the Market takes place each Saturday. The 2011 season will be the 38<sup>th</sup> annual edition and the Park Forest Market continues to be one of the more successful Farmers' Markets in the south suburban region. When one visits the Park Forest Farmers' Market, there is an ambiance of community togetherness, wellness and tradition. The Farmers' Market adds to the very heart of the Park Forest community while serving as a revenue source and drawing consumers throughout the southland area to shop in Park Forest.

In continuing the Village's grant seeking efforts, the Grant Seeking Task Force has applied for more than three dozen grants seeking more than \$20 million over the past year and a half. Funding is sought through Cook County, State of Illinois agencies, the Federal Government and various other foundations.

In order to continue research and development of other grants the Fire Department has again assigned Deputy Chief Ziegler to assist in peer review of DHS grants to increase the Department's institutional knowledge thereby hopefully increasing the potential for future grant successes.

The Fire Department strives to 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 they 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.

In developing “Green Initiatives” in the Fire Department’s physical plant, vehicles and operations, motion detection devices or timers on lights were installed to reduce overall electrical consumption and a program was implemented toward employee awareness to “switch off the lights” in areas where timers, etc. are not practical. Related to ‘going green’, the DownTown Office has completed the first of a two-year phase related to energy efficient window replacements across all Village-owned properties in the Downtown. The Police Department completed a similar window replacement project in late 2010.

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 its 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.

Staff from the Departments of Public Works, Recreation and Parks, and Economic Development and Planning are working together to prepare grant applications for the State IKE-Public Infrastructure Disaster Recovery program. These applications will address flooding problems in the Thorn Creek neighborhood and the “S” streets, and they will develop new wetlands and make improvements to the Central Park Wetlands to accommodate additional storm water.

Staff has solicited and received six proposals to conduct a Quiet Zone Feasibility Analysis for the Western Avenue crossing of the EJ&E Railroad. This study will be funded by CN as part of the Voluntary Mitigation Agreement.

The Public Relations Director purchased high-quality equipment to allow in-house production of video content. Several videos have already been produced and disseminated online, on cable and in the lobby of Village Hall. This investment will save thousands of dollars in the coming years that would be charged by companies to produce similar high-quality promotional videos.

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

The Police Department expanded all youth-based programs. The initially introduced “East Side Sports Club” was expanded into the “Central Park Sports Club” in order to include more

Park Forest Youth. Daily attendance increased from an average of 60 young people to an average of 120 individuals. The Guided Vision counseling program was also vastly increased and introduced to area schools.

The Police Department's involvement in the Police Liaison Program at Rich East High School also increased, with several officers returning to the school after being away, and others starting at the school for the first time. The cooperative effort with District 227 has been a model program for providing positive relations among students, staff, community members, and officers as well as helping provide the best school climate, for more than 25 years.

Across all of 2010, the Fire and Police Departments continued their public safety support of events in Downtown Park Forest including Youth Day, Main Street Nights, the 4<sup>th</sup> of July celebration, the Scenic 5 and More, the Art Fair, Safe Halloween, and Pancake Day. This allowed residents and potential residents to interact with the members of the department and witness the interdepartmental cooperation within the Village. Additionally, the public safety departments facilitated ceremonial and education events related to Police Honors Ceremony and Fire Prevention Week along with annual Silent Parade.

Local Origination Programming efforts in concert with the Cable Communications Commission continue 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 as the Cable Commission seeks to provide local origination technology for use by Park Forest residents. In continuing 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), research is being done regarding such refinements as lapel microphones, etc.

Staff continues the development and implementation of outreach programs to residents of the Village needing special services in order to meet mission objectives (example: 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 in August 2010 and a fire drill was coordinated in October 2010. The Fire Department facilitated pre-drill and post-drill meetings with the residents. The Department also had a fire alarm and voice communications test at Juniper Towers in September 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. Since then, Fire and Police personnel have enforced the fire lane parking violations.

