

Strategic Planning
Saturday, February 25, 2012
8:00 a.m. Village Hall

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Agenda

- 1. Six Month Financial Results**
- 2. Current Year Trends, Other Financial Issues & Budget Guidelines**
- 3. Budget Amendments for 2011/2012**
- 4. Economic Development Update**
- 5. Capital Plan**
 - Overview**
 - Health**
 - Public Works (MFT, Vehicle Services, Water, Sewer & Municipal Parking)**
 - Recreation & Parks (Vehicle Services, Aqua & Tennis)**
 - Buildings & Grounds**
 - Police (Vehicle Services)**
 - Fire (Vehicle Services)**
 - DownTown**
 - Other – Capital Projects**
- 6. Spring Update Strategic Planning Goals for 2011/2012**
- 7. Implementation Strategies for Board Goals of Fiscal Year 2012/2013**

MEMORANDUM

DATE: February 14, 2012

TO: Mayor John Ostenburg
Board of Trustees

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

RE: Six Month Financial Results

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

GENERAL FUND REVENUE

Overall for the six-month period, 42% of all General Fund revenues have been received. A number of major revenue categories are affected by seasonality or a lag time in collections.

- Property Tax collections for the first half of the year were 46%.
- Sales Tax is received on a three-month lag. Actual cash receipts are tracking at 57% of budget for the first six months.
- Utility Taxes are tracking lower than budget at 46.3% in cash collections.
- State Income Tax receipts are now being received on a four to five month lag which is an improvement from the prior year of a five to six month lag. Amounts now should reflect the lower census.
- Real Estate Transfer Taxes reflect the sale of Thorn Creek Townhomes.
- Grants are at 115% of budget and reflect the Fire Hose and SAFER Grant which will be reflected in budget amendments.
- Transfers from Other Funds include indirect costs charged to the Village's enterprise funds as well as transfers from the confiscated drug money for the DEA officer replacement. In addition, \$250,000 has been transferred from the DownTown.
- Licenses include vehicle sticker sales which occur in the second half of the year.
- Permits include cable franchise fees of which only one quarter is reflected. Permits also include vacant building registration tracking \$9,150 more than the prior year.
- Charges for Services include Recreation & Parks reflecting timing of program revenues. Health Department revenues are impacted by the number of clients served and currently client census numbers are low. Hospital transport charges and inspection fees are tracking close to budget. Other Charges include La Rabida, antenna leases, Home Helpers rents and Merchandising

and Jobbing. Merchandising and Jobbing includes billing for damage to Village property and Village initiated grounds maintenance.

- Interest Earnings are at 105% of budget. Earnings reflect the dramatic decline in rates from 5% in 2007, 2% in 2008, .153% in 2009 to the current rate of .077%. In order to secure a better rate for the Village money, a laddered CD portfolio was established. Having Village funds safe is the highest priority. All the CD's in the portfolio are FDIC insured. At the current return of the Illinois Funds Treasurers pool, the \$4,650,386 portfolio would yield \$3,581. The laddered CD will produce an annual income of \$75,000.

GENERAL FUND EXPENDITURES

Total General Fund expenditures represent 48% of the total budget at the six months operations point. Transfers to other funds have been made when needed. Expenditures associated with all transfers for Fiscal Year 2012 have been committed. Worth noting is:

- Administration – Illinois Risk Management Association (IRMA) expenditures are made in the second half of the fiscal year. IRMA premiums for the Village, paid January 2012 were \$614,936 compared to \$839,590 paid in 2011. This \$224,654 reduction reflects \$98,241 of surplus funds applied and a \$437,108 credit for a deductible increase. IRMA deductibles are increasing from \$10,000 to \$100,000. This premium reduction will be used to fund an assigned fund balance in the General Fund.
- Health reflects a shift in health insurance coverage.
- Recreation and Parks reflects the seasonality of operations.
- Public Works reflects the mild winter impact on overtime salaries and the deferral of a material handling station to next year.
- The Economic Development & Planning Department performance reflects timing of marketing efforts and CN supported projects.

REVENUES ALL FUNDS

All funds revenue represents 40% of budget.

- CDBG – Cook – Reflects remaining balances associated with the Marshall Fields demolition. A budget amendment is proposed.
- Police and Fire Pension reflect a recording of interest with market gains recorded at year-end.
- MFT budgeted revenue reflects Orchard Drive construction.
- TIF – Revenues reflect property tax increment prior to distribution related to the redevelopment agreement with Victory Center and Bigelow. In January, \$449,268 was rebated to Bigelow Homes per the redevelopment agreement. The remaining balance to be distributed is \$150,788 out of the original \$1,000,000. Victory Center has not submitted a rebate request as yet.

EXPENDITURES ALL FUNDS

All fund expenditures equal 41% of budget.

- MFT projects are scheduled for the spring. Funds continue to be accumulated for major capital projects.
- The Sewer Fund budget includes expenditures for sanitary sewer reconstruction associated with an upcoming grant.
- Municipal Parking capital projects are scheduled for the spring.
- Refuse reflects five months of hauler payments.
- DownTown expenses reflect as yet, unspent capital and maintenance items.
- The Capital Projects Fund budget includes dollars for sound mitigation, the Rail Fan Park, the Village Green project and land banking costs.

DOWNTOWN SUMMARY

Revenues represent 49% of Budget.

- DownTown Rent revenues are currently tracking at 53% of Budget. The economy has impacted collections with some tenants paying slower.
- Common Area Revenue includes the Aunt Martha's property.
- Hall Rental for Dining on the Green is tracking at 51% of budget.

Expenses represent 34% of Budget.

- IRMA payments occurred in January.
- Capital Outlays include funds available for tenant build out.

In Fiscal 2010, the Village was facing a \$680,000 shortfall in sales tax, utility tax and income tax. For 2010/2011 revenue projections were reduced and hiring delays were instituted. Revenue recovered slightly allowing for positions in the Health Department, Public Works Department and Police Department to be filled. For the current year revenues and expenses are tracking on target.

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

**Village of Park Forest
2011/2012 Budget Review
as of December 31, 2011**

GENERAL FUND REVENUES

	FY 11/12 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Property Taxes - General & Pension	5,070,902	10,996,934	46%
Road and Bridge	45,156	83,000	54%
Sales Tax	209,858	550,000	38%
Utility Tax	484,551	1,450,000	33%
State Income Tax	116,909	1,650,000	7%
PPRT - General & Pension	41,068	150,000	27%
R.E. Transfer Tax	76,500	75,000	102%
Grants	87,686	76,000	115%
Transfers from Other Funds	790,811	1,357,268	58%
Licenses	104,729	569,910	18%
Permits	191,074	442,000	43%
Charges for Services			
Water/Sewer Payment in lieu of taxes	194,101	388,201	50%
Recreation	108,279	281,500	38%
Health	147,233	402,100	37%
Hospital Transport	184,259	338,148	54%
Inspection Fees	41,770	85,000	49%
Property Lease Revenue	120,431	195,000	62%
Other Charges	52,679	76,843	69%
Asset Sales	120	3,400	4%
Fines	150,245	304,000	49%
Interest Earnings	<u>41,825</u>	<u>40,000</u>	105%
Total Revenues	<u>8,260,185</u>	<u>19,514,304</u>	42%

* Sales Tax is collected on a 2-3 month lag. Cash collections for Sales Tax for the first 6 months of FY 11/12 is \$313,701 (57% of Budget).

** Utility Tax is collected on a 2-3 month lag. Cash collections for Utility Tax for the first 6 months of FY 11/12 is \$670,890 (46.3% of Budget).

*** Income Tax is collected on a 4-5 month lag. Cash collections for Income Tax for the first 6 months of FY 11/12 is \$906,430 (54.9% of Budget) representing 6 months of revenue.

**Village of Park Forest
2011/2012 Budget Review
as of December 31, 2011**

GENERAL FUND EXPENDITURES

	FY 11/12 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Administrative	1,135,518	3,450,279	33%
Police Department	3,547,310	7,075,213	50%
Fire Department	1,984,411	3,797,128	52%
Health Department	429,408	894,942	48%
Recreation and Parks	1,317,432	2,221,627	59%
Public Works Department	375,528	1,014,967	37%
Economic Development & Planning	263,248	546,386	48%
Community Development	<u>250,603</u>	<u>520,624</u>	48%
Subtotal	9,303,456	19,521,166	48%
Transfer to Pension Funds*	0	22,000	0%
Transfer to Capital Projects	50,000	50,000	100%
Transfer to DownTown	73,491	146,982	50%
Transfer To Aqua Center	120,000	120,000	100%
Transfer to Tennis & Health	45,000	95,000	47%
Transfer to Library	<u>0</u>	<u>10,000</u>	0%
Total General Fund	<u>9,591,947</u>	<u>19,965,148</u>	48%

* Transfers have been made and are now recorded directly in the Police and Fire departments.

**Village of Park Forest
2011/2012 Budget Review
as of December 31, 2011**

REVENUE (All Funds)

	FY 11/12 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund			
Operating	8,260,186	19,514,304	42%
CDBG - Cook	29,828	0	100%
Police Pension	666,254	1,897,049	35%
Fire Pension	472,361	1,305,551	36%
MFT	429,517	5,074,541	8%
Water	2,483,670	5,462,461	45%
Sewer	612,837	1,843,500	33%
Municipal Parking	57,095	122,810	46%
Refuse	612,488	1,219,142	50%
Aqua Center	225,978	332,482	68%
Tennis and Health	161,846	374,500	43%
Downtown	407,628	826,017	49%
TIF - Downtown	656,115	1,069,204	61%
TIF - Norwood	1	0	100%
Vehicle Services	409,416	726,156	56%
Bond Retirement	152,613	338,062	45%
Capital Projects	50,000	50,000	100%
Foreign Fire Insurance	<u>16,488</u>	<u>17,000</u>	97%
Subtotal	15,704,320	40,172,778	39%
Housing Choice Voucher Program	2,343,175	4,750,082	49%
Library	<u>937,759</u>	<u>1,998,415</u>	47%
TOTAL FUNDS	<u>18,985,254</u>	<u>46,921,275</u>	40%

**Village of Park Forest
2011/2012 Budget Review
as of December 31, 2011**

EXPENDITURES (All Funds)

	FY 11/12 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund	9,303,456	19,521,166	48%
CDBG - Cook	115,235	0	100%
Police Pension	777,165	1,518,575	51%
Fire Pension	457,502	847,954	54%
MFT	358,860	7,076,861	5%
Water	2,870,311	5,776,846	50%
Sewer	356,383	930,379	38%
Municipal Parking	87,822	368,072	24%
Refuse	430,378	1,264,759	34%
Aqua Center	214,923	427,826	50%
Tennis and Health	157,074	368,445	43%
DownTown	330,668	981,834	34%
TIF - Downtown	714,165	1,126,896	63%
Vehicle Services*	459,830	825,848	56%
Bond Retirement	205,423	322,023	64%
Capital Projects	92,670	1,221,694	8%
Foreign Fire Insurance	1,915	17,000	11%
<u>Transfers from General Fund:</u>			
To Pension Funds***	0	22,000	0%
To Capital Projects	50,000	50,000	100%
To Downtown	73,491	146,982	50%
To Aqua Center	120,000	120,000	100%
To Tennis & Health	45,000	95,000	47%
To Library	<u>0</u>	<u>10,000</u>	0%
Subtotal	17,222,272	43,040,160	40%
Housing Choice Voucher Program	2,360,087	4,855,440	49%
Library	<u>742,891</u>	<u>1,720,255</u>	43%
TOTAL FUNDS**	<u>20,325,252</u>	<u>49,615,855</u>	41%

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

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

*** Transfers have been made and are now recorded directly in the Police and Fire departments.

**Village of Park Forest
2011/2012 Budget Review
as of December 31, 2011**

**DOWNTOWN PARK FOREST
REVENUES**

	FY 11/12 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
REVENUES			
DownTown Rent	304,570	580,000	53%
Farmers Market	194	4,000	5%
Common Area Revenue	20,718	78,035	27%
Hall Rental	6,165	12,000	51%
Transfer from General Fund (CAM)	73,491	146,982	50%
Miscellaneous	2,171	5,000	43%
Interest	321	0	100%
TOTAL REVENUE	<u>407,628</u>	<u>826,017</u>	49%
<u>Net Income (Loss)</u>	<u>76,961</u>	<u>(155,817)</u>	
Transfer to General Fund	(250,000)	(250,000)	
Major Capital Outlays	0	0	
Depreciation	<u>73,762</u>	<u>147,524</u>	
Cash Flow	(99,278)	(258,294)	
<u>Beginning Net Cash</u>	1,392,098	1,392,098	
<u>Ending Net Cash</u>	1,292,820	1,133,804	

**Village of Park Forest
2011/2012 Budget Review
as of December 31, 2011**

**DOWNTOWN PARK FOREST
EXPENSES**

	FY 11/12 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
EXPENSES			
<u>Personnel Services</u>			
Regular Salaries	36,431	82,600	44%
Overtime Salaries	75	1,849	4%
Temporary/Part time Salaries	<u>34,802</u>	<u>77,520</u>	45%
Total Personnel Services	71,308	161,969	44%
<u>Employee Support/Insurance</u>	22,697	50,341	45%
<u>IRMA</u>	0	30,000	0%
<u>Professional Services</u>	725	11,500	6%
<u>Operating Supplies</u>	10,763	21,300	51%
<u>Maintenance</u>	88,088	200,500	44%
<u>Capital Outlays</u>	6,000	164,900	4%
<u>Depreciation</u>	73,762	147,524	50%
<u>Miscellaneous</u>	3,073	7,500	41%
<u>Rentals</u>	4,500	9,000	50%
<u>Utilities</u>	49,752	177,300	28%
TOTAL EXPENSES	<u>330,668</u>	<u>981,834</u>	34%

