

Financial Update
Saturday, October 15, 2011
7:30 a.m. Village Hall

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Agenda

- 1. Preliminary Year-end Results**
- 2. Current Year Trends**
- 3. Tax Levy Projections**
- 4. Vehicle Sticker Rates and Changes**
- 5. Economic Development Update**
- 6. Sustainability-Master Plan Status**
- 7. Public Works Projects**
- 8. Recreation and Parks Issues**
- 9. 2011/2012 Board Goals – Fall Update**

MEMORANDUM

DATE: October 7, 2011

TO: Mayor John Ostenburg
Board of Trustees

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

RE: Preliminary Year-end Results

Attached are the preliminary pre-audited results for the Fiscal Year ended June 30, 2011. Following are key points related to the information contained in the attached charts.

GENERAL FUND REVENUES

Overall actual revenues represented 106% of budget.

Property Taxes collected represent 106% of budget. The Budget included an estimated 97% collection rate for the 2009 levy (see audit excerpt attached). Actual revenue represents the second installment of 2009 and the first installment of 2010 which is now billed at 55% of the prior year total.

Sales & Use Tax revenues represented 116% of budget and represented a gain from the prior year.

Utility Tax revenues were 105% of budget, but down \$4,188 from the prior year.

State Income Tax represented 102% of budget reflecting a small increase from the prior year and a three month impact from the reduced census.

Personal Property Replacement Tax is a form of corporate income tax and increased \$53,956 from prior year.

Real Estate Transfer Tax revenues reflect the decline in the housing market and represented 78% of budget. This revenue declined \$70,045 from prior year.

Grants revenue ended the year at 53% of budget with only a small portion of the \$100,000 TOD grant earned thus far. A budget amendment for the balance of the grant and expenses will be reflected in Fiscal 2011/2012.

Transfers from Other Funds include \$114,168 transferred for the DEA officer from the confiscated drug seizure fund.

Licenses resulted in 98% of budget and included Crime Free Housing licenses and vehicle sticker licenses both down from the prior year.

Permits were 123% of budget and include new security alarm permits and vacant building permits. Vacant Building Registrations increased \$24,850 from the prior year. Building permits were down \$37,521. Cable TV Franchise Fees increased \$27,562.

Charges for Services reflected budgeted amounts with the exception of **Recreation** revenue at 112% of budget reflecting several new programs and **Inspection Fees** at 88% of budget as a result of the declining housing market. **Property Lease Revenue** includes cell tower rental of \$172,053. **Other Charges** include overtime salary reimbursement for the DEA officer, recognition of \$33,000 in Legacy Square impact fees, \$42,053 in FEMA reimbursement for winter storm costs and Jolly Trolley revenue of \$24,033.

Fines reflect vehicle seizure fees of \$102,850, 20% of which is dedicated to youth programs.

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

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Illinois Treasurer's Pool	5.066%	2.067%	.153%	.193%	.031%
Interest Earnings	\$151,980	\$62,010	\$4,590	\$5,790	\$930

The laddered CD portfolio improved earnings. Interest earnings were \$77,767 with an additional \$51,916 in unrealized gains. The unrealized gains are a factor of changing rates. Interest rates continue to decline.

Identifying some key revenues, excluding property taxes, shows an alarming three year trend leveling off for 2011.

KEY REVENUE COMPARISON

	<u>Fiscal 2008</u>	<u>Fiscal 2009</u>	<u>Fiscal 2010</u>	<u>Fiscal 2011</u>
Sales Tax	\$ 670,036	\$ 615,553	\$ 576,938	\$ 649,933
Utility Tax	1,780,647	1,642,644	1,520,243	1,516,055
State Income Tax	2,223,207	1,982,466	1,788,235	1,819,373
Personal Property Replacement Tax	183,208	168,986	147,846	201,802
Real Estate Transfer Tax	247,194	229,373	132,280	62,235
Building Permit Fees	102,045	77,260	118,729	81,207
Interest Income	251,034	98,928	55,644	77,767
	\$ 5,457,371	\$ 4,815,210	\$ 4,339,915	\$ 4,408,372

GENERAL FUND EXPENDITURES

Actual General Fund Expenditures represented 94% of budget before encumbrances. Encumbrances are reserved dollars relating to approved projects (see attached chart). The chart is entitled Assignments so that these dollars can be set aside from fund balance reserves.

Also attached is an information memorandum indicating all of the assignments. The attached list shows \$404,864 in encumbrances. This amount added to expenditures produces a 96% of budget result.

The **Police, Fire, Health, and Recreation & Parks Departments** matched or were slightly lower than budgeted expenses after encumbrances. **Administrative** expenditures reflected the reduction in IRMA costs. **Public Works** saved on engineering fees associated with the lack of development. **Economic Development** results were 77% of budget because the TOD grant expense was not fully realized. A budget amendment will include the expected revenue and expense. **Community Development** deferred the acquisition of a \$75,000 software purchase.

Fund Summary

Estimated Unassigned General Fund Balance 6/30/11	\$ 6,900,000
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Budgeted Carryover (2011/2012)

Fund balance use for operations	(450,844)	
Additional Transfer to Aqua Center	(80,000)	
SAFER Grant	<u>(10,000)</u>	
Total Carryover needs for 2011/2012		(540,844)

Adjusted Unassigned Fund Balance representing 3.8 months reserve	\$ 6,359,156
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(The Board's Fiscal Policies require a reserve of 3-4 months of operations. One month's operating expenditures are \$1,663,762.)

DOWNTOWN RESULTS

REVENUES:

Rent Revenues were 104% of budget.

Common Area revenues reflect reduced receipts from the theater building owner.

Hall Rental revenue reflects Dining on the Green revenue at 118% of budget.

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

Loss on Disposal of Asset reflects the demolition of the Marshall Fields building.

EXPENSES:

Overall expenses represented 90% of budget. This lower than anticipated expense related to a lower demand for tenant build out and the demolition of Marshall Fields, which reduced utility costs.

DownTown Park Forest ended with a positive cash balance allowing for a further reduction in support from the Village for 2011/2012. Budgeted CAM support dropped from \$224,527 in 2010/2011 to \$146,982 in 2011/2012.

ALL FUNDS:

Revenues, excluding the library, represent 103% of budget. Expenditures represent 90% of budget. The following circumstances are worth noting:

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

Water expenditures exceeded revenue by \$184,543 reflecting a decline in water use.

<u>Fiscal Year</u>	<u>Water Gallons Pumped</u>	<u>Water Gallons Billed</u>	<u>% Sold</u>	<u>Net Income/ (Loss)</u>	<u>Ending Net Cash</u>
2005	703,491,000	544,022,880	77.3%	1,573,212	3,956,327
2006	708,761,000	527,563,520	74.4%	1,454,651	3,157,163
2007	677,237,333	529,189,315	78.1%	1,489,874	3,834,104
2008	612,998,200	506,469,386	82.6%	292,284	2,877,794
2009	553,365,000	486,731,850	88.0%	(278,711)	1,777,299
2010	510,212,000	455,346,031	89.2%	(264,421)	1,140,373
2011 est.	561,622,000	445,452,140	79.3%	(184,543)	351,886

Water rates are in place through June 30, 2013.

Following are the operating results of the Recreation Enterprise Funds:

**RECREATION AND PARKS
ENTERPRISE FUNDS
PRELIMINARY YEAR END 6/30/11**

	<u>ORIGINAL BUDGET</u>	<u>ACTUAL</u>
Aqua Center (53)		
Operating Revenue	223,736	220,106
Expense	<u>(314,190)</u>	<u>(403,470)</u>
Net Loss	(90,454)	(183,364)
General Fund Transfer *	<u>140,000</u>	<u>200,000</u>
Net After General Fund Transfer	49,546	16,636

	<u>ORIGINAL BUDGET</u>	<u>ACTUAL</u>
Tennis and Health (54)		
Revenue	290,750	267,135
Expense	<u>(389,460)</u>	<u>(358,638)</u>
Net Loss	(98,710)	(91,503)
General Fund Transfer *	<u>95,000</u>	<u>95,000</u>
Net After General Fund Transfer	(3,710)	3,497

* For Fiscal 2011, a total of \$120,000 was budgeted for transfers to the Aqua Center and \$95,000 to the Tennis and Health Club for a total of \$215,000. Based on the prior year shortfall, an added \$80,000 was transferred to the Aqua Center for a total of \$200,000 (see attached of history of transfers).

It is anticipated that transfers to the Aqua Center for operations will increase to \$150K to \$200K depending upon the season.

TIF expenses were 51% of Budget reflecting the \$1.1 million budget amount for demolition of Marshall Fields. Revenues were less than budget by \$217,454 reflecting lower assessment for Victory Center and Legacy Square. A lower than anticipated cost for demolition and incremental revenues will allow the Village to abate \$750,000 in TIF debt related property taxes, an increase of \$100,000 in the bond abatement.

	<u>Debt Service</u>	<u>Abatement</u>	<u>Tax Levy</u>
2009	1,009,087	500,000	509,087
2010	1,028,704	650,000	378,704
2011 (projected)	1,068,010	750,000	318,010

SUMMARY

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

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

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

Year-end results show a leveling off of revenues after three years of major declines. Current trends and outstanding issues are discussed in section 2.

**Village of Park Forest
2010/2011 Budget Review
as of June 30, 2011**

PRELIMINARY RESULTS

GENERAL FUND REVENUES

	FY 10/11 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Property Taxes - General & Pension	10,710,768	10,074,064	106%
Road and Bridge	86,280	80,500	107%
Sales Tax	649,933	560,000	116%
Utility Tax	1,516,055	1,450,000	105%
State Income Tax	1,819,373	1,790,000	102%
PPRT - General & Pension	201,802	190,000	106%
R.E. Transfer Tax	62,235	80,000	78%
Grants	122,650	232,551	53%
Transfers from Other Funds	1,094,995	980,496	112%
Licenses	557,029	570,225	98%
Permits	493,611	401,500	123%
Charges for Services			
Water/Sewer Payment in lieu of taxes	376,894	376,894	100%
Recreation	357,347	319,250	112%
Health	399,324	402,500	99%
Hospital Transport	393,095	381,300	103%
Inspection Fees	74,565	85,000	88%
Property Lease Revenue	205,196	174,000	118%
Garden House	42,386	32,711	130%
Other Charges	245,269	82,310	298%
Asset Sales	2,421	5,500	44%
Fines	303,095	317,250	96%
Interest Earnings	<u>129,683</u>	<u>60,000</u>	216%
Total Revenues	<u>19,844,006</u>	<u>18,646,051</u>	106%

**Village of Park Forest
2010/2011 Budget Review
as of June 30, 2011**

PRELIMINARY RESULTS

GENERAL FUND EXPENDITURES

	FY 10/11 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Administrative	3,145,974	3,522,577	89%
Police Department	6,843,052	6,906,263	99%
Fire Department	3,608,453	3,770,847	96%
Health Department	770,802	829,450	93%
Recreation and Parks	2,134,263	2,260,713	94%
Public Works Department	801,362	920,323	87%
Economic Development & Planning	512,271	664,776	77%
Community Development	<u>477,276</u>	<u>588,738</u>	81%
Subtotal	18,293,453	19,463,687	94%
Transfer to Pension Funds	22,000	22,000	100%
Transfer to Capital Projects	600,000	600,000	100%
Transfer to DownTown	224,527	224,527	100%
Transfer To Aqua Center	200,000	200,000	100%
Transfer to Tennis & Health	95,000	95,000	100%
Transfer to Library	<u>10,000</u>	<u>10,000</u>	100%
Total General Fund	<u>19,444,980</u>	<u>20,615,214</u>	94%

**Village of Park Forest
2010/2011 Budget Review
as of June 30, 2011**

PRELIMINARY RESULTS

**DOWNTOWN PARK FOREST
REVENUES**

	FY 10/11 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
REVENUES			
DownTown Rent	603,923	580,000	104%
Farmers Market	4,209	4,000	105%
Common Area Revenue	35,335	78,035	45%
Hall Rental	14,115	12,000	118%
Transfer from General Fund (CAM)	224,527	224,527	100%
Transfer from Capital Projects			
Miscellaneous	6,193	2,000	310%
Loss on Disposal of Asset	(101,936)	0	100%
Interest	1,689	1,000	169%
TOTAL REVENUE	<u>788,055</u>	<u>901,562</u>	87%
<u>Net Income (Loss)</u>	<u>(113,063)</u>	<u>(97,511)</u>	
Major Capital Outlays	(70,128)	0	
Depreciation	<u>151,712</u>	<u>133,801</u>	
Cash Flow	(31,479)	36,290	
<u>Beginning Net Cash</u>	1,305,601	1,305,601	
<u>Ending Net Cash</u>	1,274,122	1,341,891	

**Village of Park Forest
2010/2011 Budget Review
as of June 30, 2011**

PRELIMINARY RESULTS

**DOWNTOWN PARK FOREST
EXPENSES**

	FY 10/11 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
EXPENSES			
<u>Personnel Services</u>			
Regular Salaries	69,282	83,838	83%
Overtime Salaries	2,015	1,849	109%
Temporary/Part time Salaries	<u>64,347</u>	<u>74,652</u>	86%
Total Personnel Services	135,644	160,339	85%
<u>Employee Support/Insurance</u>	42,653	48,033	89%
<u>IRMA</u>	30,000	30,000	100%
<u>Professional Services</u>	1,019	17,500	6%
<u>Operating Supplies</u>	32,838	21,300	154%
<u>Maintenance</u>	279,718	214,000	131%
<u>Capital Outlays</u>	41,601	152,000	27%
<u>Depreciation</u>	151,712	133,801	113%
<u>Miscellaneous</u>	6,786	11,500	59%
<u>Rentals</u>	9,000	9,000	100%
<u>Utilities</u>	170,147	201,600	84%
TOTAL EXPENSES	<u>901,118</u>	<u>999,073</u>	90%

**Village of Park Forest
2010/2011 Budget Review
as of June 30, 2011**

PRELIMINARY RESULTS

REVENUE (All Funds)

	FY 10/11 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund			
Operating	19,844,007	18,646,051	106%
CDBG - Cook	852,116	930,062	92%
Police Pension	2,755,306	1,879,983	147%
Fire Pension	1,649,716	1,242,143	133%
MFT	1,028,416	1,457,914	71%
Water	5,110,498	5,313,412	96%
Sewer	1,295,861	1,818,359	71%
Municipal Parking	432,957	140,100	309%
Refuse	1,214,455	1,272,000	95%
Aqua Center	420,106	423,736	99%
Tennis and Health	362,135	385,750	94%
Downtown	788,055	901,562	87%
TIF - Downtown	870,558	1,088,012	80%
TIF - Norwood	6,348	0	100%
Vehicle Services	806,410	664,423	121%
Bond Retirement	339,789	324,538	105%
Capital Projects	600,000	600,000	100%
Foreign Fire Insurance	<u>17,224</u>	<u>17,000</u>	101%
Subtotal	38,393,956	37,105,044	103%
Housing Choice Voucher Program	4,493,565	4,113,826	109%
Library	<u>1,999,934</u>	<u>1,995,106</u>	100%
TOTAL FUNDS	<u>44,887,455</u>	<u>43,213,976</u>	104%

**Village of Park Forest
2010/2011 Budget Review
as of June 30, 2011**

EXPENDITURES (All Funds)

PRELIMINARY RESULTS

	FY 10/11 TWELVE MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund	18,293,453	19,463,687	94%
CDBG - Cook	852,116	930,062	92%
Police Pension	1,520,438	1,475,950	103%
Fire Pension	836,836	828,379	101%
MFT	980,705	1,695,804	58%
Water	5,295,041	5,660,390	94%
Sewer	639,911	907,922	70%
Municipal Parking	451,952	226,639	199%
Refuse	1,234,944	1,330,165	93%
Aqua Center	403,470	314,190	128%
Tennis and Health	358,638	389,460	92%
DownTown	901,118	999,073	90%
TIF - Downtown	1,066,009	2,098,739	51%
TIF - Norwood	0	0	0%
Vehicle Services*	873,756	802,449	109%
Bond Retirement	305,166	318,794	96%
Capital Projects	125,558	837,000	15%
Foreign Fire Insurance	15,862	17,000	93%
<u>Transfers from General Fund:</u>			
To Pension Funds	22,000	22,000	100%
To Capital Projects	600,000	600,000	100%
To Downtown	224,527	224,527	100%
To Aqua Center	200,000	200,000	100%
To Tennis & Health	95,000	95,000	100%
To Library	<u>10,000</u>	<u>10,000</u>	100%
Subtotal	35,306,499	39,447,230	90%
Housing Choice Voucher Program	4,438,568	4,151,451	107%
Library	<u>1,849,725</u>	<u>2,343,030</u>	79%
TOTAL FUNDS**	<u>41,594,793</u>	<u>45,941,711</u>	91%

* 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
PROPERTY TAX LEVIES AND COLLECTIONS
LAST TEN YEARS
JUNE 30, 2010

Tax Levy Year	Taxes Levied for the Fiscal Year*	Collected within the Fiscal Year		Collections in Subsequent Years	Total Collected to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
1999	\$ 6,508,574	\$ 2,698,239	41.46%	\$ 3,450,922	\$ 6,149,161	94.48%
2000	6,909,486	2,830,522	40.97%	3,680,342	6,510,864	94.23%
2001	7,363,861	3,050,976	41.43%	3,838,110	6,889,086	93.55%
2002	8,039,810	3,059,010	38.05%	3,880,540	6,939,550	86.31%
2003	8,451,811	3,414,397	40.40%	4,678,278	8,092,675	95.75%
2004	9,267,508	3,339,232	36.03%	5,490,584	8,829,816	95.28%
2005	10,194,911	4,274,410	41.93%	5,344,518	9,618,929	94.35%
2006	10,736,969	4,584,244	42.70%	5,790,549	10,374,792	96.63%
2007	11,511,844	4,885,132	42.44%	6,011,124	10,896,256	94.65%
2008	12,288,123	5,038,413	41.00%	6,472,730	11,511,144	93.68%
2009	13,153,576	5,702,248	43.35%	-	5,702,248	43.35%

Source: Cook and Will Counties Clerks' and Assessors' Offices

*Note: This schedule includes the Total Tax Levy Extension -- Village and Library. Taxes levied represent the prior calendar year's tax levy. (i.e. data presented for the Fiscal Year ended June 30, 2010 is based on the 2009 tax levy.)

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

Fiscal Year End June 30th	Nextel/ <u>Tower</u>	<u>AT&T</u>	<u>Sprint</u>	<u>T Mobile</u>	<u>T Mobile Firestation</u>	<u>U.S. Cellular</u>	<u>Cricket</u>	<u>Total</u>
2005	\$24,904	\$8,580	\$20,562	\$1,952				\$55,998
2006	28,240	8,580	21,179	19,718		4,527		\$82,244
2007	31,900	10,153	23,655	22,003		23,541		\$111,252
2008	30,544	9,438	22,469	20,877	14,800	22,352		\$120,480
2009	31,582	9,438	23,143	21,503	18,472	23,022		\$127,161
2010	32,846	9,438	31,219	22,148	19,211	23,713	21,350	\$159,924
2011	34,160	9,438	34,829	22,813	19,979	24,425	26,408	\$172,053

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

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

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

Date	Annualized Rate	Daily Factor
01-Aug-08	2.158%	0.000058958000
02-Aug-08	2.158%	0.000058958000
03-Aug-08	2.158%	0.000058958000
04-Aug-08	2.117%	0.000057848700
05-Aug-08	2.046%	0.000055897100
06-Aug-08	2.009%	0.000054885800
07-Aug-08	2.009%	0.000054885400
08-Aug-08	2.015%	0.000055061400
09-Aug-08	2.015%	0.000055061400
10-Aug-08	2.015%	0.000055061400
11-Aug-08	2.053%	0.000056083400
12-Aug-08	1.996%	0.000054535000
13-Aug-08	2.052%	0.000056085400
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

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

Date	Annualized Rate	Daily Factor
01-Aug-10	0.191%	0.000005245200
02-Aug-10	0.229%	0.000006267100
03-Aug-10	0.229%	0.000006267100
04-Aug-10	0.194%	0.000005323200
05-Aug-10	0.199%	0.000005448800
06-Aug-10	0.199%	0.000005458900
07-Aug-10	0.199%	0.000005458900
08-Aug-10	0.199%	0.000005458900
09-Aug-10	0.189%	0.000005176600
10-Aug-10	0.176%	0.000004834000
11-Aug-10	0.168%	0.000004592300
12-Aug-10	0.178%	0.000004875100
13-Aug-10	0.194%	0.000005309700
14-Aug-10	0.194%	0.000005309700
15-Aug-10	0.194%	0.000005309700
16-Aug-10	0.233%	0.000006380300
17-Aug-10	0.210%	0.000005765100
18-Aug-10	0.186%	0.000005093900
19-Aug-10	0.180%	0.000004935500
20-Aug-10	0.188%	0.000005141200
21-Aug-10	0.188%	0.000005141200
22-Aug-10	0.188%	0.000005141200
23-Aug-10	0.183%	0.000005001700
24-Aug-10	0.181%	0.000004953500
25-Aug-10	0.178%	0.000004868000
26-Aug-10	0.196%	0.000005378700
27-Aug-10	0.186%	0.000005109100
28-Aug-10	0.186%	0.000005109100
29-Aug-10	0.186%	0.000005109100
30-Aug-10	0.178%	0.000004889200
31-Aug-10	0.214%	0.000005859400

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

Date	Annualized Rate	Daily Factor
01-Aug-11	0.088%	0.000002409000
02-Aug-11	0.075%	0.000002048900
03-Aug-11	0.034%	0.000000941000
04-Aug-11	0.036%	0.000000992800
05-Aug-11	0.021%	0.000000571000
06-Aug-11	0.021%	0.000000571000
07-Aug-11	0.021%	0.000000571000
08-Aug-11	0.038%	0.000001053700
09-Aug-11	0.018%	0.000000503100
10-Aug-11	0.017%	0.000000464300
11-Aug-11	0.022%	0.000000596800
12-Aug-11	0.037%	0.000001027200
13-Aug-11	0.037%	0.000001027200
14-Aug-11	0.037%	0.000001027200
15-Aug-11	0.044%	0.000001195700
16-Aug-11	0.020%	0.000000539000
17-Aug-11	0.019%	0.000000509000
18-Aug-11	0.017%	0.000000471500
19-Aug-11	0.021%	0.000000568100
20-Aug-11	0.021%	0.000000568100
21-Aug-11	0.021%	0.000000568100
22-Aug-11	0.018%	0.000000503300
23-Aug-11	0.015%	0.000000420500
24-Aug-11	0.022%	0.000000602900
25-Aug-11	0.027%	0.000000748400
26-Aug-11	0.034%	0.000000921000
27-Aug-11	0.034%	0.000000921000
28-Aug-11	0.034%	0.000000921000
29-Aug-11	0.034%	0.000000919400
30-Aug-11	0.028%	0.000000775600
31-Aug-11	0.037%	0.000001012200

Average 5.066 %

See reverse side for Prime Fund rate

Average 2.067 %

See reverse side for Prime Fund rate

Average 0.193 %

Average 0.031 %



www.villageofparkforest.com

Mayor
John A. Ostenburg

September 30, 2011

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

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

Attention: Steven Lux

Village Clerk
Shella McGann

Dear Mr. Lux:

Village Manager
Thomas Mick

In preparation for the financial statements for the fiscal year ended June 30, 2011, I've assigned the following fund balances:

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

General Fund

Assign for:

Administrative Purposes	\$ 119,200
Public Safety Purposes	33,614
Recreation and Parks Purposes	107,000
Public Works Purposes	25,000
Economic Development Purposes	45,050
Community Development	<u>75,000</u>
Sub Total	\$ 404,864

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

Additional Assignments

Employee Computer Purchases	\$ 13,528.86
Contribution Funds	65,413.91
Orchard Drive Reconstruction	2,450,000.00
Sound Mitigation	1,000,000.00

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

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

Total General Fund Assigned Fund Balances: \$3,933,806.77

Health Department
350 Victory Drive
(708) 748-1118

Library

Assigned for Endowment \$ 67,970.43

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

Debt Service

Assigned for Future Projects \$ 42,318.45

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

Capital Projects

Assigned for Capital Projects \$1,133,522.71



www.villageofparkforest.com

Mayor
John A. Ostenburg

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

Village Clerk
Sheila McGann

Village Manager
Thomas Mick

These assignments are made with Village Board notification and authority given in the Fiscal Policies adopted April 18, 2011.

Sincerely,

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

MGD:cs

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

cc: Village Board
Tom Mick, Village Manager

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

Fire Department
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Freedom Hall
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Health Department
350 Victory Drive
(708) 748-1118

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

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

VILLAGE OF PARK FOREST
 ASSIGNMENTS
 June 30, 2011

Prepared by:
 Reviewed by:

SP
WAD

 ACCT. #

<u>FUND</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>ACCT. #</u>
1			
<u>ADMINISTRATIVE PURPOSES</u>			
	20,000.00	Training -- Computer, Leadership Development	010100-520300
	49,000.00	IRMA Deductible	010100-510400
	3,200.00	Senior Commission Initiative	010102-540400
	8,000.00	Legal	010103-530130
	16,000.00	Payroll Service/Time & Attendance	010104-530000
	3,000.00	Internal Audit	010104-530000
	<u>20,000.00</u>	I/T -- New Storage Area Network -- Virtualization	010104-560000
	119,200.00		
<u>PUBLIC SAFETY PURPOSES</u>			
<u>POLICE</u>			
	20,570.00	Youth Programs (20% of FY10 Vehicle Seizure Revenue)	010700-500210*
<u>FIRE</u>			
	1,804.00	Hazardous Materials Equipment-Meter Replacement	010800-560000
	1,975.00	Training Site Driveway Maintenance	010800-560000
	3,828.00	Training Manual Update	010800-560000
	<u>5,437.00</u>	FEMA Fire Hose Replacement 10% Match	010800-560000
	13,044.00		
	33,614.00		
<u>RECREATION & PARKS PURPOSES</u>			
	6,800.00	Software -- Online Registration Project	011100-560000
	10,000.00	Emergency Repairs	011107-560000
	33,000.00	Urban Forestry/Tree Trimming/Emerald Ash Borer	011122-550500
	9,000.00	Walkways	011122-560000
	43,200.00	Illinois Park	011122-560000
	<u>5,000.00</u>	Rec Center Equipment/School District Coop Projects	011125-560000
	107,000.00		
<u>PUBLIC WORKS PURPOSES</u>			
	25,000.00	Engineering - Storm Sewer	011700-530200
<u>ECONOMIC DEVELOPMENT PURPOSES</u>			
	3,800.00	Realtor Training/Brochure (Diversity Inc)	011900-530000
	15,000.00	Park Forest Business-Capacity Building Course (CN)	011900-530000
	25,000.00	Additional Projects (CN)	011900-530000
	<u>1,250.00</u>	Mural Brochure Design & Printing	011900-590800
	45,050.00		
<u>COMMUNITY DEVELOPMENT PURPOSES</u>			
	75,000.00	PEN System	012000-560000
TOTAL	<u>404,864.00</u>		

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

AQUA CENTER
TRANSFERS

	<u>ORIGINAL</u> <u>BUDGET TRANSFER</u>		<u>ADDED TRANSFER</u>		<u>TOTAL</u> <u>TRANSFER</u>
2000/01	30,000		-		30,000
2001/02	41,900		98,050		139,950
2002/03	50,500		-		50,500
2003/04	-		147,000		147,000
2004/05	32,000		73,000		105,000
2005/06	60,000		25,000		85,000
2006/07	125,000		-		125,000
2007/08	305,000		25,000		330,000
2008/09	140,000		-		140,000
2009/10	140,000		620,000		760,000
2010/11	120,000		80,000		200,000
2011/12	120,000		?		120,000
	\$ 1,164,400		\$ 1,068,050		\$ 2,232,450

MEMORANDUM

DATE: October 7, 2011

TO: Mayor John Ostenburg
Board of Trustees

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

RE: Current Year Trends

The current year trends indicate stabilization in several revenue categories.

Sales & Use Tax

The attached schedule shows the seventeen year trend in sales and use taxes. 2011 Sales and Use taxes have declined from a Fiscal 1996 high of \$1.2 million to \$572,014 received in Fiscal 2010. Taxes rebounded slightly to \$644,932 in 2011. Sales tax revenue has been relatively flat for nine years.

The Village receives sales taxes on a three to four month lag. Detailed information is received even later. The Village does not receive information on individual businesses. It does receive quarterly information four months after the fact on type of businesses. The attached schedule for the second quarter of the calendar year shows revenue by type of business. Also attached are the top ten sales tax payers. Sales tax revenue from the same top ten taxpayers increased \$26,709 over the prior year representing \$2.7 million more in sales. Natron is Taco Bell, Maharishi Petroleum is Marathon and Nilema is Subway.

Income Tax, Motor Fuel Tax, State Use Tax

The Village receives Income Tax, Motor Fuel Tax and State Use Tax based on a per capita distribution from the State. The Village's population declined from 24,656 in 1990 to 23,462 in 2000. Population declined further to 21,975 in 2010. The overall state population increased. The Village began to feel the impact of this population reduction in March 2011. For Fiscal 2012 a full year impact of the reduced population will occur. In addition, the impact of high unemployment and economic distress have impacted revenue. The Village receives income tax on a five month lag. Motor Fuel Tax is scheduled to increase 17% bringing the estimated revenue of \$690,000 back to pre-recession levels (see new schedule attached).