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 site for children vaccinations. 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 supports the Police and Fire Departments annually by providing their tuberculin and influenza immunizations and by administering the hepatitis B series for newly hired public safety employees. 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 the 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.

Fire safety presentations have been given to more than 650 children since July 1, 2010 with more scheduled presentations for 2011.

Working together, the Fire and Police Departments conducted a third edition of the Citizen's Fire and Police Academy in 2010. The public safety departments are researching a revised approach for civic education with 2011/2012.

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 Park Forest Ambassadors are seeking new members and have created a governance board to manage the participation and activities of the group. The group is currently developing a web site which will be sponsored by one of the Ambassadors. This new web presence will be linked to the Village web site. The Community Relations Coordinator and the Ambassadors have recently facilitated several events, including the July 2010 New Resident Event at the Aqua Center, "Open Mic Night" at Tattler's Restaurant, the annual Mother/Daughter and Father/Son outings, and the August Wine and Chocolate Tasting. The 2011 Park Forest Idols event occurred in January 2011 at Freedom Hall and featured at least 11 contestants with acts that include singing, rapping and dancing. Another Wine and Chocolate Tasting event is scheduled for Valentine's weekend in 2011.

The Community Relations Coordinator, Police Department, DownTown Park Forest, Fire Department, Recreation and Parks Department, and the Park Forest Library coordinated the Safe Halloween event in October 2010. Private businesses were also involved with more than 1,500 attendees at the event.

The Park Forest Library, Recreation and Parks Department, the Park Forest Ambassadors and the Community Relations Coordinator collaborated to conduct a four-day Job Readiness Program to offer training in such areas as resume writing, interview skills and how to dress for work. The event included a mini-job fair. Twenty-nine individuals registered and 13 completed the program. Facilitators for the event included DePaul University, the Illinois Department of Employment Services, CEDA, Aunt Martha's Youth Services Center and a personal life coach. Two attendees are reported to have obtained jobs as a result of this event.

The Park Forest Library, Recreation and Parks, and Community Relations held a successful murder mystery event in October 2010 at Dining on the Green. The script was written by Mary VanSwol at the Park Forest Library. Actors were recruited from within Park Forest and more than 60 people were in attendance.

The Good Egg Award was presented in September 2010 to both Jessie Martinez and Derrill Miller.

Good Neighbor Day was celebrated in September 2010 in collaboration with Calvary United Protestant Church, Recreation and Parks and the 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 September 2010 Kiwanis Pancake Day.

Community Relations, the Commission on Human Relations, and the Park Forest 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 developed and distributed. It has grown in size with many more community-wide activities being included. The calendar was distributed in newspapers published by Russell Publications. This reached households in Crete, Steger, and Monee.

Installation of the second Downtown mural has been completed. A dedication ceremony will be planned for Spring 2011. 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. Village Staff expects this mural will be completed in the 2011 calendar year.

The Village continues 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 accepted nominations for the 2<sup>nd</sup> Annual Business Person of the Year award, which recognizes a business owner for their commitment to community service and making a difference. Alan Franklin, owner of MuzicNet, was selected as the 2010 Business Person of the Year.

The Director of Public Relations and Economic Development and Planning Staff worked with a local coalition of artists to submit a nomination packet to the Illinois Arts Alliance for designation of Park Forest as an Arts Friendly Community. Park Forest was a runner-up.

Over the course of 2010, three editions of Discover Magazine were distributed to Park Forest residents. Each edition was also posted on the Village web site. The Spring edition was focused on the Village's goal to heighten public awareness of the national census, the Summer edition highlighted all of outdoor events and venues available for the enjoyment of the community and the Fall edition spearheaded the Village's CodeRED public awareness campaign. Another initiative toward heightening citizen awareness of happenings in the community was the continued evolution of the Village Manager's Report. This routine communications piece highlights recent activities, presentations and policy discussions at Village Board Meetings while disbursing other timely public relations items.