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

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

Average 5.066 %

See reverse side for Prime Fund rate

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

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

Average 2.067 %

See reverse side for Prime Fund rate

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

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

Average 0.153 %

See reverse side for Prime Fund rate

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

Date	Annualized Rate	Daily Factor
01-Dec-11	0.069%	0.000001898100
02-Dec-11	0.069%	0.000001882200
03-Dec-11	0.069%	0.000001882200
04-Dec-11	0.069%	0.000001882200
05-Dec-11	0.065%	0.000001785700
06-Dec-11	0.066%	0.000001814100
07-Dec-11	0.061%	0.000001674200
08-Dec-11	0.072%	0.000001966000
09-Dec-11	0.076%	0.000002094000
10-Dec-11	0.076%	0.000002094000
11-Dec-11	0.076%	0.000002094000
12-Dec-11	0.080%	0.000002187800
13-Dec-11	0.085%	0.000002329700
14-Dec-11	0.081%	0.000002216400
15-Dec-11	0.102%	0.000002782400
16-Dec-11	0.104%	0.000002849100
17-Dec-11	0.104%	0.000002849100
18-Dec-11	0.104%	0.000002849100
19-Dec-11	0.095%	0.000002596600
20-Dec-11	0.081%	0.000002207700
21-Dec-11	0.066%	0.000001798500
22-Dec-11	0.064%	0.000001742900
23-Dec-11	0.074%	0.000002037700
24-Dec-11	0.074%	0.000002037700
25-Dec-11	0.074%	0.000002037700
26-Dec-11	0.074%	0.000002037700
27-Dec-11	0.076%	0.000002069000
28-Dec-11	0.065%	0.000001770200
29-Dec-11	0.065%	0.000001769300
30-Dec-11	0.069%	0.000001879900
31-Dec-11	0.069%	0.000001879900

Average 0.077%

See reverse side for Prime Fund rate

Time Weighted Rate of Return by Account: Yearly



Bank of America Corporation

Performance period: 10/19/2009 to 02/01/2012

Period	Opening Balance(\$)	Contributions/ (Withdrawals)(\$)	Interest/ Dividends(\$)	Appreciation/ (Depreciation)(\$)	Closing Balance(\$)	ROR Period(%)	ROR Cum(%)
628-07451	0	4,450,000	149,364	51,021	4,650,386		3.78
2012	4,620,282	0	1,235	28,868	4,650,386	0.65	3.78
2011	4,525,591	0	78,777	15,915	4,620,282	2.09	3.10
2010	3,972,466	438,000	68,986	46,139	4,525,591	2.63	0.99
2009	0	4,012,000	367	(39,901)	3,972,466	(1.59)	(1.59)

Note that various factors, including unpriced securities, and certain adjustments, holdings or activity may cause report results to differ from actual performance. Report results may also differ from results reported by other Merrill Lynch services. Past performance does not guarantee future results.

MEMORANDUM

DATE: February 16, 2012

TO: Mayor John Ostenburg
Board of Trustees

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

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

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

REVENUE TRENDS

Sales Tax

The attached schedule shows the seventeen year trends in sales and use taxes. This revenue had been fairly stagnant for nine years. It dropped to hit a fifteen year low for Fiscal 2010. In Fiscal 2011 sales tax recovered somewhat.

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

Also attached is a schedule showing the top ten sales tax payers, Natron Corp. is Taco Bell, Maharishi Petroleum is Marathon and Nileema LLC is Subway.

Income Tax, Motor Fuel Tax, State Use Tax, Photo Processing Tax

The Village receives Income Tax, Motor Fuel Tax and State Use Tax based on a per capita distribution from the State. The Village's population declined from 24,656 in 1990 to

23,462 in 2000. The 2010 census produced a further decline in population to 21,975. **It is also important to note that income tax receipts are impacted by unemployment numbers as well as increases in Federal exemptions and deductions reducing adjusted gross income.** Illinois unemployment is still double digits. The Illinois Municipal League projects the following per capita revenues based on Municipal Fiscal Years ended April 30.

Municipal Fiscal Year

	Population		Population		Population	
	2011	23,462	2012	21,975	2013	21,975
	<u>Per Capita</u>	<u>Total</u>	<u>Per Capita</u>	<u>Total</u>	<u>Per Capita</u>	<u>Total</u>
	<u>Distribution</u>	<u>Dist.</u>	<u>Distribution</u>	<u>Dist.</u>	<u>Distribution</u>	<u>Dist.</u>
Income						
Tax	\$77.90	\$1,827,690	\$77.90	\$1,711,853	\$80.20	\$1,762,395
Motor						
Fuel						
Tax	25.40	595,935	24.60	540,585	24.10	529,598
State						
Use						
Tax	13.73	322,133	14.80	325,230	15.80	347,205
	\$117.03		\$117.30		\$120.10	

Income Tax receipts are directly tied to employment numbers and per capita distribution. As the economy improves, the impact of reduced population will minimize. Unfortunately it will take longer to return to Fiscal 2008 levels.

Utility Tax

Utility taxes include municipal taxes on electric, gas and telecommunications. The attached schedule shows a multi-year comparison of revenues. Loss of businesses has a direct impact on Utility Tax receipts. The vacancies in the 80 North Building, Norwood, Orchard Plaza and Central Park Plaza (off Sauk Trail) have caused Utility Tax receipts to decline. Utility taxes continue to be a major revenue source for the Village representing 8% of total General Fund revenue.

IRMA (Intergovernmental Risk Management Association)

The Village’s IRMA costs increased 28% from \$962,341 in 2008 to \$1,235,484 in 2009. For 2010 costs increased 6% to \$1,314,766. In an effort to reduce costs, the Village increased the deductible on claims from \$2,500 to \$10,000 in 2011. In addition, investment market improvements generated a surplus distribution of \$103,109 in 2011 and \$98,241 for 2012. The January 2011 IRMA bill reflecting these changes was \$839,590, a \$475,176 reduction. The deductible expense budget increased from \$50,000 to \$200,000.

<u>IRMA Costs</u>				
<u>Calendar</u>	<u>Annual</u>	<u>Optional</u>	<u>Surplus</u>	<u>Net Paid</u>
<u>Year</u>	<u>Contribution</u>	<u>Deductible</u>	<u>Credit</u>	<u>by</u>
		<u>Credit</u>		<u>Village</u>
2005	\$ 784,528		\$ (104,246)	\$ 680,282
2006	953,141		(148,666)	804,475
2007	1,023,751		(123,008)	900,743
2008	962,341		(115,840)	846,501
2009	1,235,484		-	1,235,484
2010	1,314,766		-	1,314,766
2011	¹⁾ 1,035,933	(93,234)	(103,109)	839,590
2012	²⁾ 1,150,285	(437,108)	(98,241)	614,936

¹⁾ Increase deductible from \$2,500 to \$10,000

²⁾ Increase deductible from \$10,000 to \$100,000

Beginning in January 2012 the IRMA deductible was increased to \$100,000. It is recommended that a \$500,000 Assigned Fund Balance in the General Fund be established to serve as a reserve for potential deductibles. In addition the Village will continue to budget for increased deductible annual costs. This \$500,000 Assigned Fund balance will come from the \$331,363 savings in premiums compared to budget, the \$49,000 reserved from prior year and the \$119,637 balance will come from the existing fund balance reserves over three months.

EXPENDITURE TRENDS

Over the last several years identified expenditure trends have been brought to the Board's attention. Specifically when IMRF, IRMA and health insurance costs were increasing at 10% to 20%, the Board was alerted and the tax levy was impacted. IMRF has also experienced major increases. In January 2010, IMRF rates increased from 8.69% to 9.56% of salaries. In January 2011 IMRF rates increased to 10.52%, and increased again in January 2012 to 11.57%. This rate increase will cost approximately \$100,000.

Health Insurance

Over the last seven years the Village cost has increased \$685,913 or 66%. Included in this amount are the costs for the five disabled public safety individuals who legislatively are allowed 100% insurance coverage. The costs currently for these individuals are \$58,706 per year. Total Village medical, dental and life insurance costs are as follows:

Medical, Dental & Life Insurance Costs

Fiscal 2005/2006	\$1,036,999
Fiscal 2006/2007	1,203,069
Fiscal 2007/2008	1,276,767
Fiscal 2008/2009	1,478,889
Fiscal 2009/2010	1,524,014
Fiscal 2010/2011	1,624,778
Fiscal 2011/2012	1,722,912

The Village has not received information, as yet about increases for 2012/2013. A 10% increase will cost \$172,291.

Multi-family Water Line Maintenance

The water fund experienced a \$184,544 loss for Fiscal 2011. This is after water rate increases. The Water Fund had experienced an increase in costs associated with the new water plant. The major reason for increased costs at the water plant is the size of the plant to maintain and the IEPA mandated lime press operations. Water main breaks have also added significantly to costs. In addition, consumption is down associated with vacant properties impacting revenue.

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

Pension Funds

IMRF (Illinois Municipal Retirement Fund)

The Illinois Municipal Retirement Fund provides retirement benefits for all Village employees not covered by Police or Fire Pensions. IMRF has experienced investment losses since 2008, recovering slightly in 2010. This means that the IMRF funding level went from 98% as of 2007 to 68.78% as of year end. In 2009 rates were 8.69% of eligible payroll. For 2010, rates increased 10% to 9.56%. Rates increased further to 10.52% in January 2011 and 11.57% for 2012. Predicting a positive investment return in 2012, it is hoped that IMRF rates will start to decline.

Police and Fire Pension

The Village has been very consistent with levying the actuarial recommendations for the Police and Fire Pensions. Unfortunately, because of market declines in 2008, the Pension Funds lost money. For Fiscal 2010 and 2011 the pension funds had positive returns. Both Pension Boards are extremely diligent with their review of investments. Through a conservative philosophy the losses in both funds were minimized.

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

	Police		Fire	
	<u>Levy</u>	<u>Funded Ratio</u>	<u>Levy</u>	<u>Funded Ratio</u>
2007	759,455	66.93%	585,135	59.98%
2008	856,887	63.33%	619,393	58.76%
2009	981,636	58.44%	706,393	51.85%
2010	1,033,223	60.08%	752,677	53.20%
2011	1,025,991	57.40%	692,914	52.38%

A legislative change in pension funding calculations allowed for the reduction in levy amounts for 2011. The funds also were able to reduce interest rate assumptions slightly to reflect changes in market returns. Unfortunately, both the Fire and Police Pension funds have potential disability cases pending. The outcome would impact funding, tax levy and possibly health insurance costs.

Enterprise Funds Losses

Water Fund – The Water Fund has experienced an operating loss for three years in a row, \$278,716 loss in fiscal 2009, \$264,417 loss in 2010, and \$184,544 loss in 2011. A reduction in water consumption has contributed to this loss. A declining commercial base and vacant houses impact water use. Rates are scheduled to increase 7/1/12. With the IEPA loan and the fire hydrant grant, cash flow for the current year should be sufficient. A continued monitoring of operating results for the Water Fund is warranted.

Aqua Center – The operating loss in the Aqua Center was \$187,828. Transfers were budgeted at \$120,000 for Fiscal 2012. A budget amendment will be needed to cover this shortfall. Transfers will be increased to \$200,000 for Fiscal 2013.

Roadway Projects

The Village has four major roadway projects pending including the Thorn Creek Bridge. Of the \$11,421,395 remaining to be spent on these projects \$7,892,561 will come from grant funds, leaving \$3,528,835 to be funded by the Village. The Village has reserved \$2,450,000 of CN funds for Orchard construction. Of the \$1,078,835 balance to be funded, it is anticipated that \$300,000 will come from the General Fund and the \$778,835 will come from the Motor Fuel Tax Fund. Beginning in Fiscal 2013 the vehicle costs formerly charged to the Motor Fuel Tax Fund will be charged to Public Works. The 2011 tax levy allowed for this. Therefore, it is believed that the Village can complete the following roadway projects without borrowing.