Utility Tax

Utility taxes are a fairly stable revenue source reflecting 8% of total General Fund revenues. Even this stable revenue declined \$264,592 over the last four years. Utility tax stabilized in Fiscal 2011.

Property Taxes

Property tax bills were received the beginning of October and will be due November 1. Second installment tax receipts have occurred as early as September 4. A two to three month delay in receipts is exactly why the Village maintains reserves. The Village was reassessed in 2011. Properties declined in value from 15% to 20%. This decline will not impact property tax revenue received by the Village. The decline will impact tax dollars generated for schools.

Expenditure Trends

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

IRMA costs declined from \$1,314,766 to \$839,590. For the General Fund which pays 64% of this cost, the savings is \$294,084. Unfortunately, the Village's claims experience has forced IRMA to require an increase in insurance deductibles from \$10,000 to \$100,000. When the Village increased the IRMA deductible last January to \$10,000 from \$2,500, the budget for deductibles was increased to \$100,000, only \$51,000 was used. For Fiscal 2011/2012 the Village has budgeted \$200,000 for deductibles. The unused portion of last year, plus any current years' savings, will be used to establish an "Assigned Fund Balance for IRMA deductibles." The target balance will be \$400,000. Increased deductibles should equate to reduced premiums.

Health Insurance costs are in a state of flux. The health insurance industry has indicated that the cost for insuring additional people now covered under the health reform act will amount to larger premiums for existing customers. The potential long-term savings in hospital and other medical costs by having more people insured is currently unknown. Health Savings Accounts (HSA's) will be offered to employees to save costs.

The attached schedule shows the Village share of health insurance. Over the last seven years the Village cost has increased \$595,505 or 59%. Included in the table are the costs for the five disabled public safety individuals who legislatively are allowed 100% insurance coverage. The costs currently for these individuals are \$58,706 per year. Village costs are as follows:

Fiscal 2005/2006	\$1,007,972
Fiscal 2006/2007	1,184,367
Fiscal 2007/2008	1,241,662
Fiscal 2008/2009	1,390,546
Fiscal 2009/2010	1,439,549
Fiscal 2010/2011	1,519,907
Fiscal 2011/2012 Projected	1,603,477

Even though **IMRF** rates are scheduled to increase from 10.52% to 11.57% in 2012, the Village has saved money delaying replacement hiring and has built enough of a fund balance to maintain the same tax levy. New legislation adopted April 2010 and effective with hires after January 2011 created a second tier of IMRF pension. Some of the changes include:

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

It is anticipated that this will cause some municipal savings in the long-term.

Police & Fire Pension

New legislation extended the amortization period from 22 years to 30 years, allowing the Village to spread the total liability over a longer period of time. This legislative change gives the Village the opportunity to not only save tax dollars, but to reduce interest rate assumptions requested by the Pension Boards. The tax savings for Police and Fire combined is \$66,995. Police and Fire personnel also have Tier II benefits that will produce reduced costs long-term.

Other Issues

Another negative trend related to the economy is the increasing delinquency rate in utility billing collections. The attached schedule shows the increase in accounts 120 days old. After reaching an August 2009 level of \$317,500 in August 2010, the 120 day delinquent accounts dropped to \$203,993. The delinquent accounts have since increased to \$252,564 for August 2011.

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

Housing Information Summary

	<u>June</u> <u>2007</u>	<u>June</u> <u>2008</u>	<u>June</u> <u>2009</u>	<u>June</u> <u>2010</u>	<u>June</u> <u>2011</u>
# of houses vacant*	174	215	235	192	325
# of houses in foreclosure	131	205	310	368	470
# in foreclosure/occupied	24	80	187	259	278
# of houses reoccupied	14	14	47	46	30
# of new listings	22	58	56	66	69

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

Funding of Public Works Projects

Orchard Drive

Based on the current cost estimates, the Village will need to support the Orchard Drive reconstruction as follows:

Total Estimated Project	\$ 11,094,000
Grant Funds	<u>(7,534,800)</u>
Village Share	3,559,200

Orchard Drive (continued)

Reserved CN Balance	<u>(2,450,000)</u>
Balance Needed	\$ 1,109,200

Thorn Creek Bridge

Cost estimates have increased since this project began and are as follows:

Total Bridge Replacement	\$ 1,630,000
Grant Funds	<u>(1,304,000)</u>
Balance Needed	\$ 326,000

At this point in time the Village can consider using reserves over the three month target, borrowing, using Motor Fuel Tax reserves or a combination of all to accommodate needed funds.

Good News

TIF and Demolition of Marshall Fields

Because of the major reduction in anticipated costs for the Marshall Fields demolition, additional TIF funds can be used to abate debt service. The tax abatement can increase from \$650,000 to \$750,000. In addition, the Village will save \$77,545 in Common Area Maintenance costs in the DownTown Fund.

EAV (Equalized Assessed Value)

Also, attached is a chart of the Village's 10-year history of equalized assessed value. The Village was reassessed in 2005 increasing value by 14.55%. In 2007 value increased further 7.58% to \$204,687,009. The Village was reassessed in 2008 increasing value 7.23% to \$219,491,270. For 2009, the equalized assessed value increased 2.78% to \$225,587,683. For 2011, based on reassessments, values for the Village may drop 15% to 20%. The Equalized Assessed value of Park Forest impacts property tax rates. A lower value translates to higher tax rates and impacts the Village's ability to attract commercial development.

Housing values are indicated on the attached chart. The average selling price for a house in Park Forest declined after several years of increases to an August 2011 value of \$43,920. The volume of sales also declined.

<u>Year</u>	<u>Home Sales</u>	<u>Coop Sales</u>
2007	419	n/a
2008	285	n/a
2009	259	91
2010	249	98
2011 (9 months, to date)	129	84

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

Thorncreek Litigation

The ultimate cost of the Thorncreek Litigation is still unknown. Costs incurred to date are \$156,794.

Conclusion

Economic conditions have forced the Village to reduce revenue expectations and delay or eliminate hiring replacement personnel. Positions have been restructured from full-time to part-time and a police position has been left empty indefinitely. Review of support for all non-core services, including Aqua Center, Tennis and Health Club, Freedom Hall, etc. will need to continue. Whenever possible cutting costs as opposed to eliminating services will be considered.

Village of Park Forest
INCOME COMPARISON
(Warrants Processed)

SALES TAX (1%, disb.)	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 96	89,082	82,906	97,748	104,863	86,773	87,630	87,032	65,866	78,632	68,235	66,044	85,497	\$ 1,000,309
FISCAL YEAR END 97	71,444	75,797	88,658	69,763	80,805	68,158	68,530	60,883	78,043	66,281	64,776	76,862	\$ 870,000
FISCAL YEAR END 98	59,880	66,956	66,118	68,656	75,978	51,492	65,017	62,887	56,931	56,725	61,926	61,553	\$ 754,118
FISCAL YEAR END 99	63,594	69,172	76,742	68,033	70,898	68,056	56,250	53,875	49,853	48,302	51,155	53,404	\$ 729,335
FISCAL YEAR END 00	54,101	57,330	59,985	61,421	62,853	63,734	60,457	57,707	60,516	55,801	45,929	63,700	\$ 703,533
FISCAL YEAR END 01	64,587	62,172	41,926	55,507	47,531	49,090	63,806	41,016	37,965	41,761	33,940	37,611	\$ 576,913
FISCAL YEAR END 02	40,258	36,955	53,249	43,894	38,342	43,817	53,479	43,679	45,399	59,086	38,074	42,269	\$ 538,500
FISCAL YEAR END 03	38,283	37,652	38,129	38,238	36,638	36,301	34,892	36,509	37,536	34,487	39,793	39,487	\$ 447,946
FISCAL YEAR END 04	38,253	37,622	42,696	43,796	37,137	36,370	36,684	33,805	37,253	32,273	33,385	35,220	\$ 444,495
FISCAL YEAR END 05	33,692	34,200	35,772	30,325	29,817	30,052	30,336	31,059	32,363	29,136	33,727	31,072	\$ 381,550
FISCAL YEAR END 06	31,717	33,320	30,088	35,447	31,564	35,898	30,664	31,186	31,718	32,922	28,069	31,985	\$ 384,579
FISCAL YEAR END 07	32,508	31,906	31,596	26,947	30,688	27,036	32,366	31,725	34,750	27,102	31,997	29,825	\$ 368,446
FISCAL YEAR END 08	29,725	30,841	27,769	27,645	31,174	29,075	27,346	26,378	29,561	25,853	26,923	33,555	\$ 345,846
FISCAL YEAR END 09	26,725	27,723	27,720	26,157	23,921	25,712	19,429	25,508	24,683	21,437	17,509	29,440	\$ 295,963
FISCAL YEAR END 10	22,770	23,856	25,522	22,642	22,113	25,886	34,899	22,568	25,186	17,817	27,810	19,927	\$ 290,993
FISCAL YEAR END 11	29,267	23,576	27,123	25,153	26,039	26,453	26,307	24,481	28,127	24,373	19,459	32,162	\$ 312,521
FISCAL YEAR END 12	25,405	26,112	30,230	-	-	-	-	-	-	-	-	-	\$ 81,747
LOCAL USE TAX	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 96	11,749	12,040	14,040	12,101	16,751	17,863	15,298	11,659	20,914	14,330	15,833	19,167	\$ 181,744
FISCAL YEAR END 97	16,390	17,803	20,917	18,178	13,242	18,250	19,166	15,529	28,699	12,896	14,533	7,942	\$ 203,545
FISCAL YEAR END 98	25,839	17,416	24,845	18,431	16,557	19,317	19,303	17,366	27,304	17,179	17,716	0	\$ 221,274
FISCAL YEAR END 99	37,384	17,062	22,025	17,332	19,705	24,230	19,475	23,767	32,263	17,561	19,151	3,144	\$ 253,099
FISCAL YEAR END 00	45,886	21,960	26,406	20,980	21,290	24,446	22,032	25,078	33,835	22,539	11,952	0	\$ 276,403
FISCAL YEAR END 01	63,122	25,962	27,210	21,208	24,453	28,621	26,248	21,550	34,529	22,759	20,814	9,190	\$ 325,665
FISCAL YEAR END 02	37,740	17,219	19,127	19,998	16,516	17,544	21,106	17,769	27,237	16,526	13,919	17,556	\$ 242,258
FISCAL YEAR END 03	16,228	15,723	17,923	15,994	16,065	19,235	17,569	16,327	24,718	15,680	13,130	17,755	\$ 206,346
FISCAL YEAR END 04	16,776	15,408	19,576	19,096	17,357	15,391	16,092	18,921	26,201	22,358	20,789	20,235	\$ 228,199
FISCAL YEAR END 05	18,216	18,894	22,457	19,627	18,830	20,404	18,433	16,849	29,208	17,418	19,592	22,392	\$ 242,321
FISCAL YEAR END 06	26,869	20,983	24,684	20,081	21,636	23,186	21,501	20,734	35,604	22,977	23,044	21,778	\$ 283,078
FISCAL YEAR END 07	26,498	23,623	27,221	22,814	27,838	27,213	25,698	23,018	35,119	20,589	19,858	24,206	\$ 303,694
FISCAL YEAR END 08	24,691	26,863	31,526	23,154	24,358	26,479	27,082	27,290	38,904	25,387	23,342	29,886	\$ 328,962
FISCAL YEAR END 09	27,559	25,342	31,146	26,071	32,833	29,827	28,550	25,545	36,747	23,391	20,915	25,094	\$ 333,019
FISCAL YEAR END 10	25,622	21,671	28,815	22,895	20,451	22,074	21,397	19,112	32,853	19,550	15,549	31,030	\$ 281,020
FISCAL YEAR END 11	23,615	22,385	28,882	24,009	23,263	27,029	34,004	26,434	41,613	25,450	27,360	28,368	\$ 332,412
FISCAL YEAR END 12	26,504	25,822	28,532	-	-	-	-	-	-	-	-	-	\$ 80,858
SALES & USE TAX COMBINED	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 96	104,558	98,576	115,453	120,524	107,279	109,075	106,058	81,566	102,670	85,928	85,414	108,405	\$ 1,225,507
FISCAL YEAR END 97	91,453	97,220	113,053	91,410	98,177	90,076	91,947	80,560	109,906	82,580	83,104	88,585	\$ 1,118,070
FISCAL YEAR END 98	89,721	88,594	94,834	90,993	96,590	74,340	88,911	84,405	87,548	77,535	83,369	65,518	\$ 1,022,357
FISCAL YEAR END 99	105,176	90,699	102,665	89,514	95,829	96,429	80,111	81,426	85,031	69,933	74,453	60,347	\$ 1,031,614
FISCAL YEAR END 00	104,933	83,829	90,768	86,799	88,598	92,609	87,368	87,438	98,246	82,596	62,061	65,182	\$ 1,030,428
FISCAL YEAR END 01	135,801	92,727	73,598	81,153	76,258	82,093	94,753	67,310	76,390	68,715	58,966	48,929	\$ 956,692
FISCAL YEAR END 02	84,542	58,289	76,585	67,846	58,903	65,560	79,013	65,982	76,057	79,250	55,772	63,917	\$ 831,716
FISCAL YEAR END 03	61,306	53,375	56,052	54,231	52,703	55,536	52,461	52,836	62,254	50,167	52,923	57,242	\$ 661,086
FISCAL YEAR END 04	55,029	53,029	62,272	62,892	54,494	51,761	52,776	52,726	63,455	54,631	54,173	55,455	\$ 672,693

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

SALES & USE TAX COMBINED (Continued)													
FISCAL YEAR END 05	51,908	53,094	58,229	49,952	48,647	50,456	48,769	47,908	61,571	46,554	53,319	53,464	\$ 623,870
FISCAL YEAR END 06	58,586	54,304	54,772	55,528	53,201	59,084	52,165	51,919	67,323	55,899	51,113	53,763	\$ 667,657
FISCAL YEAR END 07	59,005	55,529	58,817	49,761	58,526	54,249	58,065	54,743	69,869	47,692	51,855	54,031	\$ 672,140
FISCAL YEAR END 08	54,416	57,704	59,295	50,799	55,532	55,554	54,428	53,668	68,465	51,240	50,265	63,441	\$ 674,808
FISCAL YEAR END 09	54,284	53,064	58,866	52,229	56,754	55,539	47,979	51,052	61,429	44,828	38,424	54,534	\$ 628,982
FISCAL YEAR END 10	48,391	45,527	54,337	45,537	42,564	47,960	56,296	41,680	58,039	37,367	43,358	50,957	\$ 572,014
FISCAL YEAR END 11	52,882	45,961	56,004	49,162	49,302	53,482	60,311	50,915	69,740	49,823	46,819	60,531	\$ 644,932
FISCAL YEAR END 12	51,909	51,934	58,762	-	-	-	-	-	-	-	-	-	\$ 162,605
INCOME TAX	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 96	130,302	83,966	91,449	136,643	89,218	86,987	116,622	150,785	95,907	121,898	167,650	139,618	\$ 1,411,045
FISCAL YEAR END 97	136,615	92,435	92,297	146,411	94,968	83,133	136,995	153,562	100,696	138,470	184,309	150,840	\$ 1,510,732
FISCAL YEAR END 98	156,677	104,265	95,571	162,685	99,904	91,215	155,169	160,019	109,172	148,998	214,425	170,210	\$ 1,668,311
FISCAL YEAR END 99	169,973	100,806	105,971	165,109	108,184	95,888	161,394	177,360	107,172	154,321	217,634	187,850	\$ 1,751,663
FISCAL YEAR END 00	169,945	104,464	113,036	154,650	117,821	113,880	139,661	201,335	115,490	197,729	207,054	230,471	\$ 1,865,535
FISCAL YEAR END 01	176,423	106,849	115,374	187,623	112,285	118,191	149,435	205,845	114,341	168,606	266,123	178,402	\$ 1,899,497
FISCAL YEAR END 02	154,954	96,092	103,198	147,914	107,817	105,176	133,460	164,953	103,775	134,936	201,832	120,491	\$ 1,574,598
FISCAL YEAR END 03	143,628	98,088	99,161	143,680	100,292	94,738	143,841	153,261	107,815	126,180	194,965	124,089	\$ 1,529,739
FISCAL YEAR END 04	128,117	84,165	84,530	121,059	80,997	104,907	131,515	144,333	95,055	124,216	192,349	105,565	\$ 1,396,808
FISCAL YEAR END 05	140,044	93,257	107,165	150,994	104,942	101,635	142,154	173,082	112,884	164,299	238,832	148,283	\$ 1,677,570
FISCAL YEAR END 06	165,734	103,321	109,125	174,784	114,522	103,817	156,632	193,074	109,287	175,371	260,873	186,412	\$ 1,852,951
FISCAL YEAR END 07	176,850	109,763	116,142	198,653	120,131	117,808	157,956	219,073	116,086	197,712	307,022	195,829	\$ 2,033,024
FISCAL YEAR END 08	193,902	116,389	119,389	203,402	130,737	119,141	175,788	259,766	138,686	200,174	357,301	190,997	\$ 2,205,672
FISCAL YEAR END 09	211,437	123,287	118,531	210,817	131,666	102,557	173,184	217,752	118,014	182,193	285,759	152,580	\$ 2,027,777
FISCAL YEAR END 10	166,126	113,085	107,977	166,389	125,364	98,544	173,219	183,583	113,595	177,219	231,868	123,635	\$ 1,780,605
FISCAL YEAR END 11	173,757	113,916	116,824	169,791	127,783	141,320	161,116	199,103	99,305	170,837	218,268	131,178	\$ 1,823,197
FISCAL YEAR END 12	169,933	116,909	112,529	-	-	-	-	-	-	-	-	-	\$ 399,371
TELECOMMUNICATIONS TAX	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
FISCAL YEAR END 03	--	--	--	--	--	--	--	--	--	27,230	85,366	100,554	\$ 213,150
FISCAL YEAR END 04	52,538	86,018	68,001	58,685	93,414	54,089	75,172	78,557	65,156	73,143	72,031	71,996	\$ 848,800
FISCAL YEAR END 05	74,437	71,427	80,385	62,999	85,593	68,885	78,916	60,819	84,630	74,652	78,068	72,227	\$ 893,039
FISCAL YEAR END 06	84,006	74,329	74,392	82,452	71,419	69,077	84,667	74,047	71,472	64,837	81,887	74,142	\$ 906,726
FISCAL YEAR END 07	66,003	74,803	70,437	78,211	68,558	73,303	58,917	68,802	70,597	80,190	63,953	73,846	\$ 847,620
FISCAL YEAR END 08	79,125	75,953	67,416	74,138	56,002	80,877	58,030	73,391	106,970	64,928	77,945	77,110	\$ 891,886
FISCAL YEAR END 09	68,559	76,467	72,729	74,197	71,475	71,546	65,691	79,128	67,539	77,341	70,612	63,924	\$ 859,209
FISCAL YEAR END 10	78,288	61,642	64,237	75,530	67,766	57,914	64,240	51,770	72,454	80,904	61,799	68,938	\$ 805,481
FISCAL YEAR END 11	65,292	65,519	64,063	65,423	49,699	66,932	68,734	62,104	47,924	80,977	61,064	61,361	\$ 759,091
FISCAL YEAR END 12	70,661	63,675	62,309	-	-	-	-	-	-	-	-	-	\$ 196,645
Edited May 09 receipt													

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

(2004/2005), 2006 , 2007, 2008, 2009, 2010, 2011 (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
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
1st	TOTAL: 92,976.36	-	-	-	-	-	-	-	34,681.05	2,621.22	-	88,388.95
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
Q U A R T E R	TOTAL: 88,924.48	-	-	-	-	-	-	-	35,090.76	2,059.27	-	83,682.45
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
R	TOTAL: 86,331.32	-	-	-	-	-	-	-	33,446.28	3,035.90	-	78,993.34
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)
C A L E N D A R	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
A R	TOTAL: 65,553.71	-	-	-	-	-	-	-	26,174.29	-	372.35	61,323.01
2011 115	Cook 74,957.17	-	8,603.28	4,295.31	-	-	-	20,057.25	16,545.24	** 20,400.65	** 222.17	70,123.90
64	Will 1,037.36	-	4.50	-	-	66.52	-	-	149.04	27.33	6.44	253.83
	TOTAL: 75,994.53	-	8,607.78	-	-	-	-	-	16,694.28	20,427.98	228.61	70,377.73
	Difference 10,440.82	-	(2,099.08)	718.83	(43.51)	66.52	# -	# 2,252.12	(9,480.01)	17,783.59	(143.74)	9,054.72
	from prior year											
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
2nd	TOTAL: 96,009.36	-	-	-	-	-	-	-	35,913.06	2,194.85	-	90,999.16
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
Q U A R T E R	TOTAL: 88,335.35	-	-	-	-	-	-	-	32,900.64	2,059.43	-	80,574.37
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
R	TOTAL: 82,167.57	-	-	-	-	-	-	-	33,424.38	3,699.73	-	74,830.70
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
C A L E N D A R	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
D	TOTAL: 79,965.97	-	-	-	-	-	-	-	16,612.29	23,055.20	-	75,738.28
2011 98	Cook 81,131.96	-	9,385.30	-	227.70	-	-	21,943.00	23,850.26	** 14,573.43	** 281.41	70,261.10
21	Will 614.94	-	-	-	-	-	-	-	222.37	55.57	-	277.94
	TOTAL: 81,746.90	-	-	-	-	-	-	-	24,072.63	14,629.00	-	70,539.04
	Difference 1,780.93	-	(1,899.90)	(5,094.41)	40.77	-	# (464.82)	# 3,249.15	7,460.34	(8,426.20)	(64.17)	(5,199.24)
	from prior year											

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

(2004/2005), 2006 , 2007, 2008, 2009, 2010, 2011 (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	-
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	-
E R C A L	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	-
D I S T R I C T	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
R E G I O N A L	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	334.70
			TOTAL:	70,640.50	-	-	-	-	-	-	-	32,958.76	-	507.09
C O U N T Y	2010	104	Cook	76,767.29	-	11,230.89	-	-	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
			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	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
Q U A R T E R	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
E R C A L	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	-
D I S T R I C 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	-
R E G I O N A L	2009	133	Cook	82,302.54	-	18,832.50	-	-	-	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	-	424.62
C O U N T Y	2010	129	Cook	78,266.79	-	11,230.92	198.84	-	-	18,081.49	16,594.59	20,436.25	256.89	73,162.21
		31	Will	648.33	-	-	-	-	-	-	132.64	39.57	13.49	185.70
			TOTAL:	78,915.12	-	-	-	-	-	-	-	16,727.23	20,475.82	270.38
			Difference	(3,736.52)	-	(7,601.58)	366.66	198.84	-	1,283.67	(17,090.86)	20,475.82	(154.24)	(4,685.20)
			from prior year											

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

(2004/2005), 2006 , 2007, 2008, 2009, 2010, 2011 (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
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	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	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
2010	181	Cook 299,303.32	-	44,453.87	20,171.30	527.88	-	2,304.13	74,261.56	75,213.63	65,416.20	1,304.85	283,653.42
	44	Will 2,776.60	-	-	-	-	-	-	-	784.50	66.37	41.45	892.32
		TOTAL: 302,079.92	-	-	-	-	-	-	-	75,998.13	65,482.57	1,346.30	284,545.74
		Difference 8,253.79	-	6,418.38	(4,195.74)	527.88	-	2,304.13	5,969.09	(57,507.49)	56,502.02	(474.56)	9,543.71
		<u>from prior year</u>											
2006*		Cook 380,037.69	-	90,597.17	38,517.73	3,470.78	-	7,716.48	85,735.92	127,871.04	7,814.15	3,614.54	365,337.81
		Will 5,425.24	-	-	-	-	-	-	-	1,369.70	2,801.66	301.35	4,472.71
		TOTAL: 385,462.93	-	-	-	-	-	-	-	129,240.74	10,615.81	3,915.89	369,810.52
2007*		Cook 355,084.04	-	80,790.95	31,445.52	2,330.21	437.75	-	77,620.20	131,020.55	7,327.08	1,909.73	332,881.99
		Will 5,688.14	-	-	-	-	21.25	-	-	1,055.55	2,384.13	59.86	3,520.79
		TOTAL: 360,772.18	-	-	-	-	459.00	-	-	132,076.10	9,711.21	1,969.59	336,402.78
F I S C A L	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
Y E A R	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
2011	186	Cook 311,123.21	-	40,450.39	20,511.99	581.99	-	3,710.19	79,762.83	73,322.13	74,712.72	1,098.93	294,151.17
	66	Will 3,178.46	-	-	-	-	173.35	-	-	656.33	125.84	39.42	994.94
		TOTAL: 314,301.67	-	-	-	-	-	-	-	73,978.46	74,838.56	1,138.35	295,146.11
		Difference 15,489.85	(15,237.78)	(7,670.83)	(210.20)	581.99	173.35	2,048.69	9,902.53	(35,584.97)	44,624.93	(518.84)	(1,891.13)
		<u>from prior year</u>											

* 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).

Top Filer Report



#BWNKMGV
#CNXX XX9X 7668 XXX8#
VILLAGE CLERK OF PARK FOREST
PARK FOREST VILLAGE TREASURER
350 VICTORY DR
PARK FOREST IL 60466

August 22, 2011



Letter ID: CNXXXX9X7668XXX8

Account ID: 05724-73792



Dear Local Official:

In response to your request dated August 22, 2011, we are listing the top 10 sales tax contributors for the Village of Park Forest. The businesses are listed in Illinois Account ID number order.

Account ID	Business Name
0586-2061	WALGREENS
2159-2330	NATRON CORP
2264-5438	UHAUL
2561-8997	STOP & SHOP
2873-4785	SPEEDWAY LLC
2889-3751	FAMILY DOLLAR INC
3381-7006	HIGHLAND PARK CVS LLC
3635-7766	MAHARISHI PETROLEUM INC
5519-2718	7-ELEVEN STORE 23364B
5524-3029	NILEEMA LLC

This determination was based on the 1.00% local government's share of sales tax collected for the benefit of the Village of Park Forest in the months of July 2010 through June 2011. The businesses remitted a total of \$257,339.52 which was disbursed to the Village of Park Forest during the months of September 2010 through August 2011.