In October 2010, a new "widget" was added to the Village's Web site for residents to receive e-mail communication. This new graphic, located on the lower left side of the home page, has been very successful in soliciting new resident enrollments for various email lists with new registrants signing up on a monthly basis.

New e-mail contacts are also continuing to be made with two sign-up drop boxes in the lobby of Village Hall. Twenty-four new contacts have been added to the e-mail distribution list since June 2010 through this method of sign-up. This is the latest initiative related to the makeover carried out for the lobby of Village Hall.

The Director of Public Relations consistently adds new content and postings to the Village's web site, Facebook and Twitter pages to engage residents and heighten awareness of happenings in town.

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

**From: Thomas K. Mick, Village Manager  
Lawrence G. Kerestes, Director of Community Development**

**Date: February 18, 2011**

**Subject: Update on Outside Funding Initiatives**

The Village has been diligent in its efforts to secure funding from as many sources outside the local property tax base as possible. To keep the Elected Officials abreast on the topic of outside funding, this summary document is being provided. It includes details on grants, loans, negotiated agreements, etc. which have benefited Park Forest since the last fiscal year and into the current one. The following list is not exhaustive, but it includes a host of details on funding initiatives undertaken by Village Staff. The projects have been categorized as completed, approved/underway, applied for, denied and an 'other' section that also should be referenced.

**COMPLETED**  
**(Funding Dollars Total: \$1,487,636)**

**Street Light Replacement Program - \$217,500**

Street lights were replaced on Indianwood Boulevard from Orchard Drive south to Monee Road. This was completed as part of a Transportation and Community and System Preservation (TCSP) grant for total cost of \$293,100 with \$217,500 grant funded and the balance paid with a local match.

**Orchard Drive ARRA Resurfacing Project - \$409,000**

As a result of the American Recovery and Reinvestment Act, this project was completed in July 2010 wherein Orchard Drive was resurfaced from Sauk Trail north to Lakewood Boulevard. Through South Suburban Mayors and Managers Association the Village was awarded \$409,000 for this project and no local match was required.

**Municipal Parking Lot #2 Resurfacing - \$1,110,000\***

This work is a result of the redesign of the parking lot for the CN rail spur construction project. In the summer of 2010, the commuter lot was resurfaced and restriped with all contractor bills paid directly by CN. Station entry stairway and ADA ramp have also been completed and reopened to the public in January 2011. Additional work to be carried out includes remaining Kiss & Ride lane surfacing and lighting in addition to fence repairs and any outstanding punch list items identified by Public Works Staff.

*\*the value of this initiative is not totaled under this category as it is tabulated as part of the 'additional funding' section of this memo.*

**Fire Hydrant Replacements - \$155,136**

Courtesy of a grant through the Illinois Department of Commerce and Economic Opportunity (ILDCEO), a total of 23 new fire hydrants, complete with auxiliary hydrant valves which will operate more efficiently and provide better public safety, were installed across the Village. This work was completed in mid-2010.

**Park Forest Aqua Center Renovation - \$400,000**

**Renewable Energy Resources - \$16,000**

Funding from this project came as a result of an Open Space, Lands Acquisition and Development grant application. This project was for the Demolition & Renovation of the Aqua Center bathhouse and the creation of the Wetlands Discovery Center. The \$400,000 grant required a local match of \$400,000 and the total project cost was estimated at \$1,036,000. During the construction project, Village Staff were able to secure through the contractor a \$16,000 renewable energy grant related to the solar panels installed with the hot water heating system. The remaining \$220,000 for the project, which included many “green” initiatives, came from proceeds of the CN settlement package.

**Police Station Renovations - \$156,000**

In 2009/2010, funding from an ILDCEO grant allowed for a comprehensive overhaul of the Police Department administrative wing. Project work completed included a new conference room, administrative offices for the Police Chief, Deputy Chiefs, and Administrative Corporal in addition to new/increased evidence storage space and remodeled restrooms.

