

**Strategic Planning**  
**Saturday, February 23, 2013**  
**8:30 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 2012/2013**
- 4. Economic Development Update**
- 5. Public Works Update**
- 6. Sustainability Plan Implementation Update**
- 7. Capital Plan**
  - Overview**
  - Health**
  - Public Works (MFT, Vehicle Services, Water, Sewer & Municipal Parking)**
  - Recreation & Parks (Vehicle Services, Aqua & Tennis)**
  - Buildings & Grounds**
  - Police (Vehicle Services)**
  - Fire (Vehicle Services)**
  - DownTown**
  - Other – Capital Projects**
- 8. Six Month Update for Board Goals of Fiscal Year 2012/2013**
- 9. Board Goals of Fiscal Year 2013/2014**

# MEMORANDUM

**DATE:** February 13, 2013

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

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

**RE:** Six Month Financial Results

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

## GENERAL FUND REVENUE

Overall for the six-month period, 44% 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 49%.
- Sales Tax is received on a three-month lag. Actual cash receipts are tracking at 60.7% of budget for the first six months.
- Utility Taxes are tracking slightly lower than budget at 49% 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. Cash receipts reflect 60.6% of budget.
- Real Estate Transfer Taxes reflect the declining housing market.
- Grants are at 60% of budget and reflect the Chicago Community Trust "Going Green" grant.
- Transfers from Other Funds include indirect costs charged to the Village's enterprise funds as well as transfers from the confiscated drug money for the DEA officer replacement.
- Licenses include vehicle sticker sales which occur in the second half of the year.
- Permits include cable franchise fees of which only one quarter is reflected.
- Charges for Services include Recreation & Parks reflecting 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. Property Lease Revenue includes La Rabida and Home Helpers rent as well as cell tower leases. Other Charges include Jolly Trolley and Merchandising and Jobbing. Merchandising and Jobbing includes billing for damage to Village property and Village initiated grounds maintenance.

- Interest Earnings are at 39% of budget. Earnings reflect the dramatic decline in rates from 5% in 2007, 2% in 2008, .153% in 2009 to the current rate of .047%. 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.

### **GENERAL FUND EXPENDITURES**

Total General Fund expenditures represent 46% 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 2013 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 2013 were \$611,451 compared to \$1,120,636 budgeted. This will represent a \$332,789 savings in the General Fund. IRMA deductibles have increased from \$10,000 to \$100,000. An assigned fund balance of \$500,000 has been established, \$200,000 has been encumbered for deductible costs, and \$200,000 has been budgeted.
- Police and Fire represents only one quarter of SouthCom charges.
- Recreation and Parks reflects the seasonality of operations.
- Public Works reflects engineering costs for the commercial demolition. A budget amendment will be presented.
- The Economic Development & Planning Department performance reflects timing of marketing efforts and CN supported projects.

### **REVENUES ALL FUNDS**

All funds revenue, before component units, represents 37% of budget.

- CDBG – Cook – Reflects reimbursement of demolition associated with the NSP and IKE grants.
- Police and Fire Pension reflect a recording of interest with market gains recorded at year-end.
- MFT budgeted revenue and expenditures reflect Orchard Drive construction with a lag in receipts.
- TIF – Revenues reflect property tax increment prior to distribution related to the redevelopment agreement with Victory Center and Bigelow. In January, \$150,788 was rebated to Bigelow Homes per the redevelopment agreement. This is the final distribution of a \$1,000,000 rebate agreement. Victory Center has not submitted a rebate request as yet. For the Norwood TIF, the negative amount reflects the County request for distribution repayment.

## **EXPENDITURES ALL FUNDS**

All fund expenditures, before component units, equal 39% of budget.

- MFT reflects Orchard Drive work as yet to be recognized or billed by the State.
- The Sewer Fund budget includes engineering service expenditures for sanitary sewer reconstruction associated with an upcoming grant.
- Municipal Parking patching, sealing and restriping of Lot 1 may get rebudgeted pending funding.
- 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 Railfan Park, the Village Green project, land banking costs, and sustainability projects.

## **DOWNTOWN SUMMARY**

Revenues represent 49% of Budget.

- DownTown Rent revenues are currently tracking at 52% of Budget. The sale of the Chase Bank building will impact revenues in the second half of the year.
- Common Area Revenue includes the Aunt Martha's property.
- Hall Rental for Dining on the Green is tracking at 41% of budget.

Expenses represent 35% of Budget.

- IRMA payments occurred in January.
- Capital Outlays associated with tenant build out for the Ed Hiller lease will occur in the second half of the year.

## **CONCLUSION**

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 last fiscal year. 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  
2012/2013 Budget Review  
as of December 31, 2012**

**GENERAL FUND REVENUES**

	FY 12/13 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Property Taxes - General & Pension	5,831,985	11,833,888	49%
Road and Bridge	41,349	83,000	50%
Sales Tax	225,512	550,000	41%
Utility Tax	483,098	1,300,000	37%
State Income Tax	233,018	1,700,000	14%
PPRT - General & Pension	28,901	160,000	18%
R.E. Transfer Tax	33,315	75,000	44%
Grants	97,801	164,202	60%
Transfers from Other Funds	479,384	993,437	48%
Licenses	119,325	624,810	19%
Permits	177,062	445,000	40%
Charges for Services			
Water/Sewer Payment in lieu of taxes	106,020	212,040	50%
Recreation	130,495	313,250	42%
Health	102,901	384,400	27%
Hospital Transport	190,243	361,614	53%
Inspection Fees	47,290	75,000	63%
Property Lease Revenue	124,761	210,000	59%
Other Charges	37,719	67,210	56%
Asset Sales	10,242	1,400	732%
Fines	160,672	299,750	54%
Interest Earnings	<u>15,670</u>	<u>40,000</u>	39%
<b>Total Revenues</b>	<b><u>8,676,762</u></b>	<b><u>19,894,001</u></b>	<b>44%</b>

\* Sales Tax is collected on a 2-3 month lag. Cash collections for Sales Tax for the first 6 months of FY 12/13 is \$333,586 (60.7% of Budget).

\*\* Utility Tax is collected on a 2-3 month lag. Cash collections for Utility Tax for the first 6 months of FY 12/13 is \$637,554 (49% of Budget).

\*\*\* Income Tax is collected on a 4-5 month lag. Cash collections for Income Tax for the first 6 months of FY 12/13 is \$1,030,902 (60.6% of Budget) representing 6 months of revenue.

**Village of Park Forest  
2012/2013 Budget Review  
as of December 31, 2012**

**GENERAL FUND EXPENDITURES**

	FY 12/13 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
Administrative	1,241,349	3,562,222	35%
Police Department	3,412,672	7,267,393	47%
Fire Department	1,798,785	3,908,484	46%
Health Department	442,880	910,288	49%
Recreation and Parks	1,215,480	2,369,382	51%
Public Works Department	624,806	1,143,659	55%
Economic Development & Planning	242,470	568,138	43%
Community Development	<u>264,862</u>	<u>584,658</u>	45%
<b>Subtotal</b>	<b>9,243,304</b>	<b>20,314,224</b>	<b>46%</b>
Transfer to Capital Projects	100,000	100,000	100%
Transfer to DownTown	77,518	155,036	50%
Transfer To Aqua Center	180,000	180,000	100%
Transfer to Tennis & Health	57,500	115,000	50%
Transfer to Library	<u>10,000</u>	<u>10,000</u>	100%
<b>Total General Fund</b>	<b><u>9,668,322</u></b>	<b><u>20,874,260</u></b>	<b>46%</b>
Transfer to Motor Fuel Tax	0	2,450,000	0%

**Village of Park Forest  
2012/2013 Budget Review  
as of December 31, 2012**

**REVENUE (All Funds)**

	<b>FY 12/13 SIX MONTHS ACTUAL</b>	<b>BUDGET</b>	<b>PERCENT OF BUDGET</b>
General Fund	8,631,762	19,894,001	43%
CDBG - Cook	4,932	0	100%
Police Pension	715,024	2,113,710	34%
Fire Pension	489,546	1,250,102	39%
MFT	331,759	8,807,412	4%
Water	2,759,209	5,462,461	51%
Sewer	688,020	1,788,184	38%
Municipal Parking	44,879	108,294	41%
Refuse	626,740	1,236,467	51%
Aqua Center	249,225	425,979	59%
Tennis and Health	177,854	380,800	47%
Downtown	417,011	855,771	49%
TIF - Downtown	553,145	924,607	60%
TIF - Norwood	(5,683)	0	100%
Vehicle Services	479,437	752,706	64%
Bond Retirement	144,066	305,629	47%
Capital Projects	100,000	100,000	100%
Foreign Fire Insurance	<u>15,823</u>	<u>17,000</u>	93%
<b>Subtotal</b>	<b>16,422,750</b>	<b>44,423,123</b>	<b>37%</b>
Housing Choice Voucher Program	2,294,529	4,911,093	47%
Library	<u>1,051,094</u>	<u>2,148,852</u>	49%
<b>TOTAL FUNDS</b>	<b><u>19,768,373</u></b>	<b><u>51,483,068</u></b>	<b>38%</b>

**Village of Park Forest  
2012/2013 Budget Review  
as of December 31, 2012**

**EXPENDITURES (All Funds)**

	FY 12/13 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
General Fund	9,243,304	20,314,224	46%
CDBG - Cook	643,051	0	100%
Police Pension	899,548	1,622,453	55%
Fire Pension	486,429	921,619	53%
MFT	551,664	10,348,449	5%
Water	2,606,300	5,473,049	48%
Sewer	429,731	999,632	43%
Municipal Parking	123,966	319,940	39%
Refuse	427,024	1,253,720	34%
Aqua Center	226,996	387,482	59%
Tennis and Health	158,956	378,475	42%
DownTown	407,343	1,168,750	35%
TIF - Downtown	732,263	1,063,586	69%
TIF - Norwood	0	0	0%
Vehicle Services*	412,616	848,023	49%
Bond Retirement	243,410	326,833	74%
Capital Projects	127,191	927,147	14%
Foreign Fire Insurance	3,282	17,000	19%
<b><u>Transfers from General Fund:</u></b>			
To Capital Projects	100,000	100,000	100%
To Downtown	77,518	155,036	50%
To Aqua Center	180,000	180,000	100%
To Tennis & Health	57,500	115,000	50%
To Library	<u>10,000</u>	<u>10,000</u>	100%
<b>Subtotal</b>	<b>18,148,091</b>	<b>46,930,418</b>	<b>39%</b>
Transfer to Motor Fuel Tax	0	2,450,000	
Housing Choice Voucher Program	2,485,430	5,143,576	48%
Library	<u>842,841</u>	<u>1,799,388</u>	47%
<b>TOTAL FUNDS**</b>	<b><u>21,476,362</u></b>	<b><u>56,323,382</u></b>	<b>38%</b>

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

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

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

**Village of Park Forest  
2012/2013 Budget Review  
as of December 31, 2012**

**DOWNTOWN PARK FOREST  
REVENUES**

	FY 12/13 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
<b>REVENUES</b>			
DownTown Rent	309,539	600,000	52%
Farmers Market	410	4,100	10%
Common Area Revenue	20,718	78,035	27%
Hall Rental	5,305	13,000	41%
Transfer from General Fund (CAM)	77,518	155,036	50%
Miscellaneous	3,189	5,000	64%
Interest	333	600	56%
<b>TOTAL REVENUE</b>	<b><u>417,011</u></b>	<b><u>855,771</u></b>	<b>49%</b>
<b><u>Net Income (Loss)</u></b>	<b><u>9,669</u></b>	<b><u>(312,979)</u></b>	
Major Capital Outlays	0	0	
Depreciation	<u>72,720</u>	<u>145,439</u>	
Cash Flow	82,388	(167,541)	
<b><u>Beginning Net Cash</u></b>	<b>1,384,696</b>	<b>1,384,696</b>	
<b><u>Ending Net Cash</u></b>	<b>1,467,084</b>	<b>1,217,155</b>	

**Village of Park Forest  
2012/2013 Budget Review  
as of December 31, 2012**

**DOWNTOWN PARK FOREST  
EXPENSES**

	FY 12/13 SIX MONTHS ACTUAL	BUDGET	PERCENT OF BUDGET
<b>EXPENSES</b>			
<b><u>Personnel Services</u></b>			
Regular Salaries	34,219	81,022	42%
Overtime Salaries	0	1,924	0%
Temporary/Part time Salaries	<u>32,266</u>	<u>80,163</u>	40%
<b>Total Personnel Services</b>	<b>66,485</b>	<b>163,109</b>	<b>41%</b>
<b><u>Employee Support/Insurance</u></b>	22,788	53,302	43%
<b><u>IRMA</u></b>	0	30,000	0%
<b><u>Professional Services</u></b>	1,200	11,500	10%
<b><u>Operating Supplies</u></b>	10,451	23,100	45%
<b><u>Maintenance</u></b>	82,182	202,500	41%
<b><u>Capital Outlays</u></b>	93,897	363,000	26%
<b><u>Depreciation</u></b>	72,720	145,439	50%
<b><u>Miscellaneous</u></b>	2,169	7,500	29%
<b><u>Rentals</u></b>	4,500	9,000	50%
<b><u>Utilities</u></b>	50,950	160,300	32%
<b>TOTAL EXPENSES</b>	<b><u>407,343</u></b>	<b><u>1,168,750</u></b>	<b>35%</b>

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

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

Average 5.066 %

See reverse side for Prime Fund rate

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

Date	Annualized Rate	Daily Factor
01-Aug-08	2.158%	0.000058958000
02-Aug-08	2.158%	0.000058958000
03-Aug-08	2.158%	0.000058958000
04-Aug-08	2.117%	0.000057848700
05-Aug-08	2.046%	0.000055897100
06-Aug-08	2.009%	0.000054885800
07-Aug-08	2.009%	0.000054885400
08-Aug-08	2.015%	0.000055061400
09-Aug-08	2.015%	0.000055061400
10-Aug-08	2.015%	0.000055061400
11-Aug-08	2.053%	0.000056083400
12-Aug-08	1.996%	0.000054535000
13-Aug-08	2.052%	0.000056065400
14-Aug-08	2.103%	0.000057460100
15-Aug-08	2.151%	0.000058778200
16-Aug-08	2.151%	0.000058778200
17-Aug-08	2.151%	0.000058778200
18-Aug-08	2.110%	0.000057662100
19-Aug-08	2.001%	0.000054678900
20-Aug-08	1.984%	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	0.183%	0.000004485000
07-Aug-09	0.148%	0.000004063200
08-Aug-09	0.148%	0.000004063200
09-Aug-09	0.148%	0.000004063200
10-Aug-09	0.150%	0.000004114900
11-Aug-09	0.130%	0.000003558100
12-Aug-09	0.133%	0.000003650300
13-Aug-09	0.130%	0.000003563100
14-Aug-09	0.144%	0.000003933600
15-Aug-09	0.144%	0.000003933600
16-Aug-09	0.144%	0.000003933600
17-Aug-09	0.167%	0.000004563000
18-Aug-09	0.170%	0.000004646600
19-Aug-09	0.153%	0.000004182200
20-Aug-09	0.162%	0.000004451700
21-Aug-09	0.154%	0.000004224800
22-Aug-09	0.154%	0.000004224800
23-Aug-09	0.154%	0.000004224800
24-Aug-09	0.151%	0.000004138700
25-Aug-09	0.132%	0.000003625100
26-Aug-09	0.136%	0.000003725700
27-Aug-09	0.133%	0.000003633900
28-Aug-09	0.132%	0.000003616000
29-Aug-09	0.132%	0.000003616000
30-Aug-09	0.132%	0.000003616000
31-Aug-09	0.197%	0.000005398400

Average 0.153 %

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

Date	Annualized Rate	Daily Factor
01-Jan-13	0.073%	0.000002007800
02-Jan-13	0.092%	0.000002527500
03-Jan-13	0.075%	0.000002055700
04-Jan-13	0.068%	0.000001868500
05-Jan-13	0.068%	0.000001868500
06-Jan-13	0.068%	0.000001868500
07-Jan-13	0.055%	0.000014999000
08-Jan-13	0.046%	0.000001258100
09-Jan-13	0.033%	0.000000905400
10-Jan-13	0.028%	0.000000760900
11-Jan-13	0.038%	0.000001041200
12-Jan-13	0.038%	0.000001041200
13-Jan-13	0.038%	0.000001041200
14-Jan-13	0.057%	0.000001549100
15-Jan-13	0.087%	0.000002386000
16-Jan-13	0.057%	0.000001565500
17-Jan-13	0.039%	0.000001055900
18-Jan-13	0.028%	0.000000764500
19-Jan-13	0.028%	0.000000764500
20-Jan-13	0.028%	0.000000764500
21-Jan-13	0.028%	0.000000764500
22-Jan-13	0.012%	0.000000321000
23-Jan-13	0.012%	0.000000331000
24-Jan-13	0.052%	0.000001414500
25-Jan-13	0.064%	0.000001744600
26-Jan-13	0.064%	0.000001744600
27-Jan-13	0.064%	0.000001744600
28-Jan-13	0.029%	0.000000795700
29-Jan-13	0.015%	0.000000405600
30-Jan-13	0.020%	0.000000557800
31-Jan-13	0.062%	0.000001697400

Average 0.047%

# MEMORANDUM

**DATE:** February 13, 2013

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

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

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

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

## **REVENUE TRENDS**

### **Sales Tax**

The attached schedule shows the eighteen year trends in sales and use taxes. This revenue had been fairly stagnant for ten years. It dropped to hit a fifteen year low for Fiscal 2010. Since Fiscal 2011 sales tax has 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**

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.** The Illinois Municipal League projects the following per capita revenues based on Municipal Fiscal Years ended April 30.

**Municipal Fiscal Year**

	<b>Population</b>		<b>Population</b>		<b>Population</b>	
	<b>2012</b>	<b>21,975</b>	<b>2013</b>	<b>21,975</b>	<b>2014</b>	<b>21,975</b>
	<b>Per Capita</b>	<b>Total</b>	<b>Per Capita</b>	<b>Total</b>	<b>Per Capita</b>	<b>Total</b>
	<b><u>Distribution</u></b>	<b><u>Dist.</u></b>	<b><u>Distribution</u></b>	<b><u>Dist.</u></b>	<b><u>Distribution</u></b>	<b><u>Dist.</u></b>
Income						
Tax	\$81.44	\$1,789,644	\$90.00	\$1,977,750	\$95.40	\$2,096,415
Motor						
Fuel						
Tax	24.80	544,980	24.10	529,598	23.50	516,413
State						
Use						
Tax	14.71	323,252	15.50	340,613	16.20	355,995
	<b>\$120.95</b>		<b>\$129.60</b>		<b>\$135.10</b>	

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 7% of total General Fund revenue.

**IRMA (Intergovernmental Risk Management Association)**

The Village's net IRMA costs increased 46% from \$846,501 in 2008 to \$1,235,484 in 2009. For 2010 costs increased a further 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, \$98,241 for 2012 and \$54,740 for 2013. The January 2011 IRMA bill reflecting these changes was \$839,590, a \$475,176 reduction.