**ROAD PROJECTS
BALANCE OF FUNDS NEEDED**

	<u>TOTAL</u>	<u>GRANT FUNDS 70%</u>	<u>VILLAGE CONTRIBUTION 30%</u>
<u>ORCHARD</u>			
Construction Engineering	823,590	576,513	247,077
Construction	7,216,158	5,051,311	2,164,847
Contingency 5%	360,807	252,565	108,242
Traffic Signal	<u>300,000</u>	<u>-</u>	<u>300,000</u>
Total Orchard	8,700,555	5,880,389	2,820,167
<u>LAKWOOD/INDIANWOOD</u>			
Design Engineering	45,000	-	45,000
Construction Engineering	975,000	682,500	292,500
Construction	<u>70,000</u>	<u>49,000</u>	<u>21,000</u>
Total Lakewood/Indianwood	1,090,000	731,500	358,500
<u>THORN CREEK BRIDGE</u>			
		<u>80%</u>	<u>20%</u>
Design Engineering	108,840	87,072	21,768
Construction Engineering	107,000	85,600	21,400
Construction	<u>1,070,000</u>	<u>856,000</u>	<u>214,000</u>
Total Thorn Creek Bridge	1,285,840	1,028,672	257,168
<u>NORTH STREET</u>			
		<u>90%</u>	<u>10%</u>
Design Engineering	30,000	-	30,000
Construction Engineering	35,000	-	35,000
Construction	<u>280,000</u>	<u>252,000</u>	<u>28,000</u>
Total North Street	345,000	252,000	93,000
REMAINING BALANCE:	11,421,395	7,892,561	3,528,835
CN Money			(2,450,000)
General Fund/MFT Funds needed			1,078,835

Fund Summary

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

Unassigned General Fund balance 6/30/11	\$7,329,041
Total Fund balance used for operations for Fiscal 2012	<u>(\$ 450,844)</u>
Available Fund Balance (4.1 months reserve)	\$6,878,197

Shortfalls and Adjustments

Establish IRMA Deductible Reserve	(119,637)
Support for Aqua Center 2012	(80,000)
Increase Support for Aqua Center 2013	(80,000)
Fire SAFER Grant	(8,295)
Fire Hose Grant	(5,437)
Fire IDNR Grant	(2,101)
Fire Command Training	(2,200)
Potential Seizure Fund Shortfall	(72,988)
Traffic Signal – Westwood	(300,000)
Added Capital Items	(200,000)

Adjusted Fund Balance (3.6 months reserve) \$6,007,539

(The Board's Fiscal Policies require a reserve of 3-4 months of operations. One month's operating expenditures are \$1,663,763).

The adjusted fund balance represents a 3.6 months reserve. Some of this reserve, over the three month target, will be used to fund the 2012/2013 Budget. The one major unknown for the Village at this point is the Thorncreek litigation.

Other Issues

Great Lakes Center Sale

The 80 North building is scheduled for closing on February 29. Of the \$750,000 sale price, the Village will ultimately retain \$250,000. These funds could be used to support the land banking and other economic development efforts in the Capital Projects Fund as well as add to a sustainable project.

E 9-1-1 Referendum

Should the E 9-1-1 Referendum pass generating approximately \$200,000, the Village will be able to shift dollars currently funding SouthCom and possibly reduce the tax levy increase.

Electric Aggregation

Part of the electric aggregation proposal will provide for an estimated \$70,000 in annual administrative revenues flowing directly to the Village. These funds could be earmarked for sustainable projects.

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

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	25,473	24,508	30,454	28,030	-	-	-	-	-	\$ 190,212
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	22,836	27,198	20,627	25,939	-	-	-	-	-	\$ 177,458
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	48,789	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	48,309	51,706	51,082	53,970	-	-	-	-	-	\$ 367,671
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	178,730	113,826	107,172	159,229	-	-	-	-	-	\$ 958,326
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	60,449	61,757	60,275	57,543	-	-	-	-	-	\$ 436,668
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
1st	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	-	-
		TOTAL:	92,976.36	-	-	-	-	-	-	-	34,681.05	2,621.22	-	-
Q U A R T E R	2007	145 Cook	87,926.85	-	19,821.19	8,550.97	154.86	147.83	-	17,623.48	34,989.11	1,554.78	234.09	83,076.31
		28 Will	997.63	-	-	-	-	-	-	-	101.65	504.49	-	-
		TOTAL:	88,924.48	-	-	-	-	-	-	-	35,090.76	2,059.27	-	-
T E R	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	-	-
		TOTAL:	86,331.32	-	-	-	-	-	-	-	33,446.28	3,035.90	-	-
C A L E N D A R	2009	113 Cook	68,380.37	-	5,215.48	6,055.76	-	-	-	17,955.45	32,771.19	2,307.15	213.87	64,518.90
		22 Will	6.24	-	-	-	-	-	-	-	262.95	(351.85)	-	-
		TOTAL:	68,386.61	-	-	-	-	-	-	-	33,034.14	1,955.30	-	-
N D A R	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	-
		TOTAL:	65,553.71	-	-	-	-	-	-	-	26,174.29	-	372.35	-
	2011	64 Cook	74,957.17	-	8,603.28	4,295.31	-	-	-	20,057.25	16,545.24	20,400.65	222.17	70,123.90
		Will	1,037.36	-	4.50	-	-	66.52	-	-	149.04	27.33	6.44	-
		TOTAL:	75,994.53	-	8,607.78	-	-	-	-	-	16,694.28	20,427.98	228.61	-
	Difference from prior year		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
2nd	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	-	-
		TOTAL:	96,009.36	-	-	-	-	-	-	-	35,913.06	2,194.85	-	-
Q U A R T E R	2007	134 Cook	87,246.61	-	16,426.10	7,007.77	106.03	57.56	-	21,447.97	32,583.20	1,460.88	568.87	79,658.38
		27 Will	1,088.74	-	-	-	-	-	-	-	317.44	598.55	-	-
		TOTAL:	88,335.35	-	-	-	-	-	-	-	32,900.64	2,059.43	-	-
T E R	2008	110 Cook	81,128.07	-	7,039.21	6,691.97	214.71	-	-	22,798.75	33,284.36	3,419.70	961.95	74,410.65
		16 Will	1,039.50	-	-	-	-	-	-	-	140.02	280.03	-	-
		TOTAL:	82,167.57	-	-	-	-	-	-	-	33,424.38	3,699.73	-	-
C A L E N D A R	2009	107 Cook	70,932.57	-	6,690.85	6,259.98	-	-	-	16,975.70	33,318.86	2,498.50	633.46	66,377.35
		21 Will	1,214.81	-	-	-	-	-	-	-	375.77	-	33.98	-
		TOTAL:	72,147.38	-	-	-	-	-	-	-	33,694.63	-	667.44	-
N D A R	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	-	-
		TOTAL:	79,965.97	-	-	-	-	-	-	-	16,612.29	23,055.20	-	-
	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	-	-
		TOTAL:	81,746.90	-	-	-	-	-	-	-	24,072.63	14,629.00	-	-
	Difference from prior year		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)

**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	2006	131	Cook	82,852.05	-	17,879.64	8,533.60	668.76	86.30	20,524.18	28,083.77	1,911.99	584.95	78,273.19	
		23	Will	1,818.75	-	-	-	-	-	-	202.34	507.02	-	709.36	
			TOTAL:	84,670.80	-	-	-	-	-	-	-	28,286.11	2,419.01	-	78,982.55
Q U A R T E R	2007	156	Cook	86,757.14	-	6,624.91	8,016.63	202.55	5.76	23,484.92	38,785.53	2,251.80	400.69	79,772.79	
		23	Will	1,136.65	-	-	-	-	109.66	-	260.49	269.22	-	639.37	
			TOTAL:	87,893.79	-	-	-	-	115.42	-	-	39,046.02	2,521.02	-	80,412.16
E R T C A L E N D A R	2008	120	Cook	74,946.63	-	6,422.84	7,357.27	-	-	20,353.19	31,950.33	2,870.80	471.32	69,425.75	
		23	Will	842.94	-	-	-	-	-	-	286.69	82.64	13.06	382.39	
			TOTAL:	75,789.57	-	-	-	-	-	-	-	32,237.02	2,953.44	484.38	69,808.14
C A L E N D A R	2009	97	Cook	69,736.53	-	7,296.66	6,054.73	-	-	16,563.50	32,635.91	2,348.16	495.24	65,394.20	
		22	Will	903.97	-	-	-	-	-	-	322.85	-	11.85	334.70	
			TOTAL:	70,640.50	-	-	-	-	-	-	-	32,958.76	-	507.09	65,728.90
D A R	2010	104	Cook	76,767.29	-	11,230.89	5,137.18	-	-	734.17	19,681.09	16,332.04	19,302.39 **	338.46	72,756.22
		22	Will	877.83	-	-	-	-	-	-	-	152.28	-	11.98	164.26
			TOTAL:	77,645.12	-	-	-	-	-	-	-	16,484.32	-	350.44	72,920.48
	2011	103	Cook	79,795.22	-	11,924.05	-	129.24	-	-	19,315.84	34,350.75	3,766.22	284.17	69,770.27
		24	Will	621.41	-	-	-	-	-	-	-	184.75	19.22	-	203.97
			TOTAL:	80,416.63	-	-	-	-	-	-	-	34,535.50	3,785.44	-	69,974.24
			Difference from prior year	2,771.51	-	693.16	(5,137.18)	129.24	-	(734.17)	(365.25)	18,051.18	(15,516.95)	(66.27)	(2,946.24)
4th	2005	183	Cook	92,269.82	-	23,626.69	9,152.78	744.66	52.64	-	19,289.50	30,555.13	2,057.03	425.36	85,903.79
		33	Will	1,298.03	-	-	-	-	-	-	-	391.60	683.17	4.60	1,079.37
			TOTAL:	93,567.85	-	-	-	-	-	-	-	30,946.73	2,740.20	429.96	86,983.16
Q U A R T E R	2006	180	Cook	97,058.53	-	26,664.02	7,353.18	1,400.56	146.06	-	18,024.57	35,364.47	2,399.43	521.82	91,874.11
		33	Will	1,783.02	-	-	-	-	-	-	-	434.12	774.07	32.65	1,240.84
			TOTAL:	98,841.55	-	-	-	-	-	-	-	35,798.59	3,173.50	554.47	93,114.95
E R T C A L E N D A R	2007	152	Cook	81,604.31	-	6,154.99	8,254.83	278.96	-	21,711.02	33,712.28	3,695.51	391.05	74,198.64	
		30	Will	1,680.97	-	-	-	-	91.80	-	179.37	696.70	-	967.87	
			TOTAL:	83,285.28	-	-	-	-	-	-	-	33,891.65	4,392.21	-	75,166.51
C A L E N D A R	2008	136	Cook	68,632.16	-	5,687.24	5,774.10	150.79	-	15,018.92	34,732.68	2,894.24	317.14	64,575.11	
		31	Will	987.04	-	-	-	-	-	-	270.49	139.17	-	409.66	
			TOTAL:	69,619.20	-	-	-	-	-	-	-	35,003.17	3,033.41	-	64,984.77
D A R	2009	133	Cook	82,302.54	-	18,832.50	5,996.57	-	-	16,797.82	33,656.92	2,134.73	415.53	77,834.07	
		27	Will	349.10	-	-	-	-	-	-	161.17	28.78	9.09	199.04	
			TOTAL:	82,651.64	-	-	-	-	-	-	-	33,818.09	2,163.51	424.62	78,033.11
	2010	129	Cook	78,266.79	-	11,230.92	6,363.23	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	73,347.91
			Difference from prior year	(3,736.52)	-	(7,601.58)	366.66	198.84	-	1,283.67	(17,090.86)	18,312.31	(154.24)	(4,685.20)	

**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 2006	251	Cook 366,882.20	-	88,554.38	34,515.27	3,962.85	-	8,851.68	76,562.98	133,512.56	7,988.78	2,442.45	356,390.95
N 46		Will 5,615.87	-	-	-	-	-	-	-	1,166.25	2,419.80	51.46	3,637.51
N		TOTAL: 372,498.07	-	-	-	-	-	-	-	134,678.81	10,408.58	2,493.91	360,028.46
U A 2007	259	Cook 343,534.91	-	49,027.19	31,830.20	742.40	219.53	-	84,267.39	140,070.12	8,962.97	1,594.70	316,714.50
L 53		Will 4,903.99	-	-	-	-	220.00	-	-	853.95	2,068.96	34.87	3,177.78
		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 from prior year 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
2006*		Cook 380,037.69	-	90,597.17	38,517.73	3,470.78	-	7,716.48	85,735.92	127,871.04	7,814.15	3,614.54	365,337.81
		Will 5,425.24	-	-	-	-	-	-	-	1,369.70	2,801.66	301.35	4,472.71
		TOTAL: 385,462.93	-	-	-	-	-	-	-	129,240.74	10,615.81	3,915.89	369,810.52
2007*		Cook 355,084.04	-	80,790.95	31,445.52	2,330.21	437.75	-	77,620.20	131,020.55	7,327.08	1,909.73	332,881.99
		Will 5,688.14	-	-	-	-	21.25	-	-	1,055.55	2,384.13	59.86	3,520.79
		TOTAL: 360,772.18	-	-	-	-	459.00	-	-	132,076.10	9,711.21	1,969.59	336,402.78
2008*		Cook 333,896.50	-	25,341.65	35,214.99	893.16	42.35	-	92,157.86	139,116.06	12,132.48	2,130.64	307,029.19
		Will 5,781.46	-	-	-	-	201.78	-	-	692.27	1,516.38	27.37	2,437.80
		TOTAL: 339,677.96	-	-	-	-	244.13	-	-	139,808.33	13,648.86	2,158.01	309,466.99
2009*		Cook 282,891.73	-	24,016.41	25,447.11	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 from prior year 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)

* 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 & Misc.Retail).

Top Filer Report

RECEIVED
FEB 13 2012



BY: _____

February 8, 2012



Letter ID: CNXXX181181X9769

#BWNKMGV
#CNXX X181 181X 9769#
VILLAGE CLERK OF PARK FOREST
PARK FOREST VILLAGE TREASURER
350 VICTORY DR
PARK FOREST IL 60466

Account ID: 05724-73792



Dear Local Official:

In response to your request dated February 8, 2012, 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 January 2011 through December 2011. The businesses remitted a total of \$265,310.09 which was disbursed to the Village of Park Forest during the months of March 2011 through February 2012.

