

Village of Thornton

Memo

To: Vivian Payne, Village Administrator

From: Simone Jackson, Treasurer

cc: Maxine Reynolds, Village President
Arlette Frye

Date: 8/25/2025

Re: Tax Increment Finance Administrator Designation

Hello Vivian,

After consultation with Arlette, I'd like to propose that the Treasurer be the Village's TIF Administrator as opposed to the Village President to ensure streamlined administration and timely communication with the Comptroller's office.

I understand the Village President has traditionally been the Administrator because the Treasurer was not a full-time position and unable to effectively manage communications with the state in a timely manner; however, the Treasurer is the one responsible for preparing the annual TIF report, which often requires coordination with the Comptroller's office. Should the Village President remain the Administrator, such communications and more between the Comptroller's office and the Treasurer would require continued facilitation from the Village President that I am happy to alleviate now that the role is a full-time position.

Your thoughts on the matter are appreciated.

Best,

Simone Jackson