### IRMA Costs

<u>Calendar Year</u>	<u>Annual Contribution</u>	<u>Optional Deductible Credit</u>	<u>Surplus Credit</u>	<u>Net Paid by 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	<sup>1)</sup> 1,035,933	(93,234)	(103,109)	839,590
2012	<sup>2)</sup> 1,150,285	(437,108)	(98,241)	614,936
2013	1,110,319	(444,128)	(54,740)	611,451

<sup>1)</sup> Increase deductible from \$2,500 to \$10,000

<sup>2)</sup> Increase deductible from \$10,000 to \$100,000

Beginning in January 2012 the IRMA deductible was increased to \$100,000. A \$500,000 Assigned Fund Balance in the General Fund was established to serve as a reserve for potential deductibles. In addition the Village budgeted \$200,000 for deductible costs, encumbering an additional \$200,000. The savings in IRMA premium costs for 2013 will help fund capital projects for 2013/2014.

### 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%, and 12.73% in 2013. This rate increase will cost approximately \$100,000.

### Health Insurance

Over the last seven years the Village cost has increased \$828,066 or 80%. 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 \$49,870 per year. Total Village medical, dental and life insurance costs are as follows:

<u>Medical, Dental &amp; Life Insurance Costs</u>		<u>Percent Change</u>
Fiscal 2005/2006	\$1,036,999	
Fiscal 2006/2007	1,203,069	16%
Fiscal 2007/2008	1,276,767	6%
Fiscal 2008/2009	1,478,889	16%
Fiscal 2009/2010	1,524,014	3%
Fiscal 2010/2011	1,624,778	7%
Fiscal 2011/2012	1,717,524	6%
Fiscal 2012/2013 est.	1,865,065	9%

The Village has not received final information, as yet about increases for 2013/2014. A 10% increase will cost \$186,507.

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

The Village Board approved a 23% increase in water rates to fund operations and a \$2,000,000 water main replacement.

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 a further 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 experienced investment losses in 2008 and 2009 as the stock market plummeted. This means that the IMRF funding level went from 98% as of 2007 to 71.19% as reported in the fiscal 2012 Audit. 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, 11.57% for 2012, and again to 12.73% beginning January 2013. Realizing a positive investment return in 2012 and continuing in 2013, 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 and 2009, the Pension Funds lost money. For Fiscal 2010, 2011, and 2012 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:

	<b>Police</b>		<b>Fire</b>	
	<u>Levy</u>	<u>Funded Ratio</u>	<u>Levy</u>	<u>Funded Ratio</u>
<b>2007</b>	759,455	66.93%	585,135	59.98%
<b>2008</b>	856,887	63.33%	619,393	58.76%
<b>2009</b>	981,636	58.44%	706,393	51.85%
<b>2010</b>	1,033,223	60.08%	752,677	53.20%
<b>2011</b>	1,044,419	57.40%	705,279	52.38%
<b>2012</b>	1,101,207	54.78%	717,318	52.79%

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

**Roadway Projects**

The Village has five major roadway projects in process or pending including the Thorn Creek Bridge. Of the \$12,211,388 remaining to be spent on these projects \$8,390,147 will come from grant funds, leaving \$3,821,242 to be funded by the Village. The Village has reserved \$2,450,000 of CN funds for Orchard construction and \$300,000 for the Westwood traffic signal. The \$1,071,242 balance will be funded through the Motor Fuel Tax Fund. Beginning in Fiscal 2013 the vehicle costs formerly charged to the Motor Fuel Tax Fund are charged to Public Works along with MFT related labor allowing MFT to accumulate a balance. The balance will be depleted with these five projects.

**ROAD PROJECTS IN PROCESS  
FUNDS NEEDED FISCAL 2013**

	<u>TOTAL</u>	<u>GRANT FUNDS 70%</u>	<u>VILLAGE CONTRIBUTION 30%</u>
<b><u>ORCHARD</u></b>			
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>
<b>Total Orchard</b>	<b>8,700,555</b>	<b>5,880,389</b>	<b>2,820,166</b>

**LAKEWOOD/INDIANWOOD**

Design Engineering	45,000	-	45,000
Construction Engineering	63,750	44,625	19,125
Construction	789,781	552,847	236,934
Contingency	<u>115,000</u>	<u>80,500</u>	<u>34,500</u>
<b>Total Lakewood/Indianwood</b>	<b>1,013,531</b>	<b>677,972</b>	<b>335,559</b>

**BLACKHAWK DRIVE**

Design Engineering	47,500	-	47,500
Construction Engineering	100,000	70,000	30,000
Construction	<u>1,220,552</u>	<u>854,386</u>	<u>366,166</u>
<b>Total Lakewood/Indianwood</b>	<b>1,368,052</b>	<b>924,386</b>	<b>443,666</b>

**THORN CREEK BRIDGE**

		<b><u>80%</u></b>	<b><u>20%</u></b>
Design Engineering	114,535	91,628	22,907
Construction Engineering	95,000	76,000	19,000
Construction	<u>609,715</u>	<u>487,772</u>	<u>121,943</u>
<b>Total Thorn Creek Bridge</b>	<b>819,250</b>	<b>655,400</b>	<b>163,850</b>

**NORTH STREET**

		<b><u>90%</u></b>	<b><u>10%</u></b>
Design Engineering	30,000	-	30,000
Construction	<u>280,000</u>	<u>252,000</u>	<u>28,000</u>
<b>Total North Street</b>	<b>310,000</b>	<b>252,000</b>	<b>58,000</b>

**REMAINING BALANCE: 12,211,388 8,390,147 3,821,241**

**CN Money (2,450,000)**

**Westwood Traffic Signal Reserve (300,000)**

**General Fund/MFT Funds needed 1,071,241**

**Housing Issues**

As the attached chart shows, the average housing sales value has declined dramatically. In addition, the number of foreclosed and vacant homes has increased.

<b><u>Houses</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
Vacant	203	223	241	342	423
Foreclosed	208	313	384	477	540
Foreclosed & Occupied	95	194	258	282	338

## **General Fund Balance**

As we prepare guidelines for Village Departments, in addition to trends, a review of fund balance is conducted.

Final Unassigned General Fund balance (Page 26)		\$8,058,945
Budgeted Carry-over for 2012/2013 (Page 2-31 of Budget)	(980,259)	
Eliminate Water Fund Payment in lieu of Taxes	(189,359)	
Reserve Engineering for demolition	(241,700)	
Village Green Capital Project	(275,000)	
Utilized to reduce Tax Levy increase	<u>(550,000)</u>	
Remaining available fund balance (3.3 months' reserve)		\$5,822,627
Capital needs (Salt Storage, Financial & H/R software, Parks Improvements)	(400,000)	
Remaining fund balance (3.1 months' reserve)		\$5,422.627

\* According to the Board adopted fiscal policies, a three to four month expenditure reserve will be maintained. One month expenditures equal \$1,739,822.

The adjusted fund balance represents a 3.1 months reserve. Some of this reserve, over the three month target plus savings from 2012/2013, will be used to fund the 2013/2014 Budget.

## **Other Issues**

### **Thorncreek Litigation**

The outcome of the Thorncreek litigation is as yet unknown.

### **Housing Authority**

HUD continues to reduce the administrative cost support for Housing Authorities. The Park Forest Authority has a majority of portable certificates, 318 portable vs. 152 Park Forest certificates leased. The Village receives only a portion of administrative fees for portable certificates. This amount is not sufficient to cover any legal costs and will be reduced further according to HUD. Also, receipts for portable certificates are delayed.

### **Health Department Medicare Revenue**

The major revenue source for the Health Department is Medicare revenue related to Home Health services. The number of patients served has declined from 74 in 2008 to 43 in 2012.

This has caused Village support for Health Department services to increase from \$295,973 in fiscal year 2007 to \$464,388 in 2012.

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

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

<b>SALES TAX (1%, disb.)</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
FISCAL YEAR END 96	89,082	82,906	97,748	104,863	86,773	87,630	87,032	65,866	78,632	68,235	66,044	85,497	\$ 1,000,309
FISCAL YEAR END 97	71,444	75,797	88,658	69,763	80,805	68,158	68,530	60,883	78,043	66,281	64,776	76,862	\$ 870,000
FISCAL YEAR END 98	59,880	66,956	66,118	68,656	75,978	51,492	65,017	62,887	56,931	56,725	61,926	61,553	\$ 754,118
FISCAL YEAR END 99	63,594	69,172	76,742	68,033	70,898	68,056	56,250	53,875	49,853	48,302	51,155	53,404	\$ 729,335
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	28,202	31,097	24,515	27,635	30,301	\$ 331,963
<b>FISCAL YEAR END 13</b>	<b>26,945</b>	<b>27,181</b>	<b>28,738</b>	<b>27,147</b>	<b>27,274</b>	<b>28,449</b>	<b>26,613</b>	-	-	-	-	-	<b>\$ 192,348</b>
<b>LOCAL USE TAX</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
FISCAL YEAR END 96	11,749	12,040	14,040	12,101	16,751	17,863	15,298	11,659	20,914	14,330	15,833	19,167	\$ 181,744
FISCAL YEAR END 97	16,390	17,803	20,917	18,178	13,242	18,250	19,166	15,529	28,699	12,896	14,533	7,942	\$ 203,545
FISCAL YEAR END 98	25,839	17,416	24,845	18,431	16,557	19,317	19,303	17,366	27,304	17,179	17,716	0	\$ 221,274
FISCAL YEAR END 99	37,384	17,062	22,025	17,332	19,705	24,230	19,475	23,767	32,263	17,561	19,151	3,144	\$ 253,099
FISCAL YEAR END 00	45,886	21,960	26,406	20,980	21,290	24,446	22,032	25,078	33,835	22,539	11,952	0	\$ 276,403
FISCAL YEAR END 01	63,122	25,962	27,210	21,208	24,453	28,621	26,248	21,550	34,529	22,759	20,814	9,190	\$ 325,665
FISCAL YEAR END 02	37,740	17,219	19,127	19,998	16,516	17,544	21,106	17,769	27,237	16,526	13,919	17,556	\$ 242,258
FISCAL YEAR END 03	16,228	15,723	17,923	15,994	16,065	19,235	17,569	16,327	24,718	15,680	13,130	17,755	\$ 206,346
FISCAL YEAR END 04	16,776	15,408	19,576	19,096	17,357	15,391	16,092	18,921	26,201	22,358	20,789	20,235	\$ 228,199
FISCAL YEAR END 05	18,216	18,894	22,457	19,627	18,830	20,404	18,433	16,849	29,208	17,418	19,592	22,392	\$ 242,321
FISCAL YEAR END 06	26,869	20,983	24,684	20,081	21,636	23,186	21,501	20,734	35,604	22,977	23,044	21,778	\$ 283,078
FISCAL YEAR END 07	26,498	23,623	27,221	22,814	27,838	27,213	25,698	23,018	35,119	20,589	19,858	24,206	\$ 303,694
FISCAL YEAR END 08	24,691	26,863	31,526	23,154	24,358	26,479	27,082	27,290	38,904	25,387	23,342	29,886	\$ 328,962
FISCAL YEAR END 09	27,559	25,342	31,146	26,071	32,833	29,827	28,550	25,545	36,747	23,391	20,915	25,094	\$ 333,019
FISCAL YEAR END 10	25,622	21,671	28,815	22,895	20,451	22,074	21,397	19,112	32,853	19,550	15,549	31,030	\$ 281,020
FISCAL YEAR END 11	23,615	22,385	28,882	24,009	23,263	27,029	34,004	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	26,119	39,916	25,507	23,131	28,596	\$ 320,727
<b>FISCAL YEAR END 13</b>	<b>26,373</b>	<b>27,576</b>	<b>30,832</b>	<b>25,479</b>	<b>28,447</b>	<b>29,145</b>	<b>28,325</b>	-	-	-	-	-	<b>\$ 196,177</b>
<b>SALES &amp; USE TAX COMBINED</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>TOTAL</b>
FISCAL YEAR END 96	104,558	98,576	115,453	120,524	107,279	109,075	106,058	81,566	102,670	85,928	85,414	108,405	\$ 1,225,507
FISCAL YEAR END 97	91,453	97,220	113,053	91,410	98,177	90,076	91,947	80,560	109,906	82,580	83,104	88,585	\$ 1,118,070
FISCAL YEAR END 98	89,721	88,594	94,834	90,993	96,590	74,340	88,911	84,405	87,548	77,535	83,369	65,518	\$ 1,022,357
FISCAL YEAR END 99	105,176	90,699	102,665	89,514	95,829	96,429	80,111	81,426	85,031	69,933	74,453	60,347	\$ 1,031,614
FISCAL YEAR END 00	104,933	83,829	90,768	86,799	88,598	92,609	87,368	87,438	98,246	82,596	62,061	65,182	\$ 1,030,428
FISCAL YEAR END 01	135,801	92,727	73,598	81,153	76,258	82,093	94,753	67,310	76,390	68,715	58,966	48,929	\$ 956,692
FISCAL YEAR END 02	84,542	58,289	76,585	67,846	58,903	65,560	79,013	65,982	76,057	79,250	55,772	63,917	\$ 831,716
FISCAL YEAR END 03	61,306	53,375	56,052	54,231	52,703	55,536	52,461	52,836	62,254	50,167	52,923	57,242	\$ 661,086
FISCAL YEAR END 04	55,029	53,029	62,272	62,892	54,494	51,761	52,776	52,726	63,455	54,631	54,173	55,455	\$ 672,693

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

(2006 / 2007), 2008, 2009, 2010, (2011 / 2012) (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	2007	145	Cook	87,926.85	-	19,821.19	8,550.97	154.86	147.83	-	17,623.48	34,989.11	1,554.78	234.09	83,076.31
		28	Will	997.63	-	-	-	-	-	-	-	101.65	504.49	-	606.14
			TOTAL:	88,924.48	-	-	-	-	-	-	-	35,090.76	2,059.27	-	83,682.45
Q U	2008	121	Cook	84,406.98	-	5,522.54	12,251.56	196.94	-	24,163.17	33,333.89	2,765.47	376.95	78,610.52	
		20	Will	1,924.34	-	-	-	-	-	-	112.39	270.43	-	382.82	
			TOTAL:	86,331.32	-	-	-	-	-	-	-	33,446.28	3,035.90	-	78,993.34
E R	2009	113	Cook	68,380.37	-	5,215.48	6,055.76	-	-	17,955.45	32,771.19	2,307.15	213.87	64,518.90	
		22	Will	6.24	-	-	-	-	-	-	262.95	(351.85)	-	(88.90)	
			TOTAL:	68,386.61	-	-	-	-	-	-	33,034.14	1,955.30	-	64,430.00	
A L E N	2010	112	Cook	64,910.95	-	10,706.86	3,576.48	43.51	-	17,805.13	25,901.77	2,644.39	363.92	61,042.06	
		20	Will	642.76	-	-	-	-	-	-	272.52	-	8.43	280.95	
			TOTAL:	65,553.71	-	-	-	-	-	-	26,174.29	-	372.35	61,323.01	
D A R	2011	115	Cook	74,957.17	-	8,603.28	4,295.31	-	-	20,057.25	16,545.24	20,400.65	222.17	70,123.90	
		64	Will	1,037.36	-	4.50	-	-	66.52	-	149.04	27.33	6.44	253.83	
			TOTAL:	75,994.53	-	8,607.78	-	-	-	-	16,694.28	20,427.98	228.61	70,377.73	
	2012	110	Cook	81,847.98	-	10,315.79	5,453.42	-	-	20,624.92	36,085.57	3,353.50	272.39	76,105.59	
		24	Will	603.81	-	-	-	-	-	68.77	208.70	46.31	-	323.78	
			TOTAL:	82,451.79	-	-	-	-	-	20,693.69	36,294.27	3,399.81	-	76,429.37	
			Difference	6,457.26	-	1,708.01	1,158.11	-	(66.52)	636.44	19,599.99	(17,028.17)	43.78	6,051.64	
			from prior year												
2nd	2007	134	Cook	87,246.61	-	16,426.10	7,007.77	106.03	57.56	-	21,447.97	32,583.20	1,460.88	568.87	79,658.38
		27	Will	1,088.74	-	-	-	-	-	-	-	317.44	598.55	-	915.99
			TOTAL:	88,335.35	-	-	-	-	-	-	-	32,900.64	2,059.43	-	80,574.37
Q U A R 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	-	420.05	
			TOTAL:	82,167.57	-	-	-	-	-	-	33,424.38	3,699.73	-	74,830.70	
E R	2009	107	Cook	70,932.57	-	6,690.85	6,259.98	-	-	16,975.70	33,318.86	2,498.50	633.46	66,377.35	
		21	Will	1,214.81	-	-	-	-	-	-	375.77	-	33.98	409.75	
			TOTAL:	72,147.38	-	-	-	-	-	-	33,694.63	-	667.44	66,787.10	
C A L	2010	93	Cook	79,358.29	-	11,285.20	5,094.41	186.93	-	464.82	18,693.85	16,385.23	23,033.17	345.58	75,489.19
		18	Will	607.68	-	-	-	-	-	-	-	227.06	22.03	-	249.09
			TOTAL:	79,965.97	-	-	-	-	-	-	-	16,612.29	23,055.20	-	75,738.28
E N D A R	2011	98	Cook	81,131.96	-	9,385.30	-	227.70	-	21,943.00	23,850.26	14,573.43	281.41	70,261.10	
		21	Will	614.94	-	-	-	-	-	-	222.37	55.57	-	277.94	
			TOTAL:	81,746.90	-	-	-	-	-	-	24,072.63	14,629.00	-	70,539.04	
	2012	99	Cook	82,171.97	-	10,404.41	-	95.64	-	-	21,941.94	35,132.89	3,004.61	304.62	70,884.11
		26	Will	692.31	-	-	-	-	-	-	165.28	206.57	51.66	-	423.51
			TOTAL:	82,864.28	-	-	-	-	-	-	22,107.22	35,339.46	3,056.27	-	71,307.62
			Difference	1,117.38	-	1,019.11	-	(132.06)	-	164.22	11,266.83	(11,572.73)	23.21	768.58	
			from prior year												

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

(2006 / 2007), 2008, 2009, 2010, (2011 / 2012) (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	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
Q U A R T E 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
C A L E N 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
C A L E N D A R	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
C A L E N D A R	2012	105	Cook	82,321.57	-	10,561.25	-	39.95	-	1,663.35	23,273.39	33,378.01	3,060.03	173.84	72,149.82
		25	Will	548.50	-	-	-	-	-	-	131.96	128.38	41.85	-	302.19
			TOTAL:	82,870.07	-	-	-	-	-	-	23,405.35	33,506.39	3,101.88	-	72,452.01
			Difference	2,453.44	-	(1,362.80)	-	(89.29)	-	1,663.35	4,089.51	(1,029.11)	(683.56)	(110.33)	2,477.77
			from prior year												
4th	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
Q U A R T E 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
C A L E N 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
C A L E N D A R	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
C A L E N D A R	2011	133	Cook	86,798.04	-	11,633.34	7,250.41	364.16	-	-	17,989.18	38,192.63	3,656.65	1,220.71	80,307.08
		28	Will	531.47	-	-	-	-	-	-	-	121.08	45.71	9.52	176.31
			TOTAL:	87,329.51	-	-	-	-	-	-	-	38,313.71	3,702.36	1,230.23	80,483.39
			Difference	8,414.39	-	402.42	887.18	165.32	-	(92.31)	21,586.48	(16,773.46)	959.85	7,135.48	
			from prior year												

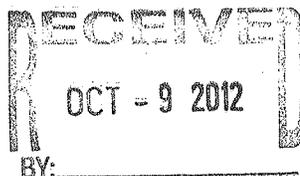
**VILLAGE OF PARK FOREST  
SALES TAX COMPARISON  
QUARTERLY**

(2006 / 2007), 2008, 2009, 2010, (2011 / 2012) (to quarter received)