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

Sincerely,

David Stewart
Public Service Administrator

LOCAL TAX ALLOCATION DIVISION
ILLINOIS DEPARTMENT OF REVENUE
104 W JEFFERSON ST
SPRINGFIELD IL 62702-5145

217 785-5983
217 524-0526 fax

**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	54,662	44,018	49,989	48,424	47,505	44,203	\$ 691,365
FISCAL YEAR END 12	48,017	149,040	-	-	-	-	-	-	-	-	-	-	\$ 197,057

Village of Park Forest
Municipal Utility Tax
FY12
GL Acct 010000-400400

COM ED	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
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	38,049	44,570	38,385	35,465	31,635	28,944	35,518	\$ 460,046
2012	35,518	41,652											\$ 77,170
NI COR													
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	14,128	26,086	42,866	49,514	44,373	33,744	24,164	16,484	\$ 293,393
2012	10,920												\$ 10,920
TELECOMM													
2003								27,230	85,366	100,554	52,538	86,018	\$ 351,706
2004	68,001	58,685	93,414	54,089	75,172	78,557	65,156	73,143	72,031	71,996	74,437	71,665	\$ 856,345
2005	80,385	62,999	85,593	68,885	78,916	60,819	84,630	74,652	78,068	72,227	84,006	74,329	\$ 905,511
2006	74,392	82,452	71,419	69,077	84,667	74,047	71,472	64,837	81,887	74,142	66,003	74,803	\$ 889,197
2007	70,437	78,211	68,558	73,303	58,917	68,802	70,597	80,190	63,953	73,846	79,125	75,953	\$ 861,893
2008	67,416	74,138	56,002	80,877	58,030	73,391	106,970	64,928	77,945	77,110	68,559	76,467	\$ 881,833
2009	72,729	74,197	71,475	71,546	65,691	79,128	67,539	77,341	70,612	63,924	78,288	61,642	\$ 854,113
2010	64,237	75,530	67,766	57,914	64,240	51,770	72,454	80,904	61,799	68,938	65,292	65,519	\$ 796,363
2011	64,063	65,423	49,699	66,932	68,734	62,104	47,924	80,977	61,064	61,361	70,661	63,675	\$ 762,617
2012	62,309												\$ 62,309
MUNICIPAL TAX TOTAL													
2003								128,231	189,540	185,770	108,408	135,244	
2004	126,192	112,566	155,622	104,561	127,006	145,555	159,262	180,758	164,684	144,339	128,616	121,935	\$ 1,671,097
2005	133,960	119,072	135,713	116,197	127,208	130,499	187,044	182,481	174,153	150,186	145,084	127,480	\$ 1,729,076
2006	139,378	152,413	129,659	125,538	143,991	169,205	201,266	184,314	184,512	157,205	123,931	126,682	\$ 1,838,093
2007	124,016	147,760	122,473	120,111	111,132	137,221	157,041	179,302	169,261	152,626	142,378	127,642	\$ 1,690,964
2008	128,352	132,065	115,261	131,300	106,731	144,273	207,589	174,602	188,764	176,075	139,786	135,849	\$ 1,780,647
2009	133,363	140,239	126,815	112,635	112,115	153,733	171,294	179,607	152,562	130,113	127,714	102,453	\$ 1,642,644
2010	115,810	120,516	116,327	99,831	107,809	108,658	163,939	177,710	147,758	133,637	113,668	114,580	\$ 1,520,243
2011	121,941	131,682	110,541	107,159	107,170	126,239	135,360	168,876	140,902	126,740	123,769	115,677	\$ 1,516,055
2012	108,747	41,652	-	-	-	-	-	-	-	-	-	-	\$ 150,399

Village of Park Forest
Health Insurance Analysis

	Nov 2006	Nov 2006	Nov 2007	Nov 2007	May 2009	May 2009	Sept 2009	Sep 2009	Sept 2010	Sep 2010	Sept 2011	Sep 2011
	#	Total										
	Enrolled	Village Share										
Blue Advantage (BA)												
Single - Employee	46	13,794	40	12,260	32	11,036	27	9,597	24	9,058	29	11,558
Single - Disabled Fire	1	375	1	383	1	431	2	889	2	944	2	996
Single - Disabled Police	0	-	1	383	1	431	1	444	1	472	1	498
Single - Retiree	0	-	0	-	1	-	1	-	4	-	3	-
Single - Retiree w/ Stipend	0	-	1	83	1	67	0	-	1	208	1	208
Single - Retiree w/ Stipend	2	133	1	67	1	83	1	83	1	83	0	-
Single - Retiree w/ Stipend	1	100	1	100	1	100	1	100	1	100	1	100
Single - Part-time Employee	1	-	1	-	-	-	-	-	-	-	-	-
EE + Spouse	0	-	14	9,699	13	10,134	13	10,445	10	8,531	11	9,910
EE + Spouse - Retiree w/ Stipend	0	-	1	100	1	67	1	67	0	-	0	-
EE + Spouse - Retiree w/ Stipend	0	-	2	133	1	167	1	167	1	167	1	167
EE + Spouse - Retiree w/ Stipend	0	-	0	-	1	67	1	67	0	-	0	-
EE + Spouse - Retiree (split)	0	-	-	-	-	-	-	-	-	-	1	-
EE + Children	0	-	6	3,989	8	5,985	8	6,168	6	4,912	7	6,052
EE + Children - Retiree w/ Stipend	0	-	0	-	1	83	1	83	1	83	1	83
Family - Employee	55	46,479	22	22,630	24	27,778	22	26,245	21	26,600	22	29,427
Family - Retiree w/ Stipend	2	133	0	-	0	-	0	-	0	-	0	-
	108		91		87		80		73		80	
HMO Illinois (HMOI)												
Single - Employee	4	1,421	9	3,268	7	2,860	8	3,368	9	4,024	6	2,833
Single - Retiree w/ Stipend	0	-	0	-	0	-	0	-	1	208	1	208
Single - Cobra	0	-	0	-	0	-	0	-	1	-	0	-
Single - Retiree	0	-	0	-	0	-	0	-	2	-	0	-
EE + Spouse	0	-	9	6,534	8	6,536	6	5,052	7	6,258	7	6,609
EE + Spouse - Cobra	0	-	1	-	1	-	1	-	1	-	1	-
EE + Children	0	-	2	1,393	1	784	2	1,616	2	1,716	3	2,718
EE + Children - Disabled Police	0	-	0	-	0	-	0	-	0	-	1	1,132
Family - Employee	24	22,283	22	23,716	19	23,046	19	23,753	20	26,548	18	25,231
Family - Retiree w/ Stipend	1	67	1	67	1	67	1	67	0	-	0	-
Family - Cobra	1	-	0	-	0	-	0	-	0	-	0	-
Family - Retiree	0	-	0	-	0	-	0	-	1	-	1	-
Family - Disabled Police	0	-	0	-	1	1,516	1	1,563	1	1,659	0	-
	30		44		38		38		45		38	
PPO												
Single - Employee	5	1,776	12	4,985	16	7,479	17	8,190	20	10,231	17	9,183
Single - Retiree	1	-	1	-	1	-	1	-	2	-	1	-
Single - COBRA	0	-	0	-	1	-	1	-	0	-	0	-
Single - Retiree w/ Stipend	1	67	1	67	0	-	1	-	0	-	0	-
EE + Spouse	0	-	5	4,181	8	7,527	10	9,698	7	7,208	9	9,786
EE + Spouse - Retiree	0	-	1	-	1	-	1	-	0	-	0	-
EE + Spouse - Retiree w/ Stipend	0	-	1	67	0	-	1	-	0	-	0	-
EE + Spouse - Disabled Police	0	-	1	1,115	1	1,255	1	1,293	1	1,373	1	1,450
EE + Children	0	-	1	802	0	-	1	931	1	988	4	4,174
EE + Children - COBRA	0	-	0	-	0	-	1	-	0	-	0	-
Family - Employee	13	12,070	6	7,449	6	8,382	7	10,079	10	15,288	7	11,301
Family - Retiree	1	-	0	-	0	-	0	-	0	-	0	-
	21		29		34		42		41		39	
Medicare												
BA Single - Retiree	3	-	4	-	4	-	4	-	4	-	5	-
BA EE + 1 - Retiree	0	-	3	-	3	-	4	-	3	-	0	-
BA Family - Retiree	3	-	0	-	0	-	0	-	1	-	3	-
HMO Single - Retiree	1	-	2	-	2	-	2	-	0	-	1	-
PPO Single - Retiree	1	-	1	-	1	-	1	-	1	-	1	-
	8		10		10		11		9		10	
	167	98,697	174	103,472	169	115,879	171	119,962	168	126,659	167	133,623
Annualized Village Cost		1,184,367		1,241,662		1,390,546		1,439,549		1,519,907		1,603,477
Increase over Prior Year		17.50%		4.84%		11.99%		3.52%		5.58%		5.50%

IMRF: Well Funded and Stable



Louis W. Kosiba
IMRF Executive Director

Since 2005, when IMRF adopted its first Strategic Plan, we have focused on developing clear messages about who we are, what we do, and how we go about doing it. These messages are directed at you, our employers, the press, the Illinois General Assembly, and the public.

Making a name for ourselves

It's not a matter of being better than other plans, but of distinguishing IMRF for what we are. We have an independent Board of Trustees that follows sound actuarial principles, sets appropriate employer contribution rates, and has the power to collect required contributions. *

We are a major financial institution pumping nearly \$1 billion a year into the Illinois economy. The ripple effect of those pension payments creates further economic activity including jobs—11,200 jobs by our estimate.

We are not state funded—though the state-funded systems are well-managed and have excellent investment returns. We are not part of the \$85 billion owed to the five state-funded public retirement systems, or the annual budget battle in Springfield.

Changing environment, changing messages

Our messages have evolved as IMRF responds to changes in financial and social environments. With the 2008/2009 market crash, questions rose about the sustainability of IMRF—could we weather the financial storm? The answer was “yes.”

As a long-term institutional investor with professional management and a well-diversified portfolio, we have already recovered those losses. (Turn to page four of this newsletter for more detailed 2010 Annual Financial

Report information.) IMRF held \$24.2 billion in assets on January 1, 2008. Today, assets exceed \$26 billion.

Since 1982, investment returns have averaged 10.3%. That includes four recessions as well as the current “great” recession. Sustainable? I think so. But, it is sustainable due to your efforts and the efforts of our employers. We are unique because IMRF employers pay their required contributions. Unfortunately, that is unique in Illinois.

How do we get our message out?

Today, when IMRF receives a Freedom of Information Act request from a reporter, our Communications Manager and I offer to meet with them and provide an “IMRF 101” tutorial. It's another method for getting our message out and it's proving to be quite effective. I think it's eye-opening for some of the reporters and editorial boards.

Perhaps the biggest misconception we correct during these meetings is that taxpayers pay for all your benefits—not true. Calculating back to 1978, the fact is taxpayers funded 26%; you 14% and investment returns 60%.

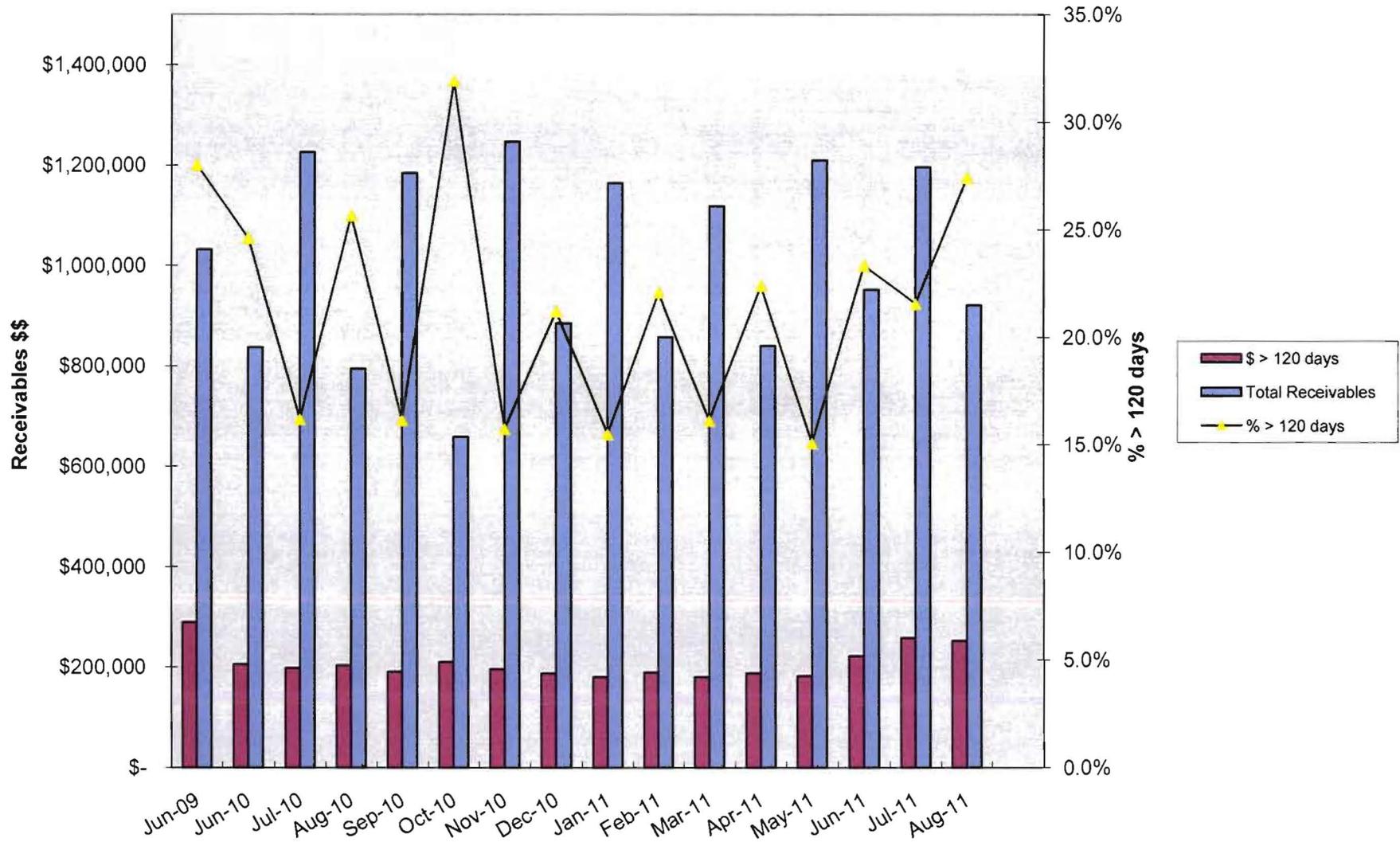
The average new benefit in 2010 was \$17,052 per year, to a member retiring at age 62 with 22 years of service.

Is it working?

This brings me to the quote which is the title of this article. It was spoken by Representative Kevin McCarthy, Chair of the House Personnel & Pension Committee, while he explained pension reform legislation this spring. The proposal would have applied to active (Tier I) employees in the state retirement pension systems. Those employees would be given a choice between staying in Tier I (at greater member cost); going to Tier II (lower benefits at the same cost); or going to a 401k-style plan (with unknown benefits).

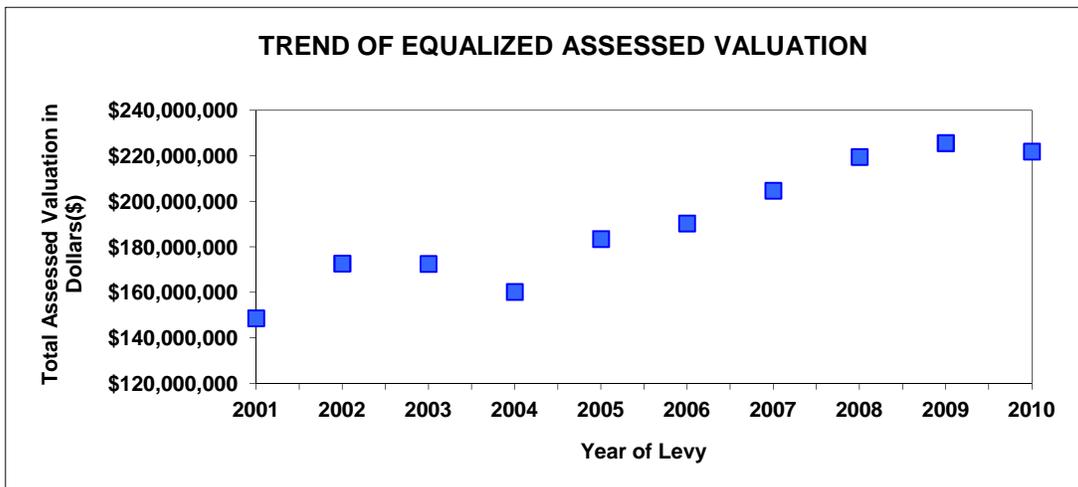
He said IMRF was not included as part of the reform legislation “...because IMRF is well funded and stable.” That's what IMRF has been (more or less) saying all along. It's nice to know the message has hit home. ❖

Utility Billing Receivables Analysis



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

<u>Levy Year</u>	<u>Equalized Assessed Value</u>	<u>Percentage Increase(Decrease)</u>	<u>Estimated Actual Value</u>	<u>Ratio of Equalized Assessed Value to Estimated Actual Value</u>
2001	148,598,080	3.78%	445,794,240	33.33%
2002	172,636,509	16.18%	517,909,527	33.33%
2003	172,466,140	-0.10%	517,398,420	33.33%
2004	160,167,360	-7.13%	480,502,080	33.33%
2005	183,464,965	14.55%	550,394,895	33.33%
2006	190,262,287	3.70%	570,786,861	33.33%
2007	204,687,009	7.58%	614,061,027	33.33%
2008	219,491,270	7.23%	658,473,810	33.33%
2009	225,587,683	2.78%	676,763,049	33.33%
2010	221,881,935	-1.64%	665,645,805	33.33%



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

1989	\$57,780
1990	\$63,980
1991	\$65,480
1992	\$68,310
1993	\$71,750
1994	\$75,270
1995	\$77,480
1996	\$76,420
1997	\$83,450
1998	\$83,890
1999	\$84,290
2000	\$88,510
2001	\$91,880
2002	\$92,853
2003	\$94,114
2004	\$102,138
2005	\$112,605
2006	\$120,740
2007	\$122,650
2008	\$100,070
2009	\$65,900 **
2010	\$54,100 **
2011	\$43,920 ***

* Figures from Real Estate Transfer Tax Records.

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

*** 2011 through August 2011.

MEMORANDUM

DATE: October 7, 2011

TO: Mayor John Ostenburg
Board of Trustees

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

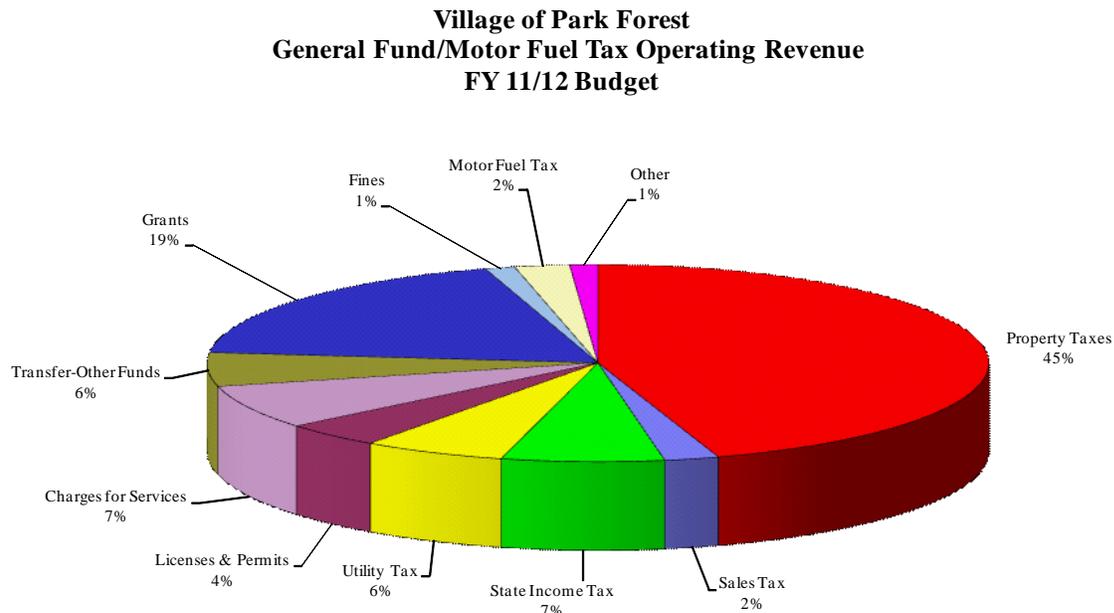
RE: Tax Levy Projections

First reading of the 2011 Tax Levy is scheduled for November 21. A public hearing is required for the first Monday in December with the final levy adopted at the first regular meeting on December 12. The Board has historically chosen to begin discussion of the tax levy at this time before strategic planning in order to have a full picture of the financial position of the Village.

The 2012/2013 Budget will be funded by the 2011 levy. The tax levy consists of six separate categories. Each category is evaluated separately to determine levy needs. The categories are as follows:

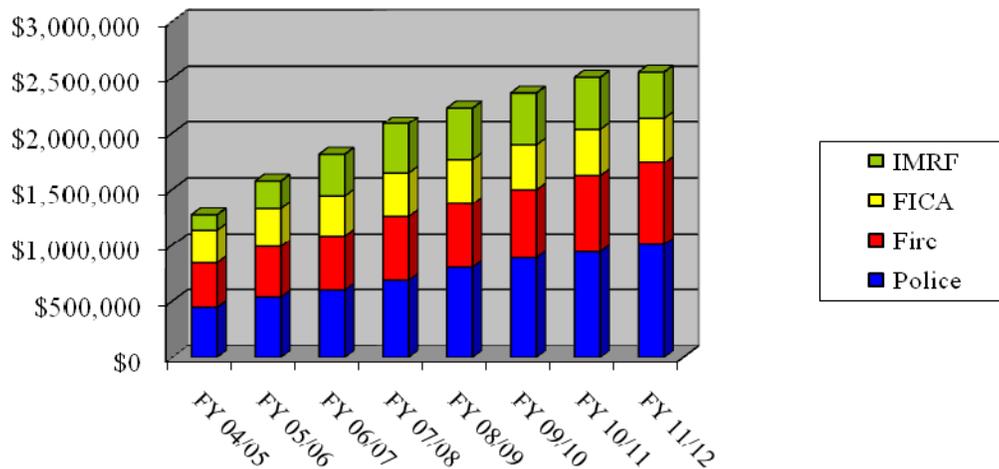
GENERAL CORPORATE

The property tax levy for general corporate purposes funds the general operations of the Village – Police, Fire, Administration, Public Works, Recreation and Parks, Health, Community Development and Economic Development – which are not funded by other sources. As can be seen in the pie chart below, the 2010 levy supported 45% of the total operating budget, down from 50% as a result of grant funding.



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

Property Tax Levy History - Pensions



As was indicated in the memo in the agenda package entitled “Preliminary Year-end Results for 2010/2011 and in the memo on “Current Year Trends,” revenues have not always kept pace with expenditures. Expenditure increases are factored in the property tax levy needs. When developing the levy, other revenue sources are also evaluated. Use of fund balance has previously allowed the Village to maintain a 3.3% or lower property tax increase for nine of the last twelve years.

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

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

In evaluating levy needs, increases in operating costs are assessed. Salaries are the largest expense for the Village. In the General Fund salaries represent \$10,108,875 or 51% of the total \$19,965,148 operating budget. Police and Fire personnel represent 64% of total salaries. For Fiscal 2012 personnel received a 2% salary increase, excluding police, whose contract is still under negotiations. The dollar increase presented assumes a 2% annual salary increase for all Village personnel, consistent with the Fire contract, and a 2% increase in other operating expenditures. After three years of no operating expense increase for departments a 2% increase was allowed for Fiscal 2012 to accommodate increasing cost of operations.

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

2011 Tax Levy

GENERAL CORPORATE

Ongoing Operating Costs

Salaries 2%		\$ 200,000
Other Expenditures		
Health Insurance 12%	195,000	
Roadway Supplement*	100,000	
Other Expenditures 2%**	100,000	
		395,000
Proposed Tax Levy Increase for General Operations:		\$ 595,000

* In an effort to build a Motor Fuel Tax Fund balance for roadway projects, vehicle costs will be transferred to the General Fund.

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

BONDS & INTEREST

The proposed levy for bonds and interest reflects a **decrease of \$118,672**. **The Village is able to abate \$750,000 in TIF Debt.**

The recommended bond abatement and levy are as follows:

	<u>Actual Debt</u> <u>Debt Service</u>	<u>Funded From</u> <u>Other Sources</u> <u>(Abated)</u>	<u>Bond</u> <u>Levy</u>
General Fund (includes golf)	\$ 290,615	\$ 3,186	\$ 287,429
Aqua Center	40,679	-	40,679
TIF	1,068,010	750,000	318,010
Water Fund	88,871	88,871	-
Sewer Fund	22,734	22,734	-
	\$1,510,909	\$ 864,791	\$ 646,118

The Village is able to abate a total of \$864,791 in the bond and interest levy.

This debt service does not include the \$1,043,223 annual payment required for the IEPA loan for the water plant or upcoming debt service for additional work. This payment will be covered by the water rates.

IMRF

The Village pays a designated percentage of salary for retirement benefits. The Illinois Municipal Retirement Fund determines this percentage. Because of prior favorable investment results, the Village contribution decreased from a high of 8.99% of affected salaries in 1999 to 3.22% of salaries in 2003. In 2004, rates began to increase. Rates jumped from 3.22% of eligible salaries to 6.79%. This doubled costs. In 2005 rates increased to 8.06%. In 2006 rates increased to 9.21%. For 2007 rates began to decrease slightly to 8.79% followed by 8.54% in 2008 and 8.69% in 2009. Because of serious market losses, rates increased to 9.56% in 2010 10.52% in 2011 and are projected to increase to 11.57% in 2012. The Village currently maintains an IMRF fund balance. Utilizing a portion of the fund balance allows the Village to maintain the same levy as 2010.

2010 IMRF levy	\$423,506
2011 IMRF levy	<u>\$423,506</u>
Increase in Levy	-

FICA

The Village also maintains a fund balance for FICA. Utilizing a portion of the fund balance allows the Village to maintain the same levy as 2010.

2010 FICA levy	\$412,007
2011 FICA levy	<u>412,007</u>
Increase in Levy	-

Both IMRF and FICA fund balances were favorably impacted by hiring delays.

POLICE PENSION

The levy amount for the Police and Fire pensions are actuarially determined. (See attached correspondence.) Police and Fire pension benefit legislation adopted by the State legislature adds to municipal pension costs. Police and Fire disability pensions also add to pension costs. Recent legislation has positively impacted pension costs by increasing the amortization period from 22 to 30 years. The Village is able to reduce the pension levy and interest rate assumptions. The Police Pension Fund earned 8.26% investment return for Fiscal 2011. This positive return also assists funding.

2010 Police Pension levy	\$1,033,223
Decrease	<u>(7,232)</u>
2011 Police Pension levy	\$1,025,991

FIRE PENSION

The Fire pension levy is also affected by legislative changes and market factors. The Fire Pension Fund also had gains last year of 7.8%. The actuarial funding recommendation is as follows:

2010 Fire Pension levy	\$752,677
Decrease	<u>(59,763)</u>
2011 Fire Pension levy	\$692,914

Below is summary information for the pension funds as follows:

	<u>Police</u>	<u>Fire</u>
Total Assets	\$18,237,495	\$ 9,880,607
Levy Requirement	1,025,991	692,914
Percent Funded	57.4%	52.4%
Annual Rate of Return	8.26%	7.87%

The Village has historically fully funded the actuarial recommendations.

LEVY SUMMARY

	Original 2010 <u>Levy</u>	Extended 2010 <u>Levy</u>	Proposed 2011 <u>Levy</u>
General Corporate	\$ 8,447,507	\$ 8,684,470	\$ 9,279,470
Bonds & Interest	731,748	764,790	646,118
IMRF	411,736	423,506	423,506
FICA	400,667	412,007	412,007
Police Pension	1,004,951	1,033,223	1,025,991
Fire Pension	<u>732,073</u>	<u>752,677</u>	<u>692,914</u>
Village Levy	\$ 11,728,682	\$12,070,673	\$ 12,480,006

Increase over Extended Levy: 3.4%

Presented in the levy increase is the original and extended levy. An example of this presentation was found in Oak Park (see attached). The increase represents the increase to the extended levy. This is the "Truth in Taxation" Statutory requirement.

This levy increase assumes the adoption of the proposed vehicle sticker rate increase. Without this increase property taxes would need an additional .8% for a total levy increase of 4.2%.

Future Additional Firefighter

The Village received an award for a grant to fund two years salary and pension costs for a new firefighter. This firefighter was hired July 2011. The tax levy for 2010 and 2011 would not be impacted by this added personnel. The property tax levy for 2012 will need to include funding for this position going forward.

Salary	\$ 67,451
Pension (35.096%)	24,096
Health Insurance	15,223
Dental & Life	1,290
Medicare (1.45%)	<u>978</u>
	\$ 109,038

2012 Levy Impact .9%

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

	<u>Tax Levy Increases</u>
1993	15.1%
1994	11.4%
1995	11.7%
1996	9.8%
1997	6.7%
1998	4.8%
1999	2.9%
2000*	2.9%
2001	2.9%
2002	2.9%
2003**	2.9%
2004	8.1%
2005	9.3%
2006*	2.6%
2007	3.3%
2008	3.0%
2009****	6.0%
2010	3.1%
2011	3.4%

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

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

*** Also included is the collection rate of taxes for the last 10 years which averages 94%

The actual increases experienced by taxpayers are a function of assessed value and new construction. Attached to the "Current Year Trends" memorandum is a ten-year history of equalized assessed value for the Village. On the average property tax bill the Village share of taxes range from \$1,300 to \$2,400. Therefore, a 3.4% increase in taxes will produce a \$44 to \$82 increase in a tax bill related to Village services.

In general, a 1% tax levy increase equates to \$124,800.

OTHER ISSUES

As was indicated in the Current Year Trends, revenues have stabilized albeit at a lower level. Delaying replacement hiring has saved salary and pension costs for the current year. The revenue reduction related to population decline has been factored into the vehicle sticker rate increase.



Actuary

FACSIMILE #: () _____

Number of pages (including this page): _____

To: Ms. Stephanie Rodas

Comments:

Re: Police & Firefighter Pension Funds

Stephanie:

Attached are the 07/01/11 preliminary actuarial results, the investment performance summary and the salary history for the Police and Firefighter Pension Funds. In trying to address all of the changes this year, the results highlight the impact of the new provisions of PA 096-1495 "Pension Reform" and quantify the impact of the "90% Target." This year, the investment returns were about as assumed and salaries increased as assumed for Police and less than assumed for Fire. Both Funds have the same number of active members as last year. Thus, in absence of the new Act, the Tax Levy would increase over last year and the Percent Funded would increase for Fire and remain the same for Police. As a result of the new Act, the Tax Levy decreases for both and the Percent Funded increases for both. The final results reflect a change in the interest rate assumption to 7.00% from 7.50% and a change in the salary increase assumption to 5.50% from 6.00%.

Highlights:

1. Investment returns: Police 8.26%, Fire 7.87%.
2. Annual payroll increases: Police 1.4%, Fire 2.4%
Average increase: Police 5.9%, Fire 3.8%.
3. New members: Police 3, Fire 1; Terminations: Police 1, Fire 0;
Retirements: Police 2, Fire 0; Incidents of Disability: Police 0, Fire 1.
4. Percent Funded: Police decreased from 60.1% to 57.4%;
Fire decreased slightly from 53.2% to 52.4%.
5. Tax Levy: Police increased slightly from \$1,004,951 to \$1,025,991 (2.1%).
Fire decreased from \$732,073 to \$692,914 (5.3%).