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

Sincerely,

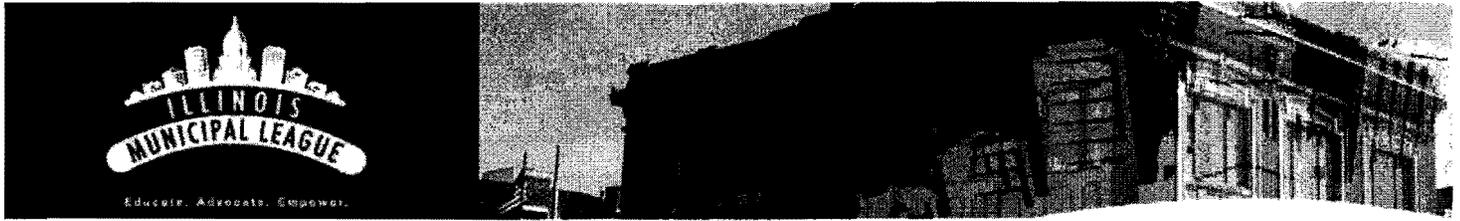
Sherri Schnetz
Accountant

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

217 557-1957
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	42,244	46,934	49,584	46,221	44,446	-	-	-	-	-	\$ 426,485



Today is February 15, 2012

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Estimated State Shared Municipal Revenue - Web Exclusive

General

By [Larry Frang](#), Executive Director, IML

Legal

Legislative

ACTUAL MUNICIPAL FISCAL YEAR 2011 (MFY 11) RECEIPTS, REVISED MFY 12 ESTIMATES, AND REVISED MFY 13 ESTIMATES

State Municipal News

Materials



Legal

Publications

LGDF Municipal Income Tax Per Capita Distributions

Review Magazine

Actual MFY 11 (May 2010 through April 2011) municipal income tax receipts were \$77.90 per capita and were 1.9% lower than the \$79.38 per capita received in MFY 10 (May 2009 through April 2010).

Handbooks & Manuals

MFY 12 (May 2011 through April 2012) municipal income tax receipts are 1.7% higher in the first nine months of the year (May through January) than in the previous year. We have raised our previous MFY 12 estimate from \$76.80 per capita to \$77.90 per capita and have done so because we assume receipts in the last 3 months will be 4.8% lower than in the last 3 months of last year.

Other Periodicals

IDOT

Caution! Magazine

Conference & Seminar Materials

We estimate that MFY 13 (May 2012 through April 2013) municipal income tax receipts will grow by 3% from \$77.90 per capita to \$80.20 per capita.

Annual Conference



Municipal Attorney's

Newly Elected Officials

Municipal Share of State Use Tax Distributions

Actual MFY 11 (May 2010 through April 2011) municipal share of state use tax receipts were \$13.73 per capita and were 15.3% higher than the \$11.91 per capita received in MFY 10 (May 2009 through April 2010).

TOP RESOURCE PAGES

MFY 12 (May 2011 through April 2012) municipal share of state use tax receipts are 8% higher in the first nine months of the year (May through January) than in the previous year. We have reduced our previous MFY 12 estimate from \$15.20 per capita to \$14.80 per capita and have done so by estimating that growth will slow to 7.3% in the last three months of the year.

1. News Items of Municipal Interest - February 7, 2012

2. News Items of Municipal Interest - February 13, 2012

3. Estimated State Shared Municipal Revenue - Web Exclusive



4. News Items of Municipal Interest - February 10, 2012

Municipal Motor Fuel Tax Distributions

Actual MFY 11 (May 2010 through April 2011) municipal motor fuel tax receipts were \$25.40 per capita and were 1.4% higher than the \$25.06 per capita received in MFY 10 (May 2009 through April 2010).

5. Legal Bulletin - February 10, 2012

MFY 12 (May 2011 through April 2012) municipal motor fuel tax receipts are 3% lower in the first ten months of the year (May through February) than in the previous year. We have reduced our previous MFY 12 estimate

from \$24.90 per capita to \$24.60 per capita.

We estimate that MFY 13 (May 2012 through April 2013) municipal motor fuel tax receipts will drop by 2% to \$24.10 per capita.



Corporate Personal Property Replacement Tax Revenue (CPPRT) Distributions

Actual MFY 11 (May 2010 through April 2011) CPPRT receipts were \$1.375 billion and were 11.2% higher than the \$1.237 billion received in MFY 10 (May 2009 through April 2010).

MFY 12 (May 2011 through April 2012) CPPRT receipts are 12.1% lower in the first nine months of the year (May through January) than in the previous year. We have not revised our MFY 12 estimate of \$1.28 billion (6.9% lower than the \$1.375 billion in MFY 11) and have done so using the assumption that receipts will grow by \$32 million in the last three months of the year.

We estimate that MFY 13 (May 2012 through April 2013) CPPRT receipts will grow by 1.6% from \$1.28 billion to \$1.3 billion.



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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	41,652	57,387	42,550	28,971	28,385	33,060							\$ 232,005
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	9,425	9,414	11,058	15,636	24,037							\$ 80,490
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	60,448	61,757	60,275	57,543								\$ 302,332
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	\$ 1,780,649
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	114,881	127,260	113,721	100,304	101,564	57,096	-	-	-	-	-	-	\$ 614,827

IRMA History

Savings (Cost) to Park Forest at Deductibles						5-Year 2010 Total
	2006	2007	2008	2009		
\$10,000	17,507	(41,559)	1,705	77,094	30,238	84,985
\$25,000	16,815	(144,906)	(55,819)	167,893	30,892	14,875
\$50,000	(9,676)	(248,510)	(161,822)	254,067	(2,906)	(168,847)
\$100,000	(40,475)	(359,448)	(306,720)	339,946	(132,296)	(498,993)
\$250,000	(154,567)	(532,260)	(543,930)	493,021	(196,110)	(933,846)

Claims to Contributions at Deductibles						5-Year 2010 Total
	2006	2007	2008	2009		
\$2,500	95.53%	138.46%	134.16%	15.77%	79.66%	92.72%
\$10,000	97.46%	138.17%	139.02%	12.78%	80.02%	93.49%
\$25,000	96.95%	128.36%	135.77%	10.60%	77.33%	89.80%
\$50,000	91.08%	114.61%	121.60%	8.62%	68.54%	80.89%
\$100,000	80.10%	93.77%	92.94%	1.41%	39.67%	61.58%
\$250,000	26.19%	38.49%	13.04%	0.00%	0.00%	15.54%

**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	\$46,130**

* Figures from Real Estate Transfer Tax Records.

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

MEMORANDUM

DATE: February 14, 2012
TO: Mayor John Ostenburg
Board of Trustees
FROM: Mary G. Dankowski, Deputy Village Manager/Finance Director
RE: Budget Amendments for 2011/2012

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

Encumbrances

At the end of a fiscal year, departments are asked to identify those projects or funds that were approved by the Board, but not expended. In order to ensure that the funds are available in the next budget, they are assigned. These funds are noted as an assigned fund balance on page 25 of the Village audit. The process recommended by the Village auditors is for the Board to approve the current year expenditure of these funds by Budget amendment.

The following list details those expenditures that were assigned at June 30, 2011 in the General Fund. These items will be (or were) spent in Fiscal 2012.

ADMINISTRATIVE PURPOSES

20,000.00	Training -- Computer, Leadership Development
49,000.00	IRMA Deductible
3,200.00	Senior Commission Initiative
16,000.00	Payroll Service/Time & Attendance
3,000.00	Internal Audit
<u>20,000.00</u>	I/T -- Software Upgrades
111,200.00	

POLICE

20,570.00 Youth Programs (20% of FY11 Vehicle Seizure Revenue)

FIRE

1,804.00 Hazardous Materials Equip-Meter Repl (CN)

1,975.00 Training Site Driveway Maintenance (CN)

3,828.00 Training Manual Update (CN)

7,607.00

RECREATION & PARKS PURPOSES

6,800.00 Software -- Online Registration Project

10,000.00 Emergency Repairs

33,000.00 Urban Forestry/Tree Trimming/Emerald Ash Borer

9,000.00 Walkways

43,200.00 Illinois Park

5,000.00 Rec Center Equipment/School District Coop Projects

107,000.00

PUBLIC WORKS PURPOSES

25,000.00 Engineering - Storm Sewer

ECONOMIC DEVELOPMENT PURPOSES

3,800.00 Realtor Training/Brochure (Diversity Inc)

15,000.00 Park Forest Business-Capacity Building Course (CN)

25,000.00 Additional Projects (CN)

1,250.00 Mural Brochure Design & Printing

45,050.00

COMMUNITY DEVELOPMENT PURPOSES

50,000.00 Inspection Software

366,427.00

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

Police	\$1,123 – DUI Enforcement
--------	---------------------------

PEG fees are collected for specific cable equipment enhancements. The accumulated fund balance is available for this purpose.

PEG Fees	\$56,169
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Grants

Fire Department

The Fire Department received a Department of Homeland Security Staffing for Adequate Fire and Emergency Response (SAFER) grant. This grant is a \$62,800 grant for the training of new Paid-On-Call (POC) members, of which \$19,062 was spent in prior year. There is no Village matching funds required. This grant covers a potential four year time frame. The anticipated costs for this year are:

Materials & Supplies	\$ 1,000	
Training Tuition	3,800	
Training Drill Pay 70%	<u>11,200</u>	
Total 2012 Expenditures	\$16,000	
Grant Revenue		\$16,000

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

Capital Expenditure	\$39,362	
Training	3,435	
O/T	8,899	
Grant Revenue		\$48,933

The Village received an IDNR Grant for wild land (forests, grass, open fields) fire suppression for a total project of \$4,204 with \$2,201 match to be paid by the Village.

Capital	\$4,204	
Grant Revenue		\$2,101

The Village received a second Enbridge Grant for 3 doors at the fire training site to which Prairie State College contributed an additional \$2,537.

Capital	\$1,000	
Grant Revenue		\$1,000

The Fire Department has also applied for a staffing grant. This grant funds one additional firefighter/paramedic for the first 2 years of a 3 year commitment. Not included in this grant is the training and equipping costs of \$8,295.

Salary	\$54,216	
Medicare	651	
Health, Dental, Life	5,254	
Pension	19,360	
Grant Revenue		\$79,481
Travel	\$ 1,725	
Training	3,495	
Operating Supplies	120	
Uniforms	1,244	
Capital (Turnout Gear)	1,711	

The Fire Department just received notice of a grant award for a command training center which would include computers, software and radios. There is a 10% match.

Capital Equipment	\$22,000	
Grant Revenue		\$19,800

Economic Development

The Village received a \$100,000 grant from ILDCEO to conduct an analysis of the Transit Oriented Development for all three communities involved in the site area. The project was started in the prior year, following is the balance.

Professional Services	\$63,039	
Grant Revenue		\$63,039

CDBG

The Village will be receiving a CDBG IKE Grant to demolish 23 homes.

CDBG Expense	\$236,250	
CDBG Grant Revenue		\$236,250

A NSP CDBG was received for demolition of nine houses.

CDBG Capital Expense	\$88,313	
CDBG Grant Revenue		\$88,313

Marshall Fields Demolition

The balance of the Marshall Fields demolition project will occur in 2011/2012. The total project costs were \$1,225,585 with \$930,062 in CDBG grant funds. The balance of \$295,523 will be charged to the TIF funds.

Balance of CDBG Funds (\$930,062 - \$852,116)	
Grant Revenue	\$77,946
TIF Funds remaining balance	\$195,000

MFT

As noted in “Current Year Trends” there are several roadway projects pending, some require 100% funding of design engineering.

Design Engineering Lakewood/Indianwood	\$45,000
--	----------

Other Adjustments

DownTown

The DownTown fund has the ability to utilize \$200,000 for roadway improvements around the former Marshall Fields site and down Lester.

Capital Outlay	\$200,000
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TIF

With Legacy Square fully assessed, the property tax rebate to Bigelow will increase for the current year. The agreement calls for a \$1,000,000 cap on the rebate. Therefore, next year will be the final distribution at \$150,788.

TIF Rebate	\$300,000
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Aqua Center

Every year at audit time the Board reviews the operations of the recreation enterprise funds, the Aqua Center and the Tennis and Health Club. Over the past few years the Village has supported these operations with a total transfer of \$215,000. The transfer has been allocated \$120,000 to \$140,000 to the Aqua Center and \$75,000 to \$95,000 to the Tennis and Health Club. For the most part the Tennis and Health Club has operated within this level of support. The Aqua Center has not.

For the last two years support needed has been \$200,000. A budget amendment will be made again for this year. The transfer for 2012/2013 will increase to \$200,000.

Transfer to Aqua Center	\$80,000
-------------------------	----------

Assigned Fund Balance Adjustments

According to fiscal policies the Finance Director has the ability to assign fund balances based upon Board directives and goals. At the beginning of Budget Amendment discussion the amendments for expenditures approval but unspent in the prior year is included. In addition, the following fund balances were assigned.

Orchard Drive reconstruction /CN	\$2,450,000
Sound Barrier/CN	1,000,000

With the roadway analysis identified in current year trends, it is recommended that \$300,000 be added to the Orchard Roadway assignment. In addition, a new Assigned Fund Balance for IRMA deductible is recommended. Finally, the description for the \$1,000,000 from CN would change to Eastgate Redevelopment/CN.

Recommended Assigned Fund Balances

Orchard Drive Reconstruction	\$2,750,000
Eastgate Redevelopment/CN	\$1,000,000
IRMA Deductible	\$ 500,000

Summary

As noted in the previous discussion, operating revenues and expenditures have stabilized. Roadway and housing grant funded projects will be a major focus into 2012/2013.