# TP	TOTAL TAX RECEIPTS	General Merchandise	Food	Drinking & Eating Places	Apparel	Furniture H.H. & Radio	Lumber, Bldg. Hardware	Automotive & Fill. Stations	Drugs and Misc. Retail	Agriculture & all others	Manufacturers	Computed Total			
2006	251	Cook	366,882.20	-	88,554.38	34,515.27	3,962.85	-	8,851.68	76,562.98	133,512.56	7,988.78	2,442.45	356,390.95	
	46	Will	5,615.87	-	-	-	-	-	-	-	1,166.25	2,419.80	51.46	3,637.51	
		TOTAL:	372,498.07	-	-	-	-	-	-	-	134,678.81	10,408.58	2,493.91	360,028.46	
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	
	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	
A N N U A	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	
A L	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	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	
	2011	176	Cook	322,682.39	-	41,545.97	20,868.52	777.95	-	5,181.57	79,305.27	112,938.88	2,008.46	305,023.57	
		71	Will	2,805.18	-	-	-	145.58	-	-	677.24	147.83	33.97	1,004.62	
			TOTAL:	325,487.57	-	-	-	-	-	-	113,616.12	42,544.78	2,042.43	306,028.19	
			Difference from prior year	23,407.65	-	(2,907.90)	697.22	250.07	145.58	2,877.44	5,043.71	37,617.99	696.13	21,482.45	
	2007*		Cook	355,084.04	-	80,790.95	31,445.52	2,330.21	437.75	-	77,620.20	131,020.55	7,327.08	1,909.73	332,881.99
		*	Will	5,688.14	-	-	-	-	21.25	-	-	1,055.55	2,384.13	59.86	3,520.79
			TOTAL:	360,772.18	-	-	-	-	459.00	-	-	132,076.10	9,711.21	1,969.59	336,402.78
F I S C A L Y E A R	2008*		Cook	333,896.50	-	25,341.65	35,214.99	893.16	42.35	-	92,157.86	139,116.06	12,132.48	2,130.64	307,029.19
		*	Will	5,781.46	-	-	-	-	201.78	-	-	692.27	1,516.38	27.37	2,437.80
			TOTAL:	339,677.96	-	-	-	-	244.13	-	-	139,808.33	13,648.86	2,158.01	309,466.99
	2009*		Cook	282,891.73	-	24,016.41	25,447.11	508.24	44.02	-	70,303.26	132,773.06	10,570.69	1,635.79	265,298.58
		*	Will	3,051.03	-	-	-	-	-	-	-	1,195.90	(115.93)	145.88	1,225.85
			TOTAL:	285,942.76	-	-	-	-	-	-	-	133,968.96	10,454.76	1,781.67	266,524.43
	2010	179	Cook	296,308.31	15,237.78	48,121.22	20,722.19	-	-	1,661.50	69,860.30	108,579.83	30,160.45	1,620.27	295,963.54
		43	Will	2,503.51	-	-	-	-	-	-	-	983.60	53.18	36.92	1,073.70
			TOTAL:	298,811.82	-	-	-	-	-	-	-	109,563.43	30,213.63	1,657.19	297,037.24
	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
	2012*		Cook	330,613.21	-	44,277.59	12,703.83	589.04	-	-	79,871.88	143,761.84	13,780.98	2,081.89	297,067.05
		*	Will	2,449.00	-	-	-	-	-	-	234.05	721.10	162.90	9.52	1,127.57
			TOTAL:	333,062.21	-	-	-	-	-	-	80,105.93	144,482.94	13,943.88	2,091.41	298,194.62
			Difference from prior year	18,760.54	-	3,827.20	(7,808.16)	7.05	(173.35)	(3,710.19)	343.10	70,504.48	(60,894.68)	953.06	3,048.51

\* Taxpayer information not available

# Top Filer Report



#BWNKMGV  
#CNXX X17X 54XX 9921#  
VILLAGE OF PARK FOREST  
ATTN: MARY G DANKOWSKI, FINANCE DIRECTOR  
350 VICTORY DR  
PARK FOREST IL 60466-2003

September 18, 2012



Letter ID: CNXXX17X54XX9921

Account ID: 05724-73792

Dear Local Official:

In response to your request dated August 21, 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 II
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 August 2011 through July 2012. The businesses remitted a total of \$267,349.07 which was disbursed to the Village of Park Forest during the months of October 2011 through September 2012.

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

Sincerely,

Michelle Olson  
Revenue Tax Specialist II

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

217 785-5985  
217 524-0526 fax



Village of Park Forest  
Municipal Utility Tax FY13  
Received at State  
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	41,823	35,938	33,883	29,844	27,160	33,696	\$ 434,348
2013	55,442	56,623	42,292	28,096	29,431	34,086							\$ 245,970
<b>NI COR</b>													
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	33,663	37,464	28,727	18,995	12,959	9,749	\$ 222,047
2013	8,427	8,274	8,488	11,103	16,619	22,613							\$ 75,525
<b>TELECOMM</b>													
2003								27,230	85,366	100,554	52,538	86,018	\$ 351,706
2004	68,001	58,685	93,414	54,089	75,172	78,557	65,156	73,143	72,031	71,996	74,437	71,665	\$ 856,345
2005	80,385	62,999	85,593	68,885	78,916	60,819	84,630	74,652	78,068	72,227	84,006	74,329	\$ 905,511
2006	74,392	82,452	71,419	69,077	84,667	74,047	71,472	64,837	81,887	74,142	66,003	74,803	\$ 889,197
2007	70,437	78,211	68,558	73,303	58,917	68,802	70,597	80,190	63,953	73,846	79,125	75,953	\$ 861,893
2008	67,416	74,138	56,002	80,877	58,030	73,391	106,970	64,928	77,945	77,110	68,559	76,467	\$ 881,833
2009	72,729	74,197	71,475	71,546	65,691	79,128	67,539	77,341	70,612	63,924	78,288	61,642	\$ 854,113
2010	64,237	75,530	67,766	57,914	64,240	51,770	72,454	80,904	61,799	68,938	65,292	65,519	\$ 796,363
2011	64,063	65,423	49,699	66,932	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	61,871	51,526	56,784	55,216	395,998	53,784	57,228	\$ 1,034,738
2013	55,600	54,093	56,606	52,003	54,225								\$ 272,527
<b>MUNICIPAL TAX TOTAL</b>													
2003								128,231	189,540	185,770	108,408	135,244	
2004	126,192	112,566	155,622	104,561	127,006	145,555	159,262	180,758	164,684	144,339	128,616	121,935	\$ 1,671,097
2005	133,960	119,072	135,713	116,197	127,208	130,499	187,044	182,481	174,153	150,186	145,084	127,480	\$ 1,729,076
2006	139,378	152,413	129,659	125,538	143,991	169,205	201,266	184,314	184,512	157,205	123,931	126,682	\$ 1,838,093
2007	124,016	147,760	122,473	120,111	111,132	137,221	157,041	179,302	169,261	152,626	142,378	127,642	\$ 1,690,964
2008	128,352	132,065	115,261	131,300	106,731	144,273	207,589	174,602	188,764	176,075	139,786	135,849	\$ 1,780,647
2009	133,363	140,239	126,815	112,635	112,115	153,733	171,294	179,607	152,562	130,113	127,714	102,453	\$ 1,642,644
2010	115,810	120,516	116,327	99,831	107,809	108,658	163,939	177,710	147,758	133,637	113,668	114,580	\$ 1,520,243
2011	121,941	131,682	110,541	107,159	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	118,967	127,012	130,185	117,826	444,836	93,903	100,672	\$ 1,691,132
2013	119,469	118,990	107,386	91,202	100,276	56,699	-	-	-	-	-	-	\$ 594,021

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**
2012	\$39,720**

\* Figures from Real Estate Transfer Tax Records.

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

# MEMORANDUM

**DATE:** February 14, 2013  
**TO:** Mayor John Ostenburg  
Board of Trustees  
**FROM:** Mary G. Dankowski, Deputy Village Manager/Finance Director  
**RE:** Budget Amendments for 2012/2013

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

## Encumbrances

At the end of a fiscal year, departments are asked to identify those projects or funds that were approved by the Board, but not expended. In order to ensure that the funds are available in the next budget, they are assigned. These funds are noted as an assigned fund balance on page 26 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, 2012 in the General Fund. These items will be (or were) spent in Fiscal 2013.

## ADMINISTRATIVE PURPOSES

20,000	Training -- Computer, Leadership Development
200,000	IRMA Deductible
3,522	Senior Commission Initiative
16,000	Legal Fees
32,000	Payroll Service/Time & Attendance
3,000	Internal Audit
<u>20,000</u>	I/T -- Software Upgrades
<b>294,522</b>	

POLICE

22,615 Youth Programs (20% of FY12 Vehicle Seizure Revenue)  
20,000 Capital Expenditures  
**42,615**

RECREATION & PARKS PURPOSES

26,800 Software -- Online Registration Project  
23,000 Freedom Hall Capital Outlays  
8,200 Urban Forestry/Tree Trimming/Emerald Ash Borer  
Rec Center Facility/Equipment/School District Coop  
10,000 Projects  
**68,000**

PUBLIC WORKS PURPOSES

**35,000** Storm Sewers

ECONOMIC DEVELOPMENT PURPOSES

**5,566** TOD Grant

COMMUNITY DEVELOPMENT PURPOSES

**53,800** Inspection Software

CAPITAL PROJECTS

15,000 Park Forest Business-Capacity Building Course (CN)  
25,000 Additional Projects (CN)  
**40,000**

**539,503**

Transfer to Capital Projects from Economic Development CN Projects.

Capital Projects \$40,000

Similar to encumbrances, DUI fines are reserved for DUI enforcement. In the prior year \$1,975 was identified as a fund balance reserve.

Police	\$1,975 – DUI Enforcement
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PEG fees are collected for specific cable equipment enhancements. The accumulated fund balance is available for this purpose.

PEG Fees	\$71,537
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**Grants**

Fire Department

The Fire Department received a Department of Incident Command System/Blue Card Training grant. Village’s match is 10%. The anticipated costs for this year are:

Training Expense	\$13,770	
Personnel Costs P.T.	8,400	
Grant Revenue		\$19,953

The Fire Department received an automatic extended defibrillator grant. No matching funds required.

Capital Expenditure	\$2,488	
Grant Revenue		\$2,488

The Village received a third Enbridge Grant for \$1,000. The Fire Department secured a cooperative agreement in conjunction with Prairie State Fire Academy for the Village to supply materials and Prairie State to provide labor for a training site roof simulator, for a total project value of \$3,071.

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

The Fire Department also secured a POC Recruitment and Retention grant that funded the new sign outside the fire station. There were no matching funds required.

Sign – Capital	\$51,354	
Uniforms	26	
Personnel	3,674	

Training	1,225	
Grant Revenue		\$56,279

Economic Development

The Village received one year funding of a sustainability coordinator.

Professional Services – Manager’s Office	\$70,000	
Supplies	5,000	
Grant Revenue		\$75,000

CDBG

The Village has been able to secure IKE, NSP and CDBG Grant funds to demolish four commercial buildings and several homes.

Demolition NSP	\$1,993,640	
Demolition IKE	232,000	
IKE Revenue		\$ 232,000
NSP Program Income		1,499,740
CDBG Program Income		493,900

For the commercial demolition, the Village needed to pay engineering costs. These costs will come from available General Fund balance.

Public Works Engineering	\$241,700	
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MFT

The Village was able to secure a 70% grant for Blackhawk Drive after the Fiscal 2012/2013 budget year started.

Engineering Blackhawk Drive	\$ 147,500	
Construction – Capital	1,220,552	
Grant Revenue		\$924,386

It was originally thought that the assigned fund balance for the Orchard Project would be transferred to MFT. The Public Works Director recommends that the Village match be paid through the General Fund. Therefore, a budget amendment is needed to eliminate the transfer and budget the costs in Public Works.

Engineering – Public Works	\$ 250,000	
Capital Projects – Public Works	2,200,000	
Eliminate Transfer		\$2,450,000

**Other Adjustments**

DownTown

The DownTown fund budgeted \$200,000 for roadway improvements around the former Marshall Fields site and down Lester. There is a need for additional lighting on Lester.

Capital Outlay	\$100,000	
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The Cook County Assessor’s Office designated new leasehold PIN (Property Index Numbers) for DownTown spaces. After a successful protest, the following amounts will need to be budgeted.

Legal Fees	\$ 4,588	
Appraisal Fee	3,000	
Property Taxes	135,177	

The Village Board approved a tenant allowance for the Sapphire Room and Heads or Tails in excess of the budget.

Tenant Improvements	\$100,000	
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The Village sold the Chase Building. Funds will be set aside for taxes and future improvements.

Taxes Payable	\$60,000	
Capital Improvements	35,000	
Broker Commission	51,000	
Chase Sale		\$225,400

This sale will reduce DownTown rent.

DownTown Rent		\$35,822
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Aqua Center

Capital Projects related to concrete work on the East and West pools as well as painting of the wood deck was deferred until this year.

Capital Projects	\$20,000	
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Sewer

The Sewer fund has sufficient fund balance to purchase a camera saving outside service costs.

Capital	\$61,500
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Water Fund

As part of the water rate analysis, it was determined that the payment in lieu of taxes would be eliminated.

Payment in lieu of Taxes	\$189,360
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As part of the Orchard reconstruction, it was discovered that a water main serving the Aqua Center needed replacing. The added costs to the Water Fund were as follows:

Capital	\$53,462
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Parks

The Village has been able to secure donations to pay ½ the cost of replacing the observation tower in the wetlands.

Parks Capital	\$10,000
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TIF

The Village received incremental taxes for Norwood prior to 2010 related to the former Currency Exchange. These taxes were protested and a refund was requested from Cook County. A small transfer will be required to eliminate the negative fund balance.

Norwood Taxes	(\$5,685)
Transfer to clear negative fund balance	404

Bond Issuance

The Village Board approved a debt refinancing for TIF and General Obligation debt. The purpose of this refinancing was to save \$730,800 over the remaining life of the debt in interest and shorten the TIF debt payments to match the life of the TIF.

<u>General</u> Proceeds	\$2,657,120
Issuance Cost	\$ 43,327
Debt Repayment	2,610,648

<u>TIF</u>		
Proceeds		\$1,621,819
Issuance Cost	\$ 28,873	
Debt Repayment	1,591,044	

**Summary**

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

Attached to this presentation are the budget amendments for the Library.

To: Mary Dankowski, Deputy Village Manager/Finance Director

From: Barbara Osuch, Library Director

Subject: Amendment to FY 2012/2013 Library Budget

February 21, 2013

The Library is requesting an amendment to allow for the expenditure for the FY2012/2013 kids' zone project. The Library Board approved the expenditure of the Endowment Fund to cover capital expenses above the approved budget of \$65,000. The project total is \$131,000.

**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	\$66,000	\$65,000	\$131,000

We are requesting that this change be included in the Village's budget amendments.

## MEMORANDUM

**DATE:** February 6, 2013

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

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

**RE:** February 2013 Financial Update Meeting  
**ECONOMIC DEVELOPMENT UPDATE**

Following is an update on the economic development and planning projects that are currently underway. These economic development activities and any questions can be answered/discussed at the Financial Update Meeting on February 23, 2013.

Village Staff has been working with the attorney for DENT, LLC to facilitate a March closing on the sale of 80 North Street. 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 initial sales agreement, which includes a Village economic incentive to reimburse a portion of the purchase price to fund renovation costs. The agreement currently being discussed would allow the buyer to pay the Village over a 12 month period for the property. If a minimum of \$1 million in tangible renovations are made to the property, the purchase price would be \$250,000. The purchase price would increase to as much as \$750,000 if the full \$1 million in improvements are not made within the 12 month period. Village Staff is also working with the principals of the Great Lakes Center on a letter of intent to install alternate energy generators (wind/solar) on Village street lights and parking lot lights. After a period of feasibility studies, an agreement to formalize this arrangement will be brought to the Village Board for consideration.

In September 2012, the Village received a grant from Cook County to **demolish four vacant commercial buildings** and ten blighted single family homes. The final grant, as amended, includes \$1,741,700 in Cook County Neighborhood Stabilization Program (NSP) funds and \$493,900 in Community Development Block Grant (CDBG) funds, for a total grant award of \$2,235,600. Demolition of the commercial structures was completed in December 2012, and included 3200 Lincoln Highway, Norwood Square Shopping Center, 320 Wildwood Street (former Wildwood School), and 350 Main Street. Final site restoration and paving work at the commercial sites will occur in the spring. Demolition of the ten residential structures will be completed by the end of February 2013. The Village's only expense for this project was for engineering design (\$156,000) and construction engineering (\$85,700).

Village Staff has negotiated an option agreement for sale of 1.24 acres out of the **3.5 acres** of vacant land on the east end of Main Street in DownTown Park Forest. Meetings with the retailer (Dollar General) 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 developer has completed the land surveys and the plat of subdivision. In early February he submitted a formal request for development incentives, including a land cost write down, TIF incentives, and a Class 8 property tax incentive. This request for development incentives will be considered concurrently with the land sale agreement. The developer has also submitted a plat of subdivision for approval and an application for a parking variance for the proposed site plan. These applications will be considered by the Plan Commission (plat of subdivision) and the Zoning Board of Appeals (variance).

Staff has worked with First Midwest Bank to determine that there are no brownfield conditions at **381 Blackhawk** that need to be addressed. A Notice of No Further Remediation has been submitted to the Illinois Environmental Protection Agency for their concurrence. The building is in good condition and can be sold “as is” for another auto lube facility or a variety of other appropriate uses for the C-1 commercial zoning district. The Village will continue to work closely with the Bank to market this property for sale.

In the past several years, significant progress has been made in marketing and leasing of **DownTown Park Forest**. In early 2012, occupancy in the Village-owned buildings was at 77 percent. The Sapphire Room, a restaurant/billiards operation, is under construction and the owner expects to be open in late February. Heads or Tails, a small tavern owned by the same organization that is opening The Sapphire Room, will start construction later this spring. With these additions, the occupancy in Village-owned buildings has increased to 75 percent.

The Matanky Realty-owned Theater Building is also expecting a new tenant in the form of a **Chinese restaurant**. The Lucky Chinese Restaurant is currently under construction.

The Village has an approved sales agreement with Norman Mirsky to sell the property at **202 Forest Boulevard**. Closing on this sale is expected to occur in mid-February. The property will become part of the DownTown Covenants, thereby allowing for shared parking in the Village-owned parking lot and shared common area maintenance.

The Village’s **Residential Infill and Redevelopment** goals continue to move forward with the assistance of grants from the Cook County NSP1 program, the State of Illinois CDBG-IKE program, the State of Illinois NSP3 program, and the State of Illinois Building Blocks program. Three developers are currently working in Park Forest to purchase and rehabilitate vacant, foreclosed homes and sell them to owner-occupants. Habitat for Humanity has purchased 18 homes in Park Forest and closed on the sale of three homes. Seven of the homes have been committed to a Partner Family, but rehabilitation is still underway or the Partner Family still has to fulfill their volunteer commitment prior to the final closing. Rehabilitation is expected to be completed on the remaining eight homes by February 2013. Mecca Companies is the Village’s developer with the NSP3 program. They have purchased four homes and have started rehabilitation on three of them. Tower Contracting, based in Markham, was chosen by the Illinois Housing Development Authority to be the developer for the Illinois Building Blocks program. They expect to start acquiring homes in the near future, and they will be able to purchase up to 15 homes.