As Always,

T. Sharpe

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

September 7, 2011

**VILLAGE OF PARK FOREST
Actuarial Valuation Results**

POLICE	7/1/10		7/1/11		
	Int: 7.50%	Int: 7.00%	Int: 7.00%	Int: 7.00%	Int: 7.00%
	Sal: 6.00%	Sal: 5.50%	Sal: 5.50%	Sal: 5.50%	Sal: 5.50%
1. Village Normal Cost	364,305	409,372	409,372	449,684	449,684
2. Accrued Liability	28,287,355	31,771,323	31,771,323	30,727,553	30,727,553
3. Assets	16,995,516	18,237,495	18,237,495	18,237,495	18,237,495
4. Unfunded Liability/(Surplus)	11,291,839	13,533,828	13,533,828	12,490,058	12,490,058
5. Amortization of UL	570,533	710,618	549,498	382,359	507,119
6. Interest for One Year	70,113	78,399	67,121	58,243	66,976
7. Tax Levy Requirement (1+5+6)	<u>1,004,951</u>	<u>1,198,389</u>	<u>1,025,991</u>	<u>890,286</u>	<u>1,023,779</u>
8. Payroll	2,960,662	3,003,244	3,003,244	3,003,244	3,003,244
9. Percent Funded (3/2)	60.1%	57.4%	57.4%	59.4%	59.4%

2) Reflects pre-PA 096-1495 provisions (22-year amortization)

3) Reflects (2) plus 30-year amortization

4) Reflects PA 096-1495 (90% Target amortization)

5) Reflects (4) plus 100% Target amortization

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

September 6, 2011

**VILLAGE OF PARK FOREST
Police Pension Fund**

Investment Performance 2002-2011

	FYE 02	FYE 03	FYE 04	FYE 05	FYE 06	FYE 07	FYE 08	FYE 09	FYE 10	FYE 11
BOY Assets	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	17,001,496
Village Contribution	403,906	401,896	422,037	462,024	551,737	593,482	663,828	739,740	873,889	1,000,943
Officer Contribution	176,553	259,719	226,194	308,527	249,621	262,014	274,924	381,224	332,971	307,714
Pension Payments	813,825	860,731	846,127	827,910	886,202	999,775	1,162,500	1,331,082	1,324,312	1,439,026
Expenses	14,123	22,257	19,037	27,637	30,320	41,597	59,420	33,484	35,139	31,599
Income	481,061	1,079,771	230,224	995,224	180,315	1,305,983	426,390	(406,715)	1,076,140	1,397,967
EOY Assets	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	18,237,495
Annual Yield	3.63%	8.05%	1.61%	6.94%	1.18%	8.55%	2.61%	-2.46%	6.73%	8.26%
5-Year Yield (2007-11)	4.74%									
10-Year Yield (2002-11)	4.51%									

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

September 7, 2011

**VILLAGE OF PARK FOREST
Actuarial Valuation Results**

FIRE	7/1/10	7/1/11			
	Int: 7.50%	Int: 7.00%	Int: 7.00%	Int: 7.00%	Int: 7.00%
	<u>Sal: 6.00%</u>	<u>Sal: 5.50%</u>	<u>Sal: 5.50%</u>	<u>Sal: 5.50%</u>	<u>Sal: 5.50%</u>
1. Village Normal Cost	277,654	282,888	282,888	321,445	321,445
2. Accrued Liability	17,054,728	18,862,833	18,862,833	18,335,279	18,335,279
3. Assets	9,071,844	9,880,601	9,880,601	9,880,601	9,880,601
4. Unfunded Liability/(Surplus)	7,982,884	8,982,232	8,982,232	8,454,678	8,454,678
5. Amortization of UL	403,344	471,628	364,695	268,831	343,275
6. Interest for One Year	51,075	52,816	45,331	41,319	46,530
7. Tax Levy Requirement (1+5+6)	<u>732,073</u>	<u>807,332</u>	<u>692,914</u>	<u>631,595</u>	<u>711,250</u>
8. Payroll	1,811,004	1,854,945	1,854,945	1,854,945	1,854,945
9. Percent Funded (3/2)	53.2%	52.4%	52.4%	53.9%	53.9%

2) Reflects pre-PA 096-1495 provisions (22-year amortization)

3) Reflects (2) plus 30-year amortization

4) Reflects PA 096-1495 (90% Target amortization)

5) Reflects (4) plus 100% Target amortization

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

September 6, 2011

**VILLAGE OF PARK FOREST
Firefighters Pension Fund**

Investment Performance 2002-2011

	FYE 02	FYE 03	FYE 04	FYE 05	FYE 06	FYE 07	FYE 08	FYE 09	FYE 10	FYE 11
BOY Assets	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	9,056,896
Village Contribution	337,287	337,861	368,731	408,536	465,832	470,489	567,059	585,453	646,941	732,976
Firefighter Contribution	95,790	111,154	104,729	118,277	129,706	186,461	163,434	166,783	170,846	176,476
Pension Payments	520,623	500,896	508,048	630,889	660,723	697,272	679,231	686,471	730,467	743,226
Expenses	33,686	33,077	37,451	54,956	40,071	64,212	51,859	79,829	57,339	59,609
Income	24,655	414,597	391,079	423,529	304,640	778,899	67,456	(414,270)	608,573	717,087
EOY Assets	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	9,880,601
Annual Yield	0.36%	5.96%	5.36%	5.59%	3.88%	9.67%	0.77%	-4.68%	7.20%	7.87%
5-Year Yield (2007-11)	4.17%									
10-Year Yield (2002-11)	4.20%									

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

Property Tax Levy

Fund	2009 Levy	2009 Extended Levy	2010 Levy	Dollar Difference	% Increase '10 over '09 Ext. Levy
General	\$ 11,341,070	\$ 11,681,302	\$ 11,681,302	\$ -	0.00%
Debt Service	2,502,600	2,627,730	2,572,569	(55,161)	-2.10%
Sub-total, Village of Oak Park	\$ 13,843,670	\$ 14,309,032	\$ 14,253,871	\$ (55,161)	-0.39%
Police Pension	3,034,409	3,125,441	3,928,927 ^A	803,486	25.71%
Fire Pension	2,987,265	3,076,883	3,134,176 ^A	57,293	1.86%
Sub-total, Pension	\$ 6,021,674	\$ 6,202,324	\$ 7,063,103	\$ 860,779	13.88%
Library Operating	\$ 5,611,111	\$ 5,779,444	\$ 5,779,444 ^B	\$ -	0.00%
Library Operating for Debt	2,324,950	2,394,699	2,320,802	(73,896)	-3.09%
Sub-total, Library	\$ 7,936,061	\$ 8,174,143	\$ 8,100,247	\$ (73,896)	-0.90%
TOTAL Recommended Levy	\$ 27,801,405	\$ 28,685,499	\$ 29,417,221	\$ 731,722	2.55%

^A Pension levies results of third party actuarial analysis

^B Final number pending Library Board approval

VILLAGE OF PARK FOREST
PROPERTY TAX LEVIES AND COLLECTIONS
LAST TEN YEARS
JUNE 30, 2010

Tax Levy Year	Taxes Levied for the Fiscal Year*	Collected within the Fiscal Year		Collections in Subsequent Years	Total Collected to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
1999	\$ 6,508,574	\$ 2,698,239	41.46%	\$ 3,450,922	\$ 6,149,161	94.48%
2000	6,909,486	2,830,522	40.97%	3,680,342	6,510,864	94.23%
2001	7,363,861	3,050,976	41.43%	3,838,110	6,889,086	93.55%
2002	8,039,810	3,059,010	38.05%	3,880,540	6,939,550	86.31%
2003	8,451,811	3,414,397	40.40%	4,678,278	8,092,675	95.75%
2004	9,267,508	3,339,232	36.03%	5,490,584	8,829,816	95.28%
2005	10,194,911	4,274,410	41.93%	5,344,518	9,618,929	94.35%
2006	10,736,969	4,584,244	42.70%	5,790,549	10,374,792	96.63%
2007	11,511,844	4,885,132	42.44%	6,011,124	10,896,256	94.65%
2008	12,288,123	5,038,413	41.00%	6,472,730	11,511,144	93.68%
2009	13,153,576	5,702,248	43.35%	-	5,702,248	43.35%

Source: Cook and Will Counties Clerks' and Assessors' Offices

*Note: This schedule includes the Total Tax Levy Extension -- Village and Library. Taxes levied represent the prior calendar year's tax levy. (i.e. data presented for the Fiscal Year ended June 30, 2010 is based on the 2009 tax levy.)

MEMORANDUM

DATE: October 7, 2011

TO: Mayor John Ostenburg
Board of Trustees

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

RE: Vehicle Sticker Rates and Changes

With the 2010 Census the Village has lost population of 1,487. This lost population equates to the following lost revenue:

	Per Capita Allocation (Estimated)	Lost Population	Impact
Income Tax	77.00	1,487	\$114,499
Use Tax	11.65	1,487	17,324
Motor Fuel Tax	<u>25.30</u>	1,487	<u>37,621</u>
	\$113.95		\$169,444

In an effort to recover some of this lost revenue, a review of vehicle sticker rates was conducted.

Attached is an analysis from Stephanie Rodas, the Assistant Finance Director, of the Vehicle Ordinance and recommended changes. Primarily the changes are:

	Vehicle Sticker Rates	
	<u>Current</u>	<u>Proposed</u>
Passenger Vehicles	\$40	\$50
Trucks over 8,000 lbs.	60	75
School District Vehicles	20	25
Religious Vehicles	20	25
Senior Vehicles	20	25
Disabled Vehicles	20	25
Motorcycles	30	No change
Electric Vehicles	40	\$0 through April 30, 2015

This new rate schedule rewards motorcycle use as more energy efficient and electric vehicles. There is no discount for hybrid vehicles as a clear definition is not available (see attached memo).

Also proposed is an increase in late fees.

	Late Fees	
	<u>Current</u>	<u>Proposed</u>
May 1	\$15	\$25
August 1	20	50
November 1	30	
February 1	40	

Vehicles will be considered delinquent after October 31.

These changes are anticipated to generate \$100,000 in revenue to help offset the lost revenue due to the population decrease.

As you can see in the memo several other “housekeeping” recommendations are made.

VILLAGE OF PARK FOREST

MEMORANDUM

TO: Mary Dankowski
FROM: Stephanie Rodas
DATE: September 6, 2011
SUBJECT: Vehicle License and Animal License Ordinance Review

Over the course of the last few months, I have reviewed our Vehicle License Ordinance and Animal License Ordinance for various components including Board initiatives related to financial and environmental sustainability.

Vehicle Stickers

Attached you will find a table tabulating the research conducted regarding communities in the Chicagoland area. The research included comparing rates charged for stickers, the types of categories contained with their ordinances, discounts if any and other charges that may be extended. Of particular interest to me was whether communities were extending discounts or fee waivers for hybrid vehicles or electric vehicles. In some cases, I contacted communities directly to gather more information about their discounts.

As a result of this research, I have proposed amendments to our existing ordinance (also attached). The amendments proposed are intended to accomplish the following:

- Per our fiscal policies, we should regularly review our fees. The amendment proposes to increase fees. The last increase was in 2004.
- Incorporate the Board's desire to support green initiatives. The amendment proposes to extend a fee waiver to totally electric or battery powered vehicles. At the onset of this project, we evaluated the possibility of extending a discount to all hybrid cars in general. Close attention was paid to establishing the definition of hybrid and the process for administering the verification of a vehicle as a hybrid vehicle.

The modern day term "hybrid" began to be used in 1997 with Toyota's introduction of the Prius. The term "hybrid" simply means an automobile that has two or more major sources of propulsion power. What has occurred since 1997 is nearly all manufacturers using the term hybrid with results across the board on the air pollution, fuel efficiency or greenhouse gas emissions. Many models have a hybrid version and not all hybrids are created equal. In fact, the federal tax credits for gas-electric hybrid vehicles was discontinued last year and are not likely to return. Legislators are focusing on the next technology breakthrough: tax credits for plug-in and electric cars.

In researching communities offering vehicle sticker credits for green technology, the list was very small. Two were found in Illinois that offered "hybrid" discounts and upon

conversations we learned from one that it was so difficult to administer, that the ordinance was amended to discontinue the discount after the first year. Two communities offer all-electric discounts and one has had the discount in place for decades (the first electric vehicle was built in 1839!) and the other chose to offer it for a limited period with a process in place to verify the all-electric claim. In searching the data we receive from the Secretary of State, there is not one use of the word “hybrid” in the entire data set.

Recent articles in various publications point to the strong consumer demand for electric vehicles which has been spurred by rising gas prices. All-electric vehicles use no gas and produce no emissions. The mass production of such vehicles is in its early stages but several of the automakers have announced expansion of their lines this year and next with an estimate of 1.5 million electric vehicles in the United States by 2015 and over 10 million possible by 2020.

In addition to the electric vehicle fee waiver, I am proposing to not increase the fees charged for motorcycles.

- Cover administrative costs for transfer and replacement sticker processing. The amendment proposes to increase the current fee of \$1 to \$5.
- Simplify the categories of rates to ease administration. Categories of vehicles have been removed such as the different classes of recreational vehicles.
- Simplify the late increase steps and create a delinquent date in order to pursue violators and send the owner to collections. This amendment proposes to reduce the late increases from four different dates to two and raising the second date to an amount that will hopefully encourage residents to purchase their sticker before April 30th. A delinquent date of October 31st has been set at which time the database could be turned over to a collections company for action. This action is separate from the process of any ticket violations for offenders.

With the fee waiver for the electric vehicles, a process needs to be put in place in order to verify the claim. I have prepared a draft policy and form.

Animal Licenses

In the aforementioned table, I also indicate the animal license fee of various Chicagoland communities. At this time, I am not recommending an increase to our animal licenses. I would like to work with Jason to do a future communication piece on animal licensing however.

Please let me know if you have any questions about the above. In addition to collaborating with other communities, I sought the feedback and insight of the downstairs finance and police department staff. They were very helpful in their review and I feel confident that the proposed changes will improve the efficiency of this process and further the fiscal and environmental sustainability initiatives of the management and Board.

Vehicle Sticker & Animal License
 Analysis
 September 2011

Community	Rate Passenger Car	Late Fee Increase	Rate Senior	Military	Handicap	Recreational Vehicle	Antique Vehicle	Motorcycle	Truck	Bus	Electric or Hybrid Discount	Replacement	Animal License
Calumet City	50	100	free 1st / 15 2nd			50		50	58.50- 238.50			3	10 and required proof of insurance
Chicago Heights	30	40/80	\$5 for two	\$5			10	15	30/46			5	15 / 10 if neutered or spayed
Crete	50	\$100 fine	50% for one per household			50		0	50			3	10
Frankfort	5	5-20	2.5					3	7.50-10			1	
Glenwood	40	10 / 20	10 for one		2			35	40-55			2	4 / 2 if spayed or neutered
Homewood	30	25	5		2 for disabled veteran			20	30-80			5	
Lansing	30	30 / 50	3 for one	3 for purple heart				30	37.50-45	37.50		2	5
Matteson	30	15 / 30	5 for one		5 for one	50		20	50-60			5	2
Mokena	13							10	13-50		10 for electric driven		
Northbrook	30	8	50%					12	30-84		50% discount		20 / 10 for neutered or spayed
Northfield	50	50%	50% for one			60	20	35	60-120			10	one time 25
Oak Park	50	20	40 for one	0 for one	39	50	17	18	62-190	40	free 2 year period 1/1/11-12/31/12 for electric vehicle	5	13 / 10 if spayed or neutered
Olympia Fields	0												
Orland Park	30	30	10			40	15		30-130	30		1	
Park Forest	40	15 / 20 / 30 / 40	20 for one	free if assigned outside area	20 if by SSA	40-45	free if AV plates	20-30	40-60	50, 20 if owned by school district		1	10
Richton Park	45	5 per month to 30 max	1.50	1.50 for POW	1.50 for disabled veteran	47.50		36.25	55-77.50			10	5
River Forest	45		25 for 1			50		45	50-70				

Vehicle Sticker & Animal License
 Analysis
 September 2011

Community	Rate Passenger Car	Late Fee Increase	Rate Senior	Military	Handicap	Recreational Vehicle	Antique Vehicle	Motorcycle	Truck	Bus	Electric or Hybrid Discount	Replacement	Animal License
Sauk Village	25	10/15	\$5			25		25	40-92.50	40		5	
South Holland	40	50% / \$100	50%					30	55/95				10
Steger	30		15 for one car / 20 for one truck		15 for one car / 20 for one truck			22.5	45/67.50			5	5
University Park	25	100%	\$5 for one		\$10 for one	25		15	25/40/80			3	20 / 10 dogs unneutered/ neutered, 15 / 9 for cats
Wilmette	80	25	10 discount for 1 (if meet HUD income guidelines)					25	95		used to offer for hybrid but discontinued	1	5

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 102 (“TRAFFIC AND VEHICLES”), ARTICLE VI (“VEHICLE LICENSES”) OF THE CODE OF ORDINANCES, VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS, BY AMENDING SECTIONS 102-167 THROUGH 102-173.

BE IT ORDAINED, by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, in the exercise of the Village’s home rule powers, as follows:

Section 1. Village Code Amended. Chapter 102 (“Traffic and Vehicles”), Article VI (“Vehicle Licenses”) of the Code of Ordinances, Village of Park Forest, Cook and Will Counties, Illinois is amended by amending Sections 102-167 through 102-173 to read as follows:

Sec. 102-167. Required.

(a) For the purpose of this section, the term "resident of the village" shall include a corporation or any business entity whatsoever having its principal place of business in the village. The term “vehicle sticker” shall have the same meaning as “license”, “vehicle license”, “vehicle license sticker” and “vehicle tag”.

(b) It shall be unlawful for any resident of the village to own a motor vehicle (e.g., registered to a resident at an address in the village) or for any person to use a motor vehicle owned by a resident of the village, within the village, unless the owner of such vehicle is licensed for the current year by the village to use such and the license is displayed on the windshield of the motor vehicle. It shall also be unlawful for any motor vehicle which has its situs or base within the village (e.g., a motor vehicle leased by a resident of the village) and used by the resident and garaged at the resident's home, or a company car, owned by a company with its principal place of business located outside of the village and used by a resident-employee and garaged or leased by a resident of the village, unless such motor vehicle is licensed by the village or by the municipality from which any such vehicle is registered, for use for the current year, and the license is displayed on the windshield of the motor vehicle.

(c) Any motor vehicle which is registered with the Secretary of State indicating a village residence or business within the village shall constitute a presumption that the motor vehicle owner or business is required to pay the required license fee and display the vehicle license as stated in this section.

Sec. 102-168. Application; issuance.

Every owner or operator of a motor vehicle desiring a vehicle license for such vehicle shall file an application with the village-~~clerk~~, upon a form to be provided by the village-~~clerk~~. Upon payment by the applicant of the license fee provided in section 102-169, the ~~clerk-village~~ shall issue or cause to be issued a certificate of license, sticker or tag authorizing the use of such motor vehicle within the village until the expiration of such license.

No person shall knowingly furnish false information on an application for a vehicle license.

Sec. 102-169. Fees.

(a) The annual fee to be paid for vehicle licenses stickers and tags shall be as follows:

- (1) Motorcycles, motorbikes and motorscooters~~\$30.00~~:
 - ~~a. Motorcycle with 150 or more cubic centimeters piston displacement . . . \$30.00~~
 - ~~b. Every motorcycle and every motor scooter, including motorized pedicycles, with less than 150 cubic centimeters piston displacement . . . 20.00~~
- (2) Passenger automobiles other than as mentioned in (12)~~other than taxicabs~~ . . . ~~40.00~~ 50.00
- (3) Motorbuses . . . ~~50.00~~62.50
- (4) Trucks:
 - a. Gross vehicle weight of 8,000 pounds or less . . . ~~40.00~~50.00
 - b. Gross vehicle weight more than 8,000 pounds . . . ~~60.00~~75.00
- (5) Recreational vehicles:55.00
 - ~~a. Gross vehicle weight of 8,000 pounds or less . . . 40.00~~
 - ~~b. Gross vehicle weight of 8,001 to 10,000 pounds . . . 42.00~~
 - ~~c. Gross vehicle weight over 10,000 pounds . . . 45.00~~
- (6) Vehicles, regardless of horsepower~~type~~, owned by school districts . . . ~~20.00~~25.00
- (7) Vehicles, regardless of horsepower~~type~~, owned by religious organizations and which display valid church vehicle license plates issued by the state . . . ~~20.00~~25.00
- (8) One vehicle, regardless of horsepower~~type~~, owned by persons over 65 years of age . . . ~~20.00~~25.00
- (9) One vehicle, regardless of horsepower~~type~~, owned by a person who has been determined physically disabled by the Social Security Administration . . . ~~20.00~~25.00
- ~~(10) All other motor vehicles . . . 35.00~~
- ~~(11)~~ Vehicles, regardless of horsepower~~type~~, owned by active duty military personnel assigned to duty outside the Chicagoland region, whose vehicle is registered to the village . . . No fee
- ~~(12)~~ Antique vehicles designated with AV license plates . . . No fee
- (12) Vehicles which are totally powered by battery and electricity No fee through April 30, 2015. Beginning May 1, 2015 fee required as stated in (2)

(b) A half-year fee of 50 percent of the annual fee shall be charged for new vehicles purchased after October 31 or for owners of vehicles who become residents after October 31.

(c) All classifications of fees as specified by subsection (a) of this section shall increase by the amounts and in accordance with the following schedule:

TABLE INSET:

Calendar Quarter — License Paid <u>Date</u>	Dollar Increase
May 1— July 31	\$ 15.00 <u>25.00</u>
August 1— October 31	20.00 <u>50.00</u>
<u>Any vehicle pursuant to Sec. 102-167 as of May 1st that has not purchased a sticker by October 31st shall be considered delinquent and will be sent to collections for all appropriate fees.</u>	
November 1—January 31	-30.00
February 1—April 30	-40.00

Sec. 102-170. Payment of fees; term.

(a) The license fee required by section 102-169 shall be due and payable annually in advance of May 1 of each year, and the license shall be for one year, except as provided in subsections (b) and (c) of this section.

(b) The owner of such vehicle coming into possession of a vehicle after May 1 of each license year shall pay an appropriate fee as stipulated in subsection 102-169(a) or (b), provided that the license fee is paid by the owner within 30 days of coming into possession of the vehicle. If the vehicle license sticker fee is not paid within 30 days of coming into possession of the vehicle, the owner shall pay the designated fee plus a \$10.00 late fee.

(c) The owner of such vehicle who becomes a resident of the village after May 1 of the license year shall pay an appropriate fee as stipulated in subsection 102-169(a) or (b), provided that the license fee is paid by the owner within 30 days of becoming a resident of the village. If the ~~license~~-fee is not paid within 30 days of becoming a resident of the village, the owner shall pay the designated fee plus a \$10.00 late fee.

Sec. 102-171. Use of fees.

All revenues derived from ~~motor~~-vehicle license sticker fees shall be used for traffic control and safety as shall be determined by the board of trustees.

Sec. 102-172. Tag or sticker.

(a) A license tag or sticker shall be issued by the village ~~clerk~~ and the sticker shall be displayed on the lower righthand side of the windshield of the motor vehicle so licensed, other than motorcycles, motorbikes and motorscooters. A vehicle tag issued for a motorcycle, motorbike or motorscooter shall be

securely fastened and conspicuously displayed upon the rear of such vehicle. Such tags or stickers shall be numbered serially and a record kept of them by the village ~~clerk~~.

(b) Tags or stickers from prior years or other communities shall be removed from the windshield at the time the new sticker is displayed.

(c) No person shall affix or display a village vehicle license sticker upon any vehicle that said license is not registered for.

Sec. 102-173. Transfer.

Where a vehicle licensed under this article shall be sold during the year for which such license is issued, the seller shall remove or mutilate such license tag or sticker as may have been issued by the village ~~clerk~~ and so notify the ~~clerk~~village. The village ~~clerk~~, upon request, shall transfer the certificate of license for use on a new vehicle by the same licensee upon the payment of a fee of \$~~1.00~~5.00, with such adjustment as may be necessary for differences in the motor vehicle category.

Section 2. Severability and Repeal of Inconsistent Ordinances. If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable, unless otherwise provided by this Ordinance. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 3. Effective Date. This Ordinance shall be take effect from and after its passage and approval and publication as required by law.

PASSED this _____ day of _____ 2011.

APPROVED:

ATTEST:

John A. Ostenburg
Mayor

Sheila McGann
Village Clerk

MEMORANDUM

DATE: September 20, 2011

TO: Mayor Ostenburg
Board of Trustees

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

RE: October 2011 Financial Update Meeting
ECONOMIC DEVELOPMENT UPDATE

Following is an update on the economic development and planning projects that are currently underway. Note that the Sustainability Plan is described in a separate memo. I will be happy to discuss these economic development activities in more detail and answer any questions at your Financial Update Meeting on October 15, 2011.

Business Development

Mr. Hitesh Shah, owner of the **Stop and Shop Convenience Store** at 2599 S. Western Avenue, has purchased 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 made an application to the Village for support for a Cook County Class 8 property tax incentive. The Economic Development Advisory Group (EDAG) met on September 14 to consider his application, and voted to recommend that the Board approve the requested resolution. This request will be submitted to the Board of Trustees for consideration in October. Mr. Shah has also submitted architectural plans for renovation of the property.

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. The Board of Trustees has already approved her request for Village support of a Cook County Class 8 property tax incentive. Renovation of her property is underway.

DENT, LLC has exercised their option to purchase 80 North Street in order to locate the **Great Lakes Center for Energy Smart Communities** in Park Forest. An initial application for economic incentives has been submitted to the Village. Staff, however, is still working with the applicant to obtain the full information required before asking the Economic Development Advisory Group (EDAG) for a recommendation. It is anticipated that the application will include a request for Village support of the Cook County Class 8 property tax incentive and a reimbursement of a portion of the purchase price to fund renovation costs. Staff expects that the real estate purchase agreement and economic incentive agreements will be presented to the Board of Trustees for consideration during October or November 2011. Closing on the sale of the property should occur within 45 days after approval of the real estate agreement, with renovation to begin early in 2012.

Staff and the Economic Development Consultant are working with a prospect on strengthening her business plan for a restaurant in DownTown Park Forest.

Land Development/Redevelopment

The **Norwood Square** property continues to deteriorate and create a significant blight in the community. Nassimi Realty has indicated to the Village that they have “effectively abandoned” the property. The Village has cited the property for code violations and is prepared to seek a court order for ownership of the property due to the fact that it is blighted and abandoned. While this is a disappointing outcome, it will at least put the Village back in control of the future of the property. If we obtain ownership of the property, we will explore all options for redevelopment of the property, including the possibility of demolition.

Village Staff is negotiating an option agreement for sale of the **3.5 acres** of vacant land on the east end of Main Street in DownTown Park Forest. An initial meeting with the retailer and their broker was held at the Spring Convention of the International Council of Shopping Centers in May. The retailer’s preferred developer proposes to subdivide the property into three pad sites for individual retail stores including, at this point, a dollar store, and an auto parts store. Village Staff has encouraged the developer to seek a restaurant for the third pad site.

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 211th Street Metra Station Transit Oriented Development (TOD) Plan. In February 2009, the Strategic Plan, along with the DownTown Master Plan and the 211th Street TOD Plan, was adopted as the land use and economic development elements of the Village’s official Comprehensive Plan. The status of ongoing implementation measures for the Plan is described below.

The highest priority of the Strategic Plan is the **211th Street Metra Station Transit Oriented Development Plan (“the TOD Plan”)**. The first phase of the **Implementation Study for the TOD Plan** has been completed and a Steering Committee meeting is planned for October to review the draft document and begin work on the second phase. To date, the work completed includes a review of transit oriented development model ordinances, a review of the marketing activities of the three participating municipalities and best practices in the Chicago metropolitan area, and an update to the 2007 market analysis. The remaining work to be completed includes the development of a model ordinance for TOD implementation, a development pro forma for the updated plan, and design guidelines for both the public and private development. The consultant team of Land Vision, Inc./Baxter & Woodman Consulting Engineers/BBP & Associates, LLC/DLK Civic Design, Inc. is conducting this study, which is funded by a \$100,000 grant from the Illinois Department of Commerce and Economic Opportunity (ILDCEO).

An important part of the first phase of the TOD Plan Implementation Study has been the market study update. Since the TOD Plan was finalized in 2007, market conditions have changed dramatically. Therefore, in order to ensure that the Study includes a realistic development pro forma, and that the three Villages seek development proposals that can be financed and built, the

consultants have conducted a targeted update to the original market study. As would be expected, the overall development potential for the 211th Street TOD area has changed significantly. For the near term (three to five years in the future), retail development potential for the TOD area remains relatively stable, at 32,000 to 41,000 square feet including the recently constructed CVS Drug Store in Olympia Fields. The market potential for office development, however, has been virtually eliminated given the high vacancy rates in existing office space throughout the South Suburbs. Residential development potential for the TOD area is also significantly less than proposed in the original TOD Plan. In the original Plan, up to 175 dwelling units (condominiums, townhomes, and single family homes) were proposed in both Park Forest and Olympia Fields, including units that had already been approved in Olympia Fields. The updated market analysis finds a market for only 35 to 45 dwelling units in the next five years. Furthermore, due to financing constraints and demographic shifts, the market now favors market rate apartment units rather than condominium or other owner occupied options. These are significant changes that will impact the recommendations for development incentives that are part of the second phase of the TOD Implementation Study.

DownTown Park Forest, including the DownTown Gateway, is the second priority for implementation of the Strategic Plan. In the past several years, significant progress has been made in marketing and leasing in the DownTown. In early 2010, occupancy in the Village-owned buildings was at 80 percent. In the summer of 2010, a large tenant vacated their space, which brought the DownTown's occupancy to 75 percent (in Village-owned buildings). Since that time, there have been a number of office tenants come and go, and one major ground floor addition with the South Suburban Food Cooperative opening their doors in May 2011. This has resulted in a slight gain in occupancy, with the total occupancy in Village-owned buildings now at 76 percent. As noted above, Village Staff is working with a developer for the potential sale of the 3.5 acres of vacant land on Main Street. If this project is successful, it will bring new development and result in additional property tax and sales tax revenue.