DRAFT

To: Mary Dankowski, Deputy Village Manager/Finance Director

From: Barbara Osuch, Library Director

Subject: Amendment to FY 2011/2012 Library Budget

February 17, 2012

The Library is requesting an amendment to allow for the expenditure for improvements to the Library's exterior lighting. The overall cost of this project is Library Board approved an additional

Expenditure Increase

<u>Account</u>	<u>Item</u>	<u>Amount</u>	<u>Current Budget</u>	<u>Adjusted Budget</u>
03-15-00-56-0000	Other Capital Outlays	\$55,178	\$65,000	\$120,178

A second amendment is requested to allow for an assigned fund balance to increase in the Library's IRMA insurance deductible. The Library Board of Trustees approved the expenditure of these funds.

Expenditure Increase

<u>Account</u>	<u>Item</u>	<u>Amount</u>	<u>Current Budget</u>	<u>Adjusted Budget</u>
03-15-00-51-0300	IRMA Deductible	\$50,000	\$86,887	\$136,887

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

MEMORANDUM

DATE: February 6, 2012

TO: Mayor Ostenburg
Board of Trustees

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

RE: February 2012 Financial Update Meeting
ECONOMIC DEVELOPMENT UPDATE

Following is an update on the economic development and planning projects that are currently underway. I will be happy to discuss these economic development activities in more detail and answer any questions at your Financial Update Meeting on February 25, 2012.

Business Development

Mr. Hitesh Shah, owner of the **Stop and Shop Convenience Store**, has completed the move from 2599 S. Western Avenue to 2560 S. Western Avenue. He will be installing a permanent building sign and freestanding sign on the property in the coming weeks.

Ms. Sophronia “Bree” Breedlove, owner of the **State Farm Insurance Agency**, is in the final stages of completing her business move from 27-D North Street to 2562 S. Western Avenue. Final inspections are scheduled for February 14, so she should have moved into the building by the time of the Financial Update Meeting. Building and freestanding signs will also be installed on this property, and landscaping completed in the spring.

The closing for the sale of 80 North Street is now scheduled for Wednesday, February 29. This property will be sold to DENT, LLC to locate the **Great Lakes Center for Energy Smart Communities** in Park Forest. In November 2011, the Village Board approved a Resolution supporting DENT, LLC’s application for the Cook County Class 8 property tax incentive. The Village Board also approved the sales agreement, which includes a Village economic incentive to reimburse a portion of the purchase price to fund renovation costs.

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 the Village obtains ownership of the property, Staff will explore all options for redeveloping it, including the possibility of demolition. Action to obtain ownership of the property is on hold pending a final resolution to the \$250,000 held in escrow as part of the redevelopment agreement for the property. Nassimi Realty was to receive a reimbursement of \$250,000 of the original purchase price provided they made specified

property improvements within a pre-agreed upon time frame. These improvements were not made. However, Nassimi contends that they invested sufficient funds into the property and should be entitled to the reimbursement. Both the Village and Nassimi must approve the release of the funds from escrow, so at this time there has been no resolution to 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. Meetings with the retailer and their broker were held at the 2011 Spring Convention of the International Council of Shopping Centers in May, and at the October ICSC Deal-Making meeting in Chicago. 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. Village Staff has encouraged the developer to seek a restaurant for one of the pad sites.

Staff is working with First Midwest Bank to negotiate an access agreement for **381 Blackhawk**, the former auto lube facility, to conduct property assessment activities, including a Phase II Environmental Site Assessment in support of a possible acquisition of the property.

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 **211th Street TOD Implementation Study** has been completed. 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. A public meeting was held on January 11 at which participants were updated on the status of the Study, and given the opportunity to provide input regarding design standards for the public and private improvements in the study area. 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). The Implementation Study is projected to be completed by May 2012 based on grant deadlines.

On January 31, 2012, the Village Manager and the Village Administrators of Matteson and Olympia Fields sent a joint request to the Director of Metra officially requesting that the name of the 211th Street Station be changed to "Park Forest/Lincoln Highway". This request is consistent with the recommendation made in the original 211th Street TOD Plan adopted in

2007. It appears to be an appropriate time to make this request because of the platform improvements currently underway at the station.

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 77 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. The Broker Representation Agreement with Marcus & Millichap to market 202 Forest Boulevard was renewed in February 2012.

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. As of early January 2012, Habitat had purchased 18 homes in Park Forest and completed the rehabilitation of four of those homes. Three of the completed homes have been sold to new homeowners. One of the Habitat homes is being rehabilitated by at risk students from Rich East High School (10 E. Rocket Circle), and another house is being rehabilitated by Youth Build (412 Wilshire Street), a federally sponsored job skills program administered by South Suburban College. Habitat will be able to purchase an additional six homes with the Illinois CDBG-IKE grant that is being administered by the Chicago Southland Housing and Community Development Collaborative.

The NSP3 grant referenced above is part of a joint grant awarded to the Villages of Park Forest and Richton Park. The Villages submitted a joint application for funding and chose to work with Richton Park's designated developer, MECCA Companies. At least four homes in Park Forest will be purchased, rehabilitated, and sold to qualifying homeowners.

At the time this memorandum was being prepared, Governor Quinn announced that Park Forest is one of six communities selected to participate in the **Illinois Building Blocks Pilot Program**. This program will provide grant funds to purchase and rehabilitate vacant, foreclosed homes and to assist homeowners to purchase these homes. The Illinois Housing Development Authority (IHDA) will administer these funds for the State. Staff is still working with IHDA to learn more about eligibility criteria and other program details.

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 2011 the Village was able to demolish seven homes with an NSP1 grant from Cook County, and an additional two homes will be demolished in the very near future. All nine of these homes were located on Allegheny Street. The Village is waiting for the Notice to Proceed from the State of Illinois that will allow for the demolition of at least 23 additional homes. This project is funded by the \$236,250 CDBG-IKE grant. Most of the homes identified for demolition are 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. At that time, Staff will begin to seek a developer to implement the redevelopment plans described in the Strategic Plan. The Village currently owns 11 lots in the neighborhood. During 2012, Staff and the Village Attorney will start the process to obtain the deed to another 34 properties that will become vacant as a result of these demolition activities. The Chicago Southland Housing and Community Development Collaborative is also working with the Village and their contacts at several major banks to get as many of these lots donated to the Village as possible. As a result of all these efforts, and based on the 332 parcels in this neighborhood, the Village could control a minimum of 13 percent of the total lots in the neighborhood. At some point in the coming year it may be appropriate for the Village Board, the Plan Commission, and Staff to review the concept plan for the Eastgate neighborhood contained in the Strategic Plan for Land Use and Economic Development and the Homes for a Changing Region housing policy plan, and to discuss how best to begin to market the opportunity for redevelopment of this strategic area in the Village.

In addition to the lots the Village owns in the Eastgate neighborhood, the Village also owns 15 vacant, residential lots located elsewhere in the community. These lots have been acquired through the lien foreclosure process, no cash bid acquisitions, or they are "left over" lots from the initial development of the community. The ultimate goal for all vacant, residential lots is to sell them for infill construction of new homes. In the interim, however, all of these vacant residential lots have been offered to the Environment Commission as possible locations for temporary community gardens. The Village's Capital Projects budget currently pays for mowing these lots at a cost of approximately \$370 per lot each year. This amount has also

been offered to the Environment Commission to help defray the costs to install gardens on each lot that they use because the Village will not have to pay to mow them. This is being done to support the work of the Environment Commission, and to initiate goals that will be part of the Sustainability Plan to promote the production of local food sources.

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 consultants have conducted the required Diagnostic Team meeting at the site to determine that the analysis of conditions at the railroad crossing conducted in Phase One was correct. This meeting included representatives of the consultant, the Federal Railroad Administration (FRA), the Illinois Commerce Commission (ICC), the State Department of Transportation (IDOT), CN Railroad, and the Village of Park Forest. The City of Chicago Heights was invited, but did not attend. In order to establish a quiet zone, the FRA must be satisfied that the risk of stopping the train horns is adequately mitigated by safety measures in place at the crossing. At the Western Avenue crossing, the newly installed median is not high enough to satisfy the requirements for a supplemental safety measure. Given the cost to replace the median, the Village and CN have chosen to mitigate the quiet zone with the installation of reflective channelization panels. The next step in the process is to submit a Notice of Intent to establish a quiet zone to the FRA, ICC, IDOT and CN. It will also be necessary to submit an additional request for a reduction in the risk index because of the location of the commercial driveway at the gas station just north of the railroad tracks. These reviews will occur concurrently and should be completed by early summer. At that point, the Village will be able to install the improvements and activate the quiet zone. The goal is to have the quiet zone fully active by mid-summer. The cost for the study and the installation of FRA mandated improvements is paid 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 hired Fregonese Associates to prepare a housing policy plan for the Village, approximately a \$45,000 value-added benefit for the Village. The only cost for the Village is staff time. The study was completed in December 2011 and the consultants made a presentation to the Board at that time. The final report was distributed to the Board in early February. Staff will submit an ordinance to the Board in March to consider adopting the housing policy plan as an element to the comprehensive plan.

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 2011 ICSC Spring Convention, and will continue to update them as needed. The report on the second phase of this study will be presented to the Steering Committee in March. 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. After that report, the Steering Committee and consultants will work together to promote the region to specific, desired retailers and restaurants. Trustee Bonita Dillard and EDAG member Shannon Bond, along with Village Staff, are Park Forest's representatives on the Steering Committee for this study.

The Chicago Metropolitan Agency for Planning (CMAP) will complete the draft **Sustainability Plan** in early March and a public meeting has been scheduled for March 20 to present the plan to the community for feedback. The Plan will include an Assessment of existing conditions in each of the key topic areas, Goals for each topic area, and a Plan that includes implementation Strategies within each topic area. As much as possible, each of the implementation Strategies will include baseline indicators and target indicators so outcomes can be monitored. A significant amount of public input has gone into preparing both the Assessment and the Plan, including

- The initial general public and youth meetings held in July 2011
- Input from a Citizens' Advisory Committee and a Technical Advisory Committee
- A meeting with businesses located in the Park Forest Business Park
- A second public meeting in November 2011
- Four focus group meetings in January on the topics of education, transportation, economic development, and green buildings/energy

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 the built environment can attract a wider range of new residents, and how the Village focus on arts and culture can be enhanced and expanded. The Sustainability Plan is funded by a three-year \$4.25 million Sustainable Communities Challenge Grant CMAP received from the U.S. Department of Housing and Urban Development (HUD) to implement their GO TO 2040 Plan. The Village's project is one of many Local Technical Assistance (LTA) projects funded throughout the Chicago metropolitan area.

The South Suburban Mayors and Managers Association (SSMMA) also received a HUD Sustainable Communities Grant for \$2.35 million. The Village of Park Forest is working closely with SSMMA on all aspects of this grant, but two in particular have been initiated since the last economic development update. The Mayor and Director of Economic Development and Planning are working with SSMMA as part of an oversight committee to create a **development fund**. The grant will provide \$1.7 million as seed money that will be used to leverage additional funds from foundations and banks. The purpose of the development fund will be to facilitate transit oriented development in the region. The HUD grant is also funding the start-up of a **south suburban land bank**. Park Forest is one of four pilot communities (also including Blue Island, Oak Forest, and Lansing) that are working with SSMMA to create a land bank that will have authority to hold, maintain, and sell properties for development. It is

possible that much of the land the Village of Park Forest has purchased for future development purposes could be held by the land bank instead of the Village. This will transfer the maintenance responsibility to a central authority and allow for much greater exposure of the property to potential developers. An intergovernmental agreement that initiates the creation of the land bank will be presented to the Board of Trustees in the coming months.

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**. It is envisioned that the 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. Staff developed the specifications for this sign and issued a request for proposals in the fall of 2011. Two proposals were received, and Staff is in the process of selecting one of the firms with whom to negotiate a contract. Staff is also working with CN to obtain the required maintenance agreement. Construction of the sign should be completed in 2012, but it is not yet certain whether it will be installed before or after the Orchard Drive construction.

The ever-popular **Midsummer Madness Downtown event** (formerly known as the Business After Hours) will be held on July 18. This event has been expanded to encourage all Village residents to attend and have the opportunity to visit as many Downtown businesses as possible. For many residents, this is their first time going to these businesses and they have become repeat customers as a result.

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 uses 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 the public now has a searchable and interactive way 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, and to professional offices such as dentists and optometrists.
- 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.
- The for-sale signs posted at Village owned lots continue to generate calls. Unfortunately, the majority of the prospects are interested in reutilizing the existing 3200 Lincoln Highway for a school, daycare, church, or non-profit social service use, which is not consistent with the plans for a transit oriented development on this property.