The **Illinois Building Blocks Pilot Program** also includes a homebuyer assistance program. Income qualified homebuyers can receive up to \$10,000 to assist with down payment and closing costs. To date, six families have purchased homes in Park Forest with this program. The Community Relations Coordinator has developed a series of programs to introduce the down payment program and the home purchase/rehabilitation program to area realtors. These programs are intended to raise the awareness of Park Forest among both realtors and prospective home buyers.

The **Eastgate Neighborhood Redevelopment** plan contained within the Strategic Plan for Land Use and Economic Development 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. By mid-2013, 60 homes will have been demolished in Eastgate with a Delta Institute grant, a State CDBG-IKE grant, and two Cook County NSP grants. An additional seven vacant, blighted homes could be demolished if funds become available. Given the large number of vacant parcels, the Plan Commission has proposed to conduct a planning workshop to develop policy guidelines for the future redevelopment of this neighborhood. This workshop is likely to occur in Fall 2013. After the policy guidelines are approved by the Board of Trustees, it will be appropriate to begin aggressively seeking a developer to implement the vision for redevelopment. This may be done in conjunction with the South Suburban Land Bank and Development Authority, of which the Village of Park Forest is a member.

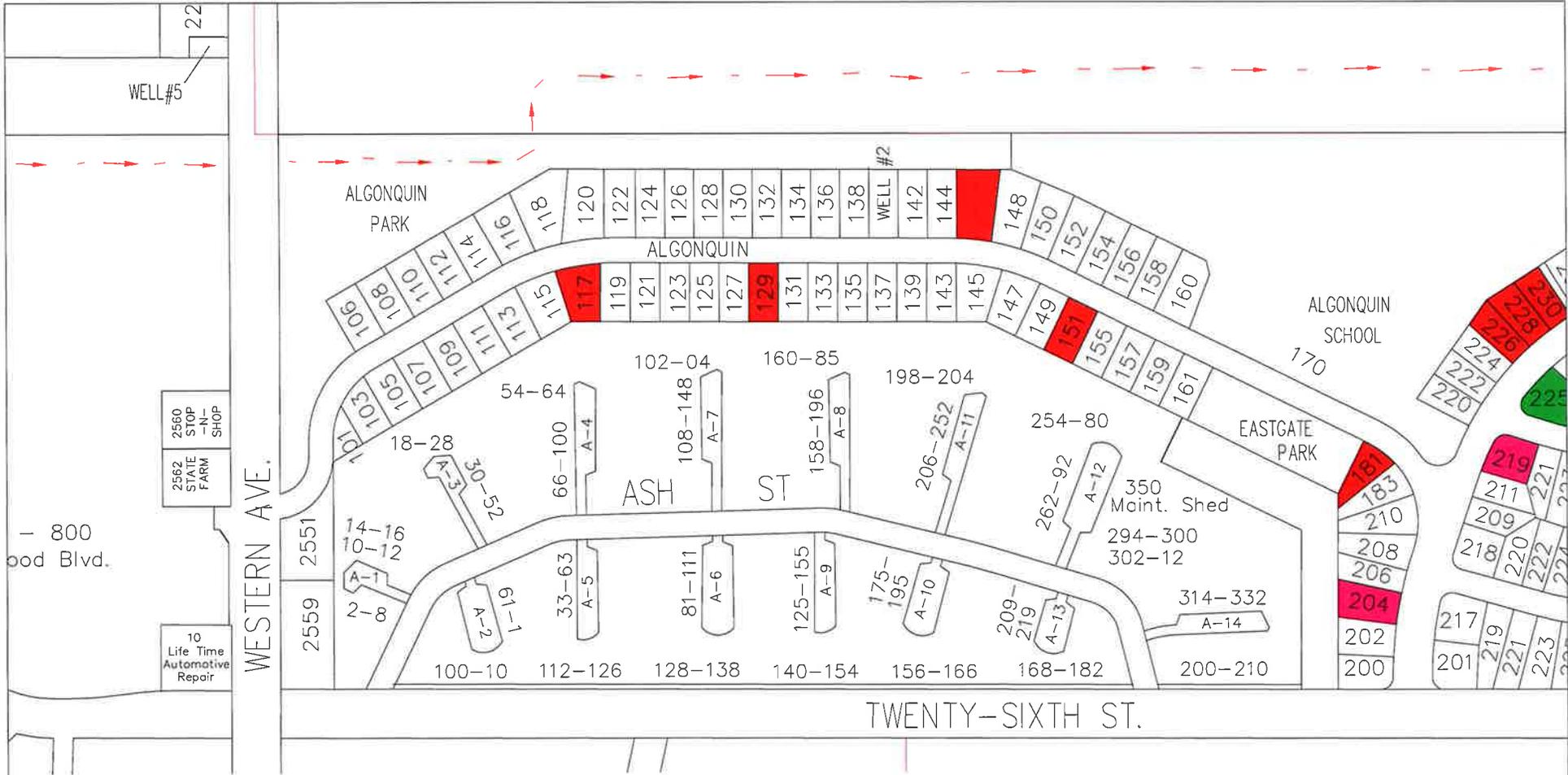
At this time, only 15 of the vacant parcels in Eastgate are owned by the Village, but demolition liens will be filed on all properties and a deed-in-lieu of foreclosure will be sought for all of them. As soon as each of the targeted homes is demolished, Staff places liens on the properties and works with the Village Attorney to foreclose on the liens in order to obtain the deed to the properties. In many cases, the banks that own the properties have been willing to donate the properties to the Village in exchange for a release of the demolition lien.

The **Quiet Zone Feasibility Study** is nearing completion. 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 final construction plans have been submitted to the Illinois Department of Transportation and the Illinois Commerce Commission for approval. Once approved an invitation to bid for construction can be issued. The required improvements will include the installation of reflective channelization panels in the medians north and south of the Western Avenue railroad crossing and flashing beacons on the northbound approach to the railroad tracks. These improvements are considered to be sufficient to mitigate the risk of stopping the train horns. Once the improvements are in place, a Notice of Establishment will be sent to the Federal Railroad Administration, and the quiet zone can become effective after a 21 day waiting period. The cost for the study and the installation of FRA-mandated improvements are being funded by CN under the terms of the Village's Voluntary Mitigation Agreement.

In order to further implement the Village's new Sustainability Plan, the Chicago Metropolitan Agency for Planning (CMAP) has awarded the Village another local technical assistance project to undertake a **comprehensive revision of the Zoning and Subdivision Ordinances**. This project will begin on April 18 and 19 with a two-day workshop funded by a local technical

assistance grant from Smart Growth America. This workshop will explore ordinance revisions that will facilitate renewable energy, energy and water conservation, recycling, and green infrastructure. Members of several Village boards and commissions, as well as the public, will be invited to an evening workshop on April 18 to learn what kind of ordinance revisions are envisioned and contribute their ideas. April 19 will be an all day workshop with staff to work on details of ordinance revisions. Plan Commissioners and Board members will be invited to attend the full day on April 19, or the luncheon that day, to offer their input to the process. The CMAP local technical assistance project will use the findings from this workshop to initiate their more comprehensive revisions to the ordinances. The ordinance revisions will also incorporate the ordinance sustainability audit conducted by CMAP as part of the development of the Sustainability Plan, as well as the ordinance revisions recommended in the 211<sup>th</sup> Street Transit Oriented Development Implementation Study completed in August 2012. The Plan Commission will be involved in ordinance revision process, which is expected to be completed in early 2014.

In September 2012, the Village Board approved an Intergovernmental Agreement to become a pilot member of the **South Suburban Land Bank and Development Authority (SSLBDA)**. The initial funding for the land bank has come from a HUD Sustainable Communities grant received by the South Suburban Mayors and Managers Association. The Cities of Oak Lawn and Blue Island are the other pilot members of the SSLBDA, which has the authority to purchase, hold, maintain, and sell property within any of the member communities. Member communities can transfer ownership of properties to the land bank, or the land bank can acquire properties on its own. The land bank will have a memorandum of understanding with each community where it owns land to ensure that all plans and policies of the community are respected in the manner in which land is maintained and sold or developed. The Director of Economic Development and Planning is on the Board of the SSLDBA and serves as its Secretary. At this time the SSLBDA is in the process of hiring an Executive Director and seeking additional operating funds. The SSLBDA and the newly created Cook County Land Bank are submitting a joint application for \$20 million in funds from the Illinois Attorney General's national foreclosure settlement fund. These funds will assist with operational costs and well as acquisition, maintenance and marketing of properties held by the land banks. Mayor Ostenburg has been recommended as a member of the Cook County Land Bank to represent the south suburbs. His appointment will be considered by the Cook County Board of Commissioners in March.



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SHOP

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Life Time  
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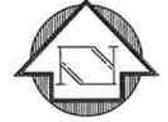
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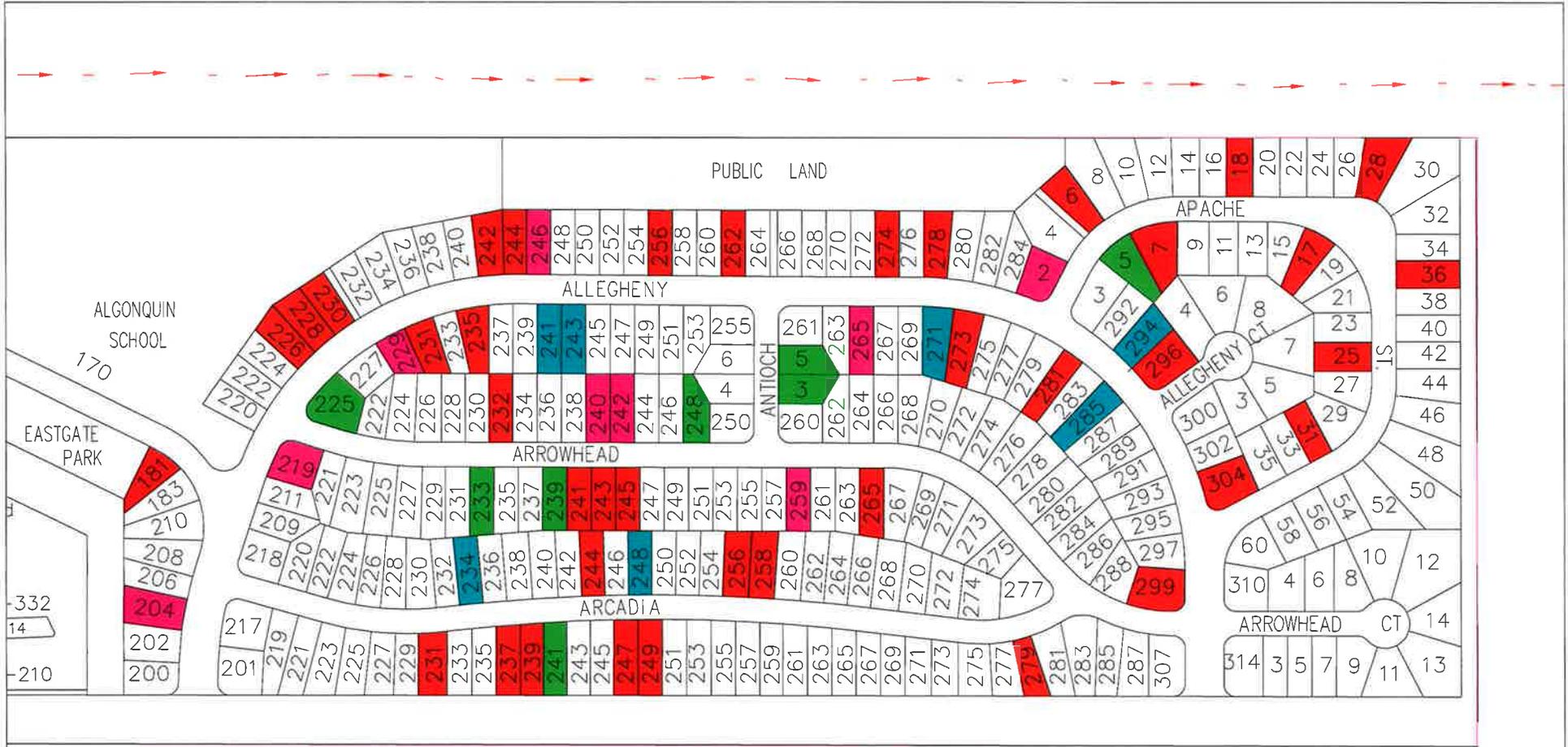
TWENTY-SIXTH ST.

LOCATION MAP



LEGEND

- PROPOSED DEMOLISHED HOUSE
- CLEARED TO BE DEMOLISHED JUNE 29, 2012
- DEMOLISHED HOUSE (VACANT PROPERTY)
- BLIGHTED HOUSE - WILL BE VACANT BY FEBRUARY 23, 2013

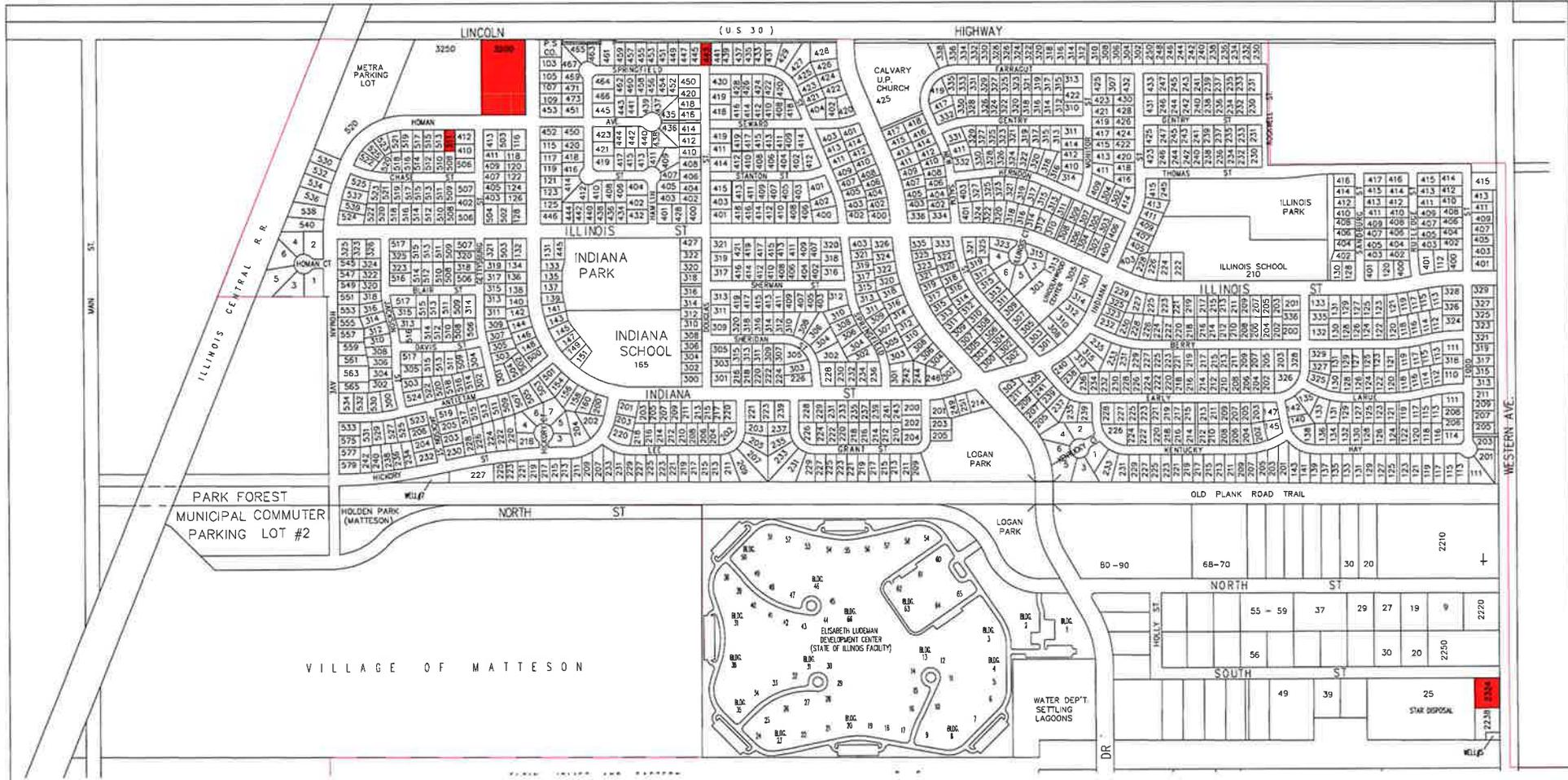


LOCATION MAP



LEGEND

- PROPOSED DEMOLISHED HOUSE
- CLEARED TO BE DEMOLISHED JUNE 29, 2012
- DEMOLISHED HOUSE (VACANT PROPERTY)
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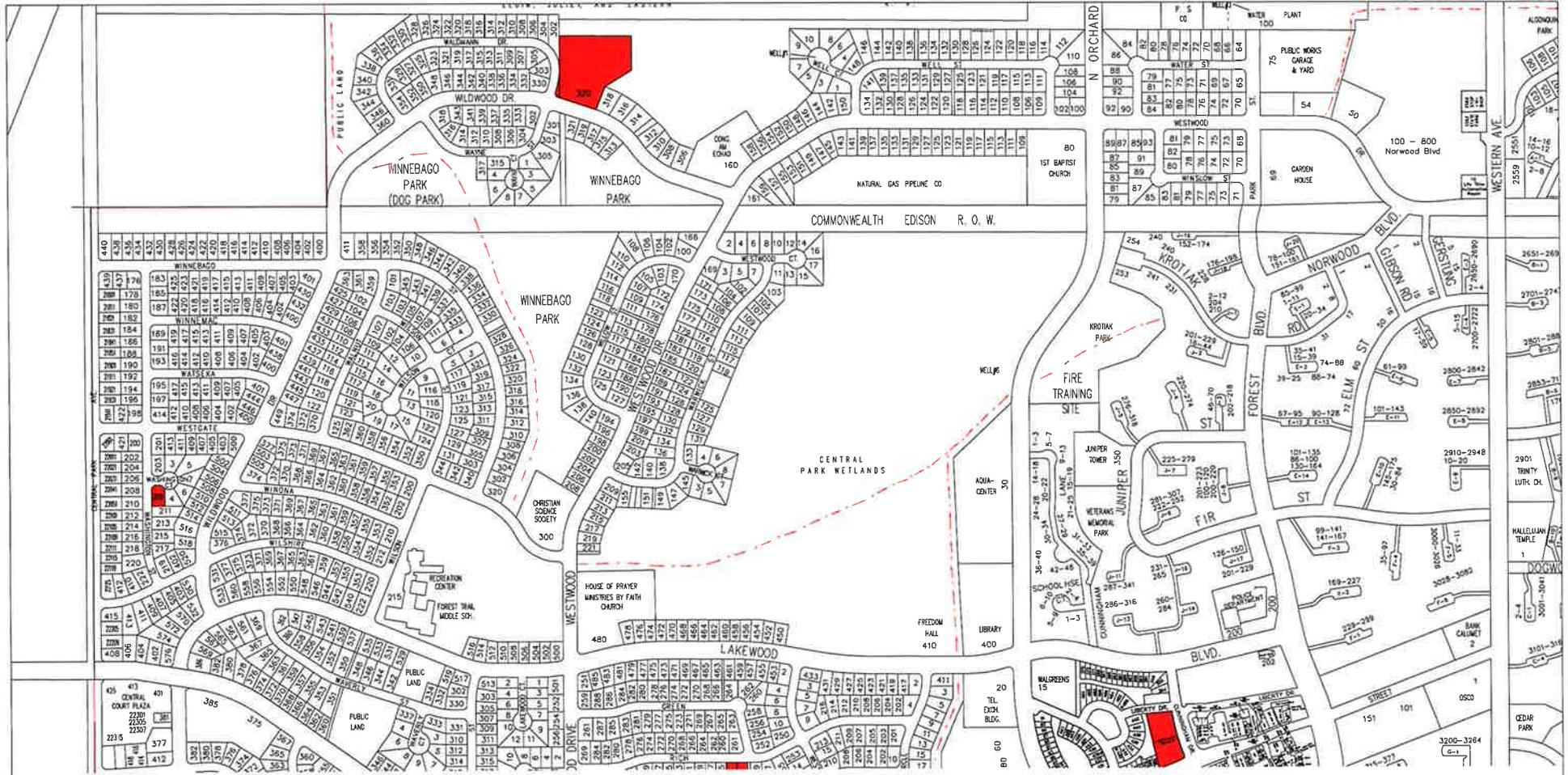


LOCATION MAP

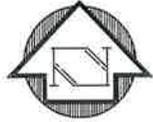


LEGEND

- PROPOSED DEMOLISHED HOUSE
- CLEARED TO BE DEMOLISHED JUNE 29, 2012
- DEMOLISHED HOUSE (VACANT PROPERTY)
- BLIGHTED HOUSE - WILL BE VACANT BY FEBRUARY 23, 2013



LOCATION MAP

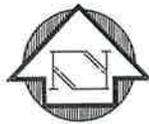


LEGEND

- PROPOSED DEMOLISHED HOUSE
- CLEARED TO BE DEMOLISHED JUNE 29, 2012
- DEMOLISHED HOUSE (VACANT PROPERTY)
- BLIGHTED HOUSE - WILL BE VACANT BY FEBRUARY 23, 2013



LOCATION MAP



LEGEND

- PROPOSED DEMOLISHED HOUSE
- CLEARED TO BE DEMOLISHED JUNE 29, 2012
- DEMOLISHED HOUSE (VACANT PROPERTY)
- BLIGHTED HOUSE - WILL BE VACANT BY FEBRUARY 23, 2013

# MEMO

Date: February 8, 2013  
To: Mayor John Ostenburg  
Board of Trustees  
From: Kenneth Eyer,  
Director of Public Works  
RE: The Department of Public Works Financial Update

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

## **MOTOR FUEL TAX FUND**

### **Motor Fuel Tax Fund Description, Process, and Trend**

DPW uses MFT funds for eligible annual maintenance projects and eligible day labor maintenance expenses. These maintenance projects include pavement rehab, sidewalk replacement, pavement marking, street sweeping, curb side vegetation control, and street signing. DPW also uses MFT Funds for contractual traffic signal maintenance, salt and calcium chloride purchases, street lighting materials, and electricity costs. MFT funds are also used by the Village to fund work related to capital projects such as the Design Engineering, Construction, and Construction Engineering and/or used as a source of Village cost participation for eligible capital projects.