Residential Infill and Redevelopment is also a high priority of the Strategic Plan for Land Use and Economic Development. In order to address this goal, the Village of Park Forest and the Village's development partners have been successful in obtaining several grants for housing acquisition and rehabilitation. These grants include the following:

- \$500,000 from Cook County's NSP1 allocation (Village grant)
- \$2.4 million Cook County HOME grant for work in both Park Forest and Lansing (Habitat grant)
- \$525,000 from Illinois CDBG-IKE grant (SSMMA grant)
- \$650,000 from State NSP3 allocation (joint Park Forest/Richton Park grant)
- \$75,000 Energy Efficiency Community Block Grant (Village grant passed thru to Habitat)

The Village is working with several development partners on the housing acquisition/rehabilitation projects. Habitat for Humanity Chicago South Suburbs is the developer for most of the grants. The Village began working with Habitat 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 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 has assisted in making small upgrades (average \$3,100 per home) that improve energy efficiency in homes. To date, upgrades on 11 homes have been completed and three are in progress. Funds remain for approximately seven more homes to be upgraded. The homes targeted with this grant cannot be the NSP or HOME funded homes, but Habitat has targeted the same neighborhoods in order to increase the benefit to those areas.

Following is a list of the homes already purchased or under contract by Habitat for Humanity.

209 Lee	Under construction
110 Blackhawk	Under construction
327 Marquette	Sold to new homeowner
347 Marquette	Under construction
411 New Salem	Sold to new homeowner
301 Douglas	Under construction
439 Winnebago	Under construction
229 Indianwood	Renovation completed
263 Blackhawk	Sold to new homeowner
287 Mohawk	Under construction
215 Early	Pending Cook County transfer
217 Early	Sold to new homeowner
279 Minocqua	Purchased
10 E. Rocket Cir.	Purchased
412 Wilshire	Purchased
356 Winona	Purchased
329 Merrimac	Purchased
300 Seneca	Under construction

The Village also obtained a State of Illinois CDBG-IKE grant for housing acquisition/rehabilitation and housing demolition. This grant was received as part of a regional application submitted by the South Suburban Mayors and Managers Association (SSMMA) on behalf of the Chicago Southland Housing and Community Development Collaborative. The SSMMA will administer the housing acquisition/rehabilitation portion of the grant and work with Habitat for Humanity as the development partner. Approximately five additional vacant, foreclosed homes will be purchased and rehabilitated with this grant. The specific homes to be purchased will be identified after the grant agreement has been signed, which we hope will occur in October at the latest. Habitat will attempt to concentrate homes in the areas where they are already working.

Finally, the Villages of Park Forest and Richton Park were recently awarded a joint \$1.3 million grant from the State allocation for NSP3 for housing acquisition/rehabilitation. Because the Villages qualified together as “areas of greatest need” for this grant, we submitted a joint application for funding and chose to work with Richton Park’s designated developer, MECCA Companies. While the grant application included both housing rehabilitation and new housing construction, only the housing acquisition/rehabilitation projects were funded. Based on recent

guidance from the State of Illinois, the Villages hope to begin this project before the winter of 2011.

The **Eastgate Neighborhood Redevelopment** plan contained within the Strategic Plan continues to move forward with the help of grant funds that will allow for the demolition of most of the blighted homes in the neighborhood. Four homes in the neighborhood were deconstructed in the early spring of 2011 with the assistance of a grant that The Delta Institute administered for Cook County. In September/October 2011 the Village was able to demolish nine homes with an NSP1 grant from Cook County. All of these homes were located on Allegheny Street. The Village is working with the State of Illinois to finalize the CDBG-IKE grant agreement for additional funds that will allow for the demolition of up to 25 homes. Most of these homes will be located in the Eastgate neighborhood. However, there are four vacant, blighted homes located in other areas of the community that will also be demolished with the assistance of this grant (511 Homan, 305 Seneca, 303 Oswego, 127 Peach).

As soon as each of the targeted homes is 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. 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. Based on the 332 parcels in this neighborhood, the Village could control a minimum of 12 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.

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, and the Village has contracted with Baxter & Woodman Consulting Engineers to conduct the study. At this time, the Village Board has authorized the Staff and consultant to initiate Phase Two of the study in order to file a Notice of Intent to establish a full quiet zone at the Western Avenue railroad crossing. Phase One included a public workshop in order to obtain public input regarding the need and/or desire to establish a quiet zone. Phase Two includes a Diagnostic Team meeting at the site to determine that the analysis conducted in Phase One was correct. This meeting will include representatives of the consultant, the Federal Railroad Administration (FRA), the Illinois Commerce Commission, the State Department of Transportation, CN Railroad, the Village of Park Forest, and the City of Chicago Heights. After that meeting, a Notice of Intent to establish a quiet zone will be filed with the FRA. A 60 day public comment period is required after the Notice of Intent is filed. Comments received during that period will be addressed, and any required improvements will be installed, after which a Notice of Establishment can be filed and the quiet zone can become effective. A finding of the Phase One technical review was that the Western Avenue median curb height is only four (4) inches in height where the crossing gate comes down. The median curb is required to be six (6)

inches in height at that location. Therefore, the FRA will require 100 feet of reflective channelization panels to be installed on each side of the railroad crossing on top of the curbed median. This improvement will also be paid for by CN under the terms of the Village's Voluntary Mitigation Agreement.

Early in 2011, Park Forest was 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 the Chicago Metropolitan Agency for Planning, with grants from the Illinois Housing Development Authority (IHDA) and the Chicago Community Trust. This team has hired Fregonese Associates to prepare a housing policy plan for the Village that can become a new element to our comprehensive plan, approximately a \$45,000 value-added benefit for the Village. The only cost for the Village is staff time. To date, the consultant has completed an analysis of Park Forest's existing housing supply and examined the housing needs for the next 30 years. They have also conducted a public workshop in which Park Forest residents were asked to visualize housing needs for the Village as a whole, and in key redevelopment areas (DownTown Park Forest and the Eastgate neighborhood). The final report is expected to be presented to the Village in early November.

Department Staff continues to be 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. The consultants have completed the first phase of the study, which involved compiling information about each of the 20,000 square feet and larger 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 Village of Park Forest started using these marketing sheets during the ICSC Spring Convention, and will continue to update them as needed. The second phase of this study is now underway. This phase involves a close examination of the factors that have led to disinvestment in the south suburbs in order 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 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 developed the specifications for this sign and received approval from CN to proceed with a request for proposals. It is envisioned that the Orchard Drive overpass sign (to be located on both the north and south sides of the overpass) will be used to promote community events and public service announcements, rather than commercial messages. The request for proposals for the sign was issued on September 23, 2011, and proposals are due on October 13. We expect to review the proposals and negotiate an agreement with the selected firm in order to bring a contract to the Board in January at the very latest. Construction of the sign should be completed in the spring of 2012.

Staff has deployed a variety of advertising media outlets to promote Village properties (privately owned and Village-owned) 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, when 80 North Street went under contract, CoStar was notified to make the change. Brokers who have automated e-mail from CoStar then called or e-mailed to find out about the buyer, the timeline for closing, etc.
- Location One Information System (LOIS) is a similar commercial data base sponsored by the State of Illinois and Ameren, an electric utility serving Illinois. The IT Department established a link to this data base so we have a searchable and interactive way for the public to find available properties through the Village's web site. This system also enables Google mapping for Park Forest properties.
- Most 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 prepare 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 and the community calendar of events.
- Park Forest promotional advertisements seeking tenants for the Village's DownTown properties are placed in program guides for the Pantry of Rich Township Fashion Show, and the Chicago Southland Chamber event, as well as on the Kiwanis Pancake Day placemat. In 2011, an advertisement was purchased for the Annual Chicago Southland Chamber of Commerce Directory.
- In addition to knowing what is available to lease or buy, would-be tenants and their brokers inherently want to know what businesses are already in Park Forest. Staff uses Google batchgeo, a free mapping service to list and promote all of the commercial based Park Forest businesses. This improves the probability that consumers, future tenants, and brokers are more aware of who is in business in Park Forest.
- Staff is using the LED message center on US30 to promote the Commerce ARC, and DownTown Management Staff uses the LED to promote leasable space.

At the May 2011 ICSC Spring Convention, the Village had a booth in the leasing mall for the first time. The consensus of those who attended is that it was beneficial to our marketing efforts to have the booth because it allowed for a location to conduct meetings, as well as a static location for disseminating information about development opportunities. We continued to visit other retailer and developer booths and make "cold calls" in order to promote the Village. We are making plans to have a booth again in 2012, with a specific request for a better location closer to the retailers and developers to whom we market the Village.

Staff has identified a vendor for kiosks for the commuter lots and is working with the Departments of Public Works and Community Development on selecting appropriate sites within each of the commuter lots for the signs. This project will be funded with money received from the Voluntary Mitigation Agreement with CN.

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. The Ambassador website is nearly complete and is expected to launch by May 2012.

In 2011, 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 (140 in attendance), the Father and Son Bowling Outing (40 in attendance), the Wine and Chocolate Tasting in February 2011 (320 in attendance) and August 2011 (215 in attendance), the Open Mike Event at Dining on the Green (50 in attendance), and Good Neighbor Day, partnered with Calvary United Protestant Church and the Recreation and Parks Department (200 in attendance).

The **New Resident Reception**, which is now held twice yearly to welcome all new residents from the previous six months, was held at the Park Forest Aqua Center in August 2011. About 215 people attended the event and had a very enjoyable introduction to the Aqua Center and the Village. Last year, Family Night Out at the Holiday Star Theater was a success, so we plan to repeat this event in March 2012.

Community Relations, Rich Township High School District 227 and the Village's Communications Director collaborated on launching a local **Youth Talk Show**. Auditions were conducted throughout the entire District. Four students were selected, with one representing each of the following high schools: Crete Monee, Rich East, Rich South and Rich Central. The first taping was conducted during the 2011 summer vacation. The launch will be mid October or early November. This partnership will allow the show to be broadcast in the District 227 schools during lunch periods and enrichment programs. It will also be linked to the schools' and Village websites, and shown on the local cable television station.

The Fiscal 2010/2011 budget included funds to enable the Department to conduct at least one activity in response to current events. This year, these funds were used to conduct a series of workshops to assist Park Forest residents to improve their financial credit ratings. Fifteen participants have signed up for the program, which was sponsored by Keller Williams Realty and 1st Mortgage Corporation. The program consists of six monthly workshops on topics such as "Do's and Don'ts of Credit", reviewing your credit report, and how to avoid foreclosure. The participants who improve their credit score the most during the course of the program will receive \$250 dollars towards their debt.

In 2011/12, upcoming events are planned as follows:

- Saturday, October 1, Biking Treasure Hunt, Old Plank Road, 12noon
- Monday, October 31, Safe Halloween, 300 Victory Drive, 3-6pm
- Friday/Saturday, November 24-25, Park Forest Idols Auditions, Times Vary
- Saturday, January 21, Park Forest Idols Competition (this year, entitled "Battle of the Suburbs"), Freedom Hall, 7-9pm

- Friday, February 11, Wine & Chocolate Tasting, 300 Victory Drive (tentative), 7-10pm
- Saturday, February 25, Black History Month Program, Freedom Hall, 2-4pm
- March (date to be determined), New Resident Reception, Holiday Star Theater
- May/June (undecided), Combined Family Social
- TBD, Youth Program Live Taping, Village Hall
- TBD, Young Professional, Mentor Speed Networking Session, Dining on the Green
- TBD, Couponing Session (still being discussed)
- TBD, Volunteer Outing with Ambassadors
- And much more.

Based on surveys conducted at past events, residents and event participants would like to see more family based events rather than mother/daughter or father/son exclusive events. In response to this feedback, the Ambassadors and Community Relations Staff propose a family social event, such as a dance or a masquerade ball.

The Economic Development and Planning Department partnered with the Recreation and Parks Department to have a Community Wide day at the Chicago Sky (Women's Basketball) stadium in July 2011. Three Idol winners started off the game with the National Anthem, and the Park Forest Cheerleaders performed at half-time. This day was taped and aired on ESPN. Three buses with 175 participants represented Park Forest in matching t-shirts.

In March 2012, the Department and the Commission on Human Relations will conduct a workshop for realtors. The goal is to have a training event that addresses realtors' continuing education requirements in order to create the incentive for attendance. This will also be an opportunity to introduce a new realtors brochure that is being developed to market the quality of life in Park Forest.

MEMORANDUM

DATE: September 20, 2011

TO: Mayor Ostenburg
Board of Trustees

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

RE: Update on Sustainability Plan

In 2010, the Chicago Metropolitan Agency for Planning (CMAP) adopted the GO TO 2040 Plan as the regional comprehensive plan for the Chicago Metropolitan Area. GO TO 2040 is the first regional comprehensive plan since Daniel Burnham's famous 1909 Plan of Chicago. CMAP received a three-year \$4.25 million grant from the U.S. Department of Housing and Urban Development to implement this plan. They are using this grant to fund local planning projects that will be instrumental in the implementation of the GO TO 2040 Plan. In March 2011, the Village of Park Forest was approved for participation in the Local Technical Assistance (LTA) program in order to create a Sustainability Plan. In addition to establishing a road map for Park Forest's sustainable future, the Plan, when completed, will become a model for the development of similar plans throughout the Chicago metropolitan area.

In June 2011, the Board of Trustees approved a Resolution, Memorandum of Understanding, and Scope of Work in order to formally support the Village's involvement in this planning endeavor. The approved Scope of Work for the Sustainability Plan is attached. CMAP has assigned a Project Planner to work on the Village's Sustainability Plan full time. This planner, Kristin Ihnchak, works from Village Hall one or two days a week in order to interact more closely with Village Staff and local stakeholders on the Plan. The scope of work includes a significant amount of public outreach and input to ensure that the Plan reflects Park Forest's goals and priorities for sustainability. This public outreach is being accomplished through the input of a Citizens' Advisory Committee appointed by the Mayor, a Technical Advisory Committee made up of professional staff, and ongoing public workshops and topical focus groups. To date, the following public input meetings have been conducted:

- July 12, 2011 – Technical Advisory Committee (TAC) meeting to identify existing sustainability initiatives and brainstorm goals for the future.
- July 12, 2011 – Youth Workshop to gain input about what sustainability issues are most important to Park Forest's young people. Over 120 youth aged 10 to 22 years old participated in this event.
- July 13, 2011 – Citizens Advisory Committee (CAC) meeting to identify their vision for the future and goals for specific topic areas. Eight people serve on the CAC.
- July 14, 2011 – Public Kickoff Meeting to learn the perspectives and goals of the general public related to the key topic areas in the Plan. Over 60 residents participated in this meeting.
- September 14, 2011 – Business Park Meeting to learn how local industrial stakeholders are making their businesses more sustainable, and what the Village can do to assist.

- CMAP Staff has met individually with a large number of Staff and local stakeholders to get more detailed information on specific topical areas.

The Village of Park Forest is already engaged in a number of sustainable initiatives that represented a baseline for the CMAP staff to begin to assess how we move forward. Attached is a memo that was compiled previously and updated for the planning process.

As noted in the Scope of Work, the Sustainability Plan will be built around the following key topic and subtopic areas:

- | | |
|--|---|
| <p>A. Planning & Design</p> <ul style="list-style-type: none"> a. Development Patterns b. Green Building c. Transportation & Mobility | <p>D. Economic Development</p> <ul style="list-style-type: none"> a. Green Economy b. Local Food Systems c. Municipal Policies & Practices |
| <p>B. Natural Systems</p> <ul style="list-style-type: none"> a. Water b. Waste c. Open Space & Ecosystems | <p>E. Equity & Social</p> <ul style="list-style-type: none"> a. Education b. Community Health & Wellness c. Housing Diversity d. Arts & Culture |
| <p>C. Energy & Climate</p> <ul style="list-style-type: none"> a. Greenhouse Gases b. Renewable Energy | |

By including this broad range of topic/subtopic areas, the Sustainability Plan will be able to address more than just environmental issues. In order to be truly sustainable, a community must ensure that environmental, economic and equity issues are addressed. The attached “Sustainability Master Plan Potential Topics Map” demonstrates the wide range of topics within the broad areas of environment, economy and equity that could be included in a Sustainability Plan. While Park Forest’s Sustainability Plan will not include the full range of topics, it will include an examination of issues such as the “green economy”, municipal policies and practices, housing diversity, community health and wellness, and arts and culture. The Plan will provide direction for how the community can reduce its energy costs, save water, and protect natural areas. It will also address ways to make the Village more welcoming to local businesses, how the Village can become more walkable, how our built environment can attract a wider range of new residents, and how we can continue to enhance and expand our focus on arts and culture.

During the week of September 19, CMAP presented the draft Sustainability Assessment to the TAC for review. The Sustainability Assessment includes a review of the current Village sustainability initiatives in each of the key topic/subtopic areas. It also includes a set of Vision Statements for a sustainable future in Park Forest, as well as Goals in each of the subtopic areas. The Vision Statements and Goals were developed from all of the feedback received at each of the public outreach meetings described above. The TAC has offered comments for technical revisions to the Sustainability Assessment. After revision, CMAP will present the Sustainability Assessment to the CAC for review. This meeting is expected to occur in October.

The next phase of developing the Sustainability Plan will include choosing baseline indicators and target indicators to work towards in the future, and strategies to achieve the goals. This phase will start with a second public outreach meeting tentatively planned for November. At that meeting, the Sustainability Assessment will be presented and those present will be asked to brainstorm on strategies for achieving the goals, and target indicators to measure success in achieving the goals. CMAP will also work with the TAC and CAC to refine these strategies and target indicators as they draft the Sustainability Plan. The Plan is still on target to be completed in the spring of 2012.

One of the benefits of participating in CMAP's LTA program is the ability to obtain the expertise of all the staff at CMAP, as well as their partner organizations. While the day-to-day work of researching, interviewing, and writing the Sustainability Assessment, and ultimately the Plan itself, is the responsibility of Kristin Ihnchak and several other CMAP planners, drafts are also going to be reviewed by CMAP staff members that have particular expertise in technical areas such as stormwater management, energy efficiency, transportation, and water planning. In addition, the draft Sustainability Assessment was reviewed by ICLEI, Arts Alliance Illinois, Center for Neighborhood Technology, and Delta Institute to ensure that it is technically accurate and serves as a good model for other communities.

Sustainability Plan - Village of Park Forest Scope of Work

The following is an outline of the steps needed to complete the Sustainability Plan (SP) for the Village of Park Forest (VPF) as part of the Chicago Metropolitan Agency for Planning's (CMAP) Local Technical Assistance program. CMAP staff will work closely with the VPF to undertake this planning assignment. The planning process has been formulated to maximize public involvement, ensuring that the end product is driven by the Village and its stakeholders. The outcome of the process will be a document that sets forth a clear direction to achieve the Village's sustainability objectives, as well as recommendations for implementation items and continued monitoring of progress.

Approximate Timeline

The following scope of work is designed to be completed in approximately 10 months; however, this timeline can change based upon a number of factors, such as amount of review time required, meeting schedules, and availability of necessary data.

SP Review Copies

Each deliverable will be provided to key VPF Staff and members of the working groups via electronic format. A total of 20 hard copies of all draft and final plans prepared for public review will be provided to key Village staff for distribution.

SP Advisory Committees

Throughout the development of the SP, we will consult extensively with 2 working groups. The Technical Advisory Committee (TAC) will be comprised primarily of Village staff, while the Citizen Advisory Committee (CAC) will consist of Plan Commission members and other Village officials, residents, business owners, community leaders, and other local stakeholders. These groups will be responsible for providing direction, helping to gather background data, reviewing key Plan pieces and providing feedback, and attending all project meetings (internal and public).

Phase I: Project Initiation

The first phase in the planning process is designed to “kick-off” the project. Two overall goals of this initial phase are: (1) to introduce CMAP staff assigned to this project to key VPF personnel; and (2) to establish the SP Advisory Committees (TAC and CAC).

Task I-a: Director's Meeting

This meeting will include focus on identification of TAC and CAC members and agreement upon scope of work, outreach plan, and preliminary timeline. The VPF will

coordinate transmittal of relevant existing plans, studies, reports, and GIS data. This meeting was held on May 5, 2011.

Task I-b: Village Board Meeting

CMAP will give an overview of GO TO 2040 and the Local Technical Assistance program and present the SP project scope and timeline to the Village Board. This meeting is scheduled for June 6, 2011.

Task I-c: Village Commissions Meeting

CMAP will give an overview of GO TO 2040 and the Local Technical Assistance program and present the SP project scope and timeline to the Plan Commission, as well as members of the Environment and Recreation & Parks Commissions, and Economic Development Advisory Group. This meeting is scheduled for June 7, 2011.

Task I-d: TAC & CAC Kick-off Meetings

We will hold project kick-off meetings with both the Technical Advisory and Citizen Advisory Committees to introduce the project scope and schedule, and discuss the concerns and priorities that the Committee members would like to see addressed in the SP. This discussion will be structured to identify priorities and issues within the key topic areas identified in Task IV-e.

Task I-e: Project Website

The SP project page will be hosted on the VPF's website. CMAP will provide materials to post on the project web page, such as document drafts, online surveys, meeting notes and announcements, etc. VPF Staff will be responsible for posting all material and keeping the SP project page up-to-date.

Task I-f: Informational Video

CMAP will interview 3 individuals from the Village and take video footage of sustainability-related initiatives in the Village for inclusion in a short informational video about the project.

Phase II: Sustainability Vision

Although the community will provide input during all phases of this planning process, the second phase is designed to include varying key community outreach techniques at the outset of the project to identify critical sustainability-related issues and goals for the VPF.

Task II-a: Public Kick-off Meeting & Visioning Session

CMAP will work with the Village to lead an interactive kick-off meeting which centers on answering the question, "What does sustainability mean for Park Forest?" We will

brainstorm priorities and issues for the key topic areas identified in this Scope of Work and seek to come to consensus on priority topics for the SP.

Task II-b: Youth Workshop

We will repeat the process for Task II-A with local area high school students to understand the youth perspective on sustainability.

Task II-c: Key Person & Group Interviews

CMAP will conduct key person and group interviews, including Village staff and officials, residents, business owners, community leaders, students, and other stakeholders. CMAP will work with VPF staff to determine an appropriate list of interviewees. When appropriate, we will group participants whom we anticipate will have common interests (i.e., members of the Rich Township Senior Center).

Task II-d: Identify Vision & Priorities

After completing the previous tasks in Phase II, we will present a draft of the project vision and priorities to VPF staff for approval.

Phase III: Sustainability Assessment

The third phase of the planning process will begin at the same time as Phase I and includes the collection of data, information, studies, GIS data, and other available information regarding the existing conditions of the Village. Unique to the creation of a SP, in-depth data collection will be required for Plan topic areas. This data will be used to create baseline indicators which will form the basis for the recommendations and indicator goals of the SP.

Task III-a: Review Existing Plans, Codes, Programs, and Policies

We will review existing plans, reports, programs, policies, and ordinances related to the SP. Particular attention will be given to zoning and subdivision codes, planning documents (Strategic Plan for Land Use and Economic Development (2009), 211th Street Metra Station TOD Plan (2008), DownTown Master Plan, etc), and municipal policies. This review will serve as the starting point for the analysis to take place in the following tasks and phases, and will help prepare for the community forum outlined above. It will also help us to fully understand how sustainability measures and design criteria are currently incorporated or missing, or where barriers might exist to their development. We will also review any recent site plan or subdivision submittals that will illustrate development trends and approaches to sustainability in the Village.

Task III-b: Develop Demographic Profile

To further our understanding of the Village's residents, we will create a basic demographic profile, to be included in the Sustainability Assessment.

Task III-c: Collect Baseline Data

Working closely with Village staff, CMAP will collect baseline data needed to create the SP's baseline indicators for Task III-e. Staff assistance and leadership will be needed to gather the required data. Data to be collected may include but is not limited to electricity, natural gas, and water usage; vehicle miles traveled; amount of waste; number of high ozone days; energy supply; water quality; etc.

Task III-d: Develop Baseline Indicators & Sustainability Assessment

Using the data collected in Task III-c, we will perform analysis to calculate baseline indicators related to each key topic area (see Phase IV). During this task, we will also conduct a preliminary zoning and subdivision code audit. These findings will be summarized in the Sustainability Assessment document, which can be likened to an existing conditions report. The Assessment will include baseline indicators for each key topic area (outlined in Task IV-e) and a summary of the analysis undertaken to determine each indicator.

Task III-e: External Technical Assistance

CMAP will consult with its partners, such as the Delta Institute and Center for Neighborhood Technology, to review the development of baseline indicators and strategies for setting target indicators.

Task III-f: Internal Sustainability Assessment Review

CMAP will present the draft Sustainability Assessment first to Village staff for an initial review. After incorporating Village comments, the TAC and CAC will review the draft and recommend revisions. These revisions will be discussed and confirmed with staff prior to their incorporation into the document. The Sustainability Assessment will serve as the second section of the SP (see Task IV-c).

Phase IV: Develop the Sustainability Plan

Task IV-a: Develop Target Indicators

CMAP will work with Village staff and other appropriate parties to develop target indicators for Task IV-b. The TAC and CAC will be of particular importance in helping to prioritize target indicators as well as thresholds for use during Task IV-b.

Task IV-b: MetroQuest Web Tool

CMAP will gather feedback on target indicators and strategies to achieve those indicators via the web, potentially using MetroQuest as a tool to elicit preferences.

Task IV-c: Public Workshop: Sustainability Indicators

During this workshop, CMAP will present the Sustainability Assessment created during the previous phase and build upon the assessment by proposing a series of target indicators for community feedback. Community preferences will be gauged by keypad polling and table activities.

Task III-d: Topical Focus Groups

We will work with the VPF to identify members of the community with a particular interest in or knowledge of topics related to the SP, as outlined in Phase IV. These community members will be organized into subcommittees to provide input and feedback specific for various aspects of the plan.

Task IV-e: Draft the SP

Based on the wealth of information collected from the previous phases and tasks, the SP will be drafted. The document will be clearly narrated and illustrated whenever possible to be easily understood by all. The SP will be organized according to the following format:

- I. Introduction*
- II. Sustainability Assessment*
- III. Goals, Target Indicators, & Strategies by Key Topic Area*
- IV. Implementation Strategy*
- V. Monitoring & Reporting*
- VI. Appendices*

Key SP topic areas will include:

- A. Planning & Design
 - a. Development Patterns
 - b. Green Building
 - c. Transportation & Mobility
 - d. Open Space & Recreation
- B. Natural Systems
 - a. Water
 - b. Waste
 - c. Ecosystems
- C. Energy & Climate
 - a. Greenhouse Gases

- b. Energy

- D. Economic Development

- a. Local Business & Green Jobs
- b. Local Food Systems
- c. Municipal Policies & Practices (to be drafted by the VPF)

- E. Equity & Social

- a. Education
- b. Community Health & Wellness
- c. Housing Diversity
- d. Arts & Culture

Each section will include, to the extent possible, target indicators and benchmarks by which to evaluate the Village's future success on each issue. The SP will also include a detailed implementation section that describes tasks to be undertaken to achieve each objective, priority level, party responsible for the completion of the task, additional resources, and approximate expected duration and cost for each task.

Task IV-f: Internal SP Review

The draft SP will be presented throughout its development in modules for Village staff and TAC/CAC review. Since the Sustainability Assessment piece will already have been reviewed and finalized in the previous task, we will focus on Sections III-V of the Plan for this Task. We anticipate presenting the drafts in the following 4 modules:

- (1) Goals, Metrics, & Strategies (Planning & Design)
- (2) Goals, Metrics, & Strategies (Natural Systems; Energy & Climate)
- (3) Goals, Metrics, & Strategies (Economic Development; Equity & Social)
- (4) Implementation Strategy; Monitoring & Reporting; Appendix

Each module will be presented first to Village staff for an initial review. After incorporating Village comments, the TAC and CAC will review the document and recommend revisions. These revisions will be discussed and confirmed with staff prior to their incorporation into the document. After completing these revisions, the document will be ready for public presentation.

Task IV-g: Public Open House

This meeting will be the first public presentation of the draft report. We anticipate a public reception where the key elements of the plan are displayed on large boards and the public can circulate through and ask questions of the Village, CMAP staff, focus groups, and TAC and CAC members. Then a more formal Powerpoint presentation of the plan will be made, followed by a question and answer session. Comments will be collected via this meeting as well as on the website. These comments will be reviewed with the Village and consolidated into a set of action items for revision.

Phase V: Review, Revise, & Adopt the Plan

Task V-a: Public Hearing Draft

CMAP will revise the SP in preparation for public hearings based on comments received during the Public Open House.

Task V-b: Public Hearing Presentations

Through the public hearing process, Village staff will collect comments, questions, and suggestions from public hearings and consolidate them into a series of action items for revision or response. CMAP will be available for public hearings as necessary, and will incorporate the revisions into the final Sustainability Plan.

Task V-c: Final Sustainability Plan

CMAP will provide the VPF with a pdf copy of the final document and other desired supporting information.

**Village of Park Forest
“Green” Initiatives
Updated April 26, 2011**

Park Forest Farmers Market

On May 7, Park Forest will open its 38th year of the Park Forest Farmers Market. This makes the Park Forest market one of the (if not the) longest running farmers markets in the south suburbs. That means that Park Forest has been supporting locally grown produce, eggs, and meat for much longer than it has been fashionable to do so!

South Suburban Food Cooperative

In mid May, the Village will welcome its newest business – the South Suburban Food Cooperative. The Food Cooperative actually began in Park Forest over 25 years ago as a food buying club. When it grew to need a central location it moved to nearby Matteson. Now the Food Cooperative is looking to grow again and they are moving into a location in DownTown Park Forest. The Food Cooperative offers locally grown and organic food, and it operates primarily with volunteer staff. They also plan to develop several community gardens where community residents can grow their own food (not for sale at the Food Cooperative).