Once again, Staff is making plans to attend the **ICSC Spring Convention** in May. The Village will have a booth in the leasing mall because it allows for a location to conduct meetings, as well as a static location for disseminating information about development opportunities. Village representatives will continue to visit other retailer and developer booths and make "cold calls" in order to promote 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

Following is the list of community events planned so far for 2012:

- Black History Month on February 25, 2-4 pm at Freedom Hall. The DuSable Museum of Chicago will present a theatrical performance entitled, "From Slavery to the White House." They will also have a museum on wheels bus available to tour after the show.
- The Commission on Human Relations and the National Congress of Black Women will co-sponsor a job fair on March 6 at 300 Victory Drive.
- New Resident Movie Night on March 9 at 6 pm at the Holiday Star Theater.
- The Commission on Human Relations and the National Congress of Black Women will co-sponsor a Health Symposium on April 10, 6-8 pm in the Village Hall Board Room (location tentative). The focus will be on diabetes prevention and management.
- The Ambassadors will sponsor a karaoke night at Dunagain's Irish Pub on April 20 at 7 pm.
- The Commission on Human Relations is tentatively planning to sponsor a performance of "Yellow Dress" in April to mark Sexual Assault Awareness and Prevention Month.

- In May, the Commission on Human Relations plans to sponsor a multi-cultural event. Details will be forthcoming.
- On May 6, at 6 pm, the Ambassadors will sponsor a “Little Dudes and Darlings” dance.
- On every Friday in June, the Ambassadors plan to have a “Dance Mania” event. The focus on each Friday will be on a different dance (Salsa, Stepping, Line Dancing, Ballroom Dancing and Tango), with lessons at the beginning of the evening and a dance held after the lessons.
- The Commission on Human Relations will have a Meet n’ Greet Ice Social in June, details to follow.

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.

The Rich Township High School District has collaborated with the Village’s Community Relations Coordinator and Communications Director 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 show started broadcasting on the local Cable access channel in late January 2012, and can be viewed on Monday and Wednesday from 6-7pm. It will also be broadcast in the District 227 schools during lunch periods and enrichment programs, and be linked to the Schools’ and Village websites. Staff is also currently seeking the support of the Crete Monee District 201U and Bloom Township High Schools.

In January 2012, the Department and the Commission on Human Relations conducted a workshop for realtors. The speaker, Ron Wexler from Keller Williams Realty, spoke with a small group of 35 on “The Top 5 Things you must have in your Business Plan to make 2012 your Best Year Ever!” The Village also distributed a new realtors’ brochure that was developed to market the quality of life in Park Forest.

MEMORANDUM

DATE: February 15, 2012

TO: Mayor John Ostenburg
Board of Trustees

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

RE: Capital Plan Overview

In order to assist the Board in evaluating the 2012/2013 Capital Plan, an explanation of the process involved in selecting capital items included in the budget might be helpful. Departments included in the Capital Plan selected capital items that would be desirable to replace or acquire based on departmental operations.

When budget guidelines are distributed in March, restrictions on spending are established. These restrictions are based on revenue projections for the coming budget. The restrictions will allow the departments significantly lower levels of capital spending than was presented in the Capital Plan. The comparison of the 2011/2012 Capital Plan to the 2011/2012 Budget is as follows:

<u>General Fund</u>	<u>2011/2012 Capital Plan</u>	<u>2011/2012 Budget</u>	<u>Difference</u>
Administration	83,492	77,100	(6,392)
Recreation & Parks	289,000	29,000	(260,000)
Freedom Hall	0	23,000	23,000
Program Services	0	5,000	5,000
Building & Grounds	423,000	43,000	(380,000)
Police	149,646	59,646	(90,000)
Fire	86,010	32,000	(54,010)
Public Works	435,800	89,700	(346,100)
Community Development	3,800	3,800	0
Economic Development & Planning	1,900	1,900	0
Health	58,150	11,500	(46,650)
Total General Fund	1,530,798	375,646	(1,155,152)
Water Fund	2,402,500	2,319,700	(82,800)
Sewer Fund	1,303,000	1,281,000	(22,000)
Municipal Parking	390,000	65,000	(325,000)
Capital Projects	983,000	585,376	(397,624)
Tennis & Health Club	13,000	6,000	(7,000)
Aqua	97,200	60,200	(37,000)
DownTown	195,900	164,900	(31,000)
TIF DownTown	0	100,000	100,000
Community Development Block Grant	0	0	0
MFT	1,245,666	6,556,933	5,311,267
Housing	1,900	1,900	0
Vehicle Service	352,000	262,500	(89,500)
Total Capital	8,514,964	11,779,155	3,264,191

Every department is subject to a potential reduction in capital spending. In Fiscal 2012, \$1,155,152 of capital items were removed from the General Fund request for the proposed 2011/2012 Budget.

Sometimes grant or loan funds become available that impact the budget but are not reflected in the capital plan. Also, projects can be carried over from a prior year where they were previously budgeted. For instance, \$4,516,273 of grant funded projects were included in the MFT Fund budget as follows:

<u>MFT Projects</u>		
80%	Phase II Thorn Creek Bridge	\$ 96,000
70%	Phase II Orchard	222,133
70%	Phase III Orchard Construction & construction engineering	4,080,300
	US 30/Lincoln Hwy. Corridor Streetscape	<u>117,840</u>
		\$4,516,273

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

MEMORANDUM

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

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

DATE: February 13, 2012

SUBJECT: Spring Update Strategic Planning Goals for 2011/2012

Below please find the spring update of the Board's Strategic Planning Goals for FY 2011 – 2012.

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

The Village enlists the assistance and advice of the citizenry through a full slate of advisory Boards and Commissions which allow for residential input on municipal operations and decision making processes. 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. In January 2012, dozens of residents were either appointed or re-appointed to terms across all volunteer Boards and Commissions.

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 2011/2012 into preparation for FY 2012/2013. In October, Paul Craig continued as facilitator in the Board's review and establishment of goals for Fiscal Year 2012/2013. As part of the Board's Annual Strategic Planning Process, the Village undertook leadership dialogue with Mr. Craig. The discussion revolved around the Mann Gulch Fire in 1949 western Montana as analyzed in the book Young Men and Fire by Norman Maclean.

Recreation & Parks Staff have established ongoing and productive relationships with youth sports providers in the Village. Staff supported a resurgence of Park Forest Baseball, Hurricanes Tackle Football and Little Tykes Basketball and Cheerleading in the Village, all becoming strong parent/volunteer run programs. Work continues to re-establish youth soccer and girls softball in Park Forest.

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. In late 2011 the project received approval from the Village of Matteson Plan Commission and the Matteson Board of Trustees. Work is underway for Spring/Summer 2012 development and a Fall 2012 official opening of the new park.

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. Now at the midpoint in the year, responses continue to support that users of Fire Department services are very satisfied with the service provided to them by the Department. 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. The resident survey for 2011-2012 focused on the Park Forest Aqua Center. It was administered electronically and was forwarded to more than 2,800 active email addresses. More than 350 residents completed the survey and submitted it for consideration.

Neighborhood Meetings take to promote awareness of all departments and their respective affiliations within the community and address the concerns of neighborhood residents. Such meetings took place with the residents of Will County (August 2011 at Village Hall), the residents south of Sauk Trail and east of Indianwood to Western Avenue (September 2011 at Celebration Ministries Church), the W Streets neighborhood (October 2011 at Freedom Hall), and the Autumn Ridge and Forest Brook Townhome Area (November 2011 at the Universalist Unitarian Church).

The Fire Department has accomplished a complete re-engineering of its website and one of its overall goals is to have the customer satisfaction survey instrument available on-line. Even though the survey is available on-line at this time, it is only available in a PDF file format and it is anticipated that customers will have the electronic option by end of 2012.

Fire prevention personnel have also initiated monthly safety meetings at Ludeman Center. This is to increase an awareness of various fire safety behaviors including the parking by personnel of their private vehicles in posted fire lanes and their disaster plan.

The Winter/Spring Business Newsletter includes a survey for Park Forest businesses to complete regarding their current and potential involvement in community events, activities, and shared marketing opportunities. The survey also solicits ideas for future events, so the Village can better assist businesses in their marketing efforts.

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.

Over the last six months the Fire Department was able to take a giant step forward in continued professional development of its entire staff, by having all career members complete a 48-hour

on-line program for hazard zone command training. This program came about after junior members of the Department expressed the desire for additional training in sizing-up an incident and addressing the initial needs of the emergency.

After considerable research the Fire Department selected a program developed by the Phoenix Arizona Fire Department know as “Blue Card.” This on-line interactive training allowed personnel to progress at their own rate of speed through the program and ultimately receive certification after completing a separate simulation based program. Additionally, one member of staff was sent to the Command Training Center – Train-The-Trainer program with grant funding. At the time of this reporting the Fire Department now has all Command Staff, Company Officers and 3 Fire-Medics completely certified following the 3-day simulation class.

Village Staff has pursued various training programs through ongoing memberships including:

- Illinois Municipal League (IML)
- Illinois Public Employer Labor Relations Association (IPELRA)
- American Planning Association (APA)
- International and Illinois City/County Manager’s Associations (ICMA & ILCMA)
- Metropolitan Managers Association
- City/County Communications and Marketing Association (3CMA)
- Illinois Government Finance Officers Association (IGFOA)
- South Suburban Mayors and Managers Association (SSMMA)
- American Public Works Association (APWA)
- American Water Works Association (AWWA)

The Water plant has four “Class A” IEPA license operators and one class D. They are required to take 30 hours of continuing Education in a 3 year period. Along with the continuing education component the water plant staff and DPW field crews receive regular safety training such as lock out tag out, Flagger training.

Public Works field crews received specific training on the operation of new equipment from the manufacture representative (Case 580 Backhoe, Kubota tractor with attachments). Also received training on work zone safety, NPDES storm water management training on Municipal storm water pollution prevention.

All DPW field personnel received JULIE training which covered markings and excavation. Crews also received training on chlorine handling and operation and sampling for the excess flow facility. The Assistant Public Works Director obtained his Engineer Intern License from the Illinois Department of Financial and Professional Regulation. This is a prelude to achieving a Professional Engineering certification.

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. In February of 2011 Recreation & Parks staff

participated in an all-staff retreat facilitated by consultant, Barbara Heller. Issues covered included the “Strengths-Weaknesses-Opportunities” exercise, and discussions of relationships with other departments and the impact of external trends on the organization. Due to the considerable tenure of many members of the Department, succession planning was another key issue addressed. Senior supervisors have continued to lead discussions of the outcomes of this event. Aqua Center Staff participate in extensive training through the risk management consultants of Ellis and Associates. The Director of Recreation & Parks co-leads a statewide chapter of the National Coalition Building Institute headquartered in Washington, DC. The local chapter does Diversity Workshops and conflict resolution activities throughout Illinois and the Midwest.

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

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

The Director of the Park Forest Health Department actively sits on the Senior Commission Committee as a staff liaison. Recently, the Health Department, along with the Senior Commission scheduled community forums at some of the Park Forest Senior buildings to educate seniors on how to avoid becoming victims of Medicare Fraud and Identity Theft. The Park Forest Police Department also presented during some of these sessions to educate seniors on the ways the elderly may be approached to access their identification. The Senior Commission also surveyed local Park Forest Seniors and noticed a trend. There were several seniors who were new residents of Park Forest and were unaware of the existence of services for seniors in the Park Forest community. This observation led to a new project initiated by the Senior Commission to create new resident packets for seniors moving into the senior buildings in town.

In preparation of an Insurance Services Office (ISO) visit later this year staff has divided up the three components which make up the review (water supply, fire department and communication) to ensure proactively doing everything within means to maintain or improve the current rating. An introductory meeting is scheduled for mid-February 2011 at which the date for the review will be established.

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. Over the past year 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 Village facilities at Forest Trail Middle School as the site of the Police Activities and Athletics Center (PAAC). 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 the five schools in District 163, two schools in District 162 along and Talala School in a new initiative titled the Park Forest Police B.I.C.Y.C.L.E. Program. Each month a student who has exhibited the core values, as developed 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 local drug dealers.

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 Village Staff and Village Board participated in School District 163's inaugural golfing event which raised funds for their schools. Village Officials either golfed in the event or attended the recognition dinner held afterward.

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 Department and PAAC employees and paid for with proceeds from the DEA federal narcotics asset forfeiture fund. The program ran two nights a week for eight weeks. Plans are currently underway to enter into 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. More than 2,000 students annually have been served by their programs. They also helped preserve “Science Depot” a multidisciplinary hands-on science education program in District 163. Thorn Creek Audubon Society has also become a major partner at the Center, funding various projects. 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 in August 2011 with over 400 students being moved from the school to the Racquet Club and back in less than one hour without incident. The event was a collaboration between the school and Village Staff with the Police, Fire and Recreation and Parks all being involved.

Staff continues to engage School District 163 officials with regard to fire prevention programs that would benefit the lives of students under their charge. As such, a Bucket Brigade Contest was implemented during the “Open House” during Fire Prevention Week and 4th grade students from all schools in Park Forest were invited to compete for a traveling trophy. Unfortunately, due to a lack of Team registrants the Bucket Brigade competition was cancelled for 2011. The Fire Department is still hopeful that some of the momentum garnered with that event may open some additional opportunities for advancing fire prevention programs in schools with lower participation levels. At this point the Fire Department is assessing whether the renewed interest is related to the work advanced by the Fire Bureau a shift in class populations throughout the School District.

The Fire Department continues to work with School District 163 on their required inspections

and to support their life safety initiatives. The necessary State inspections for District 163 took place in 2011-2012 and the Fire Department continues to assist with life safety issues as may be necessary across the School District.

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. This year, the Health Department 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 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. Additionally, the Health Department nurses have conducted influenza clinics onsite at nearby Bloom and Bloom Trail High Schools for the School Staff.