Every month, the Village receives an allotment of Motor Fuel Tax (MFT) funds from the State of Illinois. The amount of MFT funds allotted to Park Forest is based on Village population and the amount of gas purchased throughout the state. The allotments are deposited/recorded into an unobligated account where the funds wait for approval to be expensed. When the Village would like to use MFT funds for an eligible expense, the Village first must request the amount of funds to be used by Resolution, and when reviewed and approved by the State, that amount of funds are transferred/recorded to an obligated account on the Department of Transportation records and ready to be expensed. Allocated/obligated money that is not used during the maintenance year is reallocated back into the Village's unobligated balance which can be used for future expenditure. This process along with the monthly allotments is how DPW builds a reserve of the Village's MFT funds.

As shown on the 2010 census, the population of Park Forest has decreased from 23,462 to 21,975. DPW anticipated that this decrease in population would contribute to any decrease in MFT funds allotted for Park Forest. Village staff will continue to monitor for this and has attached a MFT Allotment Spreadsheet which shows the past and current trend.

In the past two fiscal years, IDOT announced the Local Government Component of Illinois Jobs Now which provided a one-time supplemental allotment of MFT funds. This one time allotment increased the MFT fund by approximately 17%. The Village received \$101,888 dollars in the October 2010, August 2011 and September, 2012 allotments. At this time DPW is unaware if the Village will be receiving future allotments. This increase in MFT allotment brings MFT funding back to levels the Village was receiving in FY04 which was around \$674,151 dollars. See attached MFT Allotment Spreadsheet.

**Salt**

The purchase of salt is one of the bigger maintenance expenses in the MFT fund and has taken a larger portion of the MFT allotment in past years. The Village participates and utilizes the State of Illinois Joint Purchase Agreement for road salt. Under this agreement, the State solicits bids for salt and awards a lowest bidder. The quantity of salt to be supplied includes an amount projected and requested by the Village. Under this agreement, there is a minimum/maximum purchase clause. The following is a recent summary:

Snow Season	Unit Price per Ton (\$)	Tons Purchased	Total Spent (\$)
2008/2009	\$103.47 (Morton)	470	\$ 48,630.90
	\$155.58	1330	\$ 206,921.40
	(N.American)	1800 Total	\$ 255,552.30
2009/2010	72.54 (Morton)	2277	\$ 165,173.58
2010/2011	58.67 (Morton)	2274	\$ 133,415.58
2011/2012	58.67 (Morton)	1688(min purchased)	\$ 99,034.96
2012/2013 (Current )	49.93 (Morton)	1200 (requested) (960 min /1440 max)	\$ 168,000 Budgeted \$ 71,899 Max

Prior to the 2008/2009 season, salt was less than \$40 per ton and that included delivery to the Public Works Yard.

Due to the mild 2011/2012 snow season, DPW did not utilize much salt, but still was required to purchase the minimum purchase amount as required by the Joint Purchase Agreement. DPW purchased the 1688 ton minimum, stock piled and covered the unused amount, and stored it for use in the current season. DPW had approximately 650 tons to begin with this season.

For the current snow season, DPW again participated in the IDOT Joint Purchase Requisition to have the State solicit bids for salt which included 1,200 tons requested by DPW for the village. The awarded unit price for salt is \$49.93 per ton. The Village’s requisition contract will require that the Village purchase a minimum of 80% of the Village’s requested amount and a maximum of 120%. DPW budgeted \$168,000 for this fiscal year for salt which far

exceeds the projected maximum purchase. DPW just recently ordered 200 tons of salt from this year's purchase agreement. DPW may only need to purchase the minimum required again this year.

## **Orchard Drive Reconstruction: Lincoln Highway (US Rt 30) to Sauk Trail**

### **Background and Status**

This project became part of the South Suburban Mayors and Managers' Surface Transportation Program, (STP program). Under this program, funding will be split, 30% Village, 70% Federal. There are 3 phases for construction projects that are part of the STP program, Phase I – Preliminary Engineering, Phase II – Design Engineering, and Phase III – Construction and Construction Engineering. The Village has entered into Engineering Services Agreements with Baxter & Woodman Consulting Engineers for engineering services for this project.

At this time, Phase I – Preliminary Engineering, and Phase II – Design Engineering are complete. The design incorporated for future signalization at Westwood Drive when needed. Right Of Way Acquisitions were obtained to allow for roadway geometry improvements and rights to access property to maintain Village owned utilities. This project is currently in Phase III – Construction and Construction Engineering. Work began at the beginning of April 2012 and was not able to reach substantial completion last year as scheduled due to AT&T utility conflicts which delayed work progress. The project is approximately 75% complete and winterized until construction operations can commence fully this upcoming spring. Traffic signal, street lighting, and winterization maintenance continues with a new tentative target completion date of June 17, 2013 +30 days. There will be additional incurred costs due to the AT&T utility conflicts which delayed work progress and those costs are unknown at this time. IDOT is aware of this delay and is committed to contributing to winterization costs. At this time based on a Projected Final Estimate, the project will be approximately \$15,000 under the original contract amount. This estimate assumes IDOT will not authorize K5's request for extended overhead and supervision. This estimate consists of final quantities for 50% of the project pay items.

### **Current Schedule:**

#### Phase III - Construction

(US Route 30 to Lakewood Blvd and intersection improvements at Main St, Lakewood Blvd., and Indianwood Blvd.)

- Construction – Began April 2012
- Stage II Construction completion and switch over to Stage III (other side) – October 1
- Work until weather permits – December 1 latest
- Winterize and maintain construction site through winter season – Dec. 2012 to April 2013
- Restart and complete remainder of project – June 17, 2013 + 30 days

**Current Costs**

	<b>Total Cost</b>	<b>Federal Cost (70%)</b>	<b>Village Cost (30%)</b>	<b>Status</b>
Phase I - Preliminary	\$480,000	\$336,000	\$144,000	Completed
Phase II - Design Engineering	\$476,000	\$333,200	\$142,800	Completed
Construction Engineering	<u>\$823,590</u>	<u>\$576,513</u>	<u>\$247,077</u>	<u>Estimated</u>
<b>Engineering Subtotal</b>	<b>\$1,779,590</b>	<b>\$1,245,713</b>	<b>\$533,877</b>	<b>Estimated</b>
Phase III – Construction, *	\$7,216,158			Estimated
Bid Price		\$5,051,311	\$2,164,847	
Contingencies 5%	<u>\$360,807</u>	<u>\$252,565</u>	<u>\$108,242</u>	<u>Estimated</u>
<b>Construction Subtotal</b>	<b>\$7,576,965</b>	<b>\$5,303,876</b>	<b>\$2,273,089</b>	<b>Estimated</b>
Right of Way Acquisition***	\$28,650	\$0	\$28,650	Completed
Orchard at Westwood Traffic Signal**	\$300,000	\$0	\$300,000	Estimated
<b>TOTAL</b>	<b>\$9,685,205</b>	<b>\$6,549,589</b>	<b>\$3,135,616</b>	
State Participation			(\$131,054)	
CN Proceeds			(\$2,450,000)	
Fund balance assigned for Westwood Traffic Signal			(\$300,000)	
<b>Net Village Costs</b>			<b>\$244,562</b>	

\* Note: These costs include the street lighting, Old Plank Bridge painting, LED street name signs and replacement of the box culvert under Route 30 as required by IDOT. IDOT has agreed to participate for culvert work costs as shown as “State Participation”

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

\*\*\* The Village purchased 3 parcels of additional property from adjacent property owners for improvements to turning radii, geometry, and street light positions. The total appraised value of the 3 parcels is \$22,650. This was 100% Village responsibility.

**Thorn Creek Bridge Replacement – Structure Number 099-6750**

IDOT required the Village to have the Thorn Creek Bridge inspected yearly for structural and functional integrity due to its current structural condition. This is above the normal requirement of every 2 years. DPW utilizes Baxter and Woodman Consulting Engineers to perform these bridge inspections. In the past, DPW has had to replace a rotted wood pile used to support this bridge and anticipated that other wood piles may soon need replacement. The Village has requested, through Baxter & Woodman, federal funds from the Highway Bridge Program (HBP) in the 80/20 cost participation format to replace this bridge with a culvert design. HBP funding has been approved for this project.

The Village entered into Engineering Services Agreements with Baxter and Woodman to perform Phase I and Phase II engineering services for this project. Phase I consisted of an environmental impact and hydrology report at this location. The final report has been approved by IDOT. Phase II Design plans and specifications were completed and the bid opening occurred on January 18<sup>th</sup> of this year. Baxter and Woodman's Engineer's Estimate was \$871,509 for construction. The Village is approved by the Federal government for \$900,000 in construction cost participation. D Construction was the lowest bidder at \$609,715 which is \$261,794 below the Engineer's Estimate. Revised estimates for this project are as follows:

	Federal Share 80%	Village Share 20%	Total	Status
Preliminary Engr	\$ 64,000	\$ 16,000	\$ 80,000	Completed
Design Engr	\$ 91,628	\$ 22,907	\$ 114,535	Completed
Construction (As Bid)	\$ 487,772	\$ 121,943	\$609,715	To begin this Spring
Construction Engr	\$ 76,000	\$ 19,000	\$ 95,000	To begin this Spring
<b>Total</b>	<b>\$ 719,400</b>	<b>\$ 179,850</b>	<b>\$ 899,250</b>	<b>Projected</b>

**Lakewood Blvd. (FAU 1055) and Indianwood Blvd. (FAU 1056) Resurfacing**

This project received STP/LAPP funding through South Suburban Mayors and Managers (SSMMA) on a 70/30 percent cost participation. Under the Local Agency Pavement Preservation Program (LAPP), Phase I and II engineering costs are not eligible. This project's scope consists of resurfacing, patching, restriping, curb and gutter, storm sewer, structure adjustments, sidewalk, and driveway replacement. The original construction cost was estimated at \$975,000 but the lowest bid came in at \$844,241. This project is substantially completed. The current cost estimates, pending contractor agreement to final quantities, are as follows:

	Federal Share 70%	Village Share 30%	Total	Status
Preliminary Engr	\$ 0	\$ 0	\$ 0	N/A
Design Engr *	\$ 0	\$ 45,000	\$ 45,000	Completed
Construction	\$ 552,847	\$236,934	\$ 789,781	Near closeout
Construction Engr	\$ 44,625	\$ 19,125	\$ 63,750	Near closeout
Contingencies **	\$ 80,500	\$ 34,500	\$ 115,000	Near closeout
<b>Total</b>	<b>\$ 677,972</b>	<b>\$ 335,559</b>	<b>\$ 1,013,531</b>	<b>Projected</b>

\* 100% Village cost responsibility

\*\* This work was to replace approximately 45 additional driveways

**Blackhawk Drive (FAU 1057) Resurfacing**

This project will receive STP funding through the South Suburban Mayors and Managers (SSMMA) on a 70/30 percent cost participation for Phase III Construction and Construction Engineering costs only. This project's scope consists of resurfacing, patching, restriping, curb

and gutter, structure adjustments, sidewalk, and driveway replacement. This project was let on November 9<sup>th</sup> 2012 with work to begin this Spring. Baxter and Woodman's Engineer's Estimate was \$1,373,160 for construction. The Village is approved by the Federal government for \$1,400,000 in construction cost participation. Gallagher Asphalt Corp. was the lowest bidder at \$1,220,551.76 which is \$152,608 below the Engineer's Estimate. A preconstruction conference is scheduled for February 21<sup>st</sup>. The current cost estimates are as follows:

	Federal Share 70%	Village Share 30%	Total	Status
Preliminary Engr	\$ 0	\$ 0	\$ 0	N/A
Design Engr *	\$ 0	\$ 47,500	\$ 47,500	Completed
Construction (As Bid)	\$ 854,386	\$ 366,166	\$ 1,220,552	To begin this Spring
Construction Engr	\$ 70,000	\$ 30,000	\$ 100,000	To begin this Spring
<b>Total</b>	<b>\$ 924,386</b>	<b>\$ 443,666</b>	<b>\$ 1,368,052</b>	<b>Projected</b>

\* 100% Village cost responsibility

### **North Street Resurfacing**

In January 2012, the Village was notified of a tentative approval of an Illinois Commerce Commission EJE Mitigation Grant to resurface North Street from Orchard Drive, west to the Village Limit. The Board recently approved a revised grant agreement to move forward with this project. This grant will cover 90% of the construction expenses only. This project will consist of surface removal, pavement patching, spot curb and gutter replacement, resurfacing and pavement markings. The Village will need to fund 100% of Design and Construction Engineering expenses for this project. Construction Engineering is to be completed by Village Staff. The current estimated costs for this project are as follows:

	Federal Share 90%	Village Share 10%	Total	Status
Preliminary Engr	\$ 0	\$ 0	\$ 0	N/A
Design Engr *	\$ 0	\$ 30,000	\$ 30,000	Completed
Construction	\$ 252,000	\$ 28,000	\$ 280,000	Estimated
Construction Engr *	\$ 0	\$ 0	\$ 0	N/A
<b>Total</b>	<b>\$ 252,000</b>	<b>\$ 58,000</b>	<b>\$ 310,000</b>	<b>Projected</b>

\* 100% Village cost responsibility

### **Lincoln Hwy. (Route 30) Landscape Enhancement – ITEP Project**

The Village is scheduled to receive Illinois Transportation Enhancement Program (ITEP) funds to improve the appearance along the Lincoln Highway Corridor. This project will consist of removing the existing wooden fence along with the unwanted shrubs and trees on the Village side (South) of Lincoln Highway. The area will then be landscaped with desirable plants that will act as a natural screen for the homes that back along Lincoln Highway. The

Lincoln Highway Corridor Streetscape fund commitment will not exceed \$117,840. The Village will contribute a \$29,450 match. Due to the nature and size of this project, village staff has elected to do the project in house. DPW and Recreation and Parks have done this work.

The Village recently received a Notice of Approval for additional ITEP funds to continue this enhancement project from Orchard Dr. to the Eastern Village limit. DPW started inquiry and discussion with the Deputy Director of Transportation and Infrastructure at South Suburban Mayors and Manager for options regarding the possibility of combining the funds from the first award to complete this project as one complete project. DPW is awaiting a response. Below is a current breakdown.

<b>1<sup>st</sup> application</b>	<b>Federal 80%</b>	<b>Local 20%</b>	<b>Total</b>	<b>Status</b>
Prelim. Engr	\$ 1,440	\$ 360	\$ 1,800	Estimated
Construction	\$ 114,796.80	\$ 29,459.20	\$ 147,296	Estimated
Const. Engr	\$ 1,600	\$ 400	\$ 2,000	Estimated
<b>Sub total</b>	<b>\$ 117,836.80</b>	<b>\$ 29,459.20</b>	<b>\$ 147,296</b>	<b>Estimated</b>

<b>2<sup>nd</sup> application</b>	<b>Federal 80%</b>	<b>Local 20%</b>	<b>Total</b>	<b>Status</b>
Prelim. Engr.	\$ 33,280	\$ 8,320	\$ 41,600	Estimated
Construction	\$ 332,800	\$ 83,200	\$ 416,000	Estimated
Const. Engr.	\$ 49,920	\$ 12,480	\$ 62,400	Estimated
<b><u>Sub total</u></b>	<b><u>\$ 416,000</u></b>	<b><u>\$ 104,000</u></b>	<b><u>\$ 520,000</u></b>	<b><u>Estimated</u></b>
<b>Grand Total</b>	<b>\$ 533,836.80</b>	<b>\$ 133,459.20</b>	<b>\$ 667,296</b>	<b>Estimated if combined</b>

### **SEWER FUND**

#### **Reduction of Inflow and Infiltration**

DPW is continuing on with its efforts to reduce inflow and infiltration (I&I) of storm and ground water into the Village sanitary system as required by the Thorn Creek Basin Sanitary District Inflow and Infiltration Compliance Ordinance. The District Ordinance requires the Village to spend \$30 per capita per year to eliminate I&I. Before the 2010 census, this amounted to a minimum of \$703,860 dollars per Fiscal Year that is required to be spent on

I & I reduction activities alone. This amount is in addition to the remaining normal operating and maintenance costs charged to the Village Sewer Fund. Due to the recent 2010 census count, the Village's annual I&I spending requirement was reduced due to a reduction in Park Forest population. The Village's new annual spending requirement is \$659,250 dollars.

Due to the recent economy, the Thorn Creek Basin Sanitary District Board granted 2, 50% annual spending credits to all Villages under its I & I Ordinance which is intended to be applied over 2 separate 12 month periods which the Village can apply to make up shortfalls in annual spending. Village sewer rates are currently at \$2.86 per 1000 gallons of water used. This was the last of the graduated rate increases. These rates need to be reviewed periodically to insure that the Village continues to meet the Thorn Creek Sanitary District spending requirements and IEPA loan obligations. DPW used the first of its credits for the 2010 fiscal year and will use the remaining portion of its second credit for the 2011 fiscal year reporting. DPW has included a 20 Year Spending Projection of I & I related expenses showing how the Village plans to meet and forecast its spending requirements.