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

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

Renovations to the Park Forest Police Department Building

Since the Fire Department moved out of the formerly shared facility into their own new building, the Police Department has been renovating the facility to meet their specific needs. As much as possible, they have included measures that incorporate sustainability into their renovations. This includes the new lighting described above. It also includes plans to begin installing motion sensors this spring in all appropriate offices, restrooms, and storerooms that will turn off lights when the rooms are not in use. All chemically-based cleaning products for the building, with the exception of the holding cells, have been replaced with environmentally friendly products recommended by the building maintenance staff. In addition, environmentally friendly paper towels and trash can liners have been phased into daily use. Recycling bins with appropriate graphics have been placed at key locations to facilitate the capture of all targeted products. These are picked up weekly from our recycling station outside the building. Older windows that are not energy efficient are being addressed as well. Over the last two years, older, inefficient windows have been replaced throughout the building. Only five offices still require window replacement. In the new administration wing, this eliminated the need to replace the HVAC system.

DownTown Park Forest Improvements to Village-Owned Buildings

For the next five years, the Village will work on replacing all second floor windows in Buildings #1 and #7 (Village-owned buildings). The new double hung windows are a thermally improved window system for commercial use. They have a 7/8 inch insulated glass. A total of 39 new windows will be installed with this program. In addition, whenever there are improvements or tenant build-outs needed in DownTown locations, the Management Office incorporates considerations for energy efficiency. This could be replacing a 20 year old furnace with a new, high efficiency unit, or replacing old light fixtures with T8 light fixtures.

Central Park Ballfield Lighting Audit

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

Modified HVAC Unit Controls

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

Rain Garden Development Projects

In conjunction with the Environment Commission a demonstration rain garden was developed at the southeast corner of the Park Forest Tennis & Health Club. The rain garden takes the runoff from approximately ¼ of the 41,000 square foot roof at the tennis building. The garden is situated between the building's gutters and an existing storm sewer catch basin. Water overflowing the rain garden and entering that storm sewer has seldom if ever been observed this since installation of the rain garden in 2009. In 2004, a grant for urban tree planting was received and many (damp loving) species were grouped in several low park areas and combined with mulch and or the discontinuation of regular mowing.

Subsequent to the rain garden being installed at the Tennis & Health Club, to additional rain gardens have been installed at the very south end of Winnebago Park and at the Aqua Center. As much as anything, these rain gardens have been built to demonstrate to the community what they can look like and how they function.

Central Park Wetlands Restoration Project

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

Demonstration Green Roof at Aqua Center

With the re-roofing of the Bathhouse at Park Forest Aqua Center in 2007, a 144 square foot demonstration green roof was installed. While this is only a very small section of this very large flat roof, stairs leading to this roof make for easy public access to the site to inspect the application. The green roof sections clearly absorb water that would otherwise run immediately from the roof membrane, keeping the area under it cooler and protecting the membrane it sits on from the damaging ultra violet rays of the sun.

Park Forest Aqua Center Renovations Project

In 2010, the Park Forest Aqua Center was renovated as part of an \$800,000 IDNR/OSLAD grant. Work included plumbing, electrical and HVAC improvements and several green initiatives as follows: 1) a new environmental classroom was constructed on the northwest corner of the existing bathhouse; 2) 10 skylights were installed throughout the facility; 3) a solar water heating system for pool facilities was installed; and 4) a demonstration rain garden was planted in the vicinity of the old concession stand.

Low Emission Vehicles

All Parks and Public Works Department vehicles purchased in the last several years have been of the low emission variety. Regulations now require that one-half of our fleet be LEV. All eight existing Parks Department vehicles are not LEV and a large portion of the Public Works vehicles are LEV.

Reduce Mowing Operations

Grass mowing throughout the Village has been reduced over the years using a number of means. Obviously, in Central Park Wetlands alone, 45 acres of regular bi-weekly grass mowing has been discontinued. Mowing has been reduced in frequency or eliminated altogether at several other locations throughout the Village, including most of DownTown Park Forest. This saves fuel, reduces exhaust pollution, and makes park areas more water absorbing. We have also increased the mowing height, which reduces the need for lawn chemicals, and we have gone to “greener formulations” in the lawn chemicals we do use and eliminated their use in several areas.

Village-Wide Native Landscaping

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

Urban Forestry Program

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

E-Waste Drop Off Day

In partnership with the Environment Commission, an environmentally conscious drop off day for outdated technology equipment was facilitated in DownTown Park Forest in October 2008. Habitat for Humanity Chicago South Suburbs now is an electronic recycling drop-off location at their ReStore in Chicago Heights. The Village of Park Forest will promote this location to the community.

Rain Barrel Project

In partnership with the Environment Commission, more than 120 new rain barrels have been distributed throughout the Village so far. The rain barrels are intended to bring water conservation and smart use to the residential level. As part of this project, three composting units also have been sold. These units, ideal for composting kitchen scraps, yard waste etc., are barrels similar to the rain barrels but are on a stand so that they can be rotated end over end. They also have vent tubes to allow air to circulate through the interior. Compostable material is put in and rotated periodically - in a few weeks one has some good garden compost. Both the rain barrels and the composting units will be part of the environmental offering at the Farmers Market this season.

Canvas Bag Pilot Project

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

Commuter Lot Lighting Project

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

Orchard Drive Widening & Resurfacing Project

The design of the Orchard Drive project is scheduled to be 3 vehicle lanes and two bicycle lanes along this thoroughfare from Lakewood Boulevard north to Seward Street (approximately one-half block south of Lincoln Highway/US30). This new configuration should foster enhanced access for bicyclists seeking to access DownTown Park Forest from either the Old Plank Road Trail or other points on the north side of the Village.

Building Code Updates and Training

The Department of Community Development has updated the entire building code to the 2009 ICC International Codes, including the new ICC International Energy Conservation Code. These codes address "green" initiatives. In order to enhance the implementation of this code, the Village is participating in a project funded by the Energy Efficiency Community Block Grant, through the SSMMA. As part of this program, consultants hired by the Metropolitan Mayors Caucus will undertake a gap analysis of our codes and enforcement procedures and provide recommendations for improvements. They will also provide training to the Village inspectors on

enforcement and inspection procedures related to compliance with the Energy Conservation Code.

Weatherization for Low Income Home Owners

In 2010, the Village was awarded a \$75,000 Energy Efficiency Community Block Grant (EECBG) from Cook County for home weatherization projects. We turned the grant over to Habitat for Humanity Chicago South Suburbs for implementation in the Village. Starting this month, they will begin identifying income qualified (low income) home owners to participate in this program. Each home will be eligible for up to \$5,000 in benefit, to include insulation, sealing of openings and ductwork, installation of a programmable thermostat, and other energy saving measures.

Deconstruction of Homes

The Village has been the beneficiary of another Cook County EECBG grant administered by The Delta Institute. Two vacant, blighted homes in the Eastgate Neighborhood were partially deconstructed (and then fully demolished) at no expense to the Village. This process also included a job training component to teach demolition contractors and out-of-work construction workers the deconstruction process. The deconstruction process can divert 70% of the waste material from a building out of the landfill and reuse it for future building and renovation projects.

Deconstruction of Marshall Fields Building

The 116,000 square foot Marshall Fields building demolition project was done in a manner that diverted the vast majority of the building materials from landfills. All concrete from the building was pulverized and used to fill the excavated basement, all usable bricks were bundled and sold, and all metals (steel and copper) were bundled and sold. In general, the only materials not reused were the drywall and roofing materials.

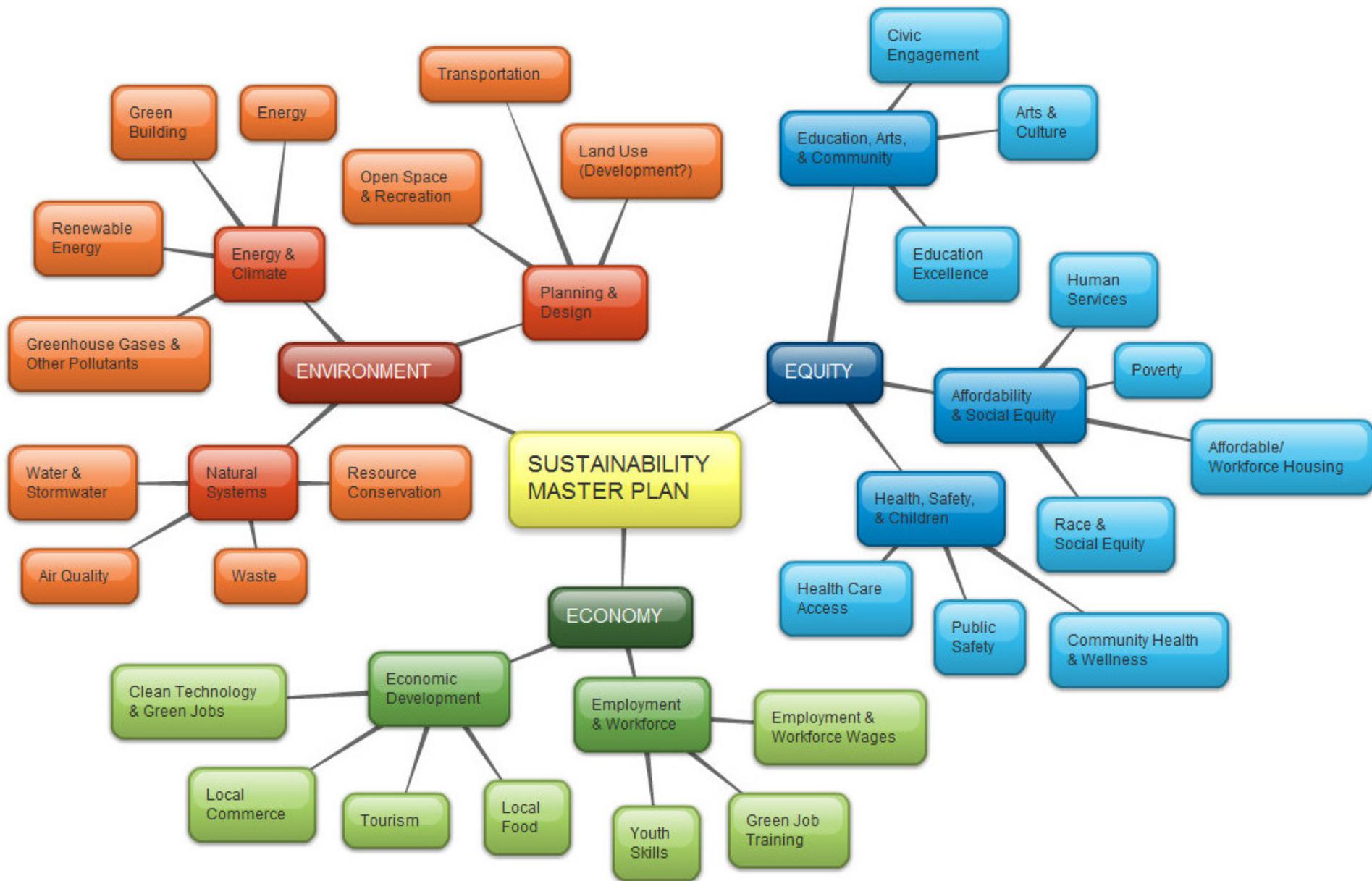
Sustainability Interpretive Center

The Village does not have, nor does it plan to have, a single location that would be an interpretive center. However, we requested grant funding to purchase and install a series of high quality interpretive signs throughout the community to identify and educate residents and visitors about the purpose and merits of the important sustainability activities that have been initiated in Park Forest. While the requested grant was not funded, we still hope to create this Village-wide “interpretive center” when funds become available. Central Park Wetlands already has five interpretive signs which explain the history, value and scientific benefit of wetland restoration in general, as well as storm water management and the Central Park project in particular. Additional proposed signs would be installed at the proposed rail fan park, along Old Plank Road Trail, at the rain garden at the Tennis & Health Club, alongside a rain barrel that would be installed in a prominent location, at the Aqua Center (green roof and solar water heating), and at locations where native landscaping is used. Additional locations will be identified as new projects are initiated.

PARK FOREST SUSTAINABILITY PLAN DRAFT TIMELINE

- Meeting
- Outreach

		2011								2012		
Phase	Task	May	June	July	August	September	October	November	December	January	February	March
Phase I: Project Initiation	Task I-a: Director's Meeting	●										
	Task I-b: Village Board Meeting		●									
	Task I-c: Plan Commission Meeting		●									
	Task I-d: Other VPF Commission Meetings	● ● ●										
	Task I-e: TAC & CAC Kick-off Meetings		● ●									
	Task I-f: Project Website	■										
	Task I-g: Informational Video	■										
Phase II: Sustainability Vision	Task II-a: Public Kick-off Meeting - Define Your Vision		■ ●									
	Task II-b: Youth Workshop			●								
	Task II-c: Key Person/Group Interviews		■									
	Task II-d: Identify Vision & Priorities	■										
Phase III: Sustainability Assessment	Task III-a: Review Existing Documents	■										
	Task III-b: Develop Demographic Profile	■										
	Task III-c: Collect Baseline Data	■										
	Task III-d: Develop Baseline Indicators & Assessment	■										
	Task III-e: External Technical Assistance	■										
	Task III-f: Internal Sustainability Assessment Review	■										
Phase IV: Develop the Sustainability Plan	Task IV-a: Develop Target Indicators	■										
	Task IV-b: Outreach > MetroQuest Web Tool	■										
	Task IV-c: Public Workshop - Define Your Indicators					●						
	Task IV-d: Topical Focus Groups				●	●			●			
	Task IV-e: Draft the Sustainability Plan	■										
	Task IV-f: Internal SP Review	■										
	Task IV-g: Public Open House									●		
Phase V: Review, Revise, & Adopt the Plan	Task V-a: Public Hearing Draft	■										
	Task V-b: Public Hearings									●	●	●
	Task V-c: Final Sustainability Plan	■										



Sustainability Master Plan Potential Topics Map

Source: ICLEI

MEMO

Date: September 26, 2011
To: Mayor Ostenburg and the Board of Trustees
From: Kenneth Eyer
RE: The Department of Public Works Financial Update

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

MOTOR FUEL TAX FUND

Motor Fuel Tax Maintenance Projects and Materials

DPW continues with its annual maintenance projects and day labor maintenance with monies from the Motor Fuel Tax Fund (MFT). These projects include pavement rehabilitation, sidewalk replacement, pavement marking, street sweeping, curb side vegetation control, and street signing. DPW also uses MFT Funds for contractual traffic signal maintenance, salt and calcium chloride purchases, street lighting materials, 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/Village cost participation. 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. The amount of MFT funds allocated to Park Forest is based on population. After the recent 2010 census, the Village was made aware that the population of Park Forest had decreased from 23,462 to 21,975. DPW anticipates that this decrease in population will result in a decrease in MFT funds allotted for Park Forest. Village staff will continue to monitor for this and has attached a MFT Allotment disbursement spreadsheet which shows the past and current trend.

Last fiscal year, IDOT announced the Local Government Component of Illinois Jobs Now which provided a one-time disbursement of additional MFT funding. This one time disbursement increased the MFT fund by approximately 17%. It was based on that current fiscal year's total allotment. The Village received \$101,888 dollars in the October 2010 disbursement and recently received another \$101,888 dollars this past August 2011. This increase in MFT allotment brings MFT funding back to levels the Village was receiving in FY04 which was around \$674,151.

The purchase of salt has taken a larger portion of the MFT allotment in recent years. For the 2008/2009 snow season, the Village utilized the State of Illinois joint purchase agreement and paid \$103.47 per ton for 470 tons from Morton Salt and 1,330 tons were purchased at \$155.58 per ton from North American Salt. For the 2009/2010 snow season, the Village paid \$72.54 per ton for 2,277 tons. For the 2010/2011 snow season the Village purchased 2,274 tons of salt at \$58.67 per ton from Morton Salt. Prior to these three seasons, salt was less than \$40 per ton and that included delivery to the Public Works Yard. For this fiscal year, DPW participated in the IDOT joint purchase renewal of last year's contract with Morton Salt. The price for salt this fiscal year will remain at \$58.67 per ton and DPW anticipates that 2,100 tons of salt will be needed. As was last year, this contract requires that the Village purchase a minimum of 80% of the contract amount and a maximum of 120%. The range of cost will be \$98,566 to \$147,848 which is below the MFT budget amount of \$168,000.

Orchard Drive Reconstruction: Lincoln Highway (US Rt 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 three phases for construction projects that are part of the STP program, Phase I – Preliminary Design, Phase II – Design, and Phase III – Construction. The Village has entered into an Engineering Services Agreement with Baxter & Woodman Consulting Engineers for this work.

This project has completed Phase I – Preliminary Design, and the Phase I report has been approved by IDOT. This project is currently still in Phase II – Design Engineering. Plans are being revised per comments from IDOT, revised for future signalization at Westwood Drive, revised per comments from Nicor, Comed, and AT&T, and revised for various components of drainage, erosion control, signing, pavement marking, and landscaping plans. Permit applications were sent to the Army Corp of Engineers and the Will/South Cook Soil and Water Conservation District for review for work required to the drainage ditch wing wall just south of Central Park Wetland. Right Of Way Acquisitions are also concurrently underway to obtain property and easements to allow for roadway geometry improvements and rights to access property to maintain Village owned utilities. Design work is nearing completion and final plans are scheduled to be submitted to IDOT for approval in the next month. Partial reviews and requests for resubmittal by the IDOT Bureaus of Construction, Maintenance, and Traffic have caused a bid letting date delay. The previous bid letting date was set for this Fall, but is now being set for January 20, 2012, and construction is being scheduled for spring 2012. Just recently the SSMMA approved the construction of this project to be completed in one season instead of two as previously reported.

Current Schedule:

Phase II - Design Engineering completion and submittal to IDOT for approval – Oct 2011
Right-Of-Way Acquisition – Complete negotiations – Oct/Nov 2011
State Bid Letting – January 2012

Phase III - Construction
(US Route 30 to Lakewood Blvd and intersection improvements at Main Street, Lakewood Blvd., and Indianwood Blvd.)
Construction – Spring 2012

With Phase I completed, a more accurate project estimate was developed (See below). The current total overall cost for Phases II and III is estimated to be \$10,794,000. Village share for this project is estimated to be \$3,259,200.

When project costs were first developed and submitted, the costs included improvements on Orchard Drive 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. Some of those additional improvements entail replacement of street lights from CN Railroad north to Rt. 30 (cost estimate, \$270,000), repainting of the Old Plank Trail Bridge (cost estimate, \$120,000), and LED street name signs similar to those on Sauk Trail (cost estimate \$15-20,000 per intersection).

Costs:

	FY	Total Cost	Federal Cost (70%)	Village Cost (30%)
Phase II Design Engineering	2011	\$476,000	\$333,200	\$142,800
Right of Way Acquisition***	2012	\$30,000	\$0	\$30,000
Phase III – Construction, (US Rt. 30 to Lakewood Blvd incl. intersection improvements @ Main, Lakewood, and Indianwood.	2012	\$9,353,000*	\$6,547,100	\$2,805,900
Construction Engineering	2012	\$935,000	\$654,500	\$280,500
TOTAL		\$10,794,000	\$7,534,800	\$3,259,200
Orchard at Westwood Traffic Signal**		\$300,000	\$0	\$300,000
GRAND TOTAL		\$11,094,000	\$7,534,800	\$3,559,200

* Note: These costs now include the street lighting, Old Plank Bridge painting, and LED street name signs as mentioned above and replacement of the box culvert under Route 30 as required by IDOT.

** This item is related to Orchard Reconstruction but will have to be completed as a separate project. This item will be 100% funded by the Village and is not MFT eligible.

*** The Village will need to purchase 3 parcels of additional property from adjacent property owners for improvements to turning radii, geometry, and street light positions. The total appraised value of the 3 parcels is \$22,650. 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 still waiting on final billing from IDOT. The exact amount is unknown at this time.

Thorn Creek Bridge Replacement

IDOT requires the Village to have the Thorn Creek Bridge inspected yearly for structural and functional integrity due to its current structural condition. This is above the normal requirement of every two years. DPW utilizes Baxter and Woodman Consulting Engineers to perform these bridge inspections. In the past, DPW has had to replace a rotted wood pile used to support this bridge and anticipates that other wood piles may soon need replacement. The Village has requested, through Baxter & Woodman, federal funds from the Highway Bridge Program (HBP) in the 80/20 cost participation format to replace this bridge. HBP funding has been approved for this project.

DPW proceeded to enter into an Engineering Services agreement with Baxter and Woodman to perform engineering services for this project. IDOT has approved the Engineering Services agreement for Phase I – Preliminary Engineering at a cost of \$80,000. Phase I consisted of an environmental impact and hydrology report at this location. The final report has been completed and submitted to IDOT for approval. At this time, the bridge will now be replaced as a culvert and IDOT will now participate in the cost for construction staging and relocating the sanitary sewer that is currently attached to the underside of the existing structure. Revised estimates for the remaining work are as follows: \$120,000 for Phase II- Design Engineering, \$130,000 for Construction Engineering, and \$1,300,000 for Phase III– Construction. The current total cost is now estimated at \$1,630,000.00. The Village share at this point is estimated at \$326,000. At this time Construction is anticipated for Fall 2012.

Indianwood Street Lighting Project

Segment 1 of this project replaced street lights along Indianwood Blvd. from Orchard Drive to Blackhawk Drive. H & H Electric Company was the contractor for this project at the low bid of \$158,248.40. Due to the lower than anticipated bid prices received, there was significant money left over from the initial grant that allowed the Village to add a Segment 2 which continued the replacement of street lights from Blackhawk Drive to Monee Road, thus completing the street lighting along Indianwood Blvd. The low bidder for this second segment was Elmud and Nelson Co. at the low bid of \$84,191.50.

At this time, both projects have been completed and are closing out at \$155,964.56 and \$79,192.88 dollars respectively. The cost participation for these projects are split at 20% Village , 80% Federal, resulting in \$47,031.48 dollars as the anticipated final Village cost for both projects. When IDOT accepts the quantities and final paperwork, the Village will be

billed for its portion of the final costs. This amount will be paid to IDOT using Village MFT funds. IDOT has accepted the quantities and final paperwork for both Segments and billed the Village \$15,838.58 which is the Village's 20% share of \$79,192.88 and \$31,192.91 which is the Village's 20% share of \$155,964.56.

SEWER FUND

Reduction of Inflow and Infiltration

DPW is continuing on with its efforts to reduce inflow and infiltration (I&I) of storm and ground water into the Village sanitary system as required by the Thorn Creek Basin Sanitary District Ordinance. The District Ordinance 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 reduction activities alone. This amount is in addition to the remaining normal operating and maintenance costs charged to the Village Sewer Fund. The Village is also required to submit bi-annual progress reports of I&I reduction related work completed and monies spent to date. Due to the recent 2010 census count, the Village's annual I&I spending requirement was reduced due to a reduction in Park Forest population. The Village's new annual spending requirement is \$659,250 dollars.

For Fiscal Year 2011, DPW focused on two 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 The District. The two major construction projects are:

1. Sewer Point Repairs, Lining, and Manhole Rehabilitation Project (IEPA loan # L17-3667)
2. Rehabilitation of Excess Flow Facility (IEPA loan # L17-0425)

Due to the call for Stimulus Funding Projects, DPW collaborated with, Baxter and Woodman Consulting Engineers, and submitted an \$880,000 dollar Request for Funding Application to fund the above mentioned projects. These projects did not receive any stimulus funding in FY2010 but they were carried over and were eligible for the IEPA low interest loan program. The Illinois Environmental Protection Agency (IEPA) 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 Flow Facility was awarded to Concord Construction Services, Inc. in the amount of \$514,100. Construction Engineering Services from Baxter & Woodman are estimated to be \$62,000 and design engineering were \$60,000 for a total cost of \$636,100. This project is approximately 75% complete and DPW is anticipating facility start up in the next few months.

The Point Repair/Lining and Manhole Rehab project was awarded to, American Pipe Liners for \$538,988. Construction Engineering Services from Baxter & Woodman are estimated to be \$69,000 and design engineering were \$33,500 for a total cost of \$641,488. This project is substantially completed and the contractor is currently addressing punch list items.

At the end of Fiscal Year 2010, 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 Special Appropriation Project (SAP) grant for sanitary sewer infrastructure improvements. This grant is for \$500,000 and is a 55/45 match. The USEPA has a 3% administration fee that reduces the maximum grant amount to \$485,000 the maximum Village match would be \$396,818 for a project cost of \$881,818.18. DPW submitted a Work Plan to the USEPA for review.

On a positive note, due to the recent economy, the Thorn Creek Basin Sanitary District Board granted two, 50% annual spending credits to all Villages under its I&I Ordinance which is intended to be applied over two 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. DPW plans to use the first of its credits for the 2010 Fiscal Year.

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. As with the two major projects in the Sewer Fund, this water main improvement project was eligible for the IEPA low interest loan program. The Illinois Environmental Protection Agency (IEPA) has provided a loan approval letter and the contract has been officially awarded. Baxter & Woodman completed the design engineering work at a cost of \$181,200 and the project has been bid and awarded to Trine Construction Corporation in the amount of \$2,825,096.25. Baxter & Woodman will perform the construction engineering in the amount not to exceed \$208,500, for a total project cost of \$3,214,796.50. The water main replaced under this project is completed as follows:

1. Birch St, from Bailey to Choate, Bailey St, and Bender St
2. Algonquin St, from Western Ave to Allegheny St.
3. Well St from West Westwood Dr to East Westwood Dr
4. Sauganash St from Central Park Ave to Shabbona Dr
5. Marquette St from Shabbona Dr to Manitowac St
6. Meota St from Sauk Trail to Minocqua St
7. Marquette Place
8. Marquette St from Orchard Dr to Oswego St
9. Osage St from Sauk Trail to Ottawa St

Work is nearing completion for the pump stations at the Blackhawk and Autumn Ridge Water Towers and the Tamarack Stand Pipe. The following is a list of water main replaced in recent years:

- 2010 - Orchard Dr (Sauk Trail to Indianwood)
- 2008 – Western Avenue (Minor tie in quantities from 8” main to 12” main), and Monee Road (Stunkel Rd to Oak Hill Dr.)
- 2007 – Entire Arbor Trail Area, Rich St (Westwood to W Rocket), Green St., and Juniper St (Forest Blvd. to Juniper Towers)
- 2004 – Sauk Trail (Western Avenue to Blackhawk Drive), and Arcadia Street

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. The follow is a list of water main work completed in past years.

Water Quality Investigation and Remedial Action DPW has been receiving numerous calls concerning discolored water or a white powered build-up in the resident’s home along with various odor and taste complaints. To address the discoloration concerns, DPW conventionally flushes the distribution system twice a year to reduce the iron oxide built up on the interior diameter of the water main. This iron oxide is what causes the potable water to become discolored. Flushing is a normal maintenance practice, but this method has not been as effective as in the past. DPW is planning a more aggressive method known as unidirectional flushing to remove much of the iron oxide and help minimize the frequency of water discoloration complaints. Several south suburban villages have either used this method or are going to use it this spring to clean their distribution system. ME Simpson is the contractor that will be performing this work at a contract amount of \$50,400. Work is scheduled to begin September 26 and to be completed around November of this year.

In addition, DPW is working to perform an existing records and current chemical analysis to determine whether some of the complaints are the result of the water treatment process or the distribution system. The proposal for this work has multiple tasks to be performed and each will need to be authorized under agreements and will be based on previous task findings. DPW signed into an Engineering Services Agreement with Charles Lawrence, PE, to perform Task 1 which is a Desktop Analysis. This will look at the existing records and current chemical analyses. His investigation will seek to determine the nature and cause of the water quality issues. The cost for this work is \$4,800.

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 throughout the Multi-Family Areas. Since that time, it has been the Village’s responsibility to maintain this water main. The Village has met with the Multi-Family Areas and seeks to provide a proposed agreement with exhibits that redefines maintenance responsibility of these 2 inch water service lines. The proposal is currently under review. Three of the co-ops are interested in pursuing this maintenance transfer.

Water Main Valve Replacement Village Wide

This work was directly related to the uni-directional flushing that is currently underway. Last fiscal year, the Village contracted with ME Simpson Co. Inc. to locate and evaluate all existing water main valves village wide. This work was to locate and repair any broken and/or malfunctioning valves in order to properly complete the uni-directional flushing process. DPW was required to spend monies on numerous valve replacements. Thirteen valves have been replaced this year.

Water Main Breaks Village Wide

The following is an update on the number of water main breaks this year and recent past years.

Year	2011 to date	2010	2009	2008
# of Water main Breaks Repaired	129	111	82	154

This chart is to show that numerous water main breaks continue to require monies to be spent on their continued repair. To date, 154 water main breaks in one year is the highest recorded in recent years. To date for 2011, DPW has repaired 129 water main breaks. DPW anticipates additional breaks throughout the rest of this year.

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 a buildable condition. The Village spent \$84,400 for work related to design and demolition plans with the actual demo contract awarded to Novak Construction for \$1,024,000. Baxter & Woodman will provide construction oversight assistance in a not to exceed amount of \$75,000. The Village obtained a CDBG grant through Cook County for \$930,000 that can only be used for the demolition portion of the contract. Novak’s bid lists \$887,000 as the cost of the demolition. The total cost of the finished project is estimated to be \$1,183,400. This project is substantially completed and the contractor is currently finishing up required work and addressing punch list items.