**Police Squad Laptop Purchases - \$64,000**

Courtesy of a 2010 federal earmark to SouthCom, technology funding from Congressman Jesse Jackson, Jr. will allow the Police Department to purchase 13 squad car laptop computers and docking stations. The laptops will be purchased in early 2011.

**Police Radio Replacements - \$70,000**

In 2010, a funding initiative through the Cook County Sherriff’s Office provided the Park Forest Police Department with 47 new 800-mgz digital hand-held radios. The value of these radios is estimated at \$70,000 and is part of a larger disbursement of radios to the other member communities of SouthCom. This equipment will allow the Park Forest Police Department to be equipped with state of the art public safety communications equipment. A portion of the radios were received in 2010 with the balance to be received in early 2011.

**APPROVED & UNDERWAY (\$17,751,962)**

**211<sup>th</sup> Street TOD Phase II Study - \$100,000**

The Board approved the Concept Plan for the 211th Street Transit-Oriented-Development (TOD) in January 2008. In May 2010 the Village was informed that Park Forest was awarded funding from ILDCEO to conduct the Phase II studies related to implementation of the Concept Plan. The project 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. The multi-jurisdictional TOD Steering Committee is currently working to finalize the scope of work with a contract likely to be forwarded for Board consideration in February 2011.

**Thorn Creek Bridge Culvert Replacement - \$800,000**

The Village received notification that replacement of the Thorn Creek Bridge culvert will qualify for Illinois Department of Transportation (IDOT) funding. IDOT will pay 80% of the project which is currently projected to be a total cost of \$1,000,000 for engineering and construction. The Village share will be \$200,000.

**Orchard Drive Reconstruction - \$9,100,000**

This project is part of the South Suburban Mayors and Managers' Surface Transportation Program (STP). Of the 3 phases for this project, which includes roadway from Route 30 south to Lakewood Boulevard, Phase I Design Engineering is complete with Phase II currently underway as of late 2010. The total overall cost for the project is estimated at \$13,000,000. A federal grant of 70% has been secured totaling \$9,100,000 with a Village match for this project is estimated to be \$3,900,000. The CN settlement provides \$2,450,000 towards the Village share with other grant funding being pursued by Village Staff.

**Marshall Field's Demolition - \$930,062**

With dollars amassed across 4 different Cook County Community Development Block Grant funding years, this project included removal of the existing Marshall Field's building, stabilization of the adjoining structure (Village Hall), and restoration of the remaining area to a buildable condition or public open space. The total cost of the finished project is estimated to be \$1,226,400. The first draw down payment from Cook County has come to the Village in a check payment of just over \$465,000. The Village match for the balance of the project will come from the TIF fund.

**Lincoln Highway/Route 30 Fence Replacement - \$117,000**

From the IDOT Transportation Enhancement Program (ITEP), a grant totaling \$117,000 has been secured for the removal of deteriorated wood fencing along the south side of Lincoln Highway/Route 30 from Indiana Street east to the Village's corporate limits. Removed wood fencing would be replaced by a natural vegetation barrier. This grant requires a \$30,000 match in local funds for a total project value of \$147,000. This project is currently being engineered by Village Public Works Staff and the Recreation and Parks Superintendent.

**Fire Department Training - \$62,000**

A 2009/2010 Staffing for Adequate Fire and Emergency Response (SAFER) grant was secured by the Fire Department. This project is for the recruitment and retention of Paid-On-Call personnel (6 new members). The four-year grant covers costs associated with enhancing the Fire Department's recruitment efforts, costs for training the new members and a small amount of funding for equipping them. The six new POC's began their tenure with the Fire Department in January 2011.

**Water Main Replacements - \$3,300,000**

A water main replacement and improvements loan from the Illinois Environmental Protection Agency (IEPA) is for the installation of approximately 13,400 lineal feet of 8-inch water main, 4 water-main pressure connections, 21 water main non-pressure connections, 40 water valves, 32 temporary line stops, 38 fire hydrants, 216 water service reconnections, 3 water booster stations, 7 water sampling stations, pavement and parkway restoration and other miscellaneous items of work. Baxter & Woodman has completed the engineering work and the project has been approved by the IEPA as of December 2010 with Board approval of the loan agreement in January 2011.