In addition, the Health Department has accepted local high school and college students to learn professional job skills while working as volunteers for various clinics. Local nursing students from Governors State University, Lewis University and Ball State University have also completed community nursing rotations working alongside the nursing staff of Nurses Plus. In addition, the Health Department is being used as an internship practice site for Everest College Office Administration students. Recently, the health department has also accepted graduate level internship students from Governor’s State University who have a major in Health Administration.

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

The Community Relations Coordinator, Communications Director, and the Rich Township High School District 227 have collaborated to launch 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 took place in late January 2012. 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 Team is in the process of initiating the broadcast at District 227 and identifying similar broadcast opportunities in Crete-Monee and Bloom Township High Schools.

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

The Village Board and the District 163 Board met jointly in September to begin a dialogue of cooperation. The meeting was 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 continued in 2011-2012. The Police Department continues the Crime Free Housing (CFH) program and regularly holds classes for the owners of rental properties. The message to landlords with the CFH is that the Police Department is always a valuable partner with them in order to grow their business of providing safe housing to the landlords' customers, who become part of the Park Forest community. The CFH has shown to have a positive impact on the quality of life for residents, and advertisement of the program has made residents more aware of the importance that the Village places on neighborhood safety. Since the program's inception in early 2008, evictions have been pursued against more than three dozen properties which were adversely impacting the quality of life in neighborhoods across Park Forest.

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 Spring of 2012 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 and with the Parks and Recreation Department to maintain food safety requirements for temporary vendors and civic groups that have fundraisers at Village functions such as Main Street Nights, Aqua Center events and Kiwanis Pancake Day.

The 2012 business renewal season has closed with 259 applications received, of which 94 were completed using the interactive PDF format. Late notices were sent to 83 businesses in early February.

An updated business listing was distributed before the renewal season started to all department heads for evaluation, with the invitation to include any outstanding issues/notices with the annual business renewal notice. This allows the businesses to start the New Year in good standing. Three additional business forms were upgraded to an interactive PDF format, continuing an ongoing effort to streamline the process. The option of emailing business renewal packages was again made available in support of overall sustainability goals. Sixty-five businesses (19%) took advantage of this option. The interactive, intranet Business Spreadsheet continues to streamline the renewal process for departments involved.

The Business Resource Guide continues to be a valuable marketing tool for the Village and for registered Park Forest businesses. The 2011/2012 Guide was produced in full color for the first time. Because the Guide was designed in-house, additional production costs were eliminated.

Four grand opening celebrations were conducted during 2011, and continue to be promoted for all new commercial businesses. At least three more business opening celebrations are anticipated before the end of the fiscal year in June 2012.

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. Of the original two tenants who rented ARC space, one transitioned to second floor office space, and then transitioned again to a home office. The second tenant continues to rent a desk at the ARC and a new business moved into the ARC as Village Staff continues to promote the space by e-blasts, postcards, and at special events.

Friday's Park Forest Business e-Bulletin was developed to assist Park Forest businesses to communicate with and support each other's services and/or products. This is a bi-weekly Park Forest business 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. As of June 2011, Staff started using Constant Contact to send the e-Bulletin because this system allows Staff to track responses. The campaign has a steady average open rate of 28% and an 11% click rate (click on an individual link within the email). In an effort to increase both the open rate and decrease weekly preparation time, the e-Bulletin is now sent bi-weekly. This free marketing benefit is only available to Park Forest businesses and organizations which the Village supports, such as the Chicago Southland Chamber of Commerce and the Rich Township Food Pantry.

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

The Fire Department works in the development review process by providing technical advice in the proper installation of equipment. The Fire Prevention Bureau continues to work in collaboration with the Economic Development and the Building Departments in providing technical support and consultation on matters relating to new and existing developments. Such activities unfolded over the past year in collaborating on the Pangea Townhome redevelopment project, the Stop and Shop business move, the Park Forest Food Cooperative, 80 North Street, the new State Farm Insurance location on Western Avenue and the new Compressed Natural Gas fueling station at Star Disposal.

Work was finalized with the Cook County Department of Planning and Development to demolish the former Marshall Field's building. The Village secured in excess of \$930,000 in CDBG funding for this demolition project.

The 211th Street Transit Oriented Development Plan Implementation Study is nearing completion. The study is 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 public meeting was held in early January to begin to identify preferences for streetscape and building design. 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 grant agreement with the Illinois Department of Commerce and Economic Development establishes a completion date for May 2012.

The *Homes for a Changing Region* housing policy plan was completed in December 2011. This plan was prepared, at no cost, for the Village by a team led by the Metropolitan Mayors Caucus. In March, the Village Board will consider adopting the plan as the housing element of the comprehensive plan.

The Chicago Metropolitan Agency for Planning (CMAP) will complete the draft **Sustainability Plan** in early March and a public meeting has been scheduled for March 20 to present the plan to the community for feedback. The Board will likely consider adopting this plan in May or June.

The Mayor and Director of Economic Development and Planning are working with SSMMA as part of an oversight committee to create a development fund. SSMMA has received a HUD Sustainable Communities grant that will provide \$1.7 million as seed money for the development fund to leverage additional funds from foundations and banks. The purpose of the development fund will be to facilitate transit oriented development in the region.

SSMMA's HUD grant is also funding the start-up of a south suburban land bank. Park Forest is one of four pilot communities (also including Blue Island, Oak Forest, and Lansing) that are working with SSMMA to create a land bank that will have authority to hold, maintain, and sell properties for development. The manner in which Park Forest will use the land bank will be determined as the details of the organization are clarified.

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 nearly complete 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

subsequently approved the Class 8 supporting Resolution, and Stop & Shop II is officially open for business.

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, nearly 200 inquiries have been received, most for 3200 Lincoln Highway.

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 increased 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 has been referred to the Cook County Legal Department 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 2011. Staff had a follow-up meeting with both the developer and one of the prospective retailers at the ICSC Deal Making event in October 2011. The project is currently on hold due to staffing changes within the retailer's organization. The developer proposes to subdivide the property into three pad sides for individual retail stores/restaurants.

Staff has obtained an access agreement from First Midwest Bank, the owner of 381 Blackhawk (the former auto lube facility) to conduct property assessment activities, including a Phase II Environmental Site Assessment. Currently the taxes and liens on this property are much higher than the market value of the property. So, the bank has not been able to sell it in a conventional manner. Staff will recommend accepting title to this property from the bank, provided there are no environmental issues. This will enable the Village to market it at a more reasonable cost.

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 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.

Preparations are underway for the 2012 MidSummer Madness event, to be held in July 2012. To make this event easier to identify and schedule for all attendees, in the future it will always take place on the third Wednesday in July.

The quarterly Business Breakfasts continue to attract a growing number of attendees, averaging 78 per event. The next breakfast will be held in late Spring, with the popular interactive group networking exercises.

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 beneficial to Village 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. Village Officials continued to visit other retailer and developer booths and make "cold calls" in order to promote the Village. Staff is making accommodations to have a booth again in 2012. The Village's request for a better location closer to the Village's targeted retailers and developers was honored.

Staff also attended the 2011 ICSC Deal-Making Chicago event in October 2010. The Village hosts a booth at this event to promote Village development opportunities. One retailer with whom Staff met at this event made a subsequent site visit to the Family Dollar property.

Staff will attend the March ICSC Alliance meeting in Chicago. This event typically is more educational than deal-making. However, the municipalities are invited to have a table for promotion of their communities during the evening reception. Park Forest will participate in this opportunity.

The Director of the Health Department continues to work closely with the Park Forest Rotarians and the Director of the Rich Township Senior Center to coordinate and plan the Annual Senior Fair in May of each year at the Rich Township Senior Center. This event creates opportunities for local businesses vendors to market their programs and services directly to the local consumers.

In November 2011, the Village Board approved a Real Estate Sales Agreement to sell the property at 80 North Street to DENT, LLC. This organization plans to create a Great Lakes Center for Energy Smart Communities. The Board also approved 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. The Village has completed required activities, including the environmental site assessment and the plat of survey. The purchaser is finalizing their financing, including the real estate appraisal. At this time, closing on the sale is scheduled for late February 2012.

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 evaluated 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. Based on feedback from existing business owners, there is no expressed desire to proceed.

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

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

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

In response to lagging and/or declining revenues, the Village implemented a hiring freeze in which recruitments for five staff vacancies were delayed. The vacancies include 2 Public Works Maintenance Workers, 2 Police Officers and the Director of Public Health. In some cases, the hiring delays were several months. Additionally, the Village revised two full-time positions as part-time upon employee retirements taking place. 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. The laddered CD approach will result in interest earnings in excess of 5 times better than what could be gained with Illinois Funds interest rates which continue to decline. Establishing the laddered CD's has locked in better interest rates.

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 engineering design for Orchard Drive project has been completed and plans have been turned in to IDOT. A January 2012 bid letting produced K-Five Construction Corporation as the low bidder at \$7,216,158.40. Funding for this project is 70% STP and 30% Village. A large portion of the Village share will utilize funds from the CN settlement.

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

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

As part of the Capital Improvements Plan, Recreation & Parks has instituted a "Roof Reconditioning Program" for the many single ply membrane roofs in town. The white coatings to be applied to existing membranes qualify for LEEDS points and meet Energy Star requirements. Furthermore, the reconditioning application, which is 20% of the cost of a new roof, will extend the life of the manufacturer's warranty of these roofs by 12 years.

The Health Department works diligently behind the scenes every year to secure specialized vendors to staff the annual Park Forest Farmers' Market. Work for the 2012 season is now underway with application packets being processed and schematics/stripping being reviewed for layout of the parking lot where the Market takes place each Saturday. The 2012 season will be the 39th annual edition and the Park Forest Market continues to be one of the more successful Farmers' Markets in the south suburban region. When one visits the Park Forest Farmers' Market, there is an ambiance of community togetherness, wellness and tradition. The Farmers' Market has always added to the very heart of the Park Forest community while serving as a revenue source and drawing consumers throughout the southland area to shop in Park Forest.

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

The Fire Department continues to seek out grant opportunities that are in line with the Village goals and are in keeping with the missions of the Department. The department is currently administering five separate grants for anything from supporting staffing to performing training site maintenance. These grants include a pair of SAFER grants; one providing salary and benefits for an additional firefighter/paramedic and a second that helps to train and support new members of the Paid-On-Call division. The Department is wrapping up an Assistance to Firefighters grant that replaced much of the Department's aged fire hose stock and with extra funds has been supporting special training and fire investigation equipment. A grant from the Enbridge Pipeline Company assisted in maintaining the Department's fire training site and a grant from the Illinois Department of Natural Resources provides equipment to combat field and grass fire. The Fire Department is currently seeking grants to expand the concept of command training center classes, a replacement for the reserve ambulance that would assist in transporting bariatric patients and is exploring avenues for an additional SAFER grant. Staff will continue to seek grant support from corporations such as the Enbridge Pipeline and search for new sources such as the IDNR grant program.

The Fire Department strives to maintain fire prevention inspectional activities to include minimally one original inspection for all properties each year, with high hazard and assembly properties inspected a minimum of twice each year, to safeguard current businesses from the threat of fire. Through the first half of 2011-2012, the 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.

The Fire Department has taken over the annual inspection and tagging of fire extinguishers located in Village departments in an attempt to curb the costs associated with outside third-party inspectional services. All fire extinguishers have been inspected in 2011.

In developing "Green Initiatives" the fire department has adopted a can do attitude when it comes to integrating Green Initiatives where possible in department processes and practices. Steps such as placing motion sensing or timer activated switches in various locations or posting reminders to switch off lighting when not in use spearhead the conservation of electricity. Where practical the department is transitioning some tasks to "paperless" to reduce the impact on the forests and the need to utilize landfill space. One example of this type of thinking is the training materials for daily and weekly training. In the past a rather thick packet was issued to each officer outlining training for the month along with a hard-copy of all support materials. This practice has been completely reengineered by using an electronic based file for the Company Officer in place old paper packet.

Related to 'going green', the Downtown Office has completed the first of a two-year phase related to energy efficient window replacements across all Village-owned properties in the Downtown. The Police Department completed a similar window replacement project in late 2010. The Health Department's going green initiative during the upcoming spring is to begin phase I of a plan to develop an electronic health record system. Establishing an electronic point of care system will save on paper as well as storage space and ultimately on the use of staff time for data entry. It will create a more efficient record keeping system that can be used to enhance the quality assurance of home health services and improve the process of electronic billing. Installing a point of care system will also save on the mailing and postage costs as well as paper. The system will provide administrative oversight in tracking the timeliness of home visits, the accuracy of visit frequencies and submission of documentation. It will also assist with avoiding duplications of scheduled visits times when multiple disciplines are involved in the care of a patient. This system will also prepare the Health Department to become sustainable as a Medicare Certified Home Health provider that can electronically bill and submit documentation efficiently and securely to the Centers for Medicare and Medicaid Services. This goal is in line with the Affordable Care Act in establishing HIPAA 5010 compliant electronic submission systems.

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. Over \$300,000 in grant funds have been awarded directly to the Village for the demolition of 30 to 35 vacant, blighted homes. Most of the homes to be demolished are located in the Eastgate neighborhood. 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. An additional \$1,300,000 was awarded to both Park Forest and Richton Park to share equally for housing acquisition and rehabilitation.

Most recently, Governor Quinn announced the creation of the Illinois Building Blocks Pilot Program, in which Park Forest was selected to participate as one of six pilot communities. This program will financing to rehabilitate vacant properties, assistance to home buyers, and assistance for current homeowners who are having trouble paying their mortgages. The Village will focus these activities in one or two neighborhoods in order to have the greatest impact on neighborhood stabilization.