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. 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. DPW is currently addressing initial comments from IDOT.

**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	54,662	44,018	49,989	48,424	47,505	44,203	\$ 691,365
FISCAL YEAR END 12	48,017	149,040	-	-	-	-	-	-	-	-	-	-	\$ 197,057

VILLAGE OF PARK FOREST

MEMORANDUM

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

**FROM: John P. Joyce
Director of Recreation & Parks**

DATE: September 27, 2011

RE: Recreation & Parks Strategic Planning Rail Fan Park and Village Green

Rail Fan Park / Village Green Support Building:

Two projects have been in the planning stages for the last 18 months and some funds are budgeted in the Capital Construction Account. One is a storage and support building to replace the function previously served by the former Marshall Fields Building related to Village Green events. The structure would be constructed adjacent to the Village Hall on the west wall and include facilities for storage of equipment, washrooms, electrical and other utility connections required for events happening on the Village Green. The other project is the Railfan Park constructed on a vacant parcel south of the Village's commuter parking lot #2 in connection with the CN railroad interchange under development in that area. Grant applications for both projects have been submitted to the State of Illinois PARC (Park and Recreation Construction) Program. We are told that the list of recipients has been established, but to date no public announcement has been made. We cannot receive two grants and feel receiving even one would be fortunate.

Expenditures of nearly \$150,000 have already been made at the Railfan Park as most of the basic grading and site work is being done by CN to be reimbursed by the Village. This project is going before the Matteson Plan Commission next month and with approval and completion of the CN rail intersection this exciting project should proceed as quickly as possible. A major railroad convention is scheduled for downtown Chicago in September of 2012 and a visit to such a tourist destination as the Railfan Park (via Metra in this case) is often a major part of their program. At this point, given cost estimates and priorities, we believe that the Railfan Park is the highest priority for completion of the two.

Expenditures for the Village Green structure have been limited to architectural drawings and some minor site work. During the 2011 summer event season, the space at 139 Artist Way has been used for the storage function and the public washrooms in Village Hall have continued to serve the public. Once the Fields site is finally restored and the construction fence comes down, preparation of a site plan for the Village Green will have to be completed. Cost estimates for that part of the project are not known or included in any budgeting at this time. The space on Artist Way could well serve the support function for some time. Utilities in the space are readily accessible should the washroom concept be included.

This space Downtown has been available since development of the Village Green in 1997. It could continue to service that function with some level of physical alterations. Future sale or lease of the space for commercial purposes would bring on a decision point regarding the Village Hall addition. A grant award for one project or the other would also bring us to a decision point on what to do about the other project. In the absence of a grant award, we feel we should push forward on completion of the Railfan Park and do what we can to equip the existing Downtown space to support events.

Recommendation: Look more closely at renovating 139 Artist Way for public washrooms and event storage. A new facility adjacent to Village Hall as originally planned will dictate future decisions as to development of the Fields site. The public washroom facility adjacent to Village Hall was originally part of a plan for Legacy Square development (South of Main Street) and fit into that plan. With no current development plan in place it seems that it would be wiser to adapt an existing Downtown space and leave the Fields site unencumbered. Adaptive reuse is less costly, fits our sustainability plan and leaves the Fields site free for any new development ideas presented.

Thoughts on the Fields site: Develop an Arts / Culture public space. Our own “Millennium Park”! This space could have large scale interactive public art and water features, perhaps a small restaurant or food vendor facility, ice skating and any number of other amenities. A park like this would fit the rich history of the Arts and Culture in Park Forest. Public parks like these seem to draw large numbers of visitors and would certainly add to Downtown business exposure as well as being consistent with our sustainability plan.

VILLAGE OF PARK FOREST

MEMORANDUM

TO: Mayor Ostenburg
Board of Trustees

FROM: Rob Gunther
Parks Superintendant

DATE: September 28, 2011

RE: Urban Forestry Activity

Ash Tree Removals / Treatment for EAB July – September 2011:

The chart below summarizes the activity this fiscal year relating to ash tree removals and the chemical treatment of selected ash trees to combat the affects of Emerald Ash Borer infestation. In short we have spent \$90,000 in removals and treatment this fiscal year. With few exceptions all of this work has been north of the Old Plank Road Trail. This section of the Village was chosen as the EAB infestation is heaviest there. The progression of removal has appeared haphazard to some but trees posing the greatest hazard or potential for failure were removed first. These decisions were made with the contractor to try and stretch the Village dollars as far as possible. Thus, if we did not have the funds to complete the work in this part of town the greatest threats would be removed.

The chart covers July through September and includes the total number of trees removed or treated, the contract cost and a value for the trees to the community at large. This last number is somewhat arbitrary but includes the wholesale value and the intrinsic value of trees to the public. This takes into account the value of trees as they reduce cooling loads, mitigate CO2 emissions, transpire oxygen and reduce storm water runoff as well as the aesthetic and emotional values we assign to trees. The number used for this calculation was \$150.00 per diameter inch. This is an over simplification of standard formulas used to value trees but does represent a reasonable estimate of the value of our urban forest. Other tree work has been done within the Village so total expenditure through September has been \$103,501. There are about 40 – 50 trees yet to be removed in the north part of the Village; we will leave some that are not posing a significant threat as of yet and I am trying to delay removing the trees on Orchard Drive that would be removed as a result of the road project although I feel we need to remove 6 – 10 of these trees before the project starts.

Ash Tree Removals / EAB Treatments July – September 2011

	Total Count	Total Inches	Contract Cost	Tree Value to Community
July Removals	31	649	\$ 14,968.00	
August Removals	82	1357	\$ 32,302.00	
September Removals	47	927	\$ 21,508.00	
Totals	160	2933	\$ 68,778.00	\$ 439,950.00
July Treatments	59	1150	\$ 9,200.00	
August Treatments	75	1572	\$ 12,576.00	
Totals	134	2722	\$ 21,776.00	\$ 408,300.00
Totals July - September	294	5655	\$ 90,554.00	\$ 848,250.00

The use of chemical treatment began last year. This decision was based on recent data from several research universities and information from field experience. The decision to treat or remove each tree was based on its potential to respond to treatment. Each tree was assessed and if there were minimal signs of infestation and the tree was otherwise healthy and sound we chose to treat each tree with one of two chemical injections. *Bidrin* if the tree showed no symptoms of infestation or *Imicide* if there appeared to be some EAB infestation. *Bidrin* is injected as a preventative measure and *Imicide* to kill EAB larva that might be present. At the least treatment will “prolong the inevitable” but recent research suggests that a 75% success rate is a reasonable expectation. If treatment is successful though, it must be considered a long term solution and is required every one to two years for the life of the tree. This then requires consideration of the financial commitment involved. Birch Street Townhomes has budgeted approximately \$6,000 each of the last three years to treat their 71 ash trees and plans to continue. Worth noting are the number of ash trees that were good candidates for treatment. This includes all of the ash trees in Central Park as there appears to be no infestation yet in Central Park.

To summarize, much of this year’s funds have been spent or committed and we need to hold some in abeyance for emergencies and other hazard trees within the Village. As called out in our EAB Management Plan, the remaining ash trees within the Village will be addressed in successive years. It is important to understand the impact of waiting to remove the remaining ash trees. Infestations in remaining trees will progress, fewer trees will be treatable and potential hazards will increase. As mentioned earlier, the number of trees with potential to respond to chemical treatments was a surprise. A matter to consider now is whether or not to expand the number we treat and the consequent need to budget \$25,000 to \$50,000 per year to continue

treatment. As time goes on the percentage of treatable trees respective to the number removed will decrease but there will certainly be more that might be worth treating.

The Village has planned for this and been removing ash trees for the last four years. This has helped us get ahead of the EAB issue and mitigate the impact of suddenly having to deal with this problem. I am still concerned about the impact to homeowners and private trees. There is much yet to be done and we are only beginning our replanting program but I feel the problems are well in hand.

VILLAGE OF PARK FOREST

MEMORANDUM

TO: Mayor Ostenburg
Board of Trustees

FROM: John P. Joyce
Director of Recreation & Parks

DATE: September 27, 2011

RE: Park Forest Aqua Center Report 2011-2012

Season Recap 2011:

Both 2010 and 2011 saw a nice rebound after the dismal 2009 season. The facility was open for 93 days the last two seasons. The pool was closed due to weather on only 2 days each. Daily reports indicated “slow days” (cool, chilly, rainy, and cloudy, etc.) for 5 days in 2010, but 18 days in 2011, most in June. Attached are season pass sales statistics since 1991 and revenue from pass sales since 2004. Park Forest resident sales have stayed right around 60% of total sales for 15 years. Daily attendance for 2006 - 2011 is also attached. Due to parties, camps and the myriad of special arrangements, daily attendance numbers should be considered just good estimates with the year-to-year pattern being the most useful. Also, attached is the seven year history of daily fee revenue by month. From the late 1980’s when the Village took over the pool, daily fee revenues have become more and more significant. When the Village talked with the original PFAC Board about a purchase in 1974, they were adamant – “no daily fee admission, ever!” and that dissuaded the Village from moving forward at the time. Who would have thought that daily fees would eventually equal 75% of season pass revenue? Times change!

Learn to Swim:

Most are familiar with our effort to get kids into swim lessons during the last two seasons and aquatics industry statistics cited to that effort. In 2011, 770 individuals signed up for 52 classes. More signed up directly with staff for “private lessons” at the pool. We are especially grateful to our group visitors who have adjusted their program from “a visit to the pool” as a perk, to bringing their kids for swim instruction. PAAC and the Central Park Sports Club put 87 kids into swim lessons. Richton Park summer camps brought nearly 50 kids this season. And, our own summer camps put 115 young participants into swim lessons. Both Anna Soloff and Mr. Finley report that this has been especially appreciated by parents. Of course the goal is to make for a safer facility and develop future pass purchasers. Between the above 3 groups with swim instruction and open swim approximately \$15,000 in revenue will be transferred to the Aqua Center Fund. The proposed community survey is excellent, as it addresses this issue in Park Forest and should give us a local database to compare to the Aquatics Industry statistics we have relied upon.

Expenses / Budget:

All know a goal was reducing expenses for the 2011 season by about \$80,000. With the Fiscal year (ends June 30th) cutting in mid-season, monitoring this is quite difficult. With the

exceptions of required “minimum wage” increases and promotions all staff pay rates were frozen at 2010 levels. Aqua Center Manager Misha Muckian managed schedules as tightly as possible, closing on July 4th, making liberal “close early calls” on bad weather days and proposing limited “back to school hours” (open 4 – 8 PM most of August), which were subsequently altered due to member protests. Before the budget cut decision PT staff costs the last pay period in May already exceeded the prior year by nearly \$1,500 as pool staff were brought in to paint the Zero Depth pool. So, by the final pay period of the season (September 4, 2011) the real savings in seasonal salaries was less than \$4,000. Much is due to many hot days in July and August, when Misha had no choice but to be at maximum staff. Most recent trends seem to indicate that FY projections for June 30, 2012 are positive. Expenses for full-time staff (Park Staff doing tasks at the pool) will be considerably less as their role in completion of the major bathhouse project covering 3 calendar years contributed to major budget hits. Full-time labor cost of \$42,533 for Fiscal 2009/2010 and \$24,966 for 2010/2011 were considerably higher than usual. After the grant was announced, in October-December of 2010 and January-February of 2011 the entire contents of the bathhouse and old concession had to be moved into storage and staff began some demolition. April-June of 2011 was moving back in and completion of much of the outside work (Gazebo, concession patio, landscape, etc.) and many minor interior and exterior items continued even while the pool was open in July. The plan with Ellis & Associates risk management consultants was scaled back this season to save money eliminating the unannounced audits that many will remember. A good year with higher attendance and more heat/sun will likely result in higher than normal pool chemical costs for Fiscal 2011/2012. Due to the calendar year nature of the pool, some of the savings attempts will carry over into 2012 season.

2012 Season Discussion:

Daily Fees: As mentioned daily fee revenue has become a more significant revenue source. With transfers for camps and Police Department programs 2011 daily fee revenue is estimated at more than \$75,000. Several years ago when the daily fee pattern started to grow significantly, the influx of purchasers at 1 PM open swim resulted in a number of behavior and management issues. Daily fee purchasers often do not have knowledge of the basic rules of an aquatic center (dress, health and safety) and obviously do not have the “history or culture” of members and long time users. For two seasons we engaged the services of the Park Forest Police to have a presence at 1 PM to support staff and handle problems. They were great helping us set the rules and standards and in the last two seasons have seldom been present in the afternoon. In 2010 we started a \$5 daily fee after 5 PM hoping to catch returning working people. This touched off another round of management challenges. Customers lined up at 4:45 PM on very hot days waiting for entry with the lower fee. In 2011 especially, with many days in the 80’s and 90’s, these problems were exacerbated and once again the Police Department was instrumental in helping get through these days. Following the 2010 season the pool manager raised the question of discontinuing the \$5/5 plan. After finding that the revenue was significant she agreed that we try again in 2011. Many season pass purchasers (and probably on-site staff) would probably say that all daily fees, but especially the 5PM fee, should be eliminated. Time of purchase was logged in 2011 and about 50% of daily fees were after 5 PM or about \$23,000 in income. Given the serious revenue picture we have, it is hard to recommend against its continuation. We plan to work more closely with the Police Department in advance of the season next year and enlist their help as part of our regular staffing plan. Park Forest is known for high and relatively strict

standards when it comes to vehicles playing loud music, speeding, DUI, building codes, etc. In fairness to regular attendees and the community, the standards of behavior at the pool should be no different and the plan is to bring that into line as has been done at the 1PM hour. If it cannot be, the choice is probably clear. Whether the cost of this Police Department support is assessed to the Aqua Center or considered a part of normal community policing will need to be determined. For 2012, in order to deal with the revenue issue, it is proposed to increase daily fees to \$12 regular and \$6 after 5PM.

Season Pass Sales:

There was a nice bump in pass sales in 2010 and 2011. Unfortunately the trend over the last 10 years has been downward and this mirrors the Village's population change, trends in the aquatics industry generally and the experience of pool operators in the south suburban region in particular. It is also clear from the sales pattern that with an outdoor facility, weather can have a huge affect on an entire season. While the larger trends related to participation have remained consistent for more than 20 years, the change to the "individual pass only" concept for the 2005 season, has brought much conversation from some pool members and the Recreation & Parks Board in particular. Many believe that the absence of a "family pass" as it was known before 2005 hurt sales. In 2004 an individual pass was \$95 and stepped down to where a family of 9 the season cost was \$21.11 each for all 9 family members. The incentive to falsify addresses was so great that Village staff and pool staff were constantly put in a confrontational situation with customers. Furthermore, the current registration system (RecTrac) is household address-based. Once folks register for any program their information is in the "household" and only a name or phone brings up all the information needed. The change to the individual pass only completely eliminated any issues over specific households and was a huge benefit to staff since there was no reason to give a false address (except possibly Resident/Non-Resident).

There has been considerable discussion of this issue over the past two years, especially by members of the Recreation & Parks Board. The last major discussion came at a recent meeting on Tuesday, September 20th. It was very productive and resulted in brainstorming a plan which the Board and staff could seriously consider for 2012. We will not attempt to summarize the long discussion here, but possibly participants will report that during future discussions. The proposal and alternatives summary is attachment titled "**Proposed Group Discount Plan**".

The key points agreed to are as follows:

- Sliding scale fee schedule for families living in the same household or not. Example: a family and neighborhood baby sitter, parents and children living in separate households, grandparents bringing children from a different address, etc.
- The group sliding discount would "max out" at 5 individuals.
- The price scale would be the same for Park Forest Residents and Non-Residents (see discussion).

Staff has had about two weeks to analyze this compromise plan. Unfortunately after that analysis we are very reluctant to proceed with this plan for two significant reasons. First, the customer service mechanics of a multiple person discount are quite troubling to staff, especially across multiple addresses. We wish everyone could be at the front counter at the pool at 2 PM on an 80 degree day to observe the situation. We are envisioning folks coming with names of

four others to be included on their group discount pass who want to swim now but do not have their colleague's exact addresses. And, of course a line of a dozen others are behind wanting to purchase passes, daily fees, lessons, etc. The second reason is that detailed financial analysis reveals that none of the three fee proposals (Plan 3 was offered by staff and not discussed at the September 20th meeting) are viable options for addressing the revenue issue. The ramifications of the budget reduction for last season in combination with the need to raise additional revenue continue to be a major objective of this entire discussion. In order to deal with the above two concerns, staff is proposing the alternative to retain the single pass only concept. While much preferred for simplification and day to day management, we are also aware that elimination of the resident / non-resident differential may be a hard sell locally. Our price recommendation would be \$65 per season for residents and \$85 per season for non-residents only.

Residency Issue: Park Forest's population has dropped by over 10,000 since the mid-1980's. Participation at the pool by non-residents has been nearly 40% or more since 2000. Is the Aqua Center still a neighborhood/community pool? Or, is the Aqua Center a regional facility like Hidden Meadows was or Deep River Water Park in Indiana, Magic Waters in Rockford and others. Facilities in Tinley Park and Centennial Pool in Orland are equally large, but their resident bases approach 50,000, respectively. Residents do subsidize the facility through their taxes (at approximately \$200,000 in each of the past two fiscal years) and that is always a concern. But, again the facility is in Park Forest rather than NW Indiana or a neighboring town. In that sense, does it contribute to the value and attractiveness of Park Forest over those neighbors? And, what is the value of that contribution worth, even to residents who do not join? In her own personal interviews at the New Residents event at the pool this summer, one R&P Board member talked to several new residents who reported moving to Park Forest due to the economy and home prices in the Village. And, most commented that they moved to a place with as many or more amenities as communities they moved from that some considered more expensive. In terms of registration management, the only remaining reason to falsify households is if there is a Resident/Non-Resident fee differential. That is not a problem with the "individual pass only" system utilized during the past seven seasons. The simplest and most customer friendly pass management system for staff on the front line is one in which there is no financial benefit for one giving the wrong address. Returning to the Resident/Non-resident differential will invite some to give false information, but that can be managed.

Marketing: As the entire pass sales setup and residency was discussed with the Recreation & Parks Board, light was also shed on the need for better marketing. Members of the Board also mentioned this at the May meeting. With the exception of one season several years ago marketing of the Aqua Center has been focused primarily on residents and prior years paid members. While a considerable amount (\$9,000) was spent on a postcard mailing to non-residents in about 2004 with very little return, times and marketing techniques have certainly changed. We should seek the assistance of Jason Miller to help market the Aqua Center as the regional facility it is.

Special Promotions: In years past "early bird discounts", free daily coupons for early membership purchases, a mid-season discount pass and other things were offered. Along with the "individual pass only" concept learned about in 2004, an aquatics marketing consultant suggested that such concepts become institutions and are not productive in garnering new

members. This was exactly our experience as the major focus of these over the years was negative when they were altered or withdrawn. Even the expensive postcard mailing years ago was taken advantage of by mostly prior years non-resident members. The pool manager has several special promo's in mind "members only nights", "Fathers Day Special" (don't tell), etc. The unplanned and short notice "Farmer's Market" cross promo set up by Jason Miller was great and the July "Heat Wave Special" (222 passes sold) concocted Friday evening to begin Sunday AM (as a result of the weather forecast) seemed to be successful, and while the notice was not widespread, the traffic during the period was. Perhaps this is an item for discussion.

2012 Season Schedule:

The manager and her staff constructed a full schedule for the 2012 season including staff training, swim lesson dates and the late season "back to school" schedule. As discussed at budget time last spring, opening day for the 2012 season will be Saturday, June 9th, ONE WEEK LATER than in the past. The facility would again be closed on July 4th and close for the season on the Sunday before Labor Day. Late season back-to-school hours would begin on August 13th (the compromise date agreed to after the fact in 2011) but weekday hours would be 4 to 7 or 7:30 PM (as originally proposed before the compromise with members this past season). Again staffing ability was very tentative for the 1 to 4 timeslot compromised. Weekend hours during that time would not change. Surveys indicate that several of the region's large facilities are open "weekends only" during late August. From experience it is most important that there is buy-in on this before publicity for 2012 is generated so that we do not repeat the "back to school" 2011 experience. No doubt regular members/customers will be watching their March/April mailing carefully after this past season.

Capital Projects/Future Budgets:

The current budget has \$60,000 in capital (\$29,000 for Virginia Graham drain alterations and \$31,000 to resurface the zero depth pool). The drain issue needed to be taken care of prior to opening for 2011 and resulted in only \$13,500 of expense to comply with new regulations. However, recent information indicates that the Illinois Department of Public Health (IDPH) rules interpretations are still underway and that further action/expenses may be forthcoming. The current budget has \$31,000 for a major resurfacing of the Zero Depth pool as a result of a painting failure in 2010. The pool was repainted for 2011 and there were no serious complaints about the paint coming away from the concrete, though chips did flake in some locations. At this point staff is exploring another repainting of the pool which is believed to be adequate. Cancelling this project along with the \$15,000 saved on the drain alteration is probably the only way to be successful with the full \$80,000 budget reduction. It is somewhat depressing to say after spending \$1M+ in 2009-2011, there are still capital needs. But, this is what some customers are saying and is simply reality at this large facility. There are the wood planters and decks installed with the 1990 renovation (CIP at \$7,000), 1990 water slide fiberglass resurfacing (CIP \$20,000) and more. The most recent inspection by the Cook County Health Department (under contract for the State of IL DPH), cited the West pool for inadequate water turnover rates. Turnover is the time in hours it takes to run the entire body of water through the filters and disinfection system. When the entire mechanical system was replaced for this pool in 1989 (original construction 1960's), the system (8 hour turnover) was approved by IDPH, now the inspection looks for a 6 hour turnover. While the condition was noted, it is quite unlikely that IDPH will shut down this pool for next season, but like the Graham pool-grate issue, this is

another example of how standards change while older facilities stay the same. The entire 5-Year CIP for the Aqua Center is still out there, but under the current economic conditions progress is still for discussion.

2012 Decision Point Summary:

- **DAILY FEES:** Continue the daily fee plan with an increase to a \$12/\$6 fee schedule and a commitment to enlisting the help of the Police Department in establishing customer standards and expectations.
- **SEASON PASS SALES:** Continue the “individual pass only” concept as in recent seasons with an increase to \$65 for residents and \$85 for non-residents. (see discussion)
- **MARKETING:** Enlist the help of the Public Information staff in marketing the Park Forest Aqua Center for 2012, especially beyond past members and Park Forest residents.
- **2012 POOL SCHEDULE:** Acknowledge and accept the 2012 pool schedule including opening one week later than in the past and the proposed August “back-to-school” schedule.

**Park Forest Aqua Center
Proposed Group Discount Plan**

What: A sliding scale season pass fee schedule for families or groups up to a maximum of 5 people. Common household residency not required for discount, though name / address would be required for each person listed on a group discount pass
Price scale would be the same for Park Forest Residents and Non-residents as well.

	Plan #1	Plan #2	Plan #3
Single Person	\$60	\$60	\$65
Second Person	\$55	\$55	\$55
Third Person	\$35	\$40	\$45
Fourth Person	\$30	\$35	\$40
Fifth Person	\$25	\$30	\$35
5 Person Group Pass	\$205	\$220	\$240
Cost per Person	\$41	\$44	\$48
Worst Case Rev Scenario*	\$82,738	\$88,792	\$96,864
Actual 2011 Pass Revenue**	\$90,359	\$90,359	\$90,359

*Assumes every one of the 2018 purchasers in 2011 would group up and purchase with five others (Most likely many, esp singles, seniors, etc. would simply buy a single pass)

**Total of 107 Employee free Passes in 2011 are valued at \$4280, but reflected in a reduction in Indirect Ser Charge not showing in revenue.

Park Forest Aqua Center Pass Sales by Season

Year	Total Pass Sales	P.F. Resident Sales	Resident % of Total	Revenue From:
1991	1,775	1,242	69.97%	
1992	1,679	1,178	70.16%	
1993	1,482	1,038	70.04%	
1994	1,570	1,099	70.00%	
1995	1,521	1,065	70.02%	
1996	1,403	982	69.99%	
1997	1,407	943	67.02%	
1998	1,487	966	64.96%	
1999	1,468	940	64.03%	
2000	1,284	734	57.17%	
2001	1,142	639	55.95%	
2002	1,059	634	59.87%	
2003	899	605	67.30%	
2004	880	545	61.93%	\$114,065
2005*	2284	1524	66.73%	\$97,945
2006*	2352	1433	60.93%	\$104,065
2007*	2083	1204	57.80%	\$101,673
2008*	1839	1005	54.65%	\$89,795
2009*	1490	909	61.00%	\$74,676
2010*	1891	1153	60.97%	\$90,563
2011*	2018	1258	62.34%	\$90,359

* NOTE: For the 2005 season the system was changed to an all individual pass system / no family groups represented.

**VILLAGE OF PARK FOREST
RECREATION AND PARKS
POOL DAILY FEES BY MONTH
2005 THROUGH 2011**

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011*</u>
JUNE	23,110.00	8,380.00	16,150.00	13,040.00	16,036.00	17,532.00	14,854.00
JULY	15,730.00	19,503.59	4,640.70	19,475.09	5,129.00	14,844.00	26,385.00
AUGUST	12,136.01	11,980.00	17,160.00	4,930.00	8,596.00	24,010.00	24,465.00
SEPTEMBER	1,576.00	1,225.00	7,367.00	9,700.00	7,560.10	6,535.00	1,255.00
OCTOBER	0.00	0.00	390.00	3,145.60	0.00	0.00	0.00
Total	52,552.01	41,088.59	45,707.70	50,290.69	37,321.10	62,921.00	66,959.00

* In 2010 a \$5 after 5 PM daily fee was instituted. In 2011 55% of sales were full day and 45% were after 5 PM. This split was not available for 2010.