**Sewer System Repairs - \$1,311,000**

An IEPA low interest loan will allow for this project which includes a rehabilitation of the Excess Flow Treatment Facility in addition to approximately 16,247 lineal feet of 8-inch sanitary sewer cast in place lining and 210 sanitary service reinstatements, 7 manhole cover replacements, 6 manhole frame replacements, 9 manhole adjusting ring replacements, remove and replace steps in 22 manholes, installation of 1 chimney seal, 176 vertical feet of interior manhole sealing, pavement and landscape restoration, and other miscellaneous items of work. Baxter & Woodman has completed the engineering work and the projects have been approved by the IEPA as of December 2010 with Board approval of the loan agreement in January 2011.

**Sewer System Repairs - \$500,000**

From the United States Environmental Protection Agency, this \$500,000 federal earmark for sewer improvements came to the Village as a result of federal funding white papers submitted to the Illinois coalition in Washington, DC in February 2009. This grant requires an approximate \$396,000 match in Village funds for a total project value of \$896,000. Public Works Staff have attended funding seminars to understand guidelines associated with this grant. A project RFQ process is the next step to take place.

**Neighborhood Stabilization Program/Housing Rehab Funding - \$500,000**

In partnership with the Habitat for Humanity Chicago South Suburbs, \$500,000 will be expended from the Cook County Neighborhood Stabilization Program (NSP) which was awarded in 2010 for Housing Rehabilitation for residential parcels that are vacant due to foreclosure and/or substandard housing. To date, Habitat for Humanity has been able to purchase nine homes with this grant. Rehabilitation is underway on several of these homes and one is nearly complete and ready for sale.

**Housing Purchase/Rehab - \$540,000**

As part of the \$500,000 NSP grant for Park Forest's partnership with Habitat for Humanity in 2010, a Cook County HOME grant application totaling \$540,000 has been approved from Cook County. These funds are for housing acquisition which Habitat for Humanity is funneling into purchases across Park Forest. Cook County is also being pursued for additional funds to allow for rehabilitation of these homes.

**CDBG Energy Efficiency - \$75,000**

Habitat for Humanity is the grantee from the Cook County Energy Efficiency Community Development Block Grant program related to their working in Park Forest as the developer for the housing acquisition and rehabilitation program. The notice to proceed on this grant is expected to be issued in early 2011. The 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.

**Dilapidated Housing Demolition Funding - \$101,000**

The Community Development and Economic Development Departments prepared a Cook County CDBG funding application seeking \$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. In October 2010, Cook County notified Village Staff that CDBG funds to demolish nine homes would be awarded. The Village is awaiting the grant agreement documentation to be shared with the Village Board for its approval in moving toward the demolition phase.

**Housing Deconstruction Funding - \$44,900**

Through a Cook County Grant to the Delta Institute, this funding will benefit Park Forest with the demolition of 4 dilapidated properties. The Delta Institute has selected Park Forest as a demonstration site and will deconstruct/demolish 4 vacant, blighted homes in the Eastgate neighborhood beginning in February 2011.

**Fire Training Site Upgrades - \$1,000**

The Fire Department sought and received a grant from Enbridge Oil Pipelines for improvements at the Park Forest fire training site. The money has been received and will go toward adding a confined space component to the shipping container area and an upper level deck.

**Retail Reinvestment Patterns Study Phase I - \$125,000**

**Retail Reinvestment Patterns Study Phase II - \$100,000**

As a result of a federal earmark request to the Illinois coalition in Washington, DC in February 2010, Park Forest Economic Development Staff are actively involved in a Retail Reinvestment Patterns Study which is a collaborative project of the Villages of Olympia Fields, Park Forest, Richton Park and Matteson. The consultants selected for this project are currently compiling information about each of the shopping centers in the four Villages and developing marketing material to assist in seeking retail developers and end users for these properties. In January 2011, notice was received that another \$100,000 in funding is being federally appropriated to allow for a second phase of this study which would more closely examine the factors that have led to disinvestment in the south suburbs, determine the reasons and make recommendations for how to reverse it.