The Village is required to submit annual progress reports of I&I reduction related work completed and monies spent for that work. In addition to eligible I&I maintenance expenses, DPW focused on 2 major construction projects to reduce/eliminate inflow and infiltration. The expenditures for these 2 projects will be capitalized and reported as Debt Service over the next 20 years as an I&I related expense. The 2 major construction projects were:

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

Due to the call for Stimulus Funding Projects, DPW collaborated with Baxter and Woodman Consulting Engineers and submitted an \$880,000 dollar Request for Funding Application to fund the above mentioned projects. These projects did not receive any stimulus funding in FY2010 but they were carried over and were eligible for the IEPA low interest loan program. The Illinois Environmental Protection Agency (IEPA) has provided a loan approval letter and the contracts have been officially awarded. The originally approved loan covers design engineering, construction, and construction engineering costs for both projects as shown below.

	Sanitary Sewer/MH	Excess Flow Facility	Original Loan Amt
Design Engr	\$ 33,500	\$ 60,000	\$ 93,500
Construction	\$ 541,488	\$ 514,100	\$ 1,055,588
Construction Engr	\$ 69,000	\$ 62,000	\$ 131,000
Contingency			\$ 31,668
<b>Total</b>	<b>\$ 643,988</b>	<b>\$ 636,100</b>	<b>\$ 1,311,756</b>

The Rehabilitation of the Excess Flow Facility was awarded to Concord Construction Services, Inc in the amount of \$514,100. This project is approximately 95% complete as DPW is working with Baxter and Woodman to have the project punch list items completed by the primary contractor.

The Point Repair/Lining and Manhole Rehab project was awarded to, American Pipe Liners for \$538,988.00. This project is completed. The following is the current expenses for these two projects.

	Sanitary Sewer Manhole Rehab	Excess Flow Facility	Status	
Feasibility Study	\$ 0	\$ 20,000	Completed	
Design Engr	\$ 33,500	\$ 60,000	Completed	
Construction	\$ 472,447.01	\$ 482,417.22	In Progress	
Construction Engr	\$ 67,602.22	\$ 62,000	In Progress	
<b>Total</b>	<b>\$ 573,549.23</b>	<b>\$ 624,417.22</b>	<b>1,197,966.45</b>	<b>Current total expenses</b>

**USEPA Special Appropriations Project (SAP)**

At the end of Fiscal Year 10, another funding opportunity was presented for a future project that the Village can utilize for a major project to reduce/eliminate inflow and infiltration. The Village was notified that it was the recipient of an USEPA Special Appropriation Project (SAP) grant for sanitary sewer infrastructure improvements. This grant was for \$500,000 and was a 55/45 match. The USEPA received a 3% administration fee that reduced the maximum grant amount to \$485,000 with a Village match of \$396,818 for a total project cost of \$881,818.18. DPW has completed a Qualifications Based Selection Process to select an Engineering Services firm for this project. DPW received 8 Statements of Qualifications and interviewed the top 4 candidates. Baxter and Woodman was selected for this project. The plans are near complete and ready for solicitation of bids with a projected bid opening of March 21st. This first project will televise and line sanitary sewers. The second project will rehab and line any additional sewers and manholes needing rehab from the first project. The following is the current expenses for this project.

	SAP Grant	Village share	Total	Status
Design Engr	\$ 31,240	\$ 25,560	\$ 56,800	Estimated
Construction	\$ 418,780	\$ 342,638	\$ 761,418	Estimated
Construction Egr	\$ 34,980	\$ 28,620	\$ 63,600	Estimated
<b>Total</b>	<b>\$ 485,000</b>	<b>\$ 396,818</b>	<b>\$ 881,818</b>	<b>Projected</b>

**WATER FUND**

**Water Main Replacement and Improvements**

The Village Board recently approved an increase in water rates to fund another 2 million dollar water main replacement and improvement project. The purpose of the rate increase was to provide a mechanism to fund operations and pay back a \$2,000,000 bond issue for an IEPA

loan to replace approximately 2 miles of water main. DPW will soon seek engineering services for this project and submit an application after July 1<sup>st</sup> to the IEPA low interest loan program. Current water rates have been increased to \$11.93. Water rates will need to be continually monitored to insure the continuation of water system improvements and meet the IEPA loan obligations.

**Water Mains in Multi-Family Areas**

When the Village was first built, potable water was supplied to residents by a 2 inch water main that was installed through the foundation walls of the basements throughout the Multi-Family Areas. Since that time, it has been assumed that it's the Village's responsibility to maintain this water main. No formal agreements can be found. Therefore, the Village has met with the Multi-Family Areas and sought to provide a proposed agreement with exhibits that redefines maintenance responsibility of these 2 inch water service lines. This effort is still in progress. Three of the Co-ops are interested in pursuing this maintenance transfer. To date, Pangea, which is the owner that took over Thorn Creek Town Homes and Glen Arbor Condominiums (Courts G and H) has taken ownership and maintenance responsibility of these 2 inch mains that service their properties. DPW is to maintain up to the water shut off as DPW currently does with all other properties within the Village.

**Water Main Breaks Village Wide**

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

Calendar Year	2013	2012	2011	2010	2009	2008
# of Water Main Breaks Repaired	32 as of Feb. 8th	200	167	111	82	154

This chart is to show that numerous water main breaks continue to require monies to be spent on their continued repair. To date, 200 water main breaks in one year is the highest recorded in recent years. To date for 2013, DPW has already repaired 31 water main breaks. DPW anticipates additional breaks throughout the rest of this year. Monies spent for water main break are for labor hours, equipment usage, materials, various restorations, and at times, cost to private contractors.

**ADDITIONAL PROJECTS**

**Commercial Building and Residential Home Demolition**

The Village was approved to receive up to \$1,741,700 dollars in a Neighborhood Stabilization Program (NSP) Grant and \$493,900 in Community Development Block Grant (CDBG) funds from Cook County for the demolition of vacant, blighted commercial and residential structures. The 4 commercial sites are 3200 Lincoln Hwy. (Old Zee One Honda), Wildwood School, 350 Main St (BYUS Bldg. #3), and 100-800 Norwood Square Plaza. The residential homes are various homes village wide with that majority in the Eastgate neighborhood.

At this time, the 4 commercial sites have all been demolished and restoration work is in process. Final restoration will be completed when weather conditions are more favorable. Bids are to be received by Bechstein from traffic control electrical contractors for the removal of the traffic signal at Norwood Plaza. Ten vacant, blighted residential structures will be demolished before the end of February. The following are the current grant fund distribution and expenses for this project:

Grant Funds	Commercial Demo	Residential Demo	Total
Neighborhood Stabilization Program (NSP)	\$ 1,591,700	\$ 150,000	\$ 1,741,700
Community Development Block Grant (CDBG)	\$ 493,900	\$0	\$ 493,900
Total			\$ 2,235,600

Project Expenses	Amount	Paid/Completed to date	Status
Design Engineering * (Baxter and Woodman)	\$ 156,000	\$ 156,000	Complete
Design Engr. for Traffic Signal removal at Norwood Plaza* (Baxter and Woodman)	\$ 7,500	\$ 4,095	In Progress
Traffic signal removal at Norwood Plaza*	\$ 0	\$ 0	Bids not received yet
Demolition (Bechstein Original Bid for Commercial Demo)	\$ 1,896,000	\$ 1,250,493.02 (\$ 1,389,436.69 in work completed to date)	In Progress
Demolition contingencies	\$ 189,600	\$ 4,756 (Bechstein extras to date)	In Progress

Construction Engr. * (Baxter and Woodman)	\$ 85,700	\$ 37,570	In Progress
Demolition (Shear Force Bid for Residential Demos)	\$ 141,600	\$ 0	In Progress
Other Residential Demo Expenses	\$ 8,400	\$ 6,552.34	In Progress

\* 100% Village Cost

**National Pollution Discharge Elimination System (NPDES)**

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

**Inflow and Infiltration - 20 year Spending Projection**

	Actual 2010	Actual 2011	Actual 2012	Projected 2013	Projected 2014	Projected 2015	Projected 2016	Projected 2016	Projected 2017	Projected 2018	Projected 2020
Fiscal Year 6/30 - 7/1											
Target Spending Amt/yr	\$659,250.00	\$659,250.00	\$659,250.00	\$659,250.00	\$659,250.00	\$659,250.00	\$659,250.00	\$659,250.00	\$659,250.00	\$659,250.00	\$659,250.00
minus - 1st - 50% credit	\$208,796.55	\$120,828.45									
minus - 2nd - 50% credit		\$180,081.05	\$149,543.95								
Adjusted Target	\$450,453.45	\$358,340.50	\$509,706.05	\$659,250.00	\$659,250.00	\$659,250.00	\$659,250.00	\$659,250.00	\$659,250.00	\$659,250.00	\$659,250.00

**Allowable Expenses**

Sewer fund accounts that get charged allowable expenses	What Village approx. budgets each year (Dollars)	What Village anticipates to report as eligible expenses (Dollars)									
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IEPA Loan (Both Excess Flow Facility and Sanitary Sewer&MH Rehab)	1,486,620.00				74,331.00	74,331.00	74,331.00	74,331.00	74,331.00	74,331.00	74,331.00	74,331.00
Minus Previous Credits taken for IEPA Loan for Preliminary and Design				-93,500.00								
USEPA Grant (500K+45%)	881,818.18				440,000.00	441,818.18						
Salaries and Wages	249,000.00	173,568.01	169,751.98	202,322.55	163,584.00	163,584.00	163,584.00	163,584.00	163,584.00	163,584.00	163,584.00	163,584.00
Insurance	88,000.00	70,357.33	70,831.90	69,574.07	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00
Employee Support	44,000.00	29,116.04	30,029.12	37,824.21	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Professional Svcs.	50,000.00	7,364.70	854.88	10,908.15	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Egr/Architect Svcs.	100,000.00	81,199.72	10,784.35	8,414.30	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
Audit Services	1,770.00	1,770.00	1,683.00	1,772.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00
Permit Fees	500.00	1,918.89	601.25	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
Operating Supplies	2,500.00		2,577.76	1,700.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Hardware/small tools	1,000.00		221.47	21.90	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00
Contractual Work	46,000.00	45,433.97	41,822.91	10,639.88	46,000.00	46,000.00	46,000.00	46,000.00	46,000.00	46,000.00	46,000.00	46,000.00
Capital Outlays												
Transfer of Funds												
Leases and Rentals	19,500.00	39,724.80	29,181.88	42,397.87	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
<b>Total Spending</b>	<b>450,453.46</b>	<b>358,340.50</b>	<b>292,574.93</b>	<b>1,007,415.00</b>	<b>1,009,233.18</b>	<b>567,415.00</b>						

Net Obligation	-0.01	0.00	217,131.12	-348,165.00	-349,983.18	91,835.00	91,835.00	91,835.00	91,835.00	91,835.00	91,835.00	91,835.00
Cummulative Total		0.00	217,131.12	-131,033.88	-481,017.06	-389,182.06	-297,347.06	-205,512.06	-113,677.06	-21,842.06	69,992.94	

Required Capital



## MEMORANDUM

**DATE:** February 8, 2013

**TO:** Mayor Ostenburg

**FROM:** Sarah Coulter, LEED AP  
Sustainability Coordinator

**RE: Sustainability Plan Implementation Update**

Following is an update on the implementation of the Park Forest Sustainability Plan (PFSP) and the projects/programs that are currently underway. Discussions and/or questions will be carried out at the Financial Update Meeting on February 23rd, 2013.

The Village has contracted with an energy service provider to provide all residents and small businesses within the Village with aggregated electricity in which 100% of the power comes from renewable sources. This will not only reduce greenhouse gas emissions, it will also provide a cost savings to Village residents and businesses for the next two years. The participation rate in the aggregation program changes every month due to attrition and new joiners. At the initial enrollment that rate was 76.4 percent. Based on energy consumption in 2012, the aggregated energy program in last three months of 2012 has saved the village residents and small businesses **\$313,179** and eliminated over **6,469 Metric Tons of carbon emissions**. The amount of carbon emissions reduced represents the emissions from electricity from 968 homes and the emissions from 1,348 passenger vehicles for one year of use.

The Village is hosting CMAP's Future Leaders in Planning (FLIP) program. FLIP is a group of 33 Chicagoland high school aged students who have chosen to create a project specifically for Park Forest because of the adoption and implementation of the PFSP. They meet one Saturday a month for six months and have conducted a series of visits and interviews with Village staff, local experts, Rich East High School staff and students. They have toured the Village's examples of sustainability related demonstration projects and other community resources. In May, they will have a project launch and celebration in Park Forest. This project will be duplicated, shared and promoted in all of the other Park Forest schools.

The Village applied for two Illinois Green Infrastructure Grants that, if funded, will reduce storm water runoff and increase wildlife habitat by creating a natural storm water management system. The Village will partner with IEPA to transform 30.3 acres of open space and retention areas into natural green infrastructure retention and infiltration basins resulting in improved water quality by treating it with native plantings before discharging into Thorn Creek. Funding will be announced in July of 2013. The Sustainability Coordinator would work closely with the Public Works and Recreation and Parks Departments to implement the grant, if awarded.

The Village has applied for a Project Orange Thumb Garden Makeover grant from the Fiskars Company. This grant would allow for the creation of the large, permanent community garden

and food forest referenced above. The grant announcement is expected in February 2013 and the garden makeover would occur in 2013.

The Village has applied for second year funding for the Sustainability Coordinator position from the Chicago Community Trust. An extensive application was written with the help of Hildy Kingma, Director of Economic Development. A funding decision is expected in May of 2013.

The Village, along the Environment Commission, has pursued a number of community garden grants and will strengthen existing gardens and expand the number of gardens in the Village during the 2013 growing season. This group of committed volunteers will also start composting at community gardens. Finally, they have arranged for workshops to educate Village residents and community gardeners on how a community garden is structured, where they are located in the Village, where they can be expanded, what/how to compost, and the benefits of adding compost to soil.

The Village has submitted two applications for CMAQ funding for Bicycle Facilities Development and Bicycle Encouragement – Bicycle Parking to reduce the number of car trips taken to common routes throughout the Village as well as promote safe routes to school. These funds will pay for pavement markings and signage on five collector roads that connect to main arterials and established bicycle routes on Orchard Drive and the Old Plank Road Trail. Bicycle encouragement requires adequate parking for residents' bikes. If funded the funds will provide 20 additional bike racks for Village parks, common destinations and DownTown. A map will be created and widely distributed to suggest routes, convey mileage to and from key Village destinations and educate residents in bicycle safety. Grants for this funding will be announced in October 2013.

The Sustainability Coordinator presented as the guest speaker at the Village's quarterly Business Breakfast held in January 2013 on the topic of "Getting Ahead of the Green Curve". With more than 80 attendees at this session, Park Forest businesses learned the fundamentals of sustainability, the role of business in sustainability and how businesses can get involved in the implementation of the PFSP.

Other community outreach activities include:

- Presentation for the Park Forest Kiwanis.
- One on one meetings with the property managers of each of the five co-operative housing complexes.
- Involvement with the South Suburban Food Co-op's Board and members.
- Regular attendance at the Environment Commission, Planning Commission and Friends of the Health Department.
- Collaborative relationship with Prairie State College's Sustainability Coordinator Network

**In the 2013 calendar year, the Sustainability Coordinator plans to continue to work on the following projects, all of which are consistent with the Park Forest Sustainability Plan.**

The Village has received a CMAP Local Technical Assistance Grant to undertake a comprehensive revision to the Village's subdivision and zoning regulations, with a focus on allowing sustainable development and uses by right. This initiative implements several strategies outlined in the PFSP. This project has had some initial planning meetings but will officially start in Spring 2013 and is expected to take 12 months to complete.

The Village has received a grant from Smart Growth America to conduct a two day workshop in preparation for CMAP's zoning and subdivision ordinance update. This workshop will focus on regulatory updates related to renewable energy, energy and water conservation, recycling, community health, and green infrastructure. This workshop will take place on April 18<sup>th</sup> & 19<sup>th</sup> 2013, before the launch of CMAP's ordinance revision project.

Work has begun with Homewood Disposal to establish a baseline for Village Hall, single family households, and multifamily recycling and pursue actions that will increase recycling rates.

A lighting and energy audit for Village facilities is now underway. Staff will identify rebates and incentives to cover costs and encourage the implementation of measures to reduce Village Hall energy use and promote energy conservation.

Initial work is now underway with the Village Staff "Park Forest Growing Green Team" to continue to find sustainable improvements within each staff member's department and implement Village wide sustainable policies and practices. Work will include such items as developing an environmentally preferable purchasing policy and the use of reusable dishware and flatware at various Village meetings. To this end, an Energy Star certified dishwasher has been purchased and will be installed to facilitate the use of reusable dishware and flatware and discourage the use of disposables.

Work has started with the Police and Fire Departments to implement an anti-idling policy for the Village's public safety vehicles. This policy would eventually be adapted and/or duplicated for all municipal vehicles.

Work toward the development and launch of a Green Business program and create awareness of the importance of sustainability to local businesses. The Illinois Green Business Association (IGBA) is creating a program specific to Park Forest that they hope to duplicate in towns and villages similar in size to Park Forest.

Work with the Community Garden Group to develop fundraising opportunities, provide programming for community residents (Composting 101 and Canning 101) as well as plan for the 2013 gardening season. Expanding the participation in the existing gardens and increasing the total number of community gardens in the Village is the goal of the program. The Community Garden Group is also hoping to establish a permanent community garden and food forest on the former Wildwood School site. This site is adjacent to Winnebago Park and will not only create another community space but add value to and stabilize the immediate neighborhood.

# MEMORANDUM

DATE: February 11, 2013

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 2013/2014 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 2012/2013 Capital Plan to the 2012/2013 Budget is as follows:

<u>General Fund</u>	<u>2012/2013 Capital Plan</u>	<u>2012/2013 Budget</u>	<u>Difference</u>
Administration	116,500	94,000	(22,500)
Recreation & Parks	525,100	6,800	(518,300)
Freedom Hall	0	16,000	16,000
Facilities Maintenance	0	58,500	58,500
Program Services	0	8,000	8,000
Building & Grounds	397,000	42,000	(355,000)
Police	115,800	195,800	80,000
Fire	73,210	46,800	(26,410)
Public Works	464,500	110,500	(354,000)
Community Development	1,900	51,900	50,000
Economic Development & Planning	1,900	1,900	0
Health	42,450	15,000	(27,450)
<b>Total General Fund</b>	<b>1,738,360</b>	<b>647,200</b>	<b>(1,091,160)</b>
Water Fund	1,151,610	141,800	(1,009,810)
Sewer Fund	1,547,000	906,818	(640,182)
Municipal Parking	270,000	145,000	(125,000)
Capital Projects	990,000	397,490	(592,510)
Tennis & Health Club	10,000	10,000	0
Aqua	37,000	20,000	(17,000)
DownTown	460,000	363,000	(97,000)
MFT	12,813,590	9,806,288	(3,007,302)
Housing	1,900	1,900	0
Vehicle Service	592,500	510,000	(82,500)
<b>Total Capital</b>	<b>19,611,960</b>	<b>12,949,496</b>	<b>(6,662,464)</b>

Every department is subject to a potential reduction in capital spending. In Fiscal 2013, \$1,091,160 of capital items were removed from the General Fund request for the proposed 2012/2013 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, \$95,000 for the “Special Handling Material” disposal station and wash rack is shown in the Capital Plan and will be encumbered from the 2013 budget.