PARK FOREST AQUA CENTER DAILY ATTENDANCE

MO	2006	2007	2008	2009	2010	2011	MO	2006	2007	2008	2009	2010	2011
JUNE							JULY						
1*	700	700				0	1	1329	551	1438	145	756	186
2		200				0	2	687	1145	677	470	1530	1338
3		194				0	3	792	1067	449 xx		1040	715
4	351	194				855	4	792	318	289 xx		581	0
5	985	16			914	855	5	987	1221	830	959	1745	1843
6	445	152		221	914	855	6	1500	1198	818	921	1236	1144
7	609	285	501	25	914	855	7	926	1287	677	703	1372	822
8	441	309	489	192	914	855	8	1231	1033	842	167	753	861
9	233	631	141	19	914	855	9	1000	1147	1153	966	987	1099
10	904	459	701	53	914	855	10	850	1164	893	323	1131	767
11	743	1065	774 xx		914	855	11	886	576	1302	824	608	926
12	925	946	906	262	914	72	12	532	775	1469	531	1089	1362
13	794	1115	449	138	914	230	13	1343	698	871	1117	1247	1142
14	923	1000	1194	336	62	1696	14	1069	910	1331	711	1616	945
15	1067	808	242	308	133	95	15	1519	662	1497	973	1496	1060
16	1151	1144	652	103	846	648	16	1483	1051	1394	1107	1195	881
17	1744	978	843	369	1207	914	17	1707	150	1396	252	1475	1826
18	854	653	742	396	1024	2793	18	1283	974	909	268	1778	989
19	743	901	1052	514	1304	297	19	1294	354	611	363	1112	1753
20	839	1594	577	1092	593	194	20	1125	568	1100	617	857	1119
21	752	335	731	400	651	1493	21	320	778	580	967	980	1233
22	777	10	690	1371	1422	278	22	587	487	929	541	706	708
23	885	919	821	1756	622	855	23	789	693	723	641	1265	572
24	1308	1024	1257	1821	1621	855	24	1121	675	917	812	811	185
25	9	1374	256	1408	1794	1217	25	1477	653	633	896	501	1109
26	958	887	1164	1309	1067	457	26	1226	696	931	420	733	1068
27	908	1178	344	1282	915	528	27	820	140	629	931	1060	741
28	924	333	427	758	1105	1226	28	872	773	988	607	993	640
29	1138	565	73	635	856	1267	29	1468	862	1180	989	1046	441
30	1056	904	377	301	616	1273	30	1198	697	929	585	410	1000
							31	1449	1389	950	654	428	905
23166							33662						
20873							24692						
15403							29335						
15069							19460						
24064							32537						
23228							29380						
Ave Daily							1086						
772							797						
696							946						
616							628						
580							1050						
963							948						
860													

* Forest Trail Party

** Att was missing for Ju 5 - 13 Mo Ave was used

***Att missing 2011 for Ju 4-Ju11; Mo Ave was used

xx Closed weather

MO	2006	2007	2008	2009	2010	2011	MO	2006	2007	2008	2009	2010	2011
AUG							SEP						
1	1292	1189	775	286	660	1031	1	92	302		78	49	276
2	1410	1336	1137	512	651	1107	2	227	497		177	44	523
3	852	1451	677	245	380	891	3	146	438		1080	18	379
4	986	625	256	360	135	802	4		LabDay		42		150
5	1071	606	916	212	960	1232	5				238	134	Lab Day
6	895	239	666	766	859	425	6				238		
7	562	807	1071	308	262	524	7				1251		
8	750	594	339	1022	58	435	8						
9	467	684	389	1622	386	577	9						
10	455	776	375	408	749	200	10						
11	665	842	203	195	749	326		465	1237	0	3104	245	1328
12	572	1070	193	624	922	273							
13	665	659	90	546	672	412							
14	161	375	241	726	686	46							
15	447	209	503	922	524	213							
16	455	55	824	279	309	290							
17	852	370	656	243	259	202	ATTENDANCE TOTAL RECAP						
18	316	394	471	534	277	344							
19	87	498	608	246	475	184	MO	2006	2007	2008	2009	2010	2011
20	330	620	260	366	419	xx	JUNE	23166	20873	15403	15069	24064	23228
21	301	787	107		395	388	JULY	33662	24692	29335	19460	32537	29380
22	367	859	121	27	412	172	AUGUS	15361	16695	12996	11226	13615	11665
23	441	207	402	102	123	0	SEPT.	465	1237	0	3104	245	1328
24	214	88	109	201	211	318							
25	168	12	150	426	117	195		72,654	63,497	57,734	48,859	70,461	65,601
26	23	326	111		152	145							
27	139	88	0		225	271							
28	120	430	111		490	300							
29	120	135	611		681	95							
30	120	76	474		194	67							
31	58	288	150	48	223	200							
	15361	16695	12996	11226	13615	11665							
Ave Daily	496	539	419	362	439	376							

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PARK FOREST AQUA CENTER DAILY ATTENDANCE

MONTH	2003	2004	2005	2006	2007	MONTH	2003	2004	2005	2006	2007
JUNE						JULY					
1*	700	700	700	700	700	1	1763	2570	537	1329	551
2	0				200	2	1922	1268	811	687	1145
3	0				194	3	1562	478	674	792	1067
4	35		587	351	194	4	1651	622	463	792	318
5	739	150	470	985	16	5	728	1958	1156	987	1221
6	57	275	531	445	152	6	614	2185	854	1500	1198
7	1952	120	814	609	285	7	1257	1001	1043	926	1287
8	415	2000	893	441	309	8	677	1550	1143	1231	1033
9	0	1605	1041	233	631	9	782	758	1056	1000	1147
10	0	0	876	904	459	10	941	709	1405	850	1164
11	393	37	928	743	1065	11	377	2241	1240	886	576
12	71	1422	504	925	946	12	866	2880	648	532	775
13	387	81	1328	794	1115	13	1152	2264	991	1343	698
14	1986	327	638	923	1000	14	1894	1804	1347	1069	910
15	2190	337	328	1067	808	15	1610	2457	408	1519	662
16	1377	102	676	1151	1144	16	1836	996	1340	1483	1051
17	1232	4360	124	1744	978	17	1525	1204	1007	1707	150
18	626	672	283	854	653	18	144	1555	876	1283	974
19	710	531	743	743	901	19	1196	1894	1388	1294	354
20	1073	847	1283	839	1594	20	1527	3403	777	1125	568
21	1201	closed	1400	752	335	21	1192	1790	1239	320	778
22	2231	1031	1244	777	10	22	646	1937	680	587	487
23	2129	1324	1689	885	919	23	857	973	1030	789	693
24	1891	782	1368	1308	1024	24	1514	435	1294	1121	675
25	306	553	1586	9	1374	25	1157	791	297	1477	653
26	223	2197	1227	958	887	26	806	827	831	1226	696
27	1051	1038	1579	908	1178	27	0	1389	577	820	140
28	564	598	1298	924	333	28	624	3602	725	872	773
29	488	1355	1330	1138	565	29	1557	3030	632	1468	862
30	1900	1767	1437	1056	904	30	1529	250	984	1198	697
						31	1450	728	832	1449	1389
<hr/>											
	25927	24211	26905	23166	20873		35356	49549	28285	33662	24692
Ave Daily	864	807	897	772	696		1141	1598	912	1086	797

* Forest Trail Party

MONTH	2003	2004	2005	2006	2007	MONTH	2003	2004	2005	2006	2007
AUGUST						SEPT.					
1	653	1301	1328	1292	1189	1	0	292	249	92	302
2	971	2236	1188	1410	1336	2		378	127	227	468
3	695	1801	1070	852	1451	3		344	278	146	497
4	382	CLOSD	325	986	625	4		567	205	0	
5	1162	887	398	1071	606	5		481	575		
6	1609	679	736	895	239	6		287			
7	1417	672	835	562	807	7					
8	733	933	835	750	594	8					
9	1989	720	935	467	684	9					
10	2147	CLOSD	1535	455	776	10					
11	152	CLOSD	47	665	842		0	2349	1434	465	1267
12	210	CLOSD	276	572	1070						
13	1261	172	31	665	659						
14	990	547	106	161	375						
15	1011	435	227	447	209						
16	2186	332	419	455	55						
17	1104	265	415	852	370						
18	1008	123	71	316	394						
19	1203	CLOSD	474	87	498						
20	1575	CLOSD	259	330	620						
21	1212	227	355	301	787						
22	436	489	closed	367	859						
23	682	349	281	441	207						
24	865	201	124	214	88						
25	721	CLOSD	94	168	12						
26	569	142	148	23	326						
27	477	244	292	139	88						
28	622	65	489	120	430						
29	75	CLOSD	332	120	135						
30	214	77	122	120	76						
31	0	174	closed	58	288						
TOTALS							89,614	89,006	70,371	72,596	63,239
<hr/>											
Ave Daily	28331	12897	13747	15303	16407						
	914	416	443	494	529						

ATTENDANCE RECAP

MONTH	2003	2004	2005	2006	2007
JUNE	25927	24211	26905	23166	20873
JULY	35356	49549	28285	33662	24692
AUGUST	28331	12897	13747	15303	16407
SEPT.	0	2349	1434	465	1267

Late Season Pool Hours Survey

Agency/Facility

Tinley Park

Begin Aug 22nd
M - F 4 to 8 PM
S & S 12 to 8 PM

Orland Park

Begin Aug 15th
M - F 4 to 7 PM
S & S 12 to 8 PM

Palos Heights

Begin Aug 22nd
M - F CLOSED
S & S 12 to 5 PM

Homewood-Flossmoor Lions Club Pool

Begin Aug 17th
M - F 4:30 -- 8:30 PM
S & S 12:30 to 8:30 PM

Naperville Centennial Beach

Begin Aug 15TH
M - F 4 TO 7 pm
S & S 12 to 5 PM

Regional Water Parks

Magic Waters, Rockford

Begin Aug 22nd
M - F CLOSED
S & S 2 to 6 PM

Deep River NW, IN

Begin Aug 20TH
M - F CLOSED
S & S 2 to 6 PM

Splash Station, Joliet

Begin Aug 14TH Closed for Season

Pool Survey Season Pass Rates

<u>Agency/Facility</u>	<u>Resident</u>	<u>Non-Resident</u>
Tinley Park		
Individual	\$ 93	\$ 170
Family (up to 4)	\$ 180	\$ 350
Add'l Fam Mbrs add ea	\$ 25	\$ 45
Orland Park		
Individual	\$ 80	\$ 200
Family (up to 5)	\$ 150	\$ 400
Add'l Fam Mbrs add ea	\$ 15	\$ 25
Palos Heights		
Individual	\$ 95	\$ 115
Family (up to 4)	\$ 205	\$ 260
Add'l Fam Mbrs add ea	\$ 25	\$ 30
Kankakee Valley		
Individual	\$ 70	
Family (up to 4)	\$ 250	
Add'l Fam Mbrs add ea	\$ 50	
Naperville Centennial Beach		
Individual**	\$ 42	\$ 53
	\$ 250	
Add'l Fam Mbrs add ea	\$ 50	
Magic Waters, Rockford		
Individual**	\$ 42	\$ 53
	\$ 250	
Add'l Fam Mbrs add ea	\$ 50	
Deep River NW, IN		
Individual	\$ 160	
Ea Add'l Add	\$ 110	
Splash Station, Joliet		
Individual	\$ 50.00	\$ 75.00
Fam of two	\$ 99.00	\$ 150.00
Ea Add'l Add	\$ 10.00	\$ 20.00

Pool Survey Daily Fees

<u>Agency/Facility</u>	<u>Daily Fee*</u>	<u>After 5PM Fee</u>
Tinley Park	\$13/\$7	\$9/\$4
Orland Park	\$7/\$14	\$4/\$14
Palos Heights	\$8 / adult	\$5 / adult
	\$6 / 6yr & undr	\$3 6yr & undr
Kankakee Valley	0	0
Naperville Centennial	\$6/\$10	\$3/\$10
	\$13/\$13	\$9/\$10
Magic Waters	\$18/\$23	\$12/\$12
Rockford PD		
Deep River Water Park US 30 NW Indiana	\$ 20.00	\$ 16.00 2 -- 6 PM
Spash Station, Joliet	\$9/\$13	\$4.50/\$6.50 after 3 PM

*Resident/Non-Resident

MEMORANDUM

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

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

DATE: October 15, 2011

SUBJECT: Fall-Update Strategic Planning Goals for 2010/2011 and 2011/2012

Below please find the fall update of the Board's Strategic Planning Goals for FY 2011–2012. As you may recall, the same goals flowed from FY 2010-2011.

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.

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 will continue as facilitator in the Board's work toward establishing goals for Fiscal Year 2012/2013. As part of the Board's deliberations, a community survey was created with a focus on the Park Forest Aqua Center. Distributed electronically via resident email lists, the results will be shared with the Board as part of its October 15th Financial Update.

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 who have established 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. In October, the Village of Matteson Plan Commission will consider Park Forest's 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.

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. 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. Neighborhood Meetings have taken place in August with Will County residents and in September with residents south of Sauk Trail and east of Indianwood. Subsequent sessions are scheduled for October 26th and November 16th.

Engagement options available on the Village's Web site, consisting of an email sign-up box, a Facebook "Like" widget, a Twitter widget, and icons of Village videos, have furthered the Village of Park Forest's online following. The Village of Park Forest currently has 1,011 "Likes," or contacts on Facebook, and continues to be the leader in online communication amongst municipalities in the region. Over the last 6 months, the Village has added 22 new videos to the Village of Park Forest YouTube channel resulting in 1,944 total views of the content. The Village of Park Forest also now has 155 followers on Twitter and 750 active contacts who receive the Village's monthly email newsletter.

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.

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, the International City/County Manager's Association, the City/County Communications and Marketing Association, 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. 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 Finance Director recently completed the Advanced Government Finance Institute at the University of Wisconsin in Madison.

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. Finally, the Village Manager is on the Board of Directors for the Metro Managers Association.

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. To date, 1 Nursing Supervisor, 1 Maintenance Worker in Public Works and 3 Police officers and 3 Firefighter Paramedics have been hired off the current eligibility lists that were established in 2010. With these new hires, the village has increased diversity in its workforce. Additionally the Village has recognized the promotions of a Code Enforcement Officer, a Chief of Police, a Deputy Chief, a Commander and a Corporal.

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.

The Police Department has entered into a partnership, with not only the five schools in District 163 but also the two schools in District 162 and Talala School in 201-U, on a new program called the Park Forest Police B.I.C.Y.C.L.E. Program. Each month, a student who has exhibited the core values, as set-out by their respective school, is rewarded with a raffle ticket from a nominating teacher. Starting in October, and continuing monthly throughout the 2011-2012 school year, one winning ticket will be drawn at each of the eight schools. The winning students will be presented with a brand new bicycle courtesy of the Police Department and their school's principal. The bicycles will all be purchased by the Park Forest Police through the Department's Narcotics Asset Forfeiture Funds which were seized from illegal drug activity.

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.

Members of the Police Department played golf in School District #163's annual golfing event which raised funds for their schools. The Mayor, several trustees and the Village Manager joined the Officers at the dinner held after the very successful event.

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 Police Department re-introduced the "Shooters" youth wrestling program at Rich East during the winter of 2010. The program was fully staffed by police and PAAC employees and paid for by the DEA federal narcotics asset forfeiture fund. The program ran two nights a week for eight weeks. Plans are currently underway to enter into a joint effort with the Rich East wrestling program to assist in coaching the better than 30 Park Forest youths.

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 21st 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. ME4E helped facilitate a student achievement spotlight with a Village Board workshop in March 2011. And an Open House for student

achievement was convened at the Wetlands Discovery Center in May 2011. More than 2,000 students annually have been served by the ME4E programs. They also helped preserve the "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. Both the Fire Drill and the Building Evacuation Drill were held on August 31st with more than 400 students being moved from the school to the Tennis & Health Club and back in less than one hour without incident. The event was a collaboration between the School Staff and Village Staff with the Police, Fire and Recreation and Parks all being involved.

To further engage all School Districts within Park Forest the creation of a Bucket Brigade contest was established. Because of its success in 2010, preparations are ongoing for the Second Annual Bucket Brigade Contest which will be held again during Fire Prevention Week in conjunction with the Fire Department's 2011 "Open House." The Village has seen some early indications this program may have opened some additional opportunities for advancing fire prevention programs in schools with lower participation levels.

The Fire Department continues to work with School District 163 on their required inspections and to support their life safety initiatives.

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. Over the past two years, the Health Department has added dental screenings services as an additional component to the physicals by collaborating services with "Dental Smiles". Some of the school nurses continue to 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. For the past several years, the Health Department nurses have conducted influenza clinics onsite at nearby Bloom and Bloom Trail High Schools for the school staff.

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

The Community Relations Coordinator, Director of Communications, and Rich Township High School District 227 are collaborating on launching a local Youth Talk Show. Auditions were conducted through the entire District. Four students were selected from Crete Monee 201U, Rich East, Rich South and Rich Central High Schools. The first taping was conducted during the 2011 summer vacation. The launch of the show will be in mid-October or early November. This partnership will allow the show to be broadcast within the District 227 schools during

lunch periods, enrichment programs, linked to their websites, and shown on the local cable television channel.

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 Director of Communications 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.

The Village Board and the District 163 Board met in September to begin a dialogue of cooperation. The meeting was deemed to be successful in beginning this process.

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, successful evictions have been pursued against more than 53 properties that were adversely impacting the quality of life in neighborhoods across Park Forest. With the assistance of the landlords in every one of these cases, the tenants were evicted without legal proceedings, and costs, being necessary.

The Community Development and Economic Development and Planning Departments have been working together to identify problem properties throughout the Village for demolition. Seven properties in the Eastgate neighborhood were demolished in September 2011 with the assistance of a Cook County Neighborhood Stabilization Program grant. Two additional properties will be demolished with this grant as soon as ownership issues are resolved. As many as 25 additional homes in Eastgate and other Village locations will be demolished in the Fall of 2011 with the assistance of a State grant from the Department of Commerce and Economic Opportunity.

The Health Department continues to work collaboratively with the Economic Development and Planning and the Community Development Departments to provide food safety health inspections for new and existing businesses. The health sanitation inspectors also work with the Recreation and Parks 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.

Preparation has begun for the 2012 business renewal season. An updated business listing has been distributed to all department heads for evaluation, with the invitation to include any outstanding issues/notices with the annual business renewal notice. This will allow the businesses to start the New Year in good standing. Additional business forms will be upgraded to an interactive PDF format, continuing efforts to streamline the process. The option of emailing business renewal packages will again be made available in support of sustainability goals.

Four grand opening celebrations were conducted since the beginning of the year, and continue to be promoted for all new commercial businesses.

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. Two tenants rented ARC space, one of whom transitioned to second floor office space. Staff continues to promote the space by e-blasts, postcards, and at special events.

Friday's Park Forest Business Bulletin 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 continues to be favorable for the participating businesses. This bulletin is now sent via Constant Contact and receives a steady 22 percent open rate.

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 Department works in the development process by providing technical advice in the proper installation of equipment. The Fire Prevention Bureau continues to work in collaboration with community development and the building department in providing technical support and consultation on matters relating to new and existing developments. Recent consulting activity included support to Thorn Creek Townhomes, the Food Cooperative, 80 North Street and the new CNG (Compressed Natural Gas) Fueling Station at Homewood Star Disposal.

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 with a check for more than \$465,000 received in early 2011 from Cook County. Final punch list work is being carried out on this project as a final payment is sought from the County in the coming weeks.

The 211th Street Transit Oriented Development Plan Implementation Study is underway. These studies are being guided by a Steering Committee made up of Board of Trustee and Plan Commission representatives from the three participating municipalities, Park Forest, Matteson and Olympia Fields. The first phase of the Implementation Study has been completed and a Steering Committee meeting is planned for October 12 to review the draft document and begin work on the second phase. To date, the work completed includes a review of transit oriented development model ordinances, a review of the marketing activities of the three participating municipalities and best practices in the Chicago metropolitan area, and an update to the 2007 market analysis. The remaining work to be completed includes the development of a model ordinance for TOD implementation, a development pro forma for the updated plan, and design guidelines for both public and private development.

The Economic Development Advisory Group (EDAG) recommended approval of a Resolution supporting a Cook County Class 8 incentive application for Bree Breedlove to remodel and occupy the vacant property at 2562 S. Western Avenue. Ms. Breedlove will move her State Farm Insurance Agency to the property. The Board of Trustees subsequently approved the Class 8 supporting Resolution, and renovation is currently underway on this property.

EDAG also recommended approval of a Cook County Class 8 incentive application for Hitesh Shah to remodel and occupy the vacant building at 2560 S. Western Avenue. Mr. Shah will move his existing Stop & Shop convenience store to the location. The Board of Trustees will consider this Resolution at their October meetings.

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, 162 inquiries have been received.

The Economic Development team has deployed a variety of advertising media outlets to advertise properties for sale and/or lease, including CoStar, Location One Information System (sponsored by the State of Illinois), direct mail and phone calls, attendance at business expos, job fairs, and community events. 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. In particular, one business owner reports that he has received nearly \$5,000 in new account activity as a result of advertising on the LED message center.

The No Cash Bid purchase of the residential lots on Indianwood Boulevard and the industrial

lots on North Street has been completed, and the tax deeds have been received for these properties.

In December 2010 the Village was notified that it would 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. Unfortunately, the deed has not been issued to date, and Staff continues to work with the County to resolve this issue.

Village Staff is negotiating an option agreement for sale of the 3.5 acres of vacant land on the east end of Main Street in DownTown Park Forest. An initial meeting with the prospective developer was held at the Spring Convention of the International Council of Shopping Centers in May. This developer proposes to subdivide the property into three pad sites for individual retail stores.

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 DownTown Business District MidSummer Madness event, formerly known as the Business After Hours, was held in July 2011 with yet another large number of participating businesses (27) and more than 100 attendees despite the record heat. 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. This year's event was promoted differently with heavy promotion to Park Forest and south suburban residents, the DownTown's business border was expanded to include more businesses, online registration was introduced, the Jolly Trolley was incorporated to assist with transportation via the expanded border, and attendees were given an extra chance to win prizes at each business location. This event was again held in conjunction with Main Street Nights.

The quarterly Business Breakfasts continue to attract a growing number of attendees, averaging 82 per event. The next breakfast is scheduled for September 2011 with the topic of Business Sustainability. Two more breakfasts will be conducted before the end of the fiscal year for a total of four including the annual MidSummer Madness event.

Village Staff and the Mayor attended the ICSC Spring Convention in May 2011. For the first time, the Village hosted a booth at this event. The consensus of those who attended is that it was a beneficial marketing effort to have the booth because it allowed for a location to conduct meetings, as well as a static location for disseminating information about development opportunities. Visits to other retailer and developer booths to make "cold calls" in order to promote the Village were continued. Plans are underway to have a booth again in 2012, with a specific request for a better location closer to the retailers and developers to whom the Village markets. Immediately following the May event, a developer from ICSC made a site visit to the 3.5 acres in DownTown Park Forest. Staff is currently working with the developer to negotiate an option agreement to acquire the property for one or more retail prospects.

Staff also attended the 2011 ICSC Deal-Making event in October 2010. The Village hosts a

booth at this event to promote Village development opportunities.

Village Staff and the Mayor have been meeting with a business partnership interested in creating a Great Lakes Center for Energy Smart Communities. This partnership has exercised their option to purchase the property at 80 North Street for this enterprise. Village Staff is currently negotiating a real estate sale agreement. The buyers have also submitted an application for economic incentives, including a Cook County Class 8 property tax incentive and an agreement for reimbursement of a portion of the purchase price to defray the costs of renovating the building. Because of delays in receiving all the information needed to evaluate the economic incentive application, the Board's consideration of the real estate agreement and the economic incentive agreement may be delayed until November 2011.

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 EDAG is evaluating the possibility of resurrecting a merchants association and/or a chamber of commerce. EDAG determined this effort should come from the business community rather than the Village.

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

The Police Department has implemented a number of changes at the Police Station related to a "green study." Greening efforts included 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. The decision has been made to indefinitely defer the replacement of one police officer. 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. Establishing the laddered CD's has locked in better interest rates. As a result, the laddered CD approach will result in interest earnings in excess of \$70,000 better than what could be gained with Illinois Funds interest rates which continue to decline.

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 design for Orchard Drive project by Baxter & Woodman has been completed and plans have been turned in to IDOT. A January 2012 bid letting has been targeted for the 2012 construction season. Funding for this project is 70% STP and 30% Village. A large portion of the Village share will utilize funds from the CN settlement with approximately \$1.1M in borrowing perhaps being needed.

In the Information Technology (IT) Department, the Village is in the final stages of converting its physical server infrastructure into a virtual server environment. To date, six older and less efficient hardware boxes have been consolidated into the newer, power-saving storage area network. Several other servers are being evaluated to see if they are candidates for this migration. Consolidating servers into a virtual environment lessens the electricity needs to run those hardware boxes and reduces the burden on the HVAC cooling system in the server room. This migration to a virtual server environment is the first step in a larger plan of creating a "private cloud" for Park Forest computing. Bringing servers along with desktops into a more centralized computing environment is a way of reducing not only the electrical needs but also the physical size and thus quantity of waste of aging infrastructure devices (landfill waste). Users who do not require the full computing needs of a desktop or laptop will be able to use a thin client device which is no larger than a computer mouse and consumes one Watt of power. Such green initiatives are the long term goals of the Park Forest IT Department.

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. The 2011 season, the 38th Annual, is now coming to a close at the end of October.

In continuing the Village's grant seeking efforts, the Grant Seeking Task Force has applied for more than three dozen grants seeking more than \$25.1 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.

The Fire Department strives to maintain fire prevention inspectional activities to include minimally one original inspection for all commercial 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. Through the first quarter of this year the Fire Department is meeting performance benchmarks in regard to inspection frequency and has been actively focused on eliminating Code deficiencies which could lead to significant fire impairment in the community.

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.

Because of the Village’s involvement in the Chicago Southland Housing and Community Development Collaborative, the Village has been able to obtain significant grant funds to address issues related to housing vacancy and blight. Nearly \$300,000 in grant funds have been awarded directly to the Village or to partner organizations for the demolition of 30 to 35 vacant, blighted homes. Nearly \$3 million in grant funds have been awarded to Park Forest or Habitat for Humanity Chicago South Suburbs to purchase and rehabilitate approximately 28 vacant, foreclosed homes for sale to qualified homeowners.

The first phase of the Quiet Zone Feasibility Study has been completed and the Board of Trustees has authorized Staff and the consultant to initiate Phase Two in order to establish a full quiet zone at the Western Avenue railroad crossing. This study, and any improvements that are required, are being funded by CN through the Village’s Voluntary Mitigation Agreement.

The Director of Communications purchased high-quality equipment to allow in-house production of video content. Several videos (EAB, 9/11 Remembrance Ceremony, Aqua Center, Main Street Nights, Farmers Market, Good Egg Award, Safe Halloween, Unidirectional Flushing, etc.) 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.

The Public Works Department used an IEPA low interest loan through ARRA funding to complete a water main replacement project, a sanitary sewer lining project and to rehab the sanitary excess flow treatment plant located in the Public Works yard.

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

Over the course of 2011, three editions of Discover Magazine were distributed to Park Forest residents. The winter 2010/2011 edition spearheaded the Village’s CodeRED public awareness

campaign. The summer 2011 edition focused on the Village's collective success in securing outside funding for various municipal projects. The fall 2011 edition was covered with the Park Forest Kiwanis Club's 60th Anniversary Pancake Day.

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.

The Director of Communications 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. Engagement options available on the Village's Web site, consisting of an email sign-up box, a Facebook "Like" widget, a Twitter widget, and icons of Village videos, have furthered the Village of Park Forest's online following. The Village of Park Forest currently has 1,011 "Likes," or contacts on Facebook, and continues to be the leader in online communication amongst municipalities in the region. Over the last 6 months, the Village has added 22 new videos to the Village of Park Forest YouTube channel resulting in 1,944 total views of the content. The Village of Park Forest also now has 155 followers on Twitter and 750 active contacts who receive the Village's monthly email newsletter.

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 2011, the Fire and Police Departments continued their public safety support of events in DownTown Park Forest including Youth Day, Main Street Nights, the 4th of July celebration, 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. Several of these activities have already taken place and the Fire Department was keenly engaged in these community programs including the 4th of July celebration, Youth Day and the ten year 9-11 Remembrance Ceremony. Plans for Fire Prevention Week including the Silent Parade and Open House are now in their final stages.

The Fire Department remains very active in a number of other community programs designed to enhance the quality of life in Park Forest. Some of those include a trike-a-thon teaching bike safety and attendance at several Block Parties with the fire safety trailer. On Pancake Day, a car-seat check was carried out.

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 have now been purchased 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. Implementation steps are being finalized, including the editing equipment at the Park Forest Library for the formal announcement of the program to begin in late Fall 2011.

Fire Department 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). The goal is to make a minimum of 3,000 community outreach contacts on an annual basis. The majority of these contacts relate to pre-school or school age children and of course the senior population. As of this writing approximately 200 contacts have been made. Captain Wheeler recently taught the staff at the Park Forest Library how to use their recently installed Automatic External Defibrillator (AED) in the event someone at the library experiences a serious cardiac event.

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. 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.

School education programs are an integral part of the Fire Department's public outreach agenda and although the Village may never achieve participation levels from a decade ago, improvement is seen in the use of the Fire Safety Trailer particularly in School District #163 and 201U. The "Risk Watch" program sees no appreciable increase in participation since implementation two years ago. On a promising note several classroom presentations over the next couple of months are scheduled in an attempt to foster additional participation in this area.

The public safety departments are researching a revised approach for civic education in 2011/2012.

Recreation & Parks has established Facebook pages for Freedom Hall, the Park Forest Bark District and the Aqua Center 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 finalizing a web site which is 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 2011 New Resident Event at the Aqua Center, "Open Mic Night" at Dining on the Green, the annual Mother/Daughter and Father/Son outings, and the August Wine and Chocolate Tasting. The 2012 Park Forest Idols event will be held in January 2012 at Freedom Hall, and will be open to participants in all south suburban communities. This year's Idol event will be a Battle of the Suburbs. Another Wine and Chocolate Tasting event is scheduled for Valentine's weekend in 2012.

The Community Relations Coordinator and the Park Forest Ambassadors are planning a new event to showcase the Old Plank Road Trail, which flows through Park Forest to Joliet. There will be a launch of a Biking Treasure Hunt in October 2011 starting in Park Forest and ending in Matteson.

The Community Relations Coordinator developed a Financial Challenge in partnership with Keller Williams Realty and First Mortgage Corporation to assist residents to increase their credit score. Each resident is asked to attend six workshops over the course of six months. The workshops are designed to teach them how to improve their credit score. Park Forest was listed on the Woodstock Institute report as one of the suburban communities at risk because of residents' credit scores.

Community Relations and the Police Department are in the process of coordinating the Safe Halloween event for October 2011.

The Recreation and Parks Department and Community Relations collaborated on a successful Community Day with the Chicago Sky Women's Basketball team. Three of the 2011 Park

Forest Idols winners kicked off the game singing the National Anthem and the Recreation and Parks cheerleaders performed during half-time.

The Good Egg Award was presented in September 2011 to Bets Hoffsommer, Gene Finley, and Olubukola Fatoki.

Economic Development and Planning staff will issue an RFP for an electronic message center for the CN Overpass on Orchard Drive. This sign will be used exclusively for public service announcements, special events, and information of a community nature.

Good Neighbor Day was celebrated in September 2011 in collaboration with Calvary United Protestant Church, Recreation and Parks and the Commission on Human Relations. ENews Park Forest showcased the event via their website and video, commenting on how well received the event was and the excitement of local residents.

The Economic Development and Planning Department supported the local Business Expo held at the Rich Township Senior Center and coordinated by local resident Roy Dillard.

Community Relations is in the process of creating a Realtors Training program. This workshop will provide continuing education credit for local realtors and serve as a means of increasing the awareness of Park Forest. A pamphlet is currently being created to serve as an ongoing marketing piece for realtors.

The 2011-2012 Fall/Winter Community Calendar has been finalized and distributed to the community. This calendar is one of the largest yet, with many more community-wide activities included. The calendar was also distributed in newspapers published by Russell Publications which reaches households in Crete, Steger, and Monee. The calendar will also be given to new residents and participants of all events throughout the year.

Community Relations continues to update website information, utilize Channel 4, and provide information to the local school districts to increase awareness of all upcoming events.

The EDAG is currently accepting nominations for the 3rd 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.

A large number of residents are involved in the various planning activities currently underway in the Village. The 211th Street TOD Plan Implementation Study involves a Steering Committee made up of a Plan Commissioner and a Board member. The full Plan Commission and EDAG have been involved throughout the planning process as well. Two planning meetings have been held in support of the *Homes for a Changing Region* project, to which a total of over 60 residents have attended. The Sustainability Planning process has held public outreach meetings that have attracted over 150 residents. In addition, they have met individually with many business stakeholders and individual residents with a particular interest in this endeavor. Finally, the Quiet Zone Feasibility Study included a public meeting to gather input on the need/desire to establish a quiet zone at the Western Avenue railroad crossing. Over 30 residents attended that meeting.