**Housing Policy Plan Study - \$45,000**

Courtesy of funding from the Illinois Housing Development Authority/Chicago Community Trust, Park Forest has been selected to participate in a program called *Homes for a Changing*

*Region.* This is a program which is sponsored by the Metropolitan Mayors Caucus and Chicago Metropolis 2020. In short, they will be preparing a housing policy plan for the Village that can become a new element to the Village's comprehensive plan. Costs for the study are approximately \$45,000 with no cost for the Village.

**APPLIED FOR (\$9,843,353)**

**Disaster Funding for Housing Rehabilitation - \$1,000,000**

**Demolition of Vacant Dilapidated Structures - \$300,000**

Village Staff has partnered with Chicago Southland Housing and Community Development Collaborative to prepare an application for State of Illinois CDBG funds that will allow Park Forest to continue with housing acquisition/rehabilitation and demolition projects. Park Forest has applied for \$1,000,000 in funds for housing acquisition/ rehabilitation and proposes to continue working with Habitat for Humanity with any funds that are obtained. The Village has submitted an application with ILDCEO for another \$300,000 in demolition monies which would enable the demolition of approximately 30 vacant, blighted homes in the Eastgate Neighborhood. Village Staff hopes to receive notification of the awards for this grant in early 2011.

**Flooding Mitigation on Thorncreek Drive - \$711,000**

The Village is seeking \$711,000 through ILDCEO and the CDBG "IKE" Disaster Recovery Public Infrastructure Program to help address a recurring flooding issue along Thorncreek Drive on the far south end of the Village. During very heavy rains, the Thorncreek drainage ways get inundated with water causing a hazard for the residents and sometimes making the street impassible. Water from the Thorncreek Nature Preserve to the south rushes down a ditch and makes a 90 degree bend going north under driveway culverts and eventually to the east/west flowing Thorn Creek. Debris from the Nature Preserve often blocks these culverts causing water to rise out of the ditch and onto the roadway. The project being developed would include engineering and construction of a brushwood collection box to collect brushwood and sediments. Additionally, an overflow facility, to be constructed under Thorncreek Drive, would collect water flowing from the Forest Preserve and would slowly release it back toward Thorncreek. There does not appear to be a local match required if this project is funded.

**Fire Department Staffing - \$198,183**

In 2010 the Fire Department applied for the SAFER grant in an attempt to increase career staffing by one Firefighter-Paramedic. This funding would support one full-time Firefighter/Paramedic position in the amount of \$198,183, which includes salary and benefits (not including overtime) for this new employee for the first 2-years of employment. The Village's required match would be to maintain the increased staffing level for year 3 and beyond after the grant.

**Village Green Storage/Support Facility - \$400,000**

An application has been submitted to the Illinois Department of Natural Resources/Park and Recreational Facility Construction division (IDNR/PARC) for a project that would include new

storage and public restroom facilities to support activities on the Village Green. With the loss of the Marshall Field's loading dock and the increased activity and programs on the Village Green, it has become necessary to construct a service facility. This building would house all the furniture and supplies for "Main Street Nights" and the other Village Green activities. It will also provide additional public restroom facilities often needed with events. Total project is \$500,000 with the 80% grant being \$400,000 plus a local match of 20% at \$100,000.

**Ash Tree Replacement Plantings - \$10,000**

The devastating effects of the Emerald Ash Borer Beetle are beginning to be seen in the community. The Village has taken down dozens of Ash Trees in parkways across Park Forest as efforts unfold to mitigate the public safety exposures associated with the dying trees. Through an application to the Metropolitan Mayors Caucus, the Village is seeking funds that would be used to replace the removed Ash Trees.