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 23, 2013**

**SUBJECT: Six Month Update 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. The Park Forest Health Department has mentored college bound Health Administration students as well as Advance Practice Nursing students from Governors State University and has also often participated as a practicum site for Medical Administrative students from Everest College in Merrillville, Indiana. Recently, the health department has also acted as a practicum site for BSN completion nursing students from Indiana State University. The nurses of the health department participate in the annual career day program hosted by Rich East H.S. to encourage students to consider a career in public health or nursing.

Within the community, the nurses continue to visit area schools such as Illinois School and Talala School for local health screenings and work closely with Park Forest area school nurses to help complete school physicals and required immunizations for preschool, middle school and high school students. The nurses have also provided service at Richton Square School in Richton Park.

The Village has been able to further the relationship with School District 227 resulting from the Community Relations Coordinator serving on the Community Media Group and Business Advisory Council.

Further develop and build upon the success attained with Police Department's B.I.C.Y.C.L.E. Program. The Police Department will again be giving away bikes to students in the eight grammar schools who have attained the goals set out by the various schools dealing with positive behavior. Along with the bikes, the Park Forest Library has entered into a partnership with the department to give away books and prizes to students and to encourage use of their new Kids Zone.

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

Develop a college/university scholarship program.

The respondents to the Fire Department's customer satisfaction survey continue to indicate the service they received met or exceeded their expectations, with 82% signifying the service exceeded expectations.

With classes now presented to Blackhawk, Mohawk, Talala, Indiana and Arcadia Schools, the Fire Department is on track to meet the goal of reaching 80% of all third graders.

Various Village Officials are assisting with the judging of School District 163 Science Fairs in the current school year.

Firefighters participated in the annual career day programs hosted by Rich East and Forest Trails Middle School to encourage students to consider a career in firefighting and emergency medical services.

Besides the elementary schools, the Fire Department presents safety classes to pre-school children at Illinois Montessori, Operation Headstart and the Childrens House Day Care. Babysitter and latchkey child safety classes continue to be taught by staff to middle school and junior high aged children.

The Village Manager has been active in a Civic Engagement Consortium with Governors State University as GSU seeks to establish relations with various communities and organizations in the southland region. Related to this Consortium, meetings have taken place regarding potential internship partnerships and funding that might be available via GSU for such endeavors. Related to this, the 2012/2013 MPA student body is considering a student research project which this could analyze and provide suggestions to the Village.

In partnership with the Village and Thorn Creek Audubon, more than 250 students from School District #163 have enhanced their understanding of science through field trips to the Wetlands Discovery Center, Junior Audubon program and hands-on learning and research in Central Park Wetlands.

Recreation & Parks staff also engaged students from District #162 in projects at Central Park Wetlands and planting woodland plants and prairie plantings at the Rail Fan Park / Old Plank Road Trail in the Lincolnwood area of the Village. Environmental Consultants have also used the Discovery Center to run educational programs for home schooled children.

In January 2013, Recreation and Parks Staff, working with staff from Talala School began the "Live Grow Discover" after school program. This program offers two different

activities each day, Monday through Thursday. Children participate in each of the two activities and parents may register their children for any or all days. The programs offered cover a wide range of activities and include arts, performing arts, dance, music, martial arts, basketball and tutoring in math and reading. This program is supported with funds earmarked from the Police Departments Administrative Seizure Hearing monies and allows the Village to keep the registration costs at \$35.00 as well as purchase needed equipment. For example each child in the harmonica class will receive their own harmonica. The Communications Director partnered with Recreation and Parks to brand the program in a similar style as the Village's Live, Grow, Discover campaign.

Program staff is also developing ideas with Library staff to encourage reading and arts in the summer camp programs as well as having a presence at the Aqua Center for "Story Time" and art instruction.

Recreation & Parks annually employs over 200 young people of high school and college age. Staff has committed to make the experience more than "just a summer job" with ongoing support of young people who wish to advance to college, advanced degrees or an upgrade in their employment elsewhere. Many R&P staff have been "home grown" having started with the Village as seasonal workers.

The Sustainability Coordinator has coordinated with the Chicago Metropolitan Agency for Planning (CMAP) to bring their "Future Leaders in Planning" (FLIP) group of high school students to Park Forest for two day-long sessions. The sessions took place in October 2012 and January 2013 and included community tours, a tour of various Village facilities/venues and a panel discussion on local government operations. The FLIP students are working with students from Rich East High School to develop an educational campaign related to water and/or energy conservation that can be duplicated at schools throughout Park Forest and the metropolitan area.

The Village donated \$1,000 to School District 163's annual Tee off for Education golf outing in June 2012. The Village also had several representatives present for a dinner related to the event.

The Summer 2012 issue of Discover Magazine featured the stories of eight of Rich East High School's best students from the Class of 2012. The story credited Rich East being in U.S. News & World Report's list of Top High Schools. The article captured not only the great work of the school's students, but also its diversity.

The Communications Director highlighted the new Kids Zone at the Park Forest Public Library in the Winter 2013 issue of Discover Magazine, and continues to include one to two pages of programming from the Library in effort to encourage Village kids and parents to make full-use of the facility.

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

The Assistant Director of Economic Development and Planning participates on the International Conference of Shopping Center's (ICSC) Alliance planning committee and was part of a panel of presenters at the past ICSC Deal Making.

Staff completed two mass mailings to over 300 financial, insurance and service providers and to over 300 barber/beauty/spa service providers promoting vacant downtown retail space.

Staff updated LoopNet and sent over 1,800 e-mails promoting downtown rental space.

Staff is working with EDAG to implement actionable activities recommended in the South Suburban Coalition's Retail Investment Study.

EDAG selected Michael Jordan as the 2012 Park Forest Business Person of the Year. He was recognized with a reception and presentation of the award at a Village Board Meeting.

Staff has developed a Request for Qualifications (RFQ) for a business/entrepreneur capacity training program. The RFQ was distributed to Joliet Junior College, South Suburban Community College, Prairie State College, Governors State University, and several individuals.

The Chase Bank property (202 Forest Boulevard) is under contract for sale to an individual from New York. Closing is expected in early February 2013.

Staff volunteers on the Business Expo Planning committee of the Southland Chamber of Commerce and is currently on a subcommittee to increase attendance at the Business Expo.

Two blast e-mails were sent to business owners to market the availability of the LED sign at US30/Lincoln Highway.

Staff is working on a proposal to construct a new monument sign at Sauk Trail and Indianwood Boulevard to promote shopping local and directions to the DownTown.

Staff has worked with the Sustainability Coordinator to identify a national sustainable business certification program. Businesses in attendance at the January Business Breakfast expressed an interest in participating, so this program will be implemented in the coming months.

An interdepartmental committee is working to increase awareness of and participation by businesses in Main Street Nights.

The 2<sup>nd</sup> Annual DownTown District MidSummer Madness was held on July 18, 2012, with record setting attendance of over 150 attendees. Additional advertising along with

partnering with other departments increased awareness of this event within and outside of Park Forest. Plans are under way for the 3<sup>rd</sup> DDMM to be held on July 17, 2013.

Two quarterly business breakfasts were held averaging 70 attendees. The annual networking business breakfast is scheduled for spring.

The 2013 business registration process is under way with 65% of the applications received thus far. As last year, the sustainable option was made available to businesses by having their renewal package emailed to them, and 27% of businesses took advantage of this option. This represents an increase of 8% over last year.

The size of the tote bag given to new residents, which contains welcome information and valuable Village resources, was increased to a reusable grocery-size bag highlighting the Shop Park Forest First campaign with the Growing Green logo and the slogan "*It's the Sustainable Thing to Do!*".

Continued promotion to businesses to use the Bi-Weekly Business e-Bulletin to expand their marketing at a zero cost to them. The e-Bulletin averages 17 ads per session, which is distributed to an email database of over 900.

Six out of the seven Park Forest business winners of the SouthtownStar's 2012 "Best of the Chicago Southland" were located in DownTown Park Forest, and one business is located in the Park Forest Business Park.

The second full-color edition of the 2012/2013 Business Resource Guide saw an increase of 50% in advertisement. Several businesses have commented on having received new customers and/or inquiries due to the Guide.

In an effort to give new business owners the best possible service, procedures have been modified between the Building and Economic Development Departments when major remodeling is done to their new space. This gives the business owner clear direction and expedites their opening.

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

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 2012-2013. In 2012, 413 vacant properties registered at a compliance rate of 80%. Related to Crime Free Housing implementation, more than 60 renters have been removed from problem properties since the program's inception in March 2008. In 3 cases, an eviction was contested in court proceedings and the Village prevailed in each instance.

The Community Development and Economic Development and Planning Departments have been working together to identify problem properties throughout the Village for demolition. Nine properties in the Eastgate neighborhood were demolished in 2011-2012 with the assistance of a Cook County Neighborhood Stabilization Program grant. Fifteen homes were demolished in December 2012 with a State CDBG-IKE grant. An additional seven homes will be demolished with this grant in Spring 2013. Finally, Cook County has provided an additional \$150,000 to demolish 10 vacant, blighted homes in February 2013. This now represents a total of 52 houses being demolished between 2009 and June 2013.

The Health and Fire Departments assist Economic Development activities by providing timely technical support and plan review of prospective businesses. This includes engaging new businesses by providing them a clear understanding of Village and State code concerns and issues regarding their prospective development. Recent examples of this include technical support and plan review services for Dunagains Irish Pub, Homewood Star facility, the Star Disposal compressed natural gas fill stations, a fire alarm system at House of Prayer, the Safe Halloween event, Stop and Shop 2, State Farm Insurance, a residential sprinkler system for a duplex townhouse, Sapphire Room/Billiards Hall and restaurant, St. Irenaeus' kitchen exhaust hood and suppression system, Deal\$ Convenience Mart and the Lucky Chinese Restaurant.

The Fire Department identified and assisted Pangea Realty in correcting the incorrect addresses posted on several of their new Townhomes. The Department also implemented an on-line Crowd Management training program to assist assembly use occupancies in Park Forest in meeting the new code requirement in the Life Safety Code.

The 211<sup>th</sup> Street Transit Oriented Development Plan Implementation Study was completed in August 2012. The recommended Mixed Use zoning district will be incorporated into the revisions to the Zoning Ordinance that will be initiated in 2013 with the assistance of a CMAP local technical assistance project.

Work with the Economic Development Advisory Group (EDAG) on recommendations related to any financial incentives which might be sought by the business community. The Village Board recently approved minor revisions to the Village's incentive policy as recommended by EDAG.

Cook County has provided Neighborhood Stabilization Program grant funds to allow for the demolition of Norwood Square Shopping Plaza, 3200 Lincoln Highway, Wildwood School, and 350 Main Street. All four properties were demolished in December 2012. Final restoration at each site will occur in Spring 2013. The vacant land will be marketed for new development.

Village Staff has worked with First Midwest Bank, owner of 381 Blackhawk Drive, to determine that there are no brownfield issues at this property. It is Village Staff's goal to obtain the deed to this property and find a new user that can open a new oil/lube business in this location.

Village Staff has negotiated an option agreement for the sale and development of 1.24 acres out of the 3.5 acres of vacant land on Main Street. The proposed new use is a Dollar General store. At this time, a land survey and plat of subdivision have been completed. The developer will submit applications for a subdivision plat and a variance to parking requirements, as well as a request for development incentives that will be considered by the Board of Trustees along with the purchase agreement. The developer projects a December 2013 opening for the new business.

Staff is negotiating a sales agreement with DENT, LLC to close on the sale of the 80 North Street property in March 2013. In addition, Staff is working with the Great Lakes Center for Energy Smart Communities to initiate an alternative energy project that will power Village street/parking lot lights.

With the assistance of CMAP's local technical assistance program, the Village will initiate a comprehensive revision of the Zoning and Subdivision Ordinances in Spring 2013. These revisions will address sustainability measures and ensure that the ordinances make redevelopment and infill development easier to undertake in a manner that is consistent with the Village's comprehensive plan.

As part of CMAP's local technical assistance project, the Village also received approval for additional technical assistance from Smart Growth America. This assistance will be provided as a two day workshop focused on ordinance revisions that will promote energy and water conservation. The workshop will take place on April 18-19, 2013.

The Master Plan for expansion of the Village Green area onto the former Marshall Fields building is completed. A grant application for implementation has been submitted to the Illinois Department of Natural Resources and is pending. Since any funds expended on the project before a possible grant award cannot be counted toward the "local match" the project is on hold awaiting the grant announcements. A key component to the plan is an "open area" adjacent to community activities targeted to development, especially commercial (i.e. eating, entertainment, etc.).

The South Suburban Land Bank and Development Authority (SSLBDA) has been formally created with the Village of Park Forest and the Cities of Blue Island and Oak Forest as the initial municipal members. The Director of Economic Development is on the Board of the SSLBDA and serves as the Board Secretary. An Executive Director for the SSLBDA is expected to be hired by the end of February 2013 and acquisition of land will begin in Spring 2013. The Village of Park Forest still has to determine how much of its development property will be transferred to the SSLBDA for maintenance and marketing.

The Communications Director penned several articles in 2012 aimed at educating residents on the outside funding the Village has sought for initiatives like the demolishing of long-time vacant properties. More education for residents on this issue should result in

a greater understanding of what steps are being taken to put Park Forest in a better position for tax generation.

**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 the Village's 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.).

In 2012 the Village restructured its 2001 General Obligation Bonds in August 2012 saving \$730,800 in interest over the life of the bonds.

The Fire Department was fortunate enough to receive five grants over the course of 2012/2013; one from the State of Illinois, three from the Federal Government and one from a national pipeline company.

The State of Illinois grant was for Automatic External Defibrillators (AED's) in the amount of \$2,488 and was used to equip every department ambulance and engine with either a complete monitor/defibrillator or an AED.

The first FEMA grant received in this year provided a 90/10 match grant to acquire the equipment required to do realistic simulation based command training right in the fire station rather than having to go outside for this training. This \$22,000 project was underwritten with \$19,800 of Federal funds and is expected to save the Fire Department more than \$75,000 over the next 3-years in continuing education costs.

The second Federal grant received in this year was for \$106,964 to promote recruitment and retention within the Fire Department's Paid-On-Call division. This 100% federally funded grant provided the department with a new electronic marquee sign (already installed) and training/equipment for new POC members for the next 2-years.

The third Federal grant received in the past year provides \$62,800 in training funds under the standard 90/10 split. These funds will be used in conjunction with the command training simulator in the initial Federal grant to assist in advancing the training of fire personnel in the areas of incident command and the National Incident Management System.

Finally, the Fire Department received a \$1,000 grant from the Enbridge Pipeline Company to assist the department in creating a roof training prop at the Fire Training Site. This is a cooperative project being undertaken in conjunction with Prairie State College's Firefighter II training program. Park Forest will provide the location and materials for the prop and the college will provide the labor to physically construct the

prop. The grant from Enbridge will cover more than 50% of the Village's share in constructing this prop.

In March 2012, voters in the Village of Park Forest approved a referendum allowing the community to contract with an energy supplier to reduce electricity costs for its residents. The Village selected FirstEnergy Solutions Corp. as the supplier of choice for the aggregation program due to the competitive rate they could provide. In addition, the electricity for the Village of Park Forest program will be 100% renewable. Village residents will receive a rate of 4.98 cents per Kilowatt hour (kWh). This compared with the current ComEd rate of 7.86 cents per kWh which carries an additional charge of a Purchased Electricity Adjustment that is currently averaging 0.5 cents per kWh, for an effective ComEd rate of 8.36 cents per kWh. The program began in September 2012 and will continue through the August 2014 billing cycle. As a result, there was a 95.6% participation rate by the community and the aggregated savings for participants are projected at \$1,680,000.

The DownTown Office has continued work with its two-year project related to energy efficient window replacements across all Village-owned properties in Downtown Park Forest.

In August 2012, the Health Department implemented a sustainable paperless health record initiative by incorporating Devero, formerly known as Home Health Care SOS. Devero is a point of care electronic health record system for the village's home health and home nursing services. The system allows for real time charting and administrative oversight of the visit frequency tracking, as well as efficiency in visit documentation submission. The system also integrates with the Village's current inner office billing software and helps capture data entered for easier electronic claims submission.

The Health Department's second going green initiative was the installation of a debit card processor to provide the ease of customer use of the department's clinic services.

The Health Department also continues to be a provider site for the Vaccines for Children (VFC) program, and receives free vaccine from the state to ensure that uninsured children that visit the clinic have access to all required immunizations. In addition to being a VFC provider, the health department actively uses the State of Illinois immunization registry called I-CARE to efficiently document and track immunizations of all children immunized by the health department. This is a registry developed by the Illinois Department of Public Health that links the IDPH's immunization registry to medical practices throughout the state to ensure the accuracy and completion of each child's immunization record. As of September 2012, the Illinois Department of Public Health announced a new requirement that all VFC provider locations enroll into the ICARE program by December 2012. Moving forward, the ICARE system will be used to track all VFC vaccine shipments, order requests and monitor vaccine use and inventory. Park Forest Health Department has been an active user of the ICARE system for the past three years and is capable of tracking or searching the immunization records per computer and providing parents with a notice of when the next immunizations are due.

Utilizing this immunization registry exchange also helps to incorporate a system to limit vaccine loss and wastage, which can be costly and preventable. The use of the system also incorporates responsibility for each VFC provider to ensure that vaccines are stored and handled properly and temperatures are monitored as indicated. Finally, utilizing the ICARE system requires that the VFC providers screen the vaccine recipients to ensure eligibility for the vaccines provided by this grant.

Public Works has carried out much of the 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. A USEPA-mandated RFQ process took place with Baxter & Woodman selected as the consulting engineer for this project.

Public Works is managing the Orchard Drive reconstruction project. As of writing this update, Orchard Drive is approximately 75% complete.

The resurfacing projects of Indianwood and Lakewood Boulevards took place in the 2012 construction season. Indianwood Boulevard was resurfaced from Sauk Trail to Western Avenue and Lakewood Boulevard was resurfaced from Sauk Trail to Orchard Drive.

A grant project for the resurfacing of North Street will be bid by the State in the coming months and carried out in either the 2013 or 2014 construction seasons. The grant is from the ICC for \$280,000 with a local match of 10% (\$28,000) and will include resurfacing on North Street from Orchard Drive west to the corporate limits past Ludeman Center.

In the 2013 construction season, Blackhawk Drive will be resurfaced from Sauk Trail south to Monee Road. Additionally in this construction season, the Thorn Creek Bridge will be replaced.

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. As of this writing, a major overhaul of the Park Forest website is almost complete. The new site will facilitate more online registration and payment options and provide easier access for residents to village programs and services.

The Health Department continues to coordinate, secure and screen vendors, and manage the operation of the annual farmers market, which will begin its 40<sup>th</sup> season in May 2013. The market continues to run for six months out of the year and provides an in town access to fresh organic and inorganic fruits, vegetables and produce for local residents. The health department also continues to participate in the Farmers Market Nutrition Program to provide coupons for the farmers market to low income seniors. In 2012, 700 coupons were distributed to area seniors between the months of August to September.

The Fire Department is proactive in the enforcement of fire prevention codes to reduce the risk of a hostile fire negatively impacting the Village's limited tax base. At the midpoint of 2012-2013 Fiscal Year, the Fire Department is observing a 96% clearance rate on all fire code violations.