The first phase of the Quiet Zone Feasibility Study has been completed, and the consultants have conducted the Diagnostic Team meeting at the site to verify that the results of Phase One are accurate. Next, the consultant will prepare the Notice of Intent to establish a quiet zone. Improvements to the Western Avenue railroad crossing are going to be required in order to meet the safety measures established by the Federal Railroad Administration. Based on the time required for review of the Notice of Intent and installation of the improvements, the quiet zone should be fully active by mid-summer. This study, and any improvements that are required, are being funded by CN through the Village's Voluntary Mitigation Agreement.

The Communications Director purchased high-quality equipment to allow in-house production of video content. Several videos have already been produced and disseminated online, on cable

and in the lobby of Village Hall. This investment will save thousands of dollars in the coming years that would be charged by companies to produce similar high-quality promotional videos.

The Public Works Department used 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.

DPW moved Lakewood and Indianwood projects forward to the 2012 construction season through a 70%/30% STP Grant through SSMMA.

North street has also been moved forward to the 2012 construction season on 90%/10% Construction only grant from Illinois Commerce Commission.

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

The Police Department expanded all youth-based programs. The initially introduced “East Side Sports Club” was expanded into the “Central Park Sports Club” in order to include more Park Forest Youth. Daily attendance increased from an average of 60 young people to an average of 120 individuals. The Guided Vision counseling program was also vastly increased and introduced to area schools.

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

Across all of 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. Other community programs included the Tenth Anniversary 9-11 Remembrance Ceremony, Fire Prevention Week programming (Fallen Firefighter Memorial Service, Silent Parade and Open House), a trike-a-thon teaching bike safety and attendance at several Block Parties with the fire safety trailer.

After identifying a need the Fire Department sent several members to school so they could obtain certification as child car seat technicians. Since their certification they have assisted countless residents in insuring that their children are properly secured when travelling by automobile. In September 2011, the Fire and Police Departments sponsored a child safety seat event near Village Hall. The event was successful several infant and child car seats were disseminated to residents whose children were not properly protected.

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 were purchased as the Cable Commission seeks to

provide local origination technology for use by Park Forest residents. Implementation steps continue to be finalized, including the editing equipment at the Park Forest Library for the formal announcement of the program to begin late Spring 2012. In continuing to enhance the viewing of Village Board meetings on the Village web site and on local cable access channels 4 (Comcast) and 99 (AT&T), research is being done regarding such refinements as lapel microphones, etc.

Staff continues the development and implementation of outreach programs to residents of the Village needing special services in order to meet mission objectives (example: senior citizen programs, direct intervention to sections of the Village that may be experiencing higher loss profiles). The Fire Department's 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 the senior population. As of January 2012, more than 2,200 such community outreach contacts have been made. The Fire Captain 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.

After every fire incident in a senior building in the community, the Fire Captain meets with the residents to discuss the good and bad aspects of what happened and to answer any questions that the residents may have. He also takes the opportunity to explain the operation of buildings fire systems and offers them fire prevention advice to keep them safe.

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

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

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

The Health Department continues to work with the Building Department, the Police

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

Maintain and expand school educational programs for all third grade students. School education programs are an integral part of the public outreach agenda. Improvement in the use of the Fire Safety Trailer has been observed, particularly in School District #163 and 201-U. The Fire Department's "Risk Watch" program continues. Since July 2011, the Fire Department has presented 49 classes to more than 2,200 children in the school fire safety education program, the Risk Watch program and in the Fire Safety Trailer.

The Risk Watch program was instrumental in Arcadia School participating in a Coat Drive for "Respond Now" and supported by the Village President. Almost 200 coats and warm weather clothing was donated to this worthy cause.

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. Due to the current Ambassadors' increased daily responsibilities, the web site development is on hold. When it is completed, the 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 was held in January 2012 at Freedom Hall. This year's Idol event was a Battle of the Suburbs, open to participant in all south suburban communities. Participants came from more than 10 different communities including Park Forest.

The Biking Treasure Hunt, conducted in October 2011, was a new event planned by the Community Relations Coordinator and the Park Forest Ambassadors. The event showcased the Old Plank Road Trail, 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 was asked to attend six workshops over the course of six months. The workshops were designed to teach participants 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. The workshops were conducted with the hope that an impact was made in the participants' financial status. Staff will review the program and consider making it an annual event.

Community Relations and the Police Department coordinated another successful Safe Halloween event in October 2011. Over 1,200 participants enjoyed a costume contest, dancing, raffles and games, a haunted maze, candy and much more.

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 issued a Request for Proposals for an electronic message center for the CN Overpass on Orchard Drive. Two complete proposals were received, and Staff is evaluating the responses to determine which will best meet the Village's needs. This sign will be used exclusively for public service announcements, special events, and information of a community nature. At this time the plan is to install the signs (north and south sides of the overpass) in the fall of 2012, after the major construction work on Orchard Drive is completed.

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

Community Relations held a Realtors Training program in early January. This workshop had a guest speaker from the real estate industry, and each Realtor was provided with material about Park Forest, including a marketing piece developed specifically to showcase the quality of life in Park Forest for potential home buyers.

The 2011-2012 Fall/Winter Community Calendar was printed and distributed. This calendar was one of the largest yet, with many more community-wide activities included. The calendar was mailed to all addresses in Park Forest, and distributed in newspapers published by Russell Publications which reaches households in Crete, Steger, and Monee. The calendar was also given to new residents and participants of all events throughout the year. The 2012 Spring/Summer Calendar is currently being marketed to local civic organizations and school districts for their participation. It is scheduled to go to print in early April.

Community Relations continues to update website information, utilize cable access channels 4 & 99, Facebook (Village and Park Forest Ambassadors), You Tube, other web based avenues, and the local school districts to increase awareness of all upcoming events.

The Economic Development Advisory Group's 3rd Annual Business Person of the Year award went to Jim McDannel, owner of Lifetime Automotive Repair. The award recognizes a business owner for their commitment to community service and making a difference.

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 200 residents. In addition, the CMAP planners working on the Sustainability Plan have met individually with many business stakeholders and 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.

Over the course of the 2011-2012 Fiscal Year, Discover Magazine has been distributed to Park Forest residents three times; once every four months. Each edition has also been made available online for residents' convenience. The summer 2011 edition of the magazine focused on the Village's aggressive pursuit of outside funding; educating residents on what steps staff have taken to get things done during a time of economic recovery where increased costs to residents are a last resort. Details on the Health Department's annual school physicals, Recreation and Parks' Main Street Nights, and an introduction on unidirectional fire hydrant flushing were also covered. The fall 2012 edition paid homage to the 60th anniversary of the Kiwanis Club's Pancake Day in Park Forest. The issue connected, for those unaware, the image on the 2011-2012 Vehicle Sticker to the event. Freedom Hall's Main Series, as well as the Fire Department's Fire Prevention Week activities were additional inclusions in the magazine. The winter 2012 edition highlighted important information for residents to be aware of on flu season and the availability of the Village's Health Department to meet the needs of the community. Additional topics covered included: Village Board strategic planning efforts, the Village's efforts to build a Sustainability Plan, and the Village of Park Forest's recognition for being named a Top Workplace in Chicago-land by the Chicago Tribune for 2011. The next edition of Discover is slated for early March 2012 and will include, among other things, information related to referendum questions to appear on the General Primary Election ballot in March.

Another important initiative is the continued emphasis placed on building electronic contacts to further push messaging on the life in and of Park Forest, online. The Village Manager's Report, now a monthly communications piece, highlights recent activities, news, programming and events which may be valuable for residents to be aware of. In January 2011, a total of 586 contacts were receiving the Village Manager's Report. A year later, a total of 927 contacts were receiving the report. This is a growth of almost 60 percent in 12 months. The increase is due to the multitude of ways the Village is seeking out residents' email addresses, including, but not limited to: residents continuing to sign-up in drop boxes at Village Hall, online at the Village's Web site and on Facebook, as well as through filling out sign-up cards at Neighborhood Meetings.

The Communications Director 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.

The Community Relations Staff is working with the Commission on Human Relations and the Ambassadors to plan several events during the first half of 2012, including the Black History Month celebration in February , a job fair in March , a Health Symposium in April, a karaoke night in April, an event to mark Sexual Assault Awareness and Prevention Month in April, a multi-cultural event in May, a “Little Dudes and Darlings” dance in May, a “Dance Mania” event during June, and a ice cream social in June.

MEMORANDUM

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

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

DATE: February 13, 2012

SUBJECT: Implementation Strategies for Board Goals of Fiscal Year 2012/2013

1. Engage in relationships and program initiatives which enhance working together to provide the best education possible for the children of Park Forest.

Maintain and expand school educational programs for all students. Fire Department educational programming has been done across all elementary schools. Health Department programming includes accepting local high school and college students to learn professional job skills while working as volunteers for various clinics. Local nursing students have been engaged from various colleges and universities.

Further the Village's relationship with School District 227 resulting from the Community Relations Coordinator serving on the Community Media Group and Business Advisory Council.

Build on the fostered relationship of the Community Relations Coordinator, Communications Director, and District 227 to launch a local Youth Talk Show. 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. Similar work will be explored in broadcast opportunities in Crete-Monee and Bloom Township High Schools.

Further develop and build upon the success attained with Police Department's B.I.C.Y.C.L.E. Program.

Encourage scholastic excellence by positively recognizing student achievement in various avenues of communications with the community.

Develop a college/university scholarship program.

Support District 163 fund raising efforts such as the annual golf outing.

2. Continue efforts to increase commercial, business and residential development in the Village.

Continue to promote residential choices through outreach to developers for the former Hidden Meadows, DownTown parcels and spot development on newly acquired residential lots.

Continue to enhance viability of commercial development and residential quality of life through administering the Crime Free Housing Ordinance and Vacant Building Registry Ordinance.

Develop marketing materials and/or events to partner with the business community to build on such initiatives as the Friday's Park Forest Business e-Bulletin, the Park Forest Business Directory, Village-sponsored advertising pieces in local newspapers, MidSummer Madness and Park Forest Business Breakfasts.

Continue to grow the small business incubator on Main Street in Downtown Park Forest as a mechanism to foster small business development.

Develop a master plan for a phased redevelopment of the Village Green in Downtown Park Forest now that the Marshall Field's building has been demolished.

Finalize the 211th Street Transit Oriented Development Plan Implementation Study. Investigate TIF creation.

Develop strategies for implementing recommendations of the *Homes for a Changing Region* housing policy plan.

Work with the Economic Development Advisory Group (EDAG) on recommendations related to any financial incentives which might be sought by the business community.

Continue to market and/or work toward redevelopment of vacant commercial properties across the community including Norwood Square Shopping Plaza, 3200 Lincoln Highway, 381 Blackhawk Drive and Downtown Park Forest to include public/private owned spaces, the 3.5 acres on Main Street and the Chase Bank Building/202 Forest.

Partner with new property owner of 80 North Street as development unfolds of the Great Lakes Center for Energy Smart Communities.

3. Continue to establish, review and refine policies which assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.

Develop a framework for implementing recommendations of Sustainability Plan as developed in concert with CMAP.

Research options to maximize Village funds, either through investment policies (laddered CD portfolio) or the pursuit of outside funding sources (grants, etc.).

Pending resident approval, implement a Park Forest municipal electricity aggregation program.

Continue the DownTown Office's two-year project related to energy efficient window replacements across all Village-owned properties in the Downtown.

Implement the Health Department going green initiative to develop an electronic health record system.

Public Works will continue to carry out logistics related to a US-EPA federal earmark of \$500,000 for sewer replacement work and final engineering design for the Thorn Creek Bridge replacement project.

Public Works will manage and close out of the Orchard Drive reconstruction project as well as resurfacing projects on Lakewood Boulevard, Indianwood Boulevard and North Street.

The Information Technology (IT) staff will continue moving Village operations to a virtualized server/desktop infrastructure while exploring future hardware purchases with the latest in processors and memory with reduced power/cost per watt performance.

The Information Technology Staff will continue to research and implement various e-pay options which span the range of all Village business operations.

Sponsor and manage the 39th Season of the Park Forest Farmers' Market.

Make efforts to preserve 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.

Maintain the Village's reputation as a leader in various regional, statewide and national associations. Continue to pursue various training programs through ongoing professional association memberships.

Develop educational programming and informational materials for residents in tandem with various volunteer Boards & Commissions.

The Fire Department will assess Insurance Services Office (ISO) rating review and consider recommendations of the three component areas (water supply, fire department and communication) to maintain or improve the Village's current rating.

Continue Village-wide efforts to recruit and retain personnel to enhance a diverse workforce which mirrors the community being served.

Continue to follow strategic planning principles and adoption of fiscal policies.

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

Continue the development and implementation of outreach programs to residents of the Village needing special services in order to meet mission objectives.

Continue Health Department promotion of a healthy community by providing a variety of programs, screenings and services to residents both at its home site as well as out in the community.

Build on community education endeavors such as cable access channels, Village web sites, social media presences, Discover Magazine, the Recreation and Parks brochure, the Park Forest Business Directory and other miscellaneous mailings.

Continue community surveying, either with the annual strategic planning process or on various section of the Village web site.

Continue to build upon and strengthen the Village's civic engagement with such initiatives such as cable access channels, televised Board Meetings, Neighborhood Meetings, etc.

Continue new resident programs and resident outreach through the Ambassadors program.