**Park Forest Rail Park - \$134,800**

Another application has been submitted to the IDNR/PARC for the project of constructing a new park with a viewing stand in conjunction and close proximity with the CN rail spur project just south of the Village-owned commuter parking lot in Matteson. Total project as identified in the grant application is \$168,500 with 80% grant funding to total \$134,800 and a 20% local match of \$33,700.

**Childhood Obesity Programming - \$200,000**

The Health Department has submitted a *Community Models* grant application to the Cook County Department of Public Health. If funded, this project would develop programs which would address the epidemic of childhood obesity using joint community partners. The goal is to increase accessibility to healthy food while limiting unhealthy eating. The program will also strive to increase physical activities with children in the school setting. Partners in the grant application include the Recreation and Parks Department and several local school districts. Unfortunately, the Village received notification that the grant application was denied. Other funding options are being investigated.

**Park Forest Library Technology Project - \$80,000**

In February 2010, the Village pursued a multi-jurisdictional federal white papers project in Washington, DC. The original application sought a total of \$395,000 with \$165,000 associated with the purchase of computers, computer furniture, data lines, etc. for the Park Forest Library. The latest insight from Washington lobbyists is that the federal FY 2011 omnibus appropriations bill has funding of \$200,000 for this project request. The Park Forest pro-rata share of this award would be approximately \$80,000.

**Replacement of Fire Hose - \$54,370**

The Fire Department has submitted a FEMA grant application for the replacement of fire hose in the amount of \$54,370. A Village match would be required at \$5,437.

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Federal grant “white papers” being prepared for submission to the Illinois coalition in Washington, DC in February 2011 included the following projects:

**211<sup>th</sup> Street Commuter Lot Improvements - \$5,000,000**

The total project cost is \$6,600,000 with \$5,000,000 being sought in the 2011 Transportation Act Reauthorization Bill for pedestrian access and safety improvements along Route 30 in the vicinity of the 211<sup>th</sup> Street Metra Station. The federal request will be matched with \$1,600,000 in Motor Fuel Tax funding set aside by the Villages of Park Forest, Olympia Fields, and Matteson for this project.

**Orchard Drive Reconstruction Project - \$1,300,000**

This project, with an overall cost estimated at \$13,000,000, has received 70% federal funding as part of the SSMMA Surface Transportation Program. A road project may qualify for up to 80% federal funding. As such, the Village is seeking an additional 10% federal match totaling \$1,300,000. The remaining 20% local match for this project (\$2,600,000) would come from Village proceeds from the CN settlement package.

**Rich East Drainage Project - \$455,000**

This Wetland Development and Drainage Project is an extension of the Central Park Wetland Restoration and Preservation Project which would facilitate water detention behind Orchard Park Plaza in addition to improvements to the Rich East Lagoon. Cost of the project totals \$700,000 with an estimated 35% local match (\$245,000) from the Village.

**DENIED (\$6,460,800)**

**Sustainability Master Plan - \$360,000**

As part of the Village Board’s goal for assuring the financial, environmental and infrastructure sustainability of the community across 2010/2011, federal funding was sought to develop a Sustainability Master Plan with Farr Associates as the private sector partner and co-applicant. The application was denied but will be resubmitted as funding outlets are available.

**Wetlands Discovery Center Education - \$63,000**

With formal support from Districts 162 and 163, Recreation & Parks Staff 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.

**Replacement Multi-Family Court Signs Program - \$37,800**

In 2009/2010, a Fire Prevention and Safety Grant proposal was sought to install court identification signs in the multi-family areas of the Village. The Fire Department received notice that the Village was not awarded this Grant. Another fire prevention grant will be pursued in early 2011.

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Federal grant “white papers” submitted to the Illinois coalition in Washington, DC in February 2010 included the following projects which do not appear to have funding support:

**LED Street Light Construction Project - \$300,000**

The Public Works Department sought \$300,000 from the Department of Energy to implement a pilot LED Street Lighting Construction Project on the north end of the Village. The project sought to further the Village’s energy efficiency initiatives.