Minimally conduct one original inspection for all properties, and two on high-hazard and assembly uses within the Village. Fire Department Staff are on track to meet the goal of one original inspection for all properties and two inspections on high-hazard and assembly occupancies.

Respond to a customer generated fire hazard complaint within three working days of their receipt. Fire Department personnel are currently satisfying this benchmark by responding to customer driven fire hazard complaints on the day they are received or on the first business day following their receipt.

The Fire Department is currently reviewing the 2012 editions of the NFPA, Life Safety Code and the International Fire Code for future adoption.

Look to expand where possible "Green Initiatives" into the Fire Department's physical plant, vehicles and operations.

To date, the Fire Department has installed mechanical light timers to electronic timers to increase reliability and reduce energy consumption, have added a solar panel option and LED devices for the new ambulance to lessen the carbon footprint of this vehicle, have created a draft anti-idling policy to reduce use of fossil fuels as well as reduction of harmful exhaust gases, are working with the Village Manager to explore the possibility of some type of solar assist device for heating water at the fire station. The Department has participated and enjoyed the benefits of the urban gardening project developed by the Environmental Commission.

The department also recently switched from NiCad batteries to Lithium-ion batteries in monitor/defibrillators to reduce recycling needs. This battery switch has resulted in needing fewer batteries overall with an anticipated 50% increase in battery lifespan, reducing the overall need to recycle hazardous batteries.

The Fire Prevention Bureau is moving towards a paperless process for transmitting the "Notice of Violation" letters to occupancies following the annual inspections. Once an active email address is developed for each inspectable property, staff will discontinue the practice of generating a paper copy where practical.

The Fire Department has continued the program of inspecting and tagging fire extinguishers in the various Village Departments and Facilities. This program was initiated in 2010 at the request of Recreation and Parks in an effort to reduce the annual budgetary expenditure for this service.

Two years of planning and preparation culminated with a visit from the Insurance Service Office (ISO) in September, 2012 to review and analyze the community's structural fire suppression delivery system. The ISO has 10 different classifications for which fire department can be rated once the ISO's work has been completed. Park Forest's was rated a Class 4 out of a possible 10 classifications. With 2,399 fire departments in Illinois, only 262 agencies are classified as a 4. Furthermore, only 207 agencies in all of Illinois are scored higher in Class 1, Class 2 or Class 3 designations. Nearly 65% of all fire agencies in Illinois are classified as a Class 5, 6 or 7. In reviewing the summary report, it appears that Park Forest missed a designation of being a Class 3 entity by 2.71 points (on a comprehensive 100 point scale). Fire Command Staff will pursue potential for bridging this tiny gap and get into the Class 3 category. The Village ISO rating back in 1980 was a Class 4 and in 1998 the Village was deemed to be a Class 5.

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

The Village Sustainability Coordinator started work for the Village in October 2012. This position is currently funded with a one year grant from The Chicago Community Trust. The Coordinator is responsible for working with Village Staff, Boards and Commissions, the residents and business community to implement the strategies of the Growing Green: Park Forest Sustainability Plan. The Coordinator has submitted an application to The Chicago Community Trust for a second year of funding for the position.

The Sustainability Coordinator worked with the Departments of Recreation/Parks, Economic Development and Planning and Public Works to prepare two Illinois Environmental Protection Agency Illinois Green Infrastructure Grant applications that would enhance wetland development in Central Park and various smaller parks in the community. The goal of these projects is to reduce storm water runoff and educate the public about the benefits of wetlands.

The Sustainability Coordinator worked with the Departments of Recreation/Parks, Economic Development and Planning and Public Works to prepare a Congestion Mitigation and Air Quality (CMAQ) grant application to create a system of bikeways throughout the community. This grant would fund striping and bikeway signage on public streets, and a bikeway map to encourage this form of transportation.

The Sustainability Coordinator and Staff from the Department of Economic Development and Planning met with representatives of Pace Suburban Bus system to begin development of a plan to promote increased use of public transit.

With the demolition of the vacant, blighted Wildwood School building, the Sustainability Coordinator has begun working with the Environment Commission to develop plans for a major community garden on this property. A grant application was submitted to Fiskars that would fund the initial development of this garden. Major components of the garden are expected to include a demonstration/educational garden, a food forest with fruit and

nut trees, individual garden plots for families and community groups, and public art and passive open space areas.

Recreation & Parks will continue its program of applying a coating to the roofs of all municipal buildings. This coating is applied as a paint and will extend the life of the roof by 10 to 15 years. Also, the manufacturer of this product extends the warranty of the roof by 10 years. All of this is accomplished for 1/3 to 1/2 the cost of a new roof.

This past fiscal year two Recreation and Parks 4-wheel drive vehicles were refurbished. This work included a thorough examination by a mechanic and replacement or rebuilding of components that showed signs of excess wear and potential failure. This work included replacement of seals and gaskets on the engine and transmission on one truck paint and body work. The second truck had the wheel hub assemblies, power steering pump, steering column assembly and various seals all replaced. Both vehicles have had body work and interior upholstery work. To date this fiscal year one of the trucks used for building maintenance was repainted. The service body on this vehicle had some leaking weather gaskets and surface rust was developing in several areas both inside and on the exterior of the service body. The gaskets were replaced and the service body was repainted. Plans are to refurbish one or two more vehicles this year. It is anticipated that this process will extend the useful life of the vehicle 5 to 7 years and cost only 25% of a new vehicle at this time.

Recreation & Parks maintains an inventory of custodial supplies for use by the various facilities and departments. For some time staff has sought to purchase “post consumer waste” paper and green cleaning products when available. A more formal purchasing program is being developed to take the best advantage of the available sustainable products.

Recreation & Parks has also undertaken the replacement of outdated T12 florescent lamps and fixtures in Village facilities with newer, more efficient T8 lamps and other green lighting technologies. Staff is also working with vendors to obtain rebates for this changeover. Currently, rebates of up to 80% are available. A complete changeover from T12 to T8 lamps was completed in the fall of 2012 in Freedom Hall with one of these rebates.

The Village continues efforts to go paperless and transparent, adding a weekly listing of all invoices paid to the website for Board and public viewing.

#### **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.

The Police Department has implemented the Problem Oriented Policing program that puts Police Officers back in contact with residents in their assigned “zones” and allows them to deal with numerous “quality of life” issues such as junk autos, houses in disrepair

and other neighborhood problems. The public is kept apprised of current events, incidents and arrest by way of Facebook and the department's website.

A new Ordinance requiring Parental Supervision and responsibility was written with the assistance of the Village Prosecutor and Village Attorney, presented to the Board and passed. The Ordinance was approved in the summer of 2012 and was implemented in November so that ample public notice could be given. It requires that parents with habitual offender children take responsibility for their child's actions or they will be issued citations to Municipal Court with a minimum fine of \$250.00.

The Fire Department has put significant effort and staff hours into developing and maintaining a website in order to increase outreach to various aspects of the community. Some of the key improvements related to the website include on-line CPR class registration, information available at your finger tips on programs such as the Crowd Manager Training classes, electronic copies of the department's annual reports and frequently asked questions.

The Fire Department has also turned to Facebook to increase outreach efforts and maintain communications with residents. While not as comprehensive as the website, the Facebook page provides a ready opportunity to reach out to citizens and provide immediate notification of items pertaining to emergencies and non-emergency information.

With the addition of the new digital message center replacing the original static sign at the fire station; the department has another avenue to communicate with citizens and visitors. Since the sign was provided under the recruitment and retention (R&R) grant, there are restrictions on what percentage of the sign usage must be R&R related and how much can be used for other community outreach. These restrictions are in place only during the initial 2-year grant period, after which the staff can use the sign as deemed necessary. Despite these restrictions department personnel have already been able to use the message center to highlight CPR training, traffic safety initiatives and flu shot availability.

The Fire Department has made several presentations to the Village's senior population at Victory Centre, Juniper Towers and Garden House. These presentations offer advice on fire safety, fall prevention, building safety systems, Fire Department services and 9-1-1 system activation.

After two fire-related deaths in an incident on Ash Street where smoke detectors were found to be non-functioning, the department reached out to the cooperative association and went door to door promoting smoke detector maintenance. During this visit, Fire Department Staff conducted a smoke detector canvas of 50 nearby townhouse units. Fire safety information was given and smoke detector batteries replaced. Where new smoke detectors were needed Ash Street Cooperative maintenance personnel facilitated their replacement.

The health department continues to offer skilled home health services, home nursing and non skilled home services that includes assistance in the home with personal hygiene. Continuing to provide these services help many seniors maintain their independence in their homes and delay the need for nursing home placement. The health department also offers a medical equipment loan closet where gently used medical equipment is donated to the village, sanitized and loaned out to residents who are in need but unable to purchase the items. This program is offered at no cost and with no limitations on the length of time to borrow the items. Many residents find this service to be an extremely valuable amenity. The health department also continues to act as an intake site for programs such as "Access to Care" for primary health care access for the uninsured, the Lion's club for free eye exam and glasses for low income residents, and continues the safe needle disposal program. The health department continues to provide health screenings at Rich Township senior center, walk in blood pressure screenings and influenza shots, a monthly health news letter for Rich Township, influenza shots to home health residents, to various community churches, senior buildings and community centers. And the health department also continues to offer weekly immunization clinics and seasonal school physical clinics and adult health screenings.

Build on community education through the usage of several forms of media including but not limited to: television via cable access; internet via the Village's website and social media outreach; print via Discover Magazine, the Recreation and Parks brochure, the Park Forest Business Directory and other miscellaneous print pieces and mailings; and posters communicating various messages at Village Hall and in DownTown kiosks.

In the Fall of 2012, two Community Focus Groups were held. One group composed of Village residents residing in town less than five years, while the other was for residents living in town more than five years. Then, the two groups were brought together to share the results and continue the discussion. Those results were then shared with the Board of Trustees for their Strategic Planning Sessions. Professor Jerry Gabris of Northern Illinois University NIU's Center for Governmental Studies facilitated the process. Sessions were videotaped for future review by Village Officials. A summary report will be shared with the Village Board in conjunction with its goal setting efforts on November 3<sup>rd</sup>.

In continuing to build upon and strengthen the Village's civic engagement with various initiatives, the Village continued its Neighborhood Meeting schedule August 29 with the residents in the East Lincolnwood Area.

This year, the Fire Department was involved with Youth Day and an integral part of the 4<sup>th</sup> of July festivities. During Fire Prevention Week, the annual Twilight Parade was re-routed this year due to the road construction on Orchard. The Fire Department also participated in block parties, school science fairs, a job fair, open houses and a car seat safety inspection and installation check event in collaboration with the Police Department. Captain Wheeler and two other firefighters are Certified Child Passenger Safety Technicians who are frequently called upon to inspect and install child car seats for civilians at the fire station.

Staff has worked with local realtors to create awareness of the quality of life in Park Forest. In particular, promote the various housing acquisition/rehabilitation programs that are underway in Park Forest thanks to the Illinois Building Blocks Program, the Neighborhood Stabilization 1 and 3 programs, and the CDBG-IKE program.

Recreation and Parks Program staff added Faith UP Church as an addition to Calvary Church to assist with a Good Neighbor Day in 2012. Programs, equipment, planning assistance and other support services helped showcase Village and non-village activities in Park Forest.

Staff with Recreation and parks has established a “Youth Sports Newsletter” emailed to hundreds of residents and neighborhoods to highlight the success of local youth sports organizations, Rich East High School and the alumni of all these providers.

Aqua Center Staff has made a major effort in the last few years to get young people in swim lessons. National statistics indicate that for every 10 drownings, seven (7) are young African-American kids. All Village campers and visiting camps are now required to take lessons if they come to the facility.

A renewed push to boost volunteerism is underway in the Village, with advertisements in Discover Magazine, similarly styled ads on the Village’s website, and posters at Village Hall. The campaign looks to use real people to tell the story. Little Tykes basketball coach Christina Baines is the first volunteer to be highlighted. Gene Finley and a host of other longstanding volunteers are set to also take part in interviews and photo shoots.

The Communications Director has continued to work with local media to bring more positive attention to happenings in Park Forest, with recently published articles in the SouthtownStar on the Village’s grant awards and demolition of vacant properties.

More video content has been added to the Village’s YouTube page and local cable channel – including videos on newly passed ordinances and the latest Freedom Hall performance series – aimed at heightening awareness.

One of the Village’s top amenities, the Park Forest Aqua Center, realized a resurgence in the summer of 2012. The Communications Director partnered with Recreation and Parks staff on a number of initiatives to impact attendance. To boost awareness, each member received two free passes to provide to guests. Additionally, a free day of swimming was provided to the community in which close to 700 people attended. A members-only kick-off event also was held to boost awareness and buzz prior.

Close to 1,000 new images that showcase the quality of life in Park Forest have been added to the photo sharing site Flickr. The new Park Forest webpage will bring attention to these images with links for the user to see more.

The Village will finally have an upgraded website in the 2012-2013 fiscal year. The newly designed site will feature more aesthetically pleasing news features, videos, and

images that better tell the story of the life in and of Park Forest. A leading company in building award-winning municipal websites, CivicPlus, was selected by the Communications Director, who continues to work with the company on logistics.

The Park Forest Ambassadors held a Young Professionals Mixer in July 2012 at Dining on the Green. This group was created to start a buzz in the suburban area and among potential residents of “what’s going on in Park Forest”. This event will be held on a quarterly basis.

In July 2012, the Park Forest Ambassadors held the 2<sup>nd</sup> Annual New Resident Reception (Pool party) at the Aqua Center. There were over 250 new residents, along with their friends and family. Two households won \$50 towards their water bill, and other raffle prizes were given out as well.

The Annual Wine & Chocolate Tasting was held in August 2012. The event was hosted on the Village Green with a LIVE band on the stage and food, chocolate and Karaoke in Dining on the Green. The event was well attended with 250+ attendees. This year Groupon was used to broaden the marketing scope of attendees.

This year marked the most people nominated as a group for the Good Egg Award. The ceremony was held in September 2012 at the Village Hall which included the following recipients: Jackie Smith, Cindy Beringer, Thomas Mick, Tammy McMahon and Alan Joens, all representing Park Forest Baseball.

The Community Relations Coordinator is on the planning committee for the Diversity Dinners in the suburban area. September 2012 marked 10 years for the dinner, which was held in the Rich South High School cafeteria.

The Community Relations Coordinator held a Realtors Lunch n’ Learn in September 2012 to update the local Realtors on the Illinois Building Blocks homebuyers assistance program. This event was followed up with a Realtors-only Open House Tour (October 2012) to increase the awareness of the vacant houses, and a Community-wide Homebuyer’s Expo and Open House Tour for the public. Interested parties filled every available seat in the Village Board room and attendees were able to take three different bus tours of vacant properties.

The Park Forest Police and Community Relations Coordinator created a Safe Halloween event for the Community. The two departments, along with a planning committee (Youth Commission, Library, Recreation & Parks and Park Forest Ambassadors), created a new addition of a community wide Scarecrow Contest. The Scarecrow Contest was a success along with dancing, snacks, games, pumpkin carving & costume contest. The event was a success with over 1,500 attendees coming from Park Forest and surrounding communities.

The Community Relations Coordinator coordinated a taping for a 30 minute segment on Housing programs in the South Suburbs for Channel 19 which is broadcast in 56

communities. The taping included: Introduction to Illinois Building Blocks Program (IBBP) with Greg Faulkner; Financial aspect of IBBP with Juliana Harris (one of approved lenders); workshop and training requirements by AGORA housing counselors (Mary Jones) and brief overview of upcoming housing projects with Neighborhood Stabilization Program with Mark Stanfa (MECCA Companies). Even though Habitat for Humanity (David Tracy) was unable to be part of the event, a brief description was provided on the Habitat program by Evelyn Sterling.

January marked the 4<sup>th</sup> year of the Park Forest Idols: Battle of the Suburbs. The event was a packed house with 230 attendees, as well as volunteers from the Commission on Human Relations, Youth Commission and Omega Rho Epsilon Sorority, Inc. The winners were from the following communities: Park Forest, Bourbonnais, Chicago Heights, Harvey and Olympia Fields.

## VILLAGE OF PARK FOREST

### MEMORANDUM

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

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

**DATE: February 12, 2013**

**SUBJECT: Strategic Planning Goals for Fiscal Year 2013/2014**

The Board will recall that it took official action last November to codify the following goals for Fiscal Year 2013-2014:

1. Engage in relationships and program initiatives which enhance working together to provide the best education possible for the children of Park Forest.
2. Continue efforts to increase commercial, business and residential development in the Village.
3. Continue to establish, review and refine policies which assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.
4. Increase awareness of the quality of life in the Village of Park Forest.

As the Board and Management Team move into the development of the 2013-2014 Budget, it should be noted that the Village has recently begun a period of transition in reviewing and analyzing the above goals. In particular, the goals will be scrutinized to ensure that that goals moving forward include previous strategic planning and long range planning initiatives, some of which are fairly recent, and others of which are longstanding. These initiatives include the following:

#### **I. Citizen Focus Group Priorities**

Citizen Focus Group priorities were developed in the Fall of 2012 with the assistance of Gerald Gabris and the Northern Illinois University's Center for Governmental Studies. Three focus group sessions rendered the following seven priorities:

1. Locally centered Economic Development.
2. Address evolving Public Safety issues where needed.
3. Develop strategies for further Engaging Youth.
4. Enhance Civic Responsibility and Code Enforcement.
5. Address high Tax/Fee issues where possible.
6. Address Water Quality/Infrastructure issues.
7. Strive to improve Village Government-Resident Communications

## **II. Previous Planning Studies to Keep in Mind**

As part of the Village's planning discussions in November 2012, Mayor John Osteburg expressed the importance for the Board and Management Staff to revisit several planning documents so as to evaluate and/or ensure that their collective findings are incorporated within planning discussions moving forward. These studies include:

- Park Forest Sustainability Plan (May 2012)
- IMAP Assessment from NIU's Center for Governmental studies (January 2011)
- Homes for a Changing Region (December 2011)
- Strategic Land Use Plan for Economic Development (November 2008)
- Transit Oriented Development Plan (October 2007)
- Urban Land Institute's Technical Assistance Panel (October 2003)
- Downtown Master Plan Update (November 2002)

In summary, Staff's consideration of goals implementation into 2013/2014 will include the codified Board goals while keeping in mind the other components noted above.

**RESOLUTION No. \_\_\_\_\_**

**A RESOLUTION ADOPTING  
STRATEGIC PLANNING GOALS  
FOR FISCAL YEAR 2013/2014**

**WHEREAS** Strategic Planning Goals express the Board’s vision for the future of the Village of Park Forest; and

**WHEREAS** Strategic Planning Goals become the foundation of the programmatic goals in the Village’s annual budget and shape the development of said budget; and

**WHEREAS** Strategic Planning Goals which reflect the consensus of the Board have been developed over several months.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, that the Strategic Planning Goals for Fiscal Year 2013/2014 are hereby adopted as follows:

5. Engage in relationships and program initiatives which enhance working together to provide the best education possible for the children of Park Forest.
6. Continue efforts to increase commercial, business and residential development in the Village.
7. Continue to establish, review and refine policies which assure an acceptable and sustainable level of financial, environmental and infrastructure components of the village.
8. Increase awareness of the quality of life in the Village of Park Forest.

**BE IT FURTHER RESOLVED** that these goals shall be incorporated into the 2013/2014 budget and the resources of the Village shall be directed toward the implementation of these goals.

**Adopted this \_\_\_\_\_ day of November 2012.**

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Village Clerk