**211<sup>th</sup> Street TOD Streetscape Improvements - \$1,200,000**

A joint application amongst the Villages of Park Forest, Matteson and Olympia Fields, this request from the Federal Highway Administration sought public infrastructure amenities which would provide pedestrians better access to the Metra station and improve the economic viability of the area.

**211<sup>th</sup> Street Station Improvements - \$4,500,000**

The Village requested \$4,500,000 as part of the 2009 Surface Transportation Reauthorization Bill for the 211<sup>th</sup> Street Station improvements, which would increase the safety of pedestrians using the Station and make necessary upgrades to the outdated Metra Station.

**ADDITIONAL FUNDING (\$7,905,000)**

**Drug Seizure Funding - \$550,000**

The Police Department continues its participation in a Drug Enforcement Agency-run task force, with an officer assigned full-time to the unit. In addition to the social impact of reducing drug crimes, the Department receives a share of seized assets, which are used to purchase equipment and training to make the officers more efficient when dealing with drug-related crime. Much of this training and equipment would be an economic impossibility if not for the asset forfeiture income. Outside drug seizure funding attained by the Police Department since 2008 as a result of this affiliation is in excess of \$550,000.

**Canadian National Settlement Agreement - \$7,355,000**

While not officially a grant, the Village was able to secure a settlement package totaling \$7,355,000 with CN. Cash proceeds total \$4,805,000 and included the follow items:

- Orchard Drive Reconstruction \$2,450,000
- Sound Barrier in Eastgate 1,000,000
- Sound Mitigation distribution to residents 500,000
- Fire Safety Purposes 100,000
- Economic Development Purposes 100,000
- Reader Board Orchard Overpass 40,000
- Parking Lot Capacity Signage 40,000
- Platform and Rail Park 75,000
- Parking Lot Gate Improvement 25,000
- Aqua Center added Build Out 220,000

• Arts Matching Grant	20,000
• Consulting/Legal	\$ 109,234
• Budget Shortfall	<u>125,766</u>
	\$4,805,000

In addition to the cash items noted above, the CN settlement has funded (or will fund) the following initiatives directly:

• Commuter Parking Lot Re-pavement	\$1,110,000
• Quiet Zone Documentation	25,000
• Public Safety Training	25,000
• SouthCom Rail Spotting Technology	25,000
• Electronic Loops for Capacity Sign	10,000
• Caboose Donation	30,000
• Deed Back Unused Wooded Acreage	80,000
• Clear Trees/Shrubs/etc.	60,000
• Real Estate for 211th Street Easement	60,000
• Bridge Repaint Orchard Drive	225,000
• Transfer of Ownership/Maintenance of Bridge over Orchard Drive	<u>900,000</u>
	\$2,550,000

**Update on Stimulus Funding, Grant & Other Sources  
As of February 18, 2011**

<u>Completed</u>	<u>Underway</u>	<u>Applied For</u>	<u>Denied</u>	<u>Other Funding</u>
\$ 217,500	\$ 100,000	\$ 1,000,000	\$ 360,000	\$ 550,000
409,000	800,000	300,000	63,000	<u>7,355,000</u>
155,136	9,100,000	711,000	37,800	
400,000	930,062	198,183	300,000	
16,000	117,000	400,000	1,200,000	
156,000	62,000	10,000	<u>4,500,000</u>	
64,000	3,300,000	134,800		
<u>70,000</u>	1,311,000	200,000		
	500,000	80,000		
	500,000	54,370		
	540,000	5,000,000		
	75,000	1,300,000		
	101,000	<u>455,000</u>		
	44,900			
	1,000			
	125,000			
	100,000			
	<u>45,000</u>			
\$ 1,487,636	\$ 17,751,962	\$ 9,843,353	\$ 6,460,800	\$ 7,905,000
Grand Total Sought:		\$ 43,448,751		
Grand Total Received:		\$ 27,144,598		
Grand Total in Pipeline:		\$ 9,